

## Risk Analysis and Management System – Rangitoto Island

**Activity:** Educational trip to Rangitoto Island, including transport by ferry and all terrain vehicle.

**Date:**

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**Teacher in charge:**

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**Fullers staff member managing:**

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### RISKS (Accident, injury, other forms of loss)

- Damage to natural environment
- Lost and stolen property
- Injury and accident while walking, particularly sprained ankles, skinned knees
- Sunburn, hypothermia, severe cold
- Exhaustion, fatigue
- Claustrophobia
- Seasickness
- Injury and accident while travelling in vehicle, ferry, train, crossing roads
- Group members becoming lost, separated from group
- Leader incapacitated
- Child falling overboard from ferry
- Death

### CAUSAL FACTORS (Dangers, hazards, perils)

<b>PEOPLE:</b>	<b>EQUIPMENT:</b>	<b>ENVIRONMENT:</b>
<ul style="list-style-type: none"> <li>• Poor communication</li> <li>• Poor supervision, leadership, planning</li> <li>• Poor behaviour</li> <li>• Peer pressure</li> <li>• Overexertion</li> <li>• Exhaustion</li> <li>• Pre-existing medical conditions</li> <li>• Injury</li> <li>• Illness</li> </ul>	<ul style="list-style-type: none"> <li>• Sunblock not used</li> <li>• Insufficient food/water</li> <li>• Inappropriate footwear</li> <li>• Insufficient clothing</li> <li>• Lost and stolen property</li> <li>• Ferry breakdown</li> <li>• Ferry accident</li> <li>• Tractor train breakdown</li> <li>• Tractor train accident</li> </ul>	<ul style="list-style-type: none"> <li>• Sun</li> <li>• Temperature extremes</li> <li>• Wind</li> <li>• Rain</li> <li>• Uneven surface</li> <li>• Lava cave</li> <li>• Wharves</li> <li>• Busy road at ferry terminal</li> <li>• Bush fire</li> <li>• Volcanic eruption</li> <li>• Tsunami</li> <li>• Storm surge</li> </ul>

### RISK MANAGEMENT AND NORMAL OPERATIONS

<b>PEOPLE:</b>	<b>EQUIPMENT:</b>	<b>ENVIRONMENT:</b>
<ul style="list-style-type: none"> <li>• Ensure students medical conditions known</li> <li>• Ensure appropriate supervision ratio</li> <li>• Communicate expectations and walking plan to adults and students</li> <li>• Maintain adult supervision within group while walking</li> <li>• Monitor progress of least fit and slowest group members</li> <li>• Take regular counts of students</li> </ul>	<ul style="list-style-type: none"> <li>• Provide gear list requiring sturdy shoes, rain gear, sunblock, sufficient water and food</li> <li>• Check student shoes, clothing, water and food before departure</li> <li>• Follow instructions of Fullers staff</li> </ul>	<ul style="list-style-type: none"> <li>• Brief students about hazards of busy road, wharves, uneven surface</li> <li>• Walk at appropriate pace for uneven surface</li> <li>• Maintain adult supervision within group while walking, at ferry terminal, on wharves</li> <li>• Obtain weather reports before leaving</li> <li>• Follow instructions of Fullers staff</li> <li>• Follow escape route for tsunami, storm surge (exit to high ground), bush fire (exit to beach)</li> </ul>

## EMERGENCY STRATEGIES

- Carry cell phone with emergency numbers for emergency services, Fullers, and school
- Carry class list, copy of medical forms and RAMS
- Leave detailed plan/class list at school office and number of cell phone that accompanies the group
- Leave contact details with Fullers
- Ensure an adult present has first aid training,
- Carry a first aid kit
- Apply first aid, contact emergency services and Fullers for serious accident/injury
- Ensure students stay put if they get lost
- Ensure students know meeting point is ferry wharf
- Take extra food and drink

## RELEVANT INDUSTRY STANDARDS APPLICABLE

- First aid certificate
- Maritime New Zealand Safety Standards

## POLICIES AND RECOMMENDED GUIDELINES

- Normal school rules apply
- All students complete permission slip which contains disclosure of medical conditions
- At least one adult has first aid training
- First aid kit carried
- Contact details left with Fullers
- While on the ferry, Fullers staff provide first aid assistance
- In case of emergency on ferry, all group members follow instructions given by Fullers staff
- Maintain appropriate ratio of adults to students
- Check weather report before leaving
- Follow advice of Fullers staff with regard to conditions

## SKILLS REQUIRED BY STAFF / VOLUNTEERS

- Group management skills
- Risk management awareness
- Good level of fitness
- First aid

Final approval:

Accept     Reject

Comments:

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