



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	Bathing, swimming and water rides
Location	Hanmer Springs Thermal Pools and Spa

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>
Drowning	Failure to adequately supervise the individual's activities in the pools. Medical condition causing loss of consciousness	Medium	HSTPS will provide trained and certified Lifeguards. The School will provide agreed levels of direct child supervision
Dehydration	Excessive exposure to the sun and excessive bathing in thermal pools above 37Deg coupled with failure to regularly consume water.	Low	Lifeguards will perform one on one talks with customers showing sign of dehydration. Group supervisors to likewise reinforce water consumption
Wet, slippery surfaces	This is an outdoor complex exposed to wet weather conditions and walkways are continuous wet from dripping bathers	Medium	Walk not run at all times. Use only the hand railed pool access points. Control child horseplay
Ice on surfaces during winter	This is an outdoor complex exposed to cold weather conditions and walkways are continuous wet from dripping bathers which will freeze in cold conditions.	Medium	Walk not run at all times. Use only the hand railed pool access points. Control child horseplay
Physical injury if Waterslide Rules are disregarded	Impact with the physical infrastructure of the ride. Impact with other persons using the rides	Medium	Full compliance with the water rides safety rules. Comply with all lifeguard instructions
Unsupervised children misbehaving, becoming injured and/or drowning	Failure of group supervisors to actively supervise the group	Medium	Lifeguards will guard all patrons , but group supervisors must actively control their group members
Those under the influence of drugs and/or alcohol	Medical substances causing and non-medical substances causing reckless behaviour	Low	Lifeguards and Group supervisors to monitor all individuals for unusual and reckless behaviour. School pre warning HSTPS which students are under medical medications
Placement of head under the water in the thermal pools. Causing medical illness	Failure to comply with lifeguard instructions and the complexes safety rules	Low	Active enforcement of the keep head and ears above the water policy by school group supervisors and Lifeguards

Sunburn
Bee stings

This is an outdoor facility

Low

Slip. Slap Slop and wrap to prevent sun burn. Ensure any persons with an allergy to insect stings carries their medication

RAMS: Risk Management Plan

Activity Bathing, swimming and water rides

Location Hanmer Springs Thermal Pools and Spa

Risks (significant potential losses)

1 Drowning	4 Temporary or Permanent loss of use of a bodily function.
2 Loss of consciousness	5
3 Missing Child	6

Causal factors		Risks	Risk reduction strategies
PEOPLE Skills, attitudes, age, fitness, ratios, experience, health, etc.	Provide adequate and agreed supervision staff to work with HSTPS provided trained Lifeguards to meet the supervision needs of the specific group Brief the group on behaviour standards rules prior to arrival	1 to 4 above	HSTPS will give a safety briefing face to face with the group on arrival at the complex. Direct active supervision by group supervisors during the water activities. Supervisors to work with HSTPS lifeguards to address safety breaches by any group member
EQUIPMENT Clothing, shelter, transport, specific gear, safety gear, etc.	Provide sun protection for the group such as sun screen lotions, hats, eye protection. Water proof bags for belongings Provide a suitable location for valuables. Provide specific medications for individual's needs.	1 to 4 above	Be prepared for the anticipated weather conditions in Hanmer Springs. Ensure all student medication needs are known and met prior to arriving in Hanmer. Advise Lifeguards of those needs and the persons potentially affected.
ENVIRONMENT Weather, terrain, water, season, etc.	Check with HSTPS just prior to the visit if there is any specific weather issues expected to materialise.	1 to 4 above	Active supervision of the group and active liaison with Lifeguards during the visit

Critical Incident Management

Emergency procedures to manage each identified risk	Emergency gear required
1 Provide HSTPS with the group leader’s name. Ensure group leader is easily identifiable to HSTPS staff during the visit.	Fluorescent vest will be provided by HSTPS
2 Ensure any individuals requiring specific medications are known to all supervisors and HSTPS staff. And medications are readily available	Medications to be provide by the group
3 First aid facilities will be provided by HSTPS along with trained first aiders	None
4 Have accessible next of kin details for group members in the event of a critical incident occurring.	Phone
5	
6	

Applicable national standards

HSTPS will provide:

Staff trained to the “Pool Lifeguard Practising Certificate” level as set by the New Zealand Recreation Association and administered by Skills Active

- Staff trained to “Workplace First Aid” level
- Up to six staff with “advanced” first aid training
- All staff have refresher first-aid training multiple times per year
- All first aid incidents are recorded by area and incident compiled on a monthly basis and reviewed at monthly Health and Safety meetings
- HSTPS complex has been assessed as a Pool Safe Facility

Recommended policies and guidelines (activity-specific)

Based on HSTPS experience of Hazard Management in respect of groups attending the complex it has been determined that the following supervision ratios achieve the balance between minimising risk to patrons commiserate with a cost effective supervision solution.

It is a requirement that the adults in the group are required to **actively supervise** the students (i.e. able to provide immediate assistance). Supervision can be provided either in-pool or from pool-side in each pool where there are students.

HSTPS risk assessment requires that groups must have a supervision ratio of adults to students (for active supervision) subject to the age of students. The required ratios are:

- | | |
|----------------------------|--|
| Student age: 5 – 7 years | Ratio 1:4 (i.e. 1 adult for every 4 students). |
| Student age: 8 – 12 years | Ratio 1:6 |
| Student age: 13 – 15 years | Ratio 1:8 |

Student age: 16+ years

Ratio 1:10

Or a specific jointly agreed and documented (between the school and HSTPS) supervision ratio for the group.

At the time of booking/ confirming a booking HSTPS will provide a detailed document of specific Health and Safety policies and procedures appertaining to activities at HSTPS. This will be reinforced at the Safety talk on arrival at the complex.

Minimum skills required by activity leaders or assistants

Comments: