

Playcentre Aotearoa's Excursion Risk Assessment and Management Form (RAMs)



The form is completed for **ALL** Playcentre excursions and is kept with the Excursion Form for the duration of the excursion and **is then filed on site at Centre for 2 years.**

ACTION

List all the risks associated with the excursion and how they can be mitigated/managed.

Some common risks are templated below the form to assist. Additional risks should also be added where identified.

All adults attending excursion are responsible for managing risks.

Excursion to: _____ Date of Excursion: _____ Time: _____

RISK/POTENTIAL HAZARD	WHY WOULD THIS OCCUR?	MANAGEMENT/ CONTROL HOW COULD WE PREVENT IT FROM GOING WRONG?	ADDITIONAL INFORMATION/ RESOURCES EG. WHO WILL BE RESPONSIBLE, RESOURCES, SPECIFIC ACTIONS?

After completion of the Risk Assessment and Management Form we have decided that an appropriate adult:child ratio is ____:____ (never less than one adult to every 5 children)

Person Responsible Signature: _____

Co-Signature: _____



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RISK/POTENTIAL HAZARD	WHY WOULD THIS OCCUR?	MANAGEMENT/ CONTROL HOW COULD WE PREVENT IT FROM GOING WRONG?	ADDITIONAL INFORMATION/ RESOURCES EG. WHO WILL BE RESPONSIBLE, RESOURCES, SPECIFIC ACTIONS?
Injury	Child goes onto busy road unaccompanied Child touches or climbs on machinery Dogs not on lead	Clear instructions Adequate adult to child ratio (1 adult:2 children where there is a water feature or hazardous environments) Children reminded not to pat dogs unless owners are with the dog and owner says it is ok.	Parent X will carry first aid kit
Lost child/group of tamariki	Straying from group Unclear instructions	Adequate adult:child ratio as agreed Regular head counts / instructions All children wear identification label as specified in procedure. Ensure instructions are understood. Phone numbers available to check in if lost.	Parent Y to bring identification labels. Ensure all wearing them at time of roll call.
Allergic reaction/ asthma attack/ sunstroke/ hypothermia/ other medical issue	Child eats food causing allergic reaction Ill equipped group Extreme weather Physically demanding trip	Parents are instructed to provide appropriate clothes and medication for tamariki and inform organiser of medical requirements Adults buddying tamariki are aware of any medical requirements Organiser to ensure First Aid kit, sufficient water, sun protection, current phone list, emergency contact list, mobile phone, changes of clothes and any necessary medication are taken on excursion. Organiser to identify conditions & postpone visit if necessary.	
Water Hazards (Including streams, beaches, pools, boat/ ferry trips etc)	Child falls into water	Adult:child ratio 1:2 or 1:1 Only take tamariki near water hazard in smaller groups. Safety discussion with tamariki prior to visiting site	



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Roads and Carparks	Childs runs onto road/ carpark	<p>Clear instructions/ Safety discussion with tamariki prior to moving to carpark/ road.</p> <ul style="list-style-type: none"> - Walking, no running - Holding hands - Carriers/ Pushchairs for infants/ toddler - High-visibility vests <p>Adequate adult to child ratio – better than 1:5 if necessary.</p>	
Adult emergency	Adult responsible suffers medical emergency	<p>Having at least 2 adults on any trip</p> <p>Collecting emergency contacts for adults as well as tamariki</p> <p>Monitoring number of people/cars going on the trip and ensuring they all arrive safely/ are present at regular checkpoints.</p>	
Natural disaster occurs	Fire/ Earthquake/Flood/Tsunami	<p>Trip will be cancelled if there is foreseeable risk of an emergency.</p> <p>If at a building/destination, adult responsible will note their emergency evacuation procedures on arrival at location and ensure group follows when activated</p> <p>If visiting a location without set procedures – note an appropriate evacuation point on arrival and share with all.</p> <p>Have agreed place/ contact point (Regional Office) if emergency occurs on the way to the venue.</p> <p>Carrying First Aid kit and list of all participants.</p>	

N/B Other examples of Risks/ Hazards may include off-leash dogs or other animals, the public/strangers, glass or dangerous materials, high equipment.
 If attending a large venue or council park or site, RAMs forms may be available from their websites to enable the Centre to include these in the excursion's RAM.

