REQUIRED FOR LICENSING

Playcentre Aotearoa

Excursion Risk Assessment and Management Form (RAMs)

Licensing Criteria for Centre-Based Education and Care Services 2008 (amended 20 April 2026): HS113

Risk Rating Guidance Table

Likelihood	Consequence				
	Negligible	Minor	Moderate	Significant	Severe
Very likely	M	M	H	H	H
Likely	M	M	M	H	H
Possible	L	M	M	M	H
Unlikely	L	L	M	M	M
Very unlikely	L	L	L	M	M

To This form must be completed for ***ALL*** Playcentre excursions and is **kept with** the Excursion Form for the duration of the excursion. It is then provided to the Kaimahi to be **retained on site at the Centre for 2 years**

ACTION

1. Complete the cover page of this RAMs Form after full risk assessment has been undertaken from page 2 onwards
2. List all the risks associated with the excursion and how they can be mitigated(controlled)/managed.
   Some common risks are templated below the form to assist. Additional risks should also be added where identified e.g., the risk of a tsunami in coastal areas.
3. Both the Person Responsible AND Area Lead **must approve the Excursion and RAMs forms** before the excursion
4. **All adults** attending the excursion **are responsible for managing risks**

Centre Name		Date	
Destination			
Description and purpose of excursion			
Approx numbers of children/adults			
Transport/logistics			
What ratio is needed for this excursion? ***Decided following risk assessment***	1:1 in water/1:2 (near water) 1:3/1:4/1:5		
Are there any children with particular needs that will require assistance or additional supervision?			
Will there be any staff members who are not part of the ratio? I.e. do not have supervision responsibilities?			
What particular issues need to be covered in our briefing to supervising parents/whānau?			
Approval of excursion	Name	Signature	Date
Person Responsible sign on day to acknowledge any last minute considerations have been logged and mitigated			
Area Lead name, form to be sent for approval		Has emailed approval been attached to this document?	

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Destination		**Seasonal factors**	
Brief description of trip and anticipated risks			
Person nominated to carry first aid/phone/contact lists & supply labels etc:			

NOTES

- **Excursions are a high-risk activity. Our RAMs help us to support group, adult and child safety in line with ECE rules and regulations.**
- **Below are some of the hazards for consideration. Please review these and rate each point on its own merit using the risk register above.**
- **Use the blank rows to add site specific risks that are not already included here; you can use N/A for hazards not relevant to your destination.**
- **Excursion approval will only be granted for completed forms received within the timeframe specified. List additional hazards**
- **You may contact your AL directly if a one-off excursion opportunity arises outside the normal timeframes.**

Hazard What could happen?	**Identified Risks** What might cause harm?	Potential Risk Rating H,M,L	Managing Risk Eliminate (Elim) Minimise (Min) Isolate (Iso) Preparation (Prep) Supervise (Sup)	**Action** e.g. Who will be responsible, resources to review
Lost child/group of tamariki	1. Straying from group			Ensure all participants arrive safely / are present at regular checkpoints.
	2. Playing/hiding/being distracted			Regular head count Adequate adult:child ratio as agreed
	3. Being left behind			Every child wears identification labels
	4. Unclear-instructions			Regular clear instructions; check understanding
	5. Consider supervision plan for busy/complicated situations			Whānau phone numbers available for regular check ins
Site Specific - Lost child/group of tamariki				

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Injury	1. Slips, trips			Monitoring terrain for danger spots. Ensure excursions are age appropriate
	2. Falls			Extra supervision around steps, heights
	3. Child touches or climbs on machinery/equipment			Using equipment appropriately
	4. Cuts, grazes, bruises			Supervision to ensure appropriate actions First aider only to administer first aid
	5. Handling heavy loads			Carry equipment in line with lifting guidelines
Site Specific - Injury				
Illness, allergic reaction, other medical issue	1. Child eats food causing allergic reaction, bee sting			Ensure allergies are noted on sign in sheet and communicated effectively; ensure allergy medications are taken with the group
	2. Pre-existing conditions Someone taken ill			Be aware of any chronic conditions affecting participants and know how to respond
	3. Ill equipped group			Be prepared and respond to risks as they arise
	4. Extreme weather, heat, sun, cold			Check weather forecasts prior to trip
	5. Physically demanding trip			Ensure trips are group appropriate, be prepared to turn back as necessary
Site specific – Illness, allergic reaction, other medical issue				

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Adult emergency	1. Adult responsible suffers medical emergency			Having at least 2 adults on any trip. Collecting emergency contacts for adults as well as tamariki
Situation/site specific – Adult emergency				
Roads and Carparks	1. Child runs onto road / carpark			Active supervision; Carriers/ Pushchairs for infants/ toddlers Adequate adult to child ratio – better than 1:5 if necessary
	2. Car reverses into child			Clear instructions/ Safety discussion with tamariki prior to moving to carpark / road
	3. Crossing roads, walking along footpath			Walking, no running, holding hands Choose the safest place to cross the road
	4. Being seen			High-visibility vests
	5. Vehicular safety, getting in and out, slamming of car doors			Monitoring number of people / cars; ensuring they all arrive safely / are present at regular checkpoints.
Site Specific – Roads and Carparks				

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Natural disaster occurs	1. Fire			**Carrying First Aid kit and list of all participants** If at a building/destination, adult responsible will note emergency evacuation procedures on arrival and ensure group follows if necessary
	2. Earthquake			If visiting a location without set procedures, note an appropriate evacuation point on arrival; share with all
	3. Flood			Be aware of potential flood pinch points
	4. Tsunami			Have agreed place/ contact point (Area Office) if emergency occurs on the way to the venue
	5. Weather event / slip			Cancel trip if there is foreseeable risk of an emergency
Site specific – Natural disaster				
Environment	1. Ensure environment is safe and fit for purpose			Ensure environment is safe and not dangerous
				No glass, dangerous materials, rubbish, hazardous waste
				Ensure any equipment is suitable and undamaged
	2. Be vigilant to changing circumstances, including weather			Ensure there are no unsafe trees, tracks, buildings, fences
				Be aware of changing weather patterns and risks
Site Specific – Environment				

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Water Hazards (Including streams, beaches, pools, boat/ ferry trips, puddles/pooled water including pooling in equipment etc.)	1. Child falls into water; drowning risk			Adequate adult to child ratio (1 adult:2 children where there is a water feature or hazardous environments).
				1:2 ratio near water, 1:1 within arms reach in water
				Only take/allow tamariki near water hazard in small groups
				Safety discussion with whānau/tamariki prior excursion
	2. Contracting waterborne illness			Check water quality - Water Quality New Zealand
Site specific – Water Hazards (including streams, beaches, pools, boats/ferry trips puddles/pooled water including pooling in equipment etc.)				
Members of the public / animals	1. Unwanted attention from persons who are not part of your group			Move away from areas if feeling unsafe
	2. Dogs off leash			Children not to pat dogs unless owners give permission
	3. Any other unrestrained animals			Supervision and awareness of risks associated with animals, avoid encroaching on their space
	4. Contact with farm animals etc			Treating animals with respect and listening to instructions from animal handlers/carers
	5. Preventing illness			Handwashing after touching animals
Site Specific – Members of the public / animals				

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Pandemic/Public Health Orders	1. Contracting illnesses			1. Excursions need to follow Public Health Orders.
				2. If anyone is sick stay home
				3. Follow basic hygiene including good hand washing, cough and sneeze etiquette, avoid touching your face;
				4. Ensure enclosed spaces visited have good ventilation, consider excursions to outside locations if possible
Site specific – Pandemic / Public Health Orders				
Other considerations -	1. During licenced session time, ensure you never exceed total numbers of children/under 2s as per your licence 2. Where several centres meet at an outside venue, each centre operates on its own licence with their own RAMs			1. If you know that everyone will want to attend this you may need to create an event outside of the session time 2. Each centre will hold their owns RAMs for the
Pre-existing RAMs – large venues/council parks				1. RAMs may be available for large venues/council sites, please check venue's website to include in your RAMs
See page 1 for final ratio assessment – *(Never less than 1 adult for every 5 children)*	PR Signature to confirm RAMs has been assessed for submission to AL:			**After completion of RAMs Form we have decided that the appropriate adult to child ratio is:**

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USE THIS PAGE IF YOU HAVE ANY OTHER IDENTIFIED HAZARDS NOT CONTAINED IN PREVIOUS SHEETS

Playcentre