

Risk Analysis Management Process (RAMS) for Country Kidz Christmas Bus Excursion to Taupō Spa Park and Taupō Sale Yards

Risks	Severity	Control measures	Steps to be taken if incident occurs
Vehicles within carparks at Country Kidz, Taupō Spa Park and Taupō Sale Yards	Severe	<ul style="list-style-type: none"> Ensure when getting in and out of the bus and/or cars that tamariki are appropriately supervised and that they are aware of where to stand and wait One teacher or adult to stand outside of each bus or vehicle and is responsible for supervising tamariki waiting One adult is responsible for putting tamariki in and out of the bus and/or cars at Country Kidz carpark, Taupō Spa Park and Taupō Sale Yards ESW tamariki are at a 1:1 supervision ratio to ensure wandering risk is mitigated on exiting of farm Those roles are assigned before leaving the Country Kidz building. Safe and responsible driving on open roads at all times 	<ul style="list-style-type: none"> Provide first aid, evacuation procedures as necessary, Notify Centre Manager, parents, and follow up, including any need to advise third parties.
Missing child	Severe	<ul style="list-style-type: none"> Kaiako, whānau helpers, and tamariki are to wear high visibility vests at all times. Kaiako and whānau helpers will carry rescue whistles, and tamariki will be instructed to come to the whistle when it is blown. ESW tamariki are at a 1:1 supervision ratio to ensure wandering risk is mitigated Tamariki not to be out of sight of the adults with vests, a perimeter of four kaiako will be established at Spa Park to ensure solid boundaries of play and exploration. Tamariki are made aware of the out of bounds areas and the need to be able to see an adult at all times Tamariki are not to be divided into/or separated out from main group unless there is a permanent Kaiako with each group and the 1:3 ratios are maintained with communication available between the groups due to the nature of participating in an event that a number of people attend Regular headcounts are performed every 15 minutes Tamariki must not leave kaiako while in attendance at the Sale Yards 	<ul style="list-style-type: none"> Missing child identified Roll call conducted Notify all adults, if they do not know where child is then blow whistle to gather all tamariki and adults together All tamariki gathered in safe place with 1 adult – Spa Park picnic tables, Taupō Sale Yards Bus at the Pony Club Grounds Additional adults begin searching area (pooled water areas are first priority). If child not found within 10 minutes, contact Centre Manager via phone to advise Call 111 if child not found within 30 minutes
Drowning (Pooled Water, Waikato River)	Severe	<ul style="list-style-type: none"> Avoid playing near any water, including but not limited to rivers, pools, and ponds 	<ul style="list-style-type: none"> Provide first aid, evacuation procedures as necessary Notify emergency services and parents and third parties as necessary

		<ul style="list-style-type: none"> • ESW tamariki are at a 1:1 supervision ratio to ensure wandering risk is mitigated • Designated helpers are provided in each boundary area to ensure no tamariki leave the spaces entered • Tamariki must not leave kaiako while in attendance at the Sale Yards 	
Bus/Car crash	Severe	<ul style="list-style-type: none"> • Buses are hired from a verified and certified transportation option • Cars are regularly maintained by owners and whānau are traveling with a police vetted Country Kidz support person or Kaiako that are aware of the roles and responsibilities of legal road rules and safety of tamariki in a vehicle • Cars are checked for current WOF and registration and photocopy of Full Driver's license is taken of each driver 	<ul style="list-style-type: none"> • Reassure tamariki • Ensure tamariki remain strapped in and seated in cars if safe to do so • If not safe, move tamariki to a safe location protected from oncoming traffic and weather conditions. • Ensure vehicle is safely off road (push to side) • Contact other driver of other car or/and kaiako on excursion to inform them of location and situation • Contact Country Kidz Centre Manager regarding situation ASAP • Educators to supervise staff to avoid danger until problem is fixed • Call emergency services
Emergency Evacuation from Taupō Spa Park and Taupō Sale Yards	Medium to Severe	<ul style="list-style-type: none"> • Tamariki will be allocated into a group of three and assigned a whānau support person or kaiako for the day • Kaiako and whānau helpers will carry rescue whistles and tamariki will be instructed that if they hear a whistle to go straight to their support person • All kaiako and whānau support will be responsible for taking their assigned tamariki out of immediate danger to designated evacuation points (Picnic Tables at Spa Park and the parked bus at the Pony Club Carpark) • ESW tamariki are at a 1:1 supervision ratio to ensure additional support for these tamariki • All kaiako and whānau support helpers to transition themselves and their assigned kaiako to the evacuation point without causing further distress and in a calm manner • Tamariki not to be out of sight of the adults with vests • All kaiako have the phone numbers of whānau support on the excursion to ensure effective and efficient communication is available at all times. 	<ul style="list-style-type: none"> • Provide first aid, evacuation procedures as necessary • Kaiako to communicate effectively with whānau support helpers to ensure an altered plan is relayed and delivered by all on the excursion • Notify emergency services and parents and third parties as necessary
Poisonous plants	Medium to severe	<ul style="list-style-type: none"> • Adults to do a 'hazard check' of environment beforehand and inform other adults and tamariki • When and where appropriate plants will be removed • Known areas with poisonous plants will be avoided 	<ul style="list-style-type: none"> • Provide first aid, evacuation procedures as necessary • Notify parents and follow up with accident form • Call emergency services

		<ul style="list-style-type: none"> Adults will always supervise tamariki and explain to tamariki not to eat any plants found 	
Strangers and animals	Minor to severe	<ul style="list-style-type: none"> Adults to be aware of who their tamariki are in their group before leaving the Centre, 1:3 adult:child ratio in play at all times Adults to supervise at all times, and to ask for help from other adults if required Adults to talk to tamariki and inform them that they have to stay within the supervised area of Spa Park Adults to talk to tamariki and inform them that they have to stay within arms reach of their designated adult at all times at the Sale Yards Tamariki informed before leaving the Centre that they are to stay within the sight of adults for the duration of the excursion Tamariki will be informed that no animals are to be touched for the duration of this excursion 	<ul style="list-style-type: none"> Approach stranger and/or animal with caution. Speak to child in a calm voice and inform them to return to main group/the group is leaving Document observation and follow up with parents Call police if cause for concern
Injury from falls (e.g. tree-climbing, tripping, steep hillsides, nails in wood) and playground structures)	Minor to severe	<ul style="list-style-type: none"> Tamariki are reminded of the safe height and climbing techniques ESW tamariki are at a 1:1 supervision ratio to ensure risk is mitigated Kaiako are to monitor tamariki physical capabilities and provide/adapt their supervision dependant on those abilities Adults are to monitor tamariki climbing to assess their capacities and adjust their supervision accordingly. Demonstrate correct use of equipment and close supervision required 	<ul style="list-style-type: none"> Provide first aid, evacuation procedures as necessary Notify parents and follow up with accident form and notify third parties as necessary
Insect stings and bites	Minor to severe	<ul style="list-style-type: none"> Person responsible to be made aware of any bee sting allergies Epipen carried by parents or kaiako if required 	<ul style="list-style-type: none"> Provide first aid, parent/staff of centre administer epi pen to affected child if needed, evacuation procedures as necessary, Notify parents and follow up and inform third parties as necessary
Exposure to weather (sunburn, frostbite, windburn, hypothermia, hyperthermia)	Minor to medium	<ul style="list-style-type: none"> Sun safety practices to be followed for excursion, including applying sunblock (parents responsible for before) Wide brimmed sun hats required for this excursion Shade made available and encouraged if weather is warm Water intake encouraged and monitored on warm days and provided by the Centre to ensure readily available for all Kaiako to sit with tamariki during rest/kai times to monitor water and kai intake If cooler, synthetic fibres such as polypropylene or merino wool clothing are encouraged against skin (not cotton) Layers of clothing are encouraged for both Kaiako and tamariki Parents are to attend briefing regarding clothing and equipment OR to be spoken 	<ul style="list-style-type: none"> Provide first aid, evacuation procedures as necessary, Notify parents and follow up and inform third parties as necessary

		to directly kaiako to ensure they understand the importance of the preparation of kit	
Bus/Car's breaks down on way to or from site.	Minor to medium	<ul style="list-style-type: none"> Buses are hired from a verified and certified transportation option Cars are regularly maintained by owners Cars are checked for current WOF and registration and photocopy of Full Driver's license is taken of each driver 	<ul style="list-style-type: none"> Reassure tamariki Ensure vehicle is safely off road (push to side) If necessary, flag down for help pushing car to side of road Contact other driver of other car or/and kaiako on excursion to inform them of location and situation Contact Country Kidz Centre Manager regarding situation ASAP to deploy an alternative transportation plan Keep tamariki safe by staying in car if it is safe to do so. If not safe, move tamariki to a safe location protected from oncoming traffic and weather conditions. Educators to supervise staff to avoid danger until problem is fixed
Tiredness, not enjoying the program, dehydration, hunger, cold	Minor	<ul style="list-style-type: none"> Time will be managed to allow for a slow walk back to the bus and cars Tamariki will be observed for when they need to take breaks Shelter will be provided for rest space Tamariki will be encouraged to eat at lunch (Kaiako are to sit with tamariki to ensure they are eating adequate kai/water) Water will be provided by Country Kidz to ensure a plentiful supply is available at all times Activity planning will be child-led as much as possible 	<ul style="list-style-type: none"> Take a break, slow down, offer food and water, nurture and support their wellbeing. Use prior knowledge of tamariki to identify their base line behaviour and note any fluctuations in behaviour

Evacuation Procedure

- Kaiako blows whistle. All tamariki go to an adult with a hi vis vest. All adults and tamariki move to adult with a whistle and the designated evacuation point for Spa Park Playground (picnic tables on the flat ground next to the sand play area), and for the Sale Yards is the location of the bus in the Pony Club Grounds
- Head count is conducted
- All adults informed of the issue and a reactionary plan that will be carried out as a result with delegated roles and responsibilities provided to all to maintain health and safety
- First Aid provided if necessary
- Emergency services contacted if necessary
- Notify Country Kidz Centre of situation and Ministry of Education as appropriate
- Teachers and parent helpers take their allocated tamariki back to Country Kidz as soon as practicable
- Due to the number of adults and children participating in this event, two emergency kits will be carried***