

ROTOKAURI SCHOOL

Risk Analysis and Management System



Teacher in Charge: Lesley Ashman and Haley Keast

Activity / Situation: 4 day camp at Rotorua

Date: 27 – 30 November 2007

Objective of Trip: Outdoor Education, Science and Social Studies

Number of Pupils: 58

Age Range: 10 to 13

Parent Consent: Yes

Number of Parent Helpers: 8

Board or Principal Consent: Board of Trustees

Date: 17 October 2007

Cell Phone or Contact Numbers: Lesley 0211225558 and Haley 02102746653

In the event of any emergency the Principal should be informed.
School phone number: 07 8495068 or Home: 07 8464548

Risk Analysis	Strategies to Minimise
<p><u>Camp Overall</u></p>	<p>Setting the correct tone before students go on camp is vitally important to the success of the camp. Students will spend three weeks prior to camp producing a camp book. Most accidents occur because students are unaware of dangers. Much of the pre camp work is based around risk management. It is important that students are aware of risk management and decision making skills. Their camp book becomes a record of those discussions. Children often take the books home and this becomes a discussion focal point for parents and child. The camp books includes: staffing and camp parents, a map of camp in relation to Rotorua, the camp and accommodation, the camp rules including out of bounds areas and expectations, day to day organisation, camp teams and duty groups with supervising parents, and gear requirement. Staff also have a camp book – it includes health problems and contact numbers for doctors and parents.</p> <p>There will be first aid kits at all activities. Students with asthma will be reminded to take their inhalers. An emergency asthma kit will also be taken. Teachers and parents will have cell phones on them during all activities. Each parent will be responsible for 6 to 8 students and will be required to do head counts at the start, during and at the end of each activity.</p> <p>Following Instructions - Parents and students are made aware that if students do not follow instructions that in turn may cause risk, injury to themselves or others they will be sent home at the expense or inconvenience of the parent. We cannot take responsibility for students who do not take responsibility for their own actions and decisions.</p>
<p><u>Keswick Camp</u></p> <p><u>People</u> Not listening to instructions Going into other people's cabins</p> <p><u>Environment</u> Kitchen Lake Fire</p>	<p>The Camp Directors will talk to the kids on arrival. They will revise the camp safety rules that the students will have in their camp books. We will discuss areas of danger, boundary points, especially emphasising keeping away from the lake. Cabin expectations will be reinforced i.e. keeping out of other people's room.</p> <p>Lesley will be the Fire Warden with an accurate list of the number of campers on the property and the rooms they are in.</p> <p>Haley will be in charge of First Aid and Medication.</p> <p>Parents and teachers will accompany students when we walk to the playground at Hannah's Bay Reserve.</p>