



RISK ANALYSIS MANAGEMENT (RAM) FOR SCHOOL GROUPS

This document is intended to inform any visiting school group on all potential hazards that may cause harm at Riccarton House, its grounds, and the Bush. It also provides the Riccarton Bush Trust (RBT) with the information required to effectively manage the wellbeing of the visiting school especially if an evacuation type event occurred. So, it is vital that the school employee that is responsible for co-ordinating the visit fills this form out accurately and provides RBT with a copy.

We wish to state that it is the teacher's responsibility to look after and control the students whilst on the premises. However, RBT staff are on hand to make the teachers and students aware of any hazards, help them avoid any risks and co-ordinate any evacuation type events. Of course, if a student is in danger or hurt and a RBT staff member is first-on-scene we will act accordingly to ensure no one is harmed or to provide care. We have trained first aiders within our group and have first aid kits available (outlined further on).

School Visit Details.

School Name: _____
Date and time of visit: _____
Teacher or Employee in charge of visit: _____
Number of Students: _____ Age (Year group) of Students: _____
Areas of use (House, Grounds, Bush, or all): _____
Any special requirements (e.g., Wheelchair use): _____

Emergency Event.

In the event of an emergency such as a fire or earthquake, **call 111** immediately. Calmly evacuate all children to your predetermined evacuation point (as agreed on with RBT staff member). RBT staff will act as Emergency Event Wardens, clearing all buildings and the Bush depending on the emergency. Teachers are advised to focus on the children in their care.

Your evacuation point is: _____

First Aid Kit.

- School first aid kit – the school should supply their first aid kit and carry any specific treatments or medications based on the children's needs.
- Riccarton House – on shelf at the back of commercial kitchen and in the photocopier room upstairs.
- A defibrillator is located at the front of the commercial kitchen near the café front counter.

HAZARD REGISTER		
HAZARD	RISK SCENARIO	CONTROLS
Carpark/Moving Vehicles.	Children could be struck by moving vehicles.	<ul style="list-style-type: none"> • Ensure carpark is a 'no-go' zone for children. • Children must be supervised when getting in and out of vehicles and escorted away promptly.
Cycleway.	Children could be struck by moving cycles.	<ul style="list-style-type: none"> • Ensure cycleway is a 'no-go' zone. • When crossing is needed, escort children, look both ways. • Never stay or play on path.
River.	Children could fall into river.	<ul style="list-style-type: none"> • Ensure the River is a 'no-go' zone. • All children are to be supervised if they are on the Riverbank.
Wildlife.	Children could be stung, bitten by animals that reside here.	<ul style="list-style-type: none"> • All dogs must be on a leash. • Children are to stay away from ducks. • Children should not feed the ducks or any other animals. • Bee/wasp hives should be avoided, any discovered hives should be mentioned to RBT staff to eradicate if necessary.
Members of the public.	This is a public place and unfriendly interactions may take place.	<ul style="list-style-type: none"> • Children must be supervised. • Any citizens that are drunk or disorderly must be reported to RBT staff. RBT staff to escort such persons offsite, trespass, or call the police if necessary.
Riccarton House – Uneven surfaces.	Children may trip or fall on carpet edges, stairs etc.	<ul style="list-style-type: none"> • Guides will identify any such hazards as the tour proceeds. • No running or tomfoolery is accepted. • All doorways and accessways must be clear of clutter.
Riccarton House – Breakable, heritage, heavy and sharp items.	Children hurt or cut if they drop or cannot manage the item. Heritage item is damaged.	<ul style="list-style-type: none"> • No touching at all times unless invited to by the guide. • Guides must declare hazard in initial safety talk.
Riccarton House – Catering staff serving the public.	Colliding with catering staff who are carrying hot drinks/plates.	<ul style="list-style-type: none"> • Catering staff will be advised of the school visit. • Guides must declare hazard in the initial safety talk.
Riccarton House – Low lighting.	Children may trip, fall, or bump because of poor lighting.	<ul style="list-style-type: none"> • RBT staff are to ensure all possible lights are on in tour areas.
Riccarton House – Open fireplaces.	Children may be burnt if the fires or surrounds are touched.	<ul style="list-style-type: none"> • If the fires are lit, guides are to include the hazard in their initial safety talk. • Children are to be supervised in these areas and a wide berth given. • Fire screens should be in place where practical.
Riccarton House – Commercial	There are knives, glass, hot stoves, and boiling water.	<ul style="list-style-type: none"> • The commercial kitchen should be avoided during the tours.

kitchen in operation.		<ul style="list-style-type: none"> • Guides must declare hazard in initial safety talk.
Grounds – Falling branches	Branches may fall and strike children.	<ul style="list-style-type: none"> • Ranger and Gardener to inspect trees regularly and remove any potential threats. • If wind is severe areas may have to be blocked off or visit postponed.
Bush – Falling branches	Branches may fall and strike children.	<ul style="list-style-type: none"> • Ranger to inspect trees regularly and remove any potential threats. • If wind is severe areas may have to be blocked off or visit postponed.
Bush – Uneven surfaces	Children may slip or trip on bush tracks.	<ul style="list-style-type: none"> • Tracks are maintained regularly. • On the morning of the tours, Ranger to inspect all tracks and remove any hazards. • Walking (no running) and usually single file with tour guide at the front and teacher at the rear.
Bush - Boardwalk	Children may fall off or trip on boardwalk.	<ul style="list-style-type: none"> • Boardwalk is maintained regularly. • On the morning of the tours, Ranger to inspect all tracks and remove any hazards. • Walking (no running) and usually single file with tour guide at the front and teacher at the rear.
Weather conditions	Weather conditions could adversely affect activities. High wind, heat, cold, rain.	<ul style="list-style-type: none"> • If winds or snow fall is high the grounds may be closed. Avoid being under trees. • Children should have their own clothing suitable for conditions (rain wear, warm clothing, sunscreen, hats).
Fire/Earthquake	Burns, smoke inhalation, crushing.	<ul style="list-style-type: none"> • Call 111 • Teachers to escort children to predetermined evacuation point. • RBT staff to act as wardens and clear house or bush depending on situation.

Communication / Emergency Contact Riccarton House and Bush.

Shona Willis – Manager: 027 544 0462 (First Aider)
 Anita Faulkner – Visitor Experience Co-ordinator: 027 255 0372
 Mike Steenson – Ranger: 027 358 3841 (First Aider)

Signoff

A signature here acknowledges RBT's attempt to disclose all known hazards that may be encountered during a school visit. If you feel there are additional hazards, or you bring other hazards with you please let us know so that we can update accordingly.

School employee: Name _____ Signature _____ Date _____

RBT employee: Name _____ Signature _____ Date _____