

## Brook Waimārama Sanctuary (BWS) Site-specific RAMS and emergency procedures for Te Taiao Rangers Holiday Programme (Risk register and hazard I.D.) EOTC Risk Assessment Form 2023

Risk index: L = Low, M = Medium, H = High, E = Extreme

Hazard/Risk	Potential Harm	Risk Rating? How serious is this?	Controls	Residual risk after controls	Responsibility of BWST & Natureland Educators	Responsibility of Parent/Guardian
A situation or thing with the potential to cause death, injury, or illness			How can it be prevented? First, try to e) eliminate, then m) minimise the risk			
<b>People:</b>						
<b>Existing medical conditions</b>	Incident, Injury, death	H	<ul style="list-style-type: none"> <li>m) Parent/ guardian disclose relevant existing medical conditions and informs BWS &amp; Natureland Educators.</li> <li>m) collect medical conditions via Parental Consent and Acknowledgement of risk form.</li> <li>m) Precautions for pre-existing medical conditions such as increased supervision, boundary restrictions, and specialised equipment, including participants medication.</li> </ul>	M	Pre-site assessment and ensure Parental Consent and Acknowledgement of risk form is complete. Initiate any precautions required.	Disclose relevant medical conditions – BWS & Natureland Educators
Separation (missing person)	Incident, Injury, death	H	<ul style="list-style-type: none"> <li>m) Boundaries, walking routes and entry and exit points made clear. Educators to keep control of the group by using clear instructions and reiterating boundaries.</li> <li>m) Students to stay in the immediate proximity of the group.</li> <li>m) Educators keep headcount at entry and exit from Sanctuary.</li> <li>The Educators are ready to attend to emergencies with first aid, emergency plan, medical records, medication and cell phone, and VHF radio (or BWS landline 03 5394920).</li> <li>m) Head-count check before and after entry and exit through the main gate and on and off bus/vehicles</li> <li>m) Educator will emphasise that groups must stay with the main group and FOLLOW Educators lead instructions.</li> </ul>	M	Clear boundaries and control of the group	n/a
Lack of communication	Incident, Injury, death	H	<ul style="list-style-type: none"> <li>m) Communication device, cell phone and BWS radio</li> <li>m) Non-reception areas noted via pre-site assessment</li> <li>m) Language barriers identified</li> <li>m) VHF radio for known non-reception areas</li> </ul>	L	Check cell phone reception and understanding of instructions. 2Degrees has the best coverage	Advise of non-English speaking participants

Inadequate supervision (ratios)	Missing person Minor incident	M	<p>m) Adequate supervision is ensured. The ratio for Sanctuary is 1:8</p> <p>m) Stay close – remain within audio and visual distance of the BWS &amp; Natureland Educator to communicate any hazards, minor incidents requiring first aid or medical or more serious incident</p> <p>If groups are larger, then radio telephones will be issued for lead and tail supervisors as appropriate.</p>	L	Ensure supervision is adhered to control of the group in the Sanctuary.	n/a
Inappropriate behaviour or fitness	Incident or Injury	M	<p>m) Clear discipline guidelines are given to participants before walking and identifying potential hazards as part of the Sanctuary briefing.</p> <p>m) Participant behaviour issues discussed via pre-site assessment.</p>	L	<p>Conduct a clear briefing on expectations</p> <p>Declare any major behaviour issues</p>	Identify and discuss management for behaviour issues and provide appropriate support for students with special needs
Heat exhaustion/hyperthermia/dehydration	Illness	H	<p>m) Advised to wear adequate clothing.</p> <p>m) Participants advised to have their own drinking water</p> <p>m) Avoid direct sun</p> <p>m) Advise participants to bring sunscreen where appropriate</p>	L	Adequate briefing. Care of self	Participants are encouraged to drink water. Minimise sun exposure.
Impairment due to drugs and alcohol	Incident, Injury	M	<p>m) Use and persons under the influence of drugs and alcohol prohibited</p> <p>m) Declaration and monitoring of participants</p>	L	Adhere to policy	n/a
Cardiac Arrest	Incident, Injury, death	E	<p>m) medical conditions known</p> <p>m) Screening participants</p> <p>m) Emergency preparedness covered by BWS &amp; Natureland procedures and Operations Manager and Health and Safety Officer. A defibrillator is available in the Visitor Centre.</p>	M	Educator leaders to keep control of the entire group during the visit	Medical conditions declared/discussed

<b>Environment:</b>						
Weather conditions	Sunburn, exposure, hypothermia	H	m) Up-to-date weather forecast, pre-site visit and on-site assessment (if required). Realistic assessment of environmental conditions. Communicate with the school/participants if the event is cancelled via text, phone, or email. m) Appropriate clothing, footwear worn m) Sunscreen available.	M	Check the weather forecast. Care of self	Communication with BWS. Parents/ guardians to provide sunscreen for participants
Traps/pest control	Incident, Injury	M	m) obey all instructions and signage for traps and pest control. m)do not touch any devices m) stay with the group and comply with BWS & Natureland Educator directions	L	Discuss dangers before entering the Sanctuary. No touching of any traps or devices.  Educators to keep control of the entire group during the visit	n/a
Unforeseen hazards (Danger in the Forest)	Incident, Injury, death	M	m) During the visit, the BWS & Natureland Educators may continually identify and manage hazards, be alert for your attention, in the event of unforeseen dangers (e.g., tree/branch fall, rockfall, conditions change), BWS & Natureland educators will advise and calmly organise evacuation to nearest safe point or re-group and make way back to assembly point sign in front of the visitor centre (no one returns alone)	M	Continually identify and manage hazards	Comply with BWS & Natureland Educator
Changing or unexpected weather conditions – hail or lightning storm	Incident, Injury,	M	m) Up-to-date weather forecast, pre-site assessment Practical assessment of environmental conditions. m) Halt activity if safety compromised	M	Sensible weather assessment, appropriate clothing	n/a
Falling Debris, including rocks and trees/branches, high drops along a track	Visitors struck Incident, Injury	H	m) Up-to-date weather forecast, pre-site visit and on-site assessment by BWS Identify potential hazards (trees/branches, track surface, high drop-offs, etc.) m) Safe location of entry and exit points and boundaries depending on conditions m) Walking route defined by tracks and entry and exit point m) BWS staff to know where all visiting groups are and to be in radio contact. m) highlighting dangers in the briefing and expectations, especially around high drops.	M	Check conditions suitable for the site	n/a
Earthquake, Fire, Flood	Incident, Injury	M	m) Refer to BWS emergency procedures on-site.	M	Calmly organise Group evacuate site to the assembly point in front of the visitor centre	n/a

Significant Falls leading to severe injury. Steep terrain, cliffs, loose surface Wet rock - underfoot conditions, icy	Falls leading to Injury	H	<b>Organisation</b> Footwear appropriate for the type of trip terrain – support, grip, tread (m) Plan route to avoid terrain, staying on the track/ route (m) <b>Leader</b> Good management of cliff edges, and landslips, i.e., no closer than 3 m or one at a time across a slip (m) Instruction on how to descent on steep, loose, slippery terrain (m)	M	Check conditions before the visit	Ensure footwear is adequate for tramping tracks.
Unidentified/ unexplained	Skin reaction, swelling, abrasions	M	m) collect information surrounding reactions to material/plant m) communication with supervisor regarding possible reaction.	L	Site checked and monitored BWS team are all first aiders.	Parents/ guardians to ensure they have provided medical information
Bee/wasp sting, Spider bite, Stinging nettle etc.	Allergic reaction or anaphylaxis	E	m) Participants with anaphylaxis identified via pre-site assessment	M	Identified participants with anaphylaxis	Parents/ guardians ensures medication and medical action plans
Sharp rocks and slippery surfaces	Injury/fall/slip	M	m) No running on tracks, clear boundaries, and supervision when on-site, walking and around the visitor centre and toilets. m) Locations of probable slippery surfaces identified during the briefing.	L	Identification of hazards. Continual supervision of activities	n/a
Sharp sticks/ logs, Broken glass	Injury	M	m) check the site for hazards m) Pre-warn groups of site-specific hazards m) First aid kit on hand	L	Advise groups of known hazard areas. Continual supervision of activities	n/a
Cold /exposure/temperature	Hypothermia	E	m) Weather forecasts are used to establish likely weather conditions before activity and pre-site assessment on the day m) Participants advised to bring warm clothing m) Brief participants on the danger of hypothermia m) Appropriate clothing worn for the duration of activity for conditions and location	H	Provides adequate protection for conditions. Keep watch of the entire group	n/a
Infection risk – microbes, COVID	Illness	M	m) Follow sanitisation policy	L	as per policy	Comply with BWS instructions
Insect bites, sandflies	Minor Injury	L	m) Pre-warn groups of site-specific hazards. m) Carry repellent	L	Advise groups if a known hazard. Supervision of activities	n/a

Poison due to reaction or ingestion of plant material	Illness	M	m) Supervision of the group through Educator. I.D. and use of suitable rongoā plants only during the tour. Emphasise the risks of Tutu and remind them never to eat plants, mushrooms, or berries if in any doubt.	L	Plant assessment and pre-site assessment	n/a
Rising water levels, Flash Flood	Incident, Injury, death	E	e) Advance warning of a weather event e) No access to BWS if there is a confirmed weather warning for the area m) Be alert for the signal from Educator/staff in the event of unforeseen dangers calmly organise evacuation to nearest safe location or re-group and make way back to assemble at the visitor centre assembly point. Supervision while in the stream bed.	M	Weather assessment and flood warning check	n/a