

Redwoods Treewalk Rotorua NZ



RISK ANALYSIS AND MANAGEMENT SYSTEM					
Name of School:		Date:	Class(es):	Activity: Visiting the Redwoods Treewalk	
POTENTIAL HAZARDS/ INCIDENTS	Road accidents	Travel sickness	Blisters	Hypothermia, sunburn	
	heat exposure	Allergies and stings	Cuts and grazes	Missing group members	
	Other injuries or illness	Strains and sprains	Damage to environment –garbage, vandalism	Equipment breakage, loss	
	Accident / Injury from falling deadwood in trees	Damage of the plant roots	Slip hazard & injury by wetness, plants, frost, ice	Injury caused by weather (hail)	
CAUSAL FACTORS	In transit	People	Equipment	Environment	Notes
		Driver fault Special needs children	Vehicle breakdown or maintenance issues	In vehicle –speed, public hazards Roads Car parks	Safety belts Identify children with travel sickness. Carry containers
	On site:	Undisclosed medical conditions Poor supervision of students Unfamiliar settings Inappropriate behaviour, especially at risk behaviour, during visit	Inadequate clothing and/or footwear Lack of food or water Inadequate toilet facilities	Low temperatures – High temperatures Rain Wind Unstable tracks Limited cell phone contact	See pre-visit information pack for potential hazards. Identify reception points for cell phones
RISK MANAGEMENT STRATEGIES	Normal Operation	Use medical forms Ensure that a supervisor that is responsible for each group of students (1 to 8 ratio) Ensure teacher in charge has visited setting and/or liaised with educator Ensure that supervisors are competent and clearly informed of role Ensure students are clearly informed of guidelines for behavioural expectations	Ensure, through checks, that all equipment is returned in working condition Check student clothing before leaving school Check student food and water requirements Inform all supervisors of toilet situation before entering reserve Emergency signal e.g. whistle	Visit site prior to outing to familiarise supervisors with 'at risk' aspects of environment and toilet facilities Obtain weather reports prior to visit and monitor general weather conditions Provide route maps Taking note of enclosure signage – safety, directional Identify emergency exits Identify meeting points for safety	See the pre-visit information pack for guidelines. Ensure students and parents are briefed on roles and expectations prior to visit.

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	Emergency	<ol style="list-style-type: none"> 1. Carry spare equipment, food, drink and clothing 2. Leave contact details and class list with school office 3. Carry cell phone in case of emergency (e.g. need to call parents, school, emergency services) 4. Ensure if travelling by bus that a further vehicle is available if need arises 5. Ensure staff members (supervisor) are appropriately trained in first aid 6. All major decisions overseen by teacher in charge 	<p>First Aid kit fully equipped and well maintained</p> <p>Contains supplies appropriate to group and forest conditions:</p> <ul style="list-style-type: none"> • Saline solution • Plasters/Wound dressings • Bandages • Asthma pack 		<p>See pre-visit information pack for guidelines.</p> <p>Emergency Phone numbers:</p> <ul style="list-style-type: none"> • <p>Educator First Aid Kit School First Aid Kit</p>
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School requirements:

- class list for roll
- children identified by name tags (provided)
- appropriate enclosed footwear, **warm clothing**, rain proof jacket,
- sunblock
- **water bottle**
- **First Aid Kit**