

Rotorua Duck Tours

Risk Analysis and Management System:

This form is to be completed when leaving the school on any school trip outside of the classroom.

Activity: Rotorua Duck Tours Amphibious Vehicle Ph 073456522

Date of trip: _____

Teacher in charge: _____

Other adults accompanying trip: _____

No of students: _____

Age of students: _____

Correct Ratio: Primary 4:20 Secondary 2:22 Tertiary 0:24

Undesired Events: Accidents and injury while on The Rotorua Duck and under the guidance of the Rotorua Duck Tour Guide.

Undesired Events	Injury or an accident while on the duck		
Factors Causing Accidents	People <ul style="list-style-type: none"> • Not listening to guide. • Careless behavior • Poor group control • Other drivers 	The Duck <ul style="list-style-type: none"> • Not Maintained properly • Not under marine certification • Not registered or warranted 	Environment <ul style="list-style-type: none"> • Weather • Earthquakes • Heights • Water
Risk Management Strategies	<ul style="list-style-type: none"> • Full safety briefing before departure. • Correct amount of supervision (ratio). • Teachers in back seats to look over students. • Ensuring that the duck driver is qualified and capable in all situations. 	<ul style="list-style-type: none"> • Daily inspection of duck to make sure no problems • Ensuring that all maintenance is done immediately when the problem arises. • Ensuring that road certification is current • Ensuring that marine certification is current • Ensuring all equipment is up to date and maintained 	<ul style="list-style-type: none"> • Not going onto lakes in bad weather • Adjusting tour to suite weather conditions • People are aware of what lies ahead of them

Rotorua Duck
Tours Staff
Requirements

- All drivers have current First Aid Certification
- Knowledge of emergency procedures in case of an accident
- All the licenses required to drive the duck

Trip Outline: _____

Teacher in charge _____ Principal _____