

## Sustainability Trust Holiday Programme Risk Analysis and Management (RAM)

What could go wrong	What could cause this?	How to prevent this from happening	Whose responsibility is this?	When/where will preventative measures be taken	Emergency Plan
Person is lost or unaccompanied	<ul style="list-style-type: none"> <li>• Inadequate supervision</li> <li>• Inadequate supervisor-person ratio</li> <li>• Person's lack of awareness of risk in such a situation</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that Trust supervisors personally conduct regular and careful head counts</li> <li>• Plan for and enforce maximum supervisor-charge ratios (see below)</li> <li>• Ensure all attendees are made aware of the requirement to remain close to supervisor at all times.</li> <li>• Children to be accompanied to a toilet block by an adult and returned to the same group afterwards.</li> </ul>	All Trust supervisors of attendees.	<ul style="list-style-type: none"> <li>• At planning stage before arrival at Site</li> <li>• Reminders given while at the Innermost Gardens and/or the Town Belt.</li> <li>• All children will be issued a whistle on arrival.</li> <li>• At discussion meeting with entire group before departure to the Innermost Gardens and/or Town Belt, children will be given instruction to stay put and to blow their whistle</li> </ul>	<ul style="list-style-type: none"> <li>• Trust supervisor immediately notifies other supervisors and Trust staff</li> <li>• Call the police immediately</li> <li>• Call the guardian of the child</li> <li>• Have all children calmly stay put with one Trust supervisor while other Trust supervisors search for lost child.</li> <li>• OSH incident report to be completed before Trust supervisor leaves for the day.</li> </ul>
Personal accident or injury	<ul style="list-style-type: none"> <li>• Person not looking where they are going</li> <li>• Person falls over</li> <li>• Person pushing or shoving another</li> <li>• General carelessness</li> </ul>	<ul style="list-style-type: none"> <li>• Trust supervisors and any accompanying staff to advise attendees about:</li> <li>• not running down slopes</li> <li>• not chasing/running indoors, around corners or stairs</li> <li>• Being aware of uneven ground or sections of pathway</li> <li>• Being considerate to other public, especially when moving as a large group through narrow paths.</li> <li>• Being aware of less mobile people around you.</li> </ul>	All Trust supervisors of attendees and any accompanying staff	<ul style="list-style-type: none"> <li>• At discussion meeting with entire group before departure to the Innermost Gardens and/or Town Belt</li> <li>• Before venturing out into the Innermost Gardens and/or Town Belt.</li> <li>• As necessary in the Innermost Gardens and/or Town Belt.</li> </ul>	<ul style="list-style-type: none"> <li>• Trust supervisor immediately notifies staff of incident/injury.</li> <li>• <b>This action MUST be taken even if supervisor is a qualified first aider and patient seems unconcerned.</b></li> <li>• Qualified first-aider will attend Cut/pierced party.</li> <li>• Trust medical emergency procedure followed if injury is moderate or serious.</li> <li>• OSH incident report to be completed before Trust supervisor leaves for the day.</li> </ul>

Toilet accident	<ul style="list-style-type: none"> <li>• Excitement</li> <li>• Waiting till the last minute</li> <li>• Not knowing toilets location</li> <li>• Not taking toilet breaks when offered.</li> <li>• Person with bladder condition</li> </ul>	<ul style="list-style-type: none"> <li>• Plan for regular toilet stops</li> <li>• Trust supervisors to familiarise themselves with the location of toilet facilities around the area</li> <li>• Use toilets at the Innermost Gardens upon arrival</li> <li>• Remind/point out toilet facilities before leaving the venue</li> <li>• Plan your route to bypass toilet facilities at least once.</li> </ul>	All Trust supervisors of attendees and any accompanying staff	<ul style="list-style-type: none"> <li>• At discussion meeting with entire group before departure to the Innermost Gardens and/or Town Belt</li> <li>• Immediately upon arrival at the Innermost Gardens, or before venturing out into the Town Belt.</li> <li>• As toilet facilities are encountered</li> <li>• Trust supervisors to bring emergency clothing as/if considered necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Trust supervisors' responsibility to take action if soiling event occurs.</li> <li>• Other Trust staff to be notified if assistance is required.</li> </ul>
Toileting in Town Belt	<ul style="list-style-type: none"> <li>• Not needing to and/or not going toilet before leaving Innermost Gardens</li> </ul>	<ul style="list-style-type: none"> <li>• Ask all children to use the facilities before leaving Gardens or when near facilities at top of Town Belt</li> </ul>	All Trust supervisors of attendees and any accompanying staff	<ul style="list-style-type: none"> <li>• At discussion meeting with entire group before departure to the Innermost Gardens and/or Town Belt</li> <li>• Before venturing out into the Innermost Gardens and/or Town Belt.</li> <li>• As necessary in the Innermost Gardens and/or Town Belt.</li> </ul>	<ul style="list-style-type: none"> <li>• Trust supervisors will carry Department of Conservation poo pots/ privacy tent, gloves and toilet paper in case of emergency bathroom requirements</li> <li>• Remains will be transported to bathroom facility and disposed of accordingly</li> </ul>
Person bitten/stung by animal	<ul style="list-style-type: none"> <li>• Lack of adequate supervision</li> <li>• Curiosity, disruption of bumble bees, honey bees, wasps nest.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide clear and frequent Instructions not to attempt to touch stinging invertebrates</li> <li>• Adequate supervision</li> </ul>	All Trust supervisors of attendees and any accompanying staff	<ul style="list-style-type: none"> <li>• At discussion meeting with entire group before departure to the Innermost Gardens and/or Town Belt</li> <li>• Before venturing out into the Innermost Gardens and/or Town Belt.</li> <li>• As necessary in the Innermost Gardens and/or Town Belt.</li> </ul>	<ul style="list-style-type: none"> <li>• Trust supervisor immediately notifies staff of incident/injury.</li> <li>• <b>This action MUST be taken even if supervisor is a qualified first aider and patient seems unconcerned.</b></li> <li>• Qualified first-aider will attend Bitten/stung party.</li> <li>• Trust medical emergency procedure followed if injury is moderate or serious.</li> <li>• OSH incident report to be completed before Trust supervisor leaves for the day.</li> </ul>

Fire	Deliberate, accidental, careless activity	<ul style="list-style-type: none"> <li>Care with use of barbeques and gas bottles</li> <li>Reporting of suspicious behaviour</li> </ul>	All Trust supervisors of visiting groups and any accompanying staff.	<ul style="list-style-type: none"> <li>As and when utilising tools, facilities and ignition systems around the Innermost Gardens.</li> <li>As and when suspicious behaviour is reported.</li> </ul>	<ul style="list-style-type: none"> <li>Trust supervisors will implement 'Fire Emergency' Procedure.</li> <li>All attendees to follow directions of Trust supervisors</li> </ul>
Fire pit	Deliberate	<ul style="list-style-type: none"> <li>Care with use of tools and accelerants</li> <li>Care with extinguishing of matches and fire pit</li> <li>Clear safety guidelines for Trust staff setting up fire pit</li> <li>Clear safety guidelines for Trust staff lighting fire pit</li> <li>Clear safety guidelines for children using fire pit.</li> </ul>	All Trust supervisors of visiting groups and any accompanying staff.	<ul style="list-style-type: none"> <li>Clear safety guidelines given when introducing activity and throughout the course of activity</li> <li>A Trust supervisor will be with the lit fire pit AT ALL TIMES</li> <li>When setting up fire pit in the Innermost Gardens.</li> <li>Before lighting fire pit</li> <li>When lighting fire pit</li> <li>When fire pit is burning</li> <li>When extinguishing fire pit</li> <li>WCC and Innermost Gardens have been notified and have given permission.</li> </ul>	<ul style="list-style-type: none"> <li>Wet coffee sacks on hand</li> <li>Hose set up and on hand</li> <li>Safety distance around fire pit established with a painted ring.</li> <li>Empty tin on hand for extinguished matches.</li> <li>Trust supervisors will implement 'Fire Emergency' Procedure.</li> <li>All attendees to follow directions of Trust supervisors</li> <li>Trust supervisor immediately notifies staff of incident/injury.</li> <li>Qualified first-aider will attend burned party.</li> <li>Trust medical emergency procedure followed if injury is moderate or serious.</li> <li>OSH incident report to be completed before Trust supervisor leaves for the day.</li> </ul>
Earthquake	Natural process	Unpreventable	No designated responsibility	<ul style="list-style-type: none"> <li>As soon as the event happens and until the situation is deemed safe.</li> </ul>	<ul style="list-style-type: none"> <li>Trust staff will implement 'Earthquake' Procedure.</li> <li>All attendees to follow directions of Trust staff</li> </ul>

<p>Cuts due to using scissors, tools, old rusty nails on the grounds</p>	<ul style="list-style-type: none"> <li>• Lack of attention being applied</li> <li>• Inexperience</li> <li>• Leaving tools in a place that is accessible to young attendees</li> <li>• Lack of supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Provide clear and frequent instructions on what tools can be used by attendees and how to use them safely</li> <li>• Children will be required to ask to use battery powered and hand tools.</li> <li>• Supervision of attendees while tools are in use. For younger less able children, this will be on a one-to-one basis, for older, more skilled children on a one-to-many basis</li> <li>• Eye protection will be worn when using battery powered tools.</li> <li>• Always ensure tools are safely put away after use</li> <li>• Shoes must be worn in Innermost Gardens or on the Town Belt</li> </ul>	<p>All Trust supervisors and any other accompanying staff</p>	<ul style="list-style-type: none"> <li>• When introducing each activity</li> <li>• Throughout the course of each activity</li> <li>• At discussion meeting with entire group</li> <li>• As necessary in the Innermost Gardens and/or Town Belt</li> </ul>	<ul style="list-style-type: none"> <li>• Trust supervisor immediately notifies staff of incident/injury.</li> <li>• <b>This action MUST be taken even if supervisor is a qualified first aider and patient seems unconcerned.</b></li> <li>• Qualified first-aider will attend Cut/pierced party.</li> <li>• Trust medical emergency procedure followed if injury is moderate or serious.</li> <li>• OSH incident report to be completed before Trust supervisor leaves for the day.</li> </ul>
<p>Abrasions/injury from powertools</p>	<ul style="list-style-type: none"> <li>• Being present when tools are used by staff.</li> <li>• Poor management of children around power tools</li> </ul>	<ul style="list-style-type: none"> <li>• Powertools will be used only by staff and in adherence with Sustainability Trust policy.</li> <li>• Power tools will only be used by staff who have been trained.</li> <li>• Children are not permitted to use power tools.</li> <li>• The area in which power tools will be used will be clearly separated from any areas adjacent to children.</li> <li>• PPE will be worn at all times: eye and ear protection, gloves, fitted clothing and covered shoes (ideally steel caps, but on account of infrequency, covered shoes are acceptable.</li> </ul>	<p>All Trust supervisors</p>	<ul style="list-style-type: none"> <li>• Prior to using power tools</li> <li>• Following training by Sustainability Trust educators</li> <li>• With clear communication with other staff who will be managing the children.</li> </ul>	<ul style="list-style-type: none"> <li>• Trust supervisor immediately notifies staff of incident/injury.</li> <li>• <b>This action MUST be taken even if supervisor is a qualified first aider and patient seems unconcerned.</b></li> <li>• Qualified first-aider will attend Cut/pierced party.</li> <li>• Trust medical emergency procedure followed if injury is moderate or serious.</li> <li>• OSH incident report to be completed before Trust supervisor leaves for the day.</li> </ul>

Communication between Trust staff and/or guardians	No mobile phone contact between parties in different areas of the Innermost Gardens, and with Trust staff.	<p>Ensure all Trust programme supervisors have charged and topped up mobile phones.</p> <ul style="list-style-type: none"> <li>• Ensure all phone numbers are circulated to each group supervisor</li> <li>• Ensure a copy of all phone numbers is left with Trust staff upon arrival.</li> </ul> <p>Use Verisafe app to regularly check in and mark GPS co-ordinates.</p>	<p>All supervisors of attendees and any accompanying staff</p> <p>Lead Educator will manage Verisafe checkins</p>	<ul style="list-style-type: none"> <li>• At planning stage before arrival at Innermost Gardens</li> <li>• Before venturing out into the Innermost Gardens and/or Town Belt.</li> <li>• As necessary in the Innermost Gardens and/or Town Belt</li> <li>• Check into Verisafe as “At risk”, then “safe”, when starting <i>and</i> finishing a morning or afternoon activity.</li> </ul>	<ul style="list-style-type: none"> <li>• Trust Supervisors of attendees must immediately notify Trust staff if they encounter an emergency situation.</li> <li>• Trust staff will immediately notify visiting supervisors if an emergency situation develops.</li> <li>• Contact between parties will be by mobile phone</li> <li>• It is essential that the preventative measures stated (at left) are undertaken in order to provide efficient communication between Trust supervisors and guardians</li> </ul>
Dogs off leads	Walking through the dog park Irresponsible pet ownership	<ul style="list-style-type: none"> <li>• Not to walk through dog park</li> <li>• No control over irresponsible pet ownership</li> </ul>	All supervisors of attendees and any accompanying staff	<ul style="list-style-type: none"> <li>• At planning stage before arrival at Innermost Gardens talk with about correct ways to approach/avoid a dog off lead</li> <li>• Before venturing out into the Innermost Gardens and/or Town Belt.</li> </ul>	<ul style="list-style-type: none"> <li>• Trust supervisors must intervene any interaction with dog and child attendee</li> </ul>
Child approached by member of public.	The Innermost Gardens and Town Belt are not gated (accessible to the general public)	<ul style="list-style-type: none"> <li>• Trust supervisors are to make themselves known to all child attendees</li> <li>• Ensure all child attendees understand NOT to engage/walk off with any other adults unless accompanied by a Trust supervisor</li> <li>• Ensure child attendees know if they feel uncomfortable at any time they should talk to Trust supervisors</li> <li>• Provide clear and frequent instruction to remain with group at all times unless okayed by a Trust supervisor</li> </ul>	All supervisors of attendees and any accompanying staff	<ul style="list-style-type: none"> <li>• At planning stage before arrival at Site</li> <li>• Reminders given while at the Innermost Gardens and/or the Town Belt.</li> <li>• All children will be issued a whistle on arrival.</li> <li>• At discussion meeting with entire group before departure to the Innermost Gardens and/or Town Belt, children will be given instruction to blow their whistle if made to feel uncomfortable by a member of the public</li> </ul>	<ul style="list-style-type: none"> <li>• Trust supervisors must intervene any interaction with public and child attendee</li> <li>• If the member/s of public are persistent and/or show concerning behaviours police will be called</li> <li>• OSH incident report to be completed before Trust supervisor leaves for the day.</li> </ul>

Behavioural issues	<ul style="list-style-type: none"> <li>Deliberate, accidental, medical</li> </ul>	<ul style="list-style-type: none"> <li>Unpredictable and sometimes unpreventable</li> </ul>	<p>All Trust supervisors of visiting groups and any accompanying school staff.</p> <p>Participants</p>	<ul style="list-style-type: none"> <li>Set expectations of behaviour at planning stage before arrival at site</li> <li>At H&amp;S with entire group</li> <li>Reminders given while at the EcoCentre as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>School's H&amp;S procedures applicable</li> <li>Trusts Behavioural protocol administered</li> <li>Incident reporting.</li> </ul>
Sun/wind burn	<ul style="list-style-type: none"> <li>The Sun</li> <li>The wind</li> </ul>	<ul style="list-style-type: none"> <li>Ensure sunscreen is available and accessible throughout the day.</li> <li>Ensure sunhats are on all children by morning tea</li> <li>Sun hats are provided for those who do not have one.</li> </ul>	<p>All supervisors of attendees and any accompanying staff</p>	<ul style="list-style-type: none"> <li>On arrival all guardians are asked if sunscreen has been applied to children</li> <li>Sunscreen is provided for guardians to apply on children on arrival</li> <li>Guardians are asked if children have sunhats if not the children are provided with one by Trust supervisors.</li> <li>All children are required to wear sunhats from morning tea onwards</li> <li>Second application of sunscreen on faces, necks, arms and legs.</li> <li>Younger children may require assistance.</li> </ul>	<ul style="list-style-type: none"> <li>Trust medical emergency procedure followed if injury is moderate or serious.</li> <li>OSH incident report to be completed before Trust supervisor leaves for the day.</li> <li>Follow up with guardians.</li> </ul>

## Child Protection Policy

Sustainability Trust strictly adhere to a Child Protection Policy. Please review this separately.

Of note under the policy, all our lead educators have been police vetted. We avoid any adults on the programme being in a one-on-one situation with any child. In the event that a child needs assistance, particularly of an intimate nature (toilet or first aid incident), a buddy system will be used to provide the child, and the accompanying adult, with a second adult chaperone. In doing so we minimise the risk of a vulnerable child being taken advantage of, and of an adult being open to the accusation of wrong doing.

### Recommended Minimum Ratios of Supervision

AGE GROUP OR LEVEL	RECOMMENDED MINIMUM RATIO OF SUPERVISOR TO CHARGE
Primary/Intermediate	<p>Sustainability Trust Holiday Programme: 1 supervising adult* to a maximum of 12 students</p> <ul style="list-style-type: none"><li>• This may be a higher ratio depending on the nature of the activity</li><li>• Supervising adults should NOT be accompanied by infants or other dependants while in charge of a group.</li></ul>