



Risk Analysis Management System (RAMS) for Schools & Tertiary Providers

Welcome, our aim is to provide you and your students with a safe, successful, and enjoyable educational experience on Tiritiri Matangi. This generic RAMS form is for teachers to use for their visit, adding their own risk management practices.

It is essential that all teachers and parent helpers understand:

- the aims and objectives of the visit
- how to avoid specific dangers and why they should follow all rules and instructions
- why safety precautions are in place and what standard of behaviour is expected
- who is responsible for the group

Tiritiri Matangi - Risk Management Plan (RAMS)

Date of visit:	Teacher in Charge on the Day:	Class level:	No. of students:	No. of staff:	No. of adult helpers:
Approved by:					

NOTE:

- All island educators and staff have First Aid training. At least one teacher with the school needs to be First Aid trained.
- A school adult should be with each group on their guided walk.
- Emergency evacuation is only possible for serious issues, using the helicopter rescue service if available.
- There is a defibrillator at the Visitor Centre near the lighthouse, plus one in the small wharf shed at the island end of the wharf.

“TIC” refers to the Teacher in Charge, who is with the school group on the day

Risk Analysis Management

What could go wrong?	What would cause this?	How to prevent this from happening	Emergency plan
Adverse weather conditions	<ul style="list-style-type: none"> • Strong winds, rough seas, heavy rain, or poor visibility • Civil Defense alert 	<ul style="list-style-type: none"> • Check weather forecasts before the trip. • Monitor Supporters of Tiritiri Matangi/Explore Group updates for cancellations. 	<ul style="list-style-type: none"> • The school is responsible for assessing conditions and may cancel on the day by contacting Explore Group first, THEN SoTM.
Personal accident or injury on ferry or island	<ul style="list-style-type: none"> • Person not looking where they are going • Person falls over/slips/trips • Person pushing or shoving another • General carelessness • Inadequate supervision • Not listening to instructions or following the ferry company/ island rules • Climbing trees/ structures/ boat railings • Inappropriate footwear <p>Specific causes</p> <ul style="list-style-type: none"> • Inappropriate behaviour on the ferry • Not keeping to the rail on the wharf (safe side) <ul style="list-style-type: none"> • Putting eyes under the Microscope in Visitor Centre • Using magnifying glasses or binoculars to look at the sun 	<ul style="list-style-type: none"> • Adequate and effective adult supervision • All adults and students are capable of handling the terrain (fitness, mobility etc) • Appropriate ratio of adults to students • Adherence to Tiritiri Matangi rules • Provide clear instructions not to climb • Being aware of uneven ground or sections of pathways • No running on the island • Students wear appropriate footwear (closed shoes, no jandals) • Teachers brief the educators on any specific behavioural needs <p>Specific actions</p> <ul style="list-style-type: none"> • Supervision while students are on the ferry; all listen to safety messages from crew, students sit downstairs, adults supervise toilet visits • Students told to walk on rail side of wharf only, adults spread through group • Clear briefing by educators on use of microscope, binoculars and magnifying glasses • Supervision by adults while students using any equipment 	<ul style="list-style-type: none"> • First Aid kits carried by teachers on the guided walk and on hand for the rest of the day. • Teacher/s to administer First Aid, trained island staff may assist if required, especially if an evacuation is required • TIC notifies educators of accident or injury • TIC to have mobile at hand and always switched on • TIC to have all mobile numbers of parents • Accompanying school adults to have TIC mobile and school phone number • School adult to accompany students if they leave the group. • Incident details to be noted before the group leave the island for any report

What could go wrong?	What would cause this?	How to prevent this from happening	Emergency plan
	<ul style="list-style-type: none"> • A stone thrown into the sea hits someone • A ball hits someone or the wildlife • Student throws something off the watchtower viewing platform • Someone falls off a cliff (especially near the lighthouse /Visitor Centre area) 	<ul style="list-style-type: none"> • No throwing stones on the beach • No balls on the island • Students understand they do not throw anything off the watchtower viewing area • Students keep on the lighthouse side of the white fence or rail (away from the cliffs) 	
Drowning on beach while swimming	<ul style="list-style-type: none"> • <i>Management of any safe water activities is the school's responsibility; most schools do not allow students in the water.</i> • <i>School to add their own water hazard controls here.</i> • <i>Note: For any island-led beach component of the educational programme, students are told not to go in the water, with school adults making sure students comply.</i> 		
Weather related hazards	<ul style="list-style-type: none"> • Lack of adequate protection against: dehydration – heat exhaustion - sunburn - cold - rain - wind - 	<ul style="list-style-type: none"> • Adequate clothing layers, raincoats, sunhats, sunblock • Some sheltered areas are available at the Visitor Centre • Ensure all students are suitably protected from the elements, particularly the sun • Full large water bottles for each student • Water available in the Visitor Centre to top up bottles • Teachers to ensure all students and adults drink water regularly 	<ul style="list-style-type: none"> • Teacher/s to administer First Aid, trained island staff may assist if required, especially if an evacuation is required • TIC notifies educators of situation • TIC to have mobile at hand and always switched on • TIC to have all mobile numbers of parents • Accompanying school adults to have TIC mobile and school phone number • School adult to accompany students if they leave the group. • Incident details to be noted before the group leave the island for any report

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Medical issues arising (allergies, asthma, heart, epilepsy, etc)	<ul style="list-style-type: none"> • Lack of medication • Pre-existing condition • Food containing nuts bought on the ferry or island 	<ul style="list-style-type: none"> • Pre-existing conditions of students are notified by parents, and that signs and symptoms of onset are known by the teacher • Parents also need to bring adequate medication supplies for their own needs • Ensure that all required medications (for asthma, allergies etc.) are ready at hand; these need to be with the person on the guided walk, even if they leave their bag in the transport trailer 	<ul style="list-style-type: none"> • Teacher/s to help the student take their medication and/or administer First Aid • Trained island staff may assist if required • TIC notifies educators of situation • TIC to have mobile at hand and always switched on • TIC to have all mobile numbers of parents • Accompanying school adults to have TIC mobile and school phone number • School adult to accompany students if they leave the group. • Incident details to be noted before the group leave the island for any report