

Risk Analysis Management Process (RAMS) for Pump Track Excursions 2023

| Risks | Severity | Control measures | Steps to be taken if incident occurs |
|--|------------------|---|--|
| Vehicles within carpark @ Country Kidz | Severe | <ul style="list-style-type: none"> • Country Kidz carpark gates are shut as the beginning of the regular excursion. • ESW tamariki are provided with additional supervision needs to ensure wandering risk is mitigated during the excursion • Those roles are assigned before leaving the Country Kidz building. • Safe and responsible entry of cars to and from the carpark is undertaken should the need arise during the regular excursion • Tamariki are instructed or moved with kaiako assistance to a safe zone with all ratioed adults and once all tamariki are safe a car can enter or exit the pump track area – gates are reclosed on completion | <ul style="list-style-type: none"> • Provide first aid, evacuation procedures as necessary • Notify Centre Manager, parents, and follow up |
| Missing child | Severe | <ul style="list-style-type: none"> • Kaiako, whānau helpers, and tamariki are to wear high visibility vests at all times with a contact number and name attached. Kaiako and whānau helpers will carry rescue whistles, and tamariki will be instructed to come to the whistle when it is blown. • ESW tamariki are provided with additional supervision needs to ensure wandering risk is mitigated during the excursion • Tamariki not to be out of sight of the adults with vests • Tamariki are made aware of the out of bounds areas and the need to be able to see an adult at all times • Tamariki are not to be divided into/or separated out from main group unless there is a permanent Kaiako with each group and the 1:5 ratios are maintained with communication available between the groups • Regular headcounts are performed every 15 minutes and communication on this reiterated to all kaiako and regular excursion helpers | <ul style="list-style-type: none"> • Missing child identified • Roll call conducted • Notify all adults, if they do not know where child is then blow whistle to gather all tamariki and adults together • All tamariki are taken back into Country Kidz licensed space immediately • Additional adults begin searching area. • If child not found within 10 minutes, regular excursion ceases and Centre Manager advised so a search can be undertaken • Call 111 if child not found within 30 minutes |
| Emergency Evacuation from Pump Track | Medium to Severe | <ul style="list-style-type: none"> • Tamariki will be allocated into a group of five and assigned a whānau support person or kaiako for the regular excursion • Kaiako and whānau helpers will carry rescue whistles and tamariki will be instructed that if they hear a whistle to go straight to their support person • All kaiako and whānau support will be responsible for taking their assigned | <ul style="list-style-type: none"> • Provide first aid, evacuation procedures as necessary • Kaiako to communicate effectively with whānau support helpers to ensure an altered plan is relayed and delivered by all on the excursion • Notify emergency services and parents |

| | | | |
|--|------------------|--|---|
| | | <p>tamariki to the designated and signposted evacuation point which is the fence by the concreted carpark area</p> <ul style="list-style-type: none"> • ESW tamariki are provided with further care and assistance to ensure additional support for these tamariki • All kaiako and whānau support helpers to transition themselves and their assigned kaiako to the evacuation point without causing further distress and in a calm manner • Tamariki not to be out of sight of the adults with vests • All kaiako have the phone numbers of whānau support on the excursion to ensure effective and efficient communication is available at all times. | |
| Poisonous or dangerous plants | Medium to severe | <ul style="list-style-type: none"> • Adults to do a 'hazard check' of environment beforehand and inform other adults and tamariki • When and where appropriate plants will be removed • Known areas with poisonous or dangerous plants will be avoided • Adults will always supervise tamariki and explain to tamariki not to eat any plants found | <ul style="list-style-type: none"> • Provide first aid, evacuation procedures as necessary • Notify parents and follow up with accident form • Call emergency services |
| Strangers and animals | Minor to severe | <ul style="list-style-type: none"> • Adults to be aware of who their tamariki are in their group before leaving the licensed space of Country Kidz • Adults to supervise at all times, and to ask for help from other adults if required • Adults to talk to tamariki and inform them that they have to stay within the supervised area • Tamariki informed before leaving the Centre that they are to stay with their adults for the duration of the excursion | <ul style="list-style-type: none"> • Approach stranger and/or animal with caution. • Speak to child in a calm voice and inform them to return to main group/the group is leaving • Document observation and follow up with parents • Call police if cause for concern |
| Injury from falls (e.g. tree-climbing, tripping, steep hillsides, nails in wood) and playground structures), electric fences | Minor to severe | <ul style="list-style-type: none"> • Tamariki are reminded of the safe height and climbing techniques • Tamariki are reminded not to go too near fence lines and that there is no climbing of fences • ESW tamariki are provided with additional supervision ratio to ensure risk is mitigated • Kaiako are to monitor tamariki physical capabilities and provide/adapt their supervision dependant on those abilities • Adults are to monitor tamariki climbing to assess their capacities and adjust their supervision accordingly. • Demonstrate correct use of equipment and close supervision required | <ul style="list-style-type: none"> • Provide first aid, evacuation procedures as necessary • Notify parents and follow up with accident form |
| Insect stings and bites | Minor to severe | <ul style="list-style-type: none"> • Person responsible to be made aware of any bee sting allergies • EpiPen carried by parents or kaiako if required • First aid kit available at all times | <ul style="list-style-type: none"> • Provide first aid, parent/staff of centre administer epi pen to affected child if needed, evacuation procedures as necessary, • Notify parents and follow up |

| | | | |
|---|-----------------|--|--|
| Exposure to weather (sunburn, frostbite, windburn, hypothermia, hyperthermia) | Minor to medium | <ul style="list-style-type: none"> • Sun safety practices to be followed for excursion, including applying sunblock (parents responsible for before) • Wide brimmed sun hats required for Spring, Summer, and Autumn • Shade made available and encouraged if weather is warm • School classrooms available for relocation to when adverse weather conditions present • Water intake encouraged and monitored on warm days • Kaiako to sit with tamariki during rest/kai times to monitor water and kai intake • If cooler, synthetic fibres such as polypropylene or merino wool clothing are encouraged against skin (not cotton) Layers of clothing are encouraged for both Kaiako and tamariki • Parents are to attend briefing regarding clothing and equipment OR to be spoken to directly by the Manager to ensure they understand the importance of the preparation of kit | <ul style="list-style-type: none"> • Provide first aid, evacuation procedures as necessary, • Notify parents and follow up |
| Tiredness, not enjoying the program | Minor | <ul style="list-style-type: none"> • Time will be managed to allow for integration with the new environment and child-led exploration time • Tamariki will be observed for when they need to take breaks • Tamariki will be encouraged to eat at designated morning tea, lunch (Kaiako are to sit with tamariki to ensure they are eating adequate kai/water), and afternoon tea times • Water will be provided via their water bottle - Spare water taken by kaiako • Activity planning will be child-led as much as possible • Behaviour related incidents that are perpetual or serious in nature will require tamariki involved to be re-integrated into the licensed learning space as ratio's allow or the excursion will come to an end • The learning environment will be provided for tamariki that persist in not enjoying the excursion | <ul style="list-style-type: none"> • Take a break, slow down, offer food and water, nurture and support their wellbeing • Use prior knowledge of tamariki to identify their base line behaviour and note any fluctuations in behaviour |

Evacuation Procedure

- Kaiako blows whistle. All tamariki go to an adult with a hi vis vest. All adults and tamariki move to adult with a whistle and the designated evacuation point which is fence next to the concrete carpark area.
- Head count is conducted
- All adults informed of the issue and a reactionary plan that will be carried out as a result with delegated roles and responsibilities provided to all to maintain health and safety
- First Aid provided if necessary
- Emergency services contacted if necessary
- Notify Country Kidz Centre of situation and Ministry of Education as appropriate

- Teachers and parent helpers take their allocated tamariki back to bus/cars and back to Country Kidz as soon as practicable