

Sample Form 17 – RAMS: Hazard Assessment and Control

1. Identify the learning outcomes.

- Using the lesson plan process.

2. Identify the significant risks (losses) that could result from the activity.

- Physical Injury
- Social/psychological
- Material (gear or equipment)
- Programme interruption

3. List the hazards (causes) that could lead to each risk/loss.

- People
- Equipment
- Environment

4. Think of strategies that could reduce the chances of each hazard leading to the risk/loss. Pay particular attention to significant hazards.

- Eliminate if possible
- Isolate if can't eliminate
- Minimise if can't isolate
- Cancel if can't eliminate, isolate or minimise

5. Make an emergency plan to manage each identified risk/loss.

- Step by step management
- Equipment/resources required

6. Continual monitoring of safety during the activity.

- Assess new risks
- Manage risks
- Adapt plans

7. There is a range of formats available to assist with safety management planning.

- See sample forms 17, 18 & 19
- See chapter 4 of the *Outdoor Safety – Risk Management for outdoor leaders* (NZ Mountain Safety Council Manual 37) for a step-by-step guide on how to use these tools.

8. It is important to pay attention to significant risks.

- It is also important to pay attention to both significant and minor hazards. Research shows that most serious harm incidents result from a combination of hazards (causal factors), many of which, on their own, are seemingly minor.
- In an education setting, useful thresholds for significant risks/losses are illustrated on the Incident Severity Scale, on page 3 of Sample Form 30, National Incident Database Report Form.
 - Severity ranking 3 - threshold for reporting to the National Incident Database
 - Severity ranking 6 - threshold for reporting serious harm incidents to the Dept of Labour.

Checklist of hazards/casual factors to consider for physical and emotional safety for SAP, RAMS or other risk assessment processes

PEOPLE	RESOURCES & EQUIPMENT	ENVIRONMENT
<p>Who?</p> <p><u>How many?</u></p> <ul style="list-style-type: none"> • Students • Activity Leaders • Assistants <p>Experience</p> <p>Effective supervision structure (ratios)</p> <p><u>Cultural considerations:</u></p> <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 • Motivation 	<p><u>Information to:</u> Parents or whānau</p> <ul style="list-style-type: none"> • Plans and systems • Clothing • Footwear • Food and drink • Transport • Toilets • Safe drinking water • First aid kit and knowledge <p><u>Special equipment:</u></p> <ul style="list-style-type: none"> • Rope • Canoes/kayaks • Maps/compass • Cameras • Equipment maintenance, quantity, quality • Safety equipment 	<p><u>Weather:</u></p> <ul style="list-style-type: none"> • Forecast • Sun • Rain • Wind • Snow • Temperature; Season <p><u>Terrain:</u></p> <ul style="list-style-type: none"> • Where? (bush, river) • What? • Familiar? • Unfamiliar? <p><u>Accessibility to help</u></p> <ul style="list-style-type: none"> • Telephone • Doctor • Ranger • Roads/tracks <p>Emergency Services</p>

<p><u>Student needs:</u></p> <ul style="list-style-type: none"> • Educational • Medical and Health Language abilities • Cultural • Behaviour • Physical disability <p><u>Social/ psychological factors:</u></p> <ul style="list-style-type: none"> • Get-home-it is • Risk shift • Dropping your guard by participants Unsafe act/s • Error/s of judgement by leader activity 		<p>Security</p> <p>Animals/insects</p> <p>Road use</p> <p>Traffic density</p> <p>Fences</p> <p>Human created environments</p> <p>Does the site have cultural significance?</p> <p>Consent and information from landowner/local iwi</p>
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RAMS: Hazard Assessment & Control

School:		Activity:	Attending Fieldays Event	Location	Mystery Creek Events Centre, 125 Mystery Creek Road.
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Note: The information provided reflects suggestions and details available from Fieldays. Each school is responsible for considering its own controls for these hazards and risks, as well as any others the school may be aware of that Fieldays is not. Sections highlighted in this document require schools to add their own information where the suggested control is appropriate.

RISKS What could go wrong?	HAZARDS Why would this happen?	SIGNIFICANT Yes / No	CONTROLS How can we prevent it?
Traffic accident	<ul style="list-style-type: none"> • Inappropriate driver behaviour • Unsafe vehicle • Distracted drivers • High traffic volumes related to Fieldays 	Yes	<ul style="list-style-type: none"> • All drivers licenced • All vehicles will have a WOF or COF and be in a safe state before the trip • Drivers will follow all NZ Road rules, specifically including not using cell phones whilst driving. • Fieldays has traffic management set up to manage traffic volumes and to mitigate risks of the high traffic volumes for entry and egress from the venues and the surrounding roading networks.
Lost student	<ul style="list-style-type: none"> • Students not getting to Fieldays • Students getting separated from the designated groups at Fieldays • Students being left behind at Fieldays. 	Yes	<ul style="list-style-type: none"> • Schools do student checks prior to departing for Fieldays and during the day at the event. • Schools do a check prior to leaving Fieldays. • The student to teacher / volunteer ratio will be x:y to always assist visual contact with students. Or the students will be required to meet at set locations at set times for a welfare check. • Fieldays has a lost person process that is run by an external agency with Police vetted personal. Police are permanently on site and assist in reuniting lost persons, along with over 50 Fieldays staff and volunteers on site each day. • Fieldays runs a communications centre to manage and coordinate situations such as lost children.

Injury from exhibits or on-site activities	<ul style="list-style-type: none"> • Fieldays has over 1000 exhibits with varying risks. • Exhibitors have activities within their sites with various hazards and risks. • Fieldays has its own activities designed for participation of event attendees, such as the students. 	Yes	<ul style="list-style-type: none"> • Due to being a publicly accessible event, Fieldays has robust processes to manage the safety of exhibitor area, exhibitor activities and other activities at Fieldays. These systems and checks consider that people of all ages are at the event. More specifically, Fieldays does: <ol style="list-style-type: none"> 1. Fieldays health and safety staff check all exhibits for safety issues prior to approving exhibits on site, with a particular focus for child safety as the event is attended by all ages. 2. Exhibitor activations / activities are specifically reviewed and where risks warrant, are fenced off from public access. Some activities have age restrictions and/or licence requirements, and so school aged children are generally not permitted to participate in any higher risk activities e.g. operate an excavator. 3. Fieldays organised activities are all reviewed for health and safety compliance and the applicable specific legislative or regulatory requirements e.g. amusement devices or other thrill related activities, are only provided within the Amusement Device or Adventure Activity regulatory requirements, by businesses registered for the operation of such activities.
Students not having access to medication	<ul style="list-style-type: none"> • Additional medication needed due to physical nature of walking around Fieldays all day, for any child with diabetes. • Not having access to medication • Losing medication. 	Yes	<ul style="list-style-type: none"> • Schools to ensure, depending on the nature of the medication and age of student, if the student or teacher carries the medication needed. • Only the daily amount of medication required will be taken to the event. • Fieldays has qualified and permanent professional medical team on site, including a doctor who can issue urgent prescriptions if required. Pharmacies are within 20 minutes of Fieldays.
Student having an allergic reaction	<ul style="list-style-type: none"> • Bee sting • Allergies (food or other) 	Yes	<ul style="list-style-type: none"> • Schools to manage with their student any known allergies, such as food related and ideally student would bring a prepared lunch. • Food vendors are required to know ingredients and are all certified by Councils for the provision of food. • Fieldays has a permanent and trained medical response team

			and a medical doctor during the event.
Physical attack / psychological harm from member of the public / unvetted persons	<ul style="list-style-type: none"> Students alone with strangers 	Yes	<ul style="list-style-type: none"> Students to be in groups. If a student enters a toilet facility, another person will always await their return. Fieldays has a permanent police presence on site, and the site has CCTVs in operation. Schools' normal requirements for students not being alone with adults to remain.
Pandemics / communicable diseases	<ul style="list-style-type: none"> Communicable disease spread from a large crowd. Food borne illnesses. 	Yes	<ul style="list-style-type: none"> Fieldays follows all Government guidance for any specific pandemics. All food vendors are certified with Councils for the preparation and provision of food or beverages. Fieldays has regular cleaning of facilities. Medical facilities and trained medical professional on site to assist if a sudden illness was to occur.
Access to alcohol	<ul style="list-style-type: none"> Fieldays vendors provide samples of alcohol in the Pantry exhibition area Fieldays exhibitors sell alcohol on site There are operating bars at Fieldays. 		<ul style="list-style-type: none"> No sale or samples provided to anyone under 18 and without proof of age. Alcohol vendors and bars etc all have liquor licences and must meet conditions of those licences. All alcohol exhibitors and bars have Duty Managers who must comply with alcohol licencing rules. Fieldays staff do checks on exhibitor and bar compliance. Police on site with Waipa District Council conduct controlled purchase tests to ensure rules are m by alcohol suppliers. Security contractor has staff deployed at all alcohol outlets, entry points to bars etc. Bars have double fencing to reduce risk of alcohol being purchased and passed to those not eligible to consume it. Schools should consider their own rule for students over 18 and may legally have access and by-pass the above safety steps. E.g. No student over 18 is permitted to sample or purchase alcohol during the visit to Fieldays.

