

Sleepover Risk Analysis and Management

What could go wrong?	What would cause this?	How to prevent this from happening	Whose responsibility is this?	When/where will preventative measures be taken?	Emergency plan
PLEASE NOTE: Sleepover RAMs need to be combined with School Visit RAMs					
Observatory					
Personal accident or injury	<ul style="list-style-type: none"> • Inadequate supervision • Person not looking where they are going • Person falls over • Person pushing or shoving another • General carelessness • Not following observatory rules 	<ul style="list-style-type: none"> • Ensure supervision and adherence to observatory rules at all times. • Being aware of uneven ground or stairs • No running in observatory. • Being considerate of others. • Supervision with hot water zip. 	All supervisors of visiting group. Students	<ul style="list-style-type: none"> • At discussion meeting with entire group before departure to the Observatory. • Reminders given while at the Observatory. 	<ul style="list-style-type: none"> • Supervisor notifies Observatory staff of accident or injury. • First Aid administered by school supervisors.
Sick Person	<ul style="list-style-type: none"> • Lack of medication. • Pre-existing condition. 	<ul style="list-style-type: none"> • Please ensure that all required medications (for asthma, allergies, etc.) are readily at hand and that pre-existing conditions are notified and that provision has been made for this. 	All visiting supervisors	<ul style="list-style-type: none"> • Discussed with supervisor prior to arrival at the Observatory. • As and when necessary • Upon the arrival of qualified First aid personnel. 	<ul style="list-style-type: none"> • Supervisor notifies Observatory staff of person's condition. • First Aid administered by school supervisors.
Fire	<ul style="list-style-type: none"> • Deliberate, accidental, careless activity • Smoking. • Heaters 	<ul style="list-style-type: none"> • Care with use of tools and accelerants. • Reporting suspicious behaviour. • Smoking is not permitted on Observatory grounds. • Keep bedding away from heat sources. 	All supervisors of visiting groups	<ul style="list-style-type: none"> • Visitors will be briefed on fire evacuation procedures on arrival at the observatory. • As and when suspicious behaviour is reported 	<ul style="list-style-type: none"> • Observatory staff will implement 'Fire Emergency' procedure. • All visitors will follow directions of Observatory staff.

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Earthquake	<ul style="list-style-type: none"> • Natural Process 	<ul style="list-style-type: none"> • Unpreventable 	No designated responsibility	<ul style="list-style-type: none"> • Heeding predictions • Visitors will be briefed on earthquake procedures on arrival at the observatory. 	<ul style="list-style-type: none"> • Observatory staff with implement 'Earthquake' Procedure • All visitors to follow directions of Observatory Staff
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Special needs not catered for.	<ul style="list-style-type: none"> • Individual needs of visitors (e.g. intellectual, mobility, medical, behavioural) are not acknowledged and/or lack of awareness of these needs. 	<ul style="list-style-type: none"> • Supervisors need to be informed of any students in their care that require and special requirements. 	All supervisors of visiting groups.	<ul style="list-style-type: none"> • Ensure supervisors have appropriate equipment and are trained to meet individual needs. 	<ul style="list-style-type: none"> • Not an emergency situation
Hamilton Zoo Cafe					
Personal accident or injury	<ul style="list-style-type: none"> • Inadequate supervision • Person not looking where they are going • Person pushing or shoving another • General carelessness • Not following café rules 	<ul style="list-style-type: none"> • Ensure supervision and adherence to cafe rules at all times. • Being aware of uneven ground. • No running in or around cafe. • Being considerate of others. • Supervision with hot drinks. 	All supervisors of visiting group. Students	<ul style="list-style-type: none"> • At discussion meeting with entire group before arriving at the cafe. • Reminders given while at the café by supervising adults. 	<ul style="list-style-type: none"> • Supervisor notifies Zoo staff of accident or injury. • First Aid administered by school supervisors and/or Hamilton Zoo staff.
Allergies	<ul style="list-style-type: none"> • Allergies not been a communicated to teacher and then on to café. • Unknown allergies 	<ul style="list-style-type: none"> • Be aware of any known illness and let café staff know. 	All supervisors of visiting groups. Parents of students. Students	<ul style="list-style-type: none"> • Zoo Staff will ask teacher for all allergy information prior to arriving at zoo. • Zoo staff will let café know of any known food allergies. 	<ul style="list-style-type: none"> • First Aid administered by qualified zoo or school first-aider. • Zoo medical emergency procedure followed if injury is moderate or serious.