



RAMS: RISK MANAGEMENT PLAN

INTRODUCTION

1	<p>Identify the learning outcomes.</p> <ul style="list-style-type: none"> Use the lesson plan process.
2	<p>Identify significant risks (losses) that could result from the activity, e.g.:</p> <ul style="list-style-type: none"> physical injury social/psychological damage material damage to gear or equipment programme interruption.
3	<p>List hazards (causes) that could lead to each risk/loss:</p> <ul style="list-style-type: none"> people equipment environment. <p><i>(See next page for factors to consider.)</i></p>
4	<p>What strategies could reduce the chance of each hazard leading to a risk/loss? Pay particular attention to significant hazards.</p> <ul style="list-style-type: none"> Eliminate if possible. Minimise if can't eliminate. Cancel the event if risk/loss can't be eliminated or minimised.
5	<p>Make an emergency plan to manage each identified risk, including:</p> <ul style="list-style-type: none"> step-by-step instructions equipment/resources required.
6	<p>Continual monitoring of safety during the activity.</p> <ul style="list-style-type: none"> Assess new risks Manage risks Adapt plans as needed
7	<p>Use the rest of this document and/or a Safety Action Plan (SAP) to assist with safety management planning.</p>
8	<p>Pay attention to significant AND minor risks!</p> <ul style="list-style-type: none"> Many serious harm incidents result from a combination of hazards, some seemingly minor. So it's important to pay attention to both significant and minor hazards when planning your event.

Risk Assessment Checklist

>> Hazards/causal factors to consider for physical and emotional safety <<

PEOPLE	RESOURCES & EQUIPMENT	ENVIRONMENT
<ul style="list-style-type: none"> • Who? • How many... <ul style="list-style-type: none"> - students? - activity leaders? - assistants? • Experience • Effective supervision ratios • Cultural considerations, e.g.: <ul style="list-style-type: none"> - head touching - swimming for some groups of girls - observing site significance for cultural groups • Physical size/shape • Fitness • Anxieties/feelings • Student needs: <ul style="list-style-type: none"> - educational - medical/health - language abilities - cultural - behavioural - physical disability • Social and psychological factors: <ul style="list-style-type: none"> - risk shift - dropping your guard - unsafe act/s by participants - error/s in judgement by activity leader 	<ul style="list-style-type: none"> • Information to parents and whānau • Plans and systems • Clothing • Footwear • Food and drink • Transport • Toilets • Safe drinking water • First aid kit and certified staff • Special equipment: <ul style="list-style-type: none"> - rope - canoes/kayaks - map/compass - camera • Equipment maintenance, quantity, and quality • Safety equipment • Culturally appropriate sleeping arrangements/facilities 	<ul style="list-style-type: none"> • Weather <ul style="list-style-type: none"> - forecast - sun - rain - wind - know - temperature/season • Terrain <ul style="list-style-type: none"> - where? - what? (e.g. bush, mountain, sea, river, beach) - familiar/unfamiliar? • Accessibility to help <ul style="list-style-type: none"> - telephone - doctor - ranger - roads/tracks • Emergency services • Security • Animals/insects • Road use • Traffic density • Fences • Human-created environments • Cultural significance of site • Consent and information from local owner/iwi

RAMS: Hazard Assessment and Control

School _____

Activity _____

Location _____

Risks <i>What could go wrong?</i>	Hazards <i>How would the risk happen?</i>	Risk rating (High, medium, or low)	Controls <i>How can we prevent it?</i>

RAMS: Risk Management Plan

School

Activity

Location

Instructors

Group **Date**

Risks (significant potential losses)	
1	4
2	5
3	6

	Causal factors	Risks	Risk reduction strategies
PEOPLE Skills, attitudes, age, fitness, ratios, experience, health, etc.			
EQUIPMENT Clothing, shelter, transport, specific gear, safety gear, etc.			
ENVIRONMENT Weather, terrain, water, season, etc.			

Critical Incident Management

Emergency procedures to manage each identified risk	Emergency gear required
1	
2	
3	
4	
5	
6	

Applicable national standards

Recommended policies and guidelines (activity-specific)

Minimum skills required by activity leaders or assistants

Final approval Accept Reject

Signature

Comments