

Risk Analysis and Management Plan (designed by Arthur Sutherland et al 2005)

Best practice includes consulting a colleague, visiting the location & looking at the Guidelines for writing a RAMS/SAP

Group/Age	
No. of students (1)	
Teacher i/c	
Supervisors (2)	
Other Adults	
Ratio	

Activity	
Date	
Venue	
Route/map	
Start time	
Finish time	

(1) Names & details of their needs (medical, supervision, learning) are attached.

(2) Qualified/experienced for the role (some adults will be novices/learners and thus participants).

Risks - Potential Losses		
1	4	
2	5	
3	6	

<i>Causal Factors (Lemons)</i>	<i>Risk Reduction Strategies *</i>
<i>People</i>	<i>People</i>
<i>Equipment</i>	<i>Equipment</i>
<i>Environment</i>	<i>Environment</i>

* include the ways you will eliminate, isolate, and reduce/minimise through proactive best practice, in line with National Standards.

continued

Critical Incident Management

Numbers relate to risks- Must cover off all risks identified on page one (if you have generic emergency plans then attach them rather than completing the spaces below.)

Emergency Procedures (related to risks)

Emergency Gear Required

1	
2	
3	
4	
5	
6	

Policies and guidelines recommended (school specific)

Minimum skills/experience/knowledge required by accompanying staff and volunteers

National standards (refer to relevant National bodies e.g. Mountain Safety Council, Water Safety NZ, Outdoor Activities Guidelines for Leaders, etc)

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This RAMS was generated/reviewed by (Teacher i/c) on (Date) . It has been approved by / not approved by (Principal or EOTC coordinator) on (Date) for (Name of School) .

Signed (Principal Or EOTC Coordinator)

Comment(s):