

## Risk Assessment and Management Strategies (RAMS)

OVERVIEW	
<b>Trip location:</b> The Dowse, 45 Laings Rd, Lower Hutt	<b>Date and time of trip:</b>
<b>Teacher in charge and contact details:</b>	
<b>Number of children and age group:</b>	
<b>Name of adults/ratio:</b>	
<b>Special needs and considerations:</b>	

HARM <i>What risks are there?</i>	HAZARD <i>Why would this happen?</i>	PREVENTION <i>What are we going to put in place to stop it?</i>	ACTION <i>What do we do if something goes wrong?</i>
<b>Driving Accident</b>  ----- <b>Traffic Accident (walking)</b>	<ul style="list-style-type: none"> <li>Vehicle break down</li> <li>Driver error</li> <li>Poor driving conditions</li> </ul> ----- <ul style="list-style-type: none"> <li>Children not keeping together</li> <li>Crossing roads at inappropriate times</li> <li>No adult supervision</li> </ul>	<ul style="list-style-type: none"> <li>Vehicles to have WOF and registered</li> <li>Driver with full license</li> <li>Driver to follow road rules</li> <li>Children to be safely seated in vehicle</li> </ul> ----- <ul style="list-style-type: none"> <li>Go through behaviour expectation with children</li> <li>Have a safe student/adult ratio</li> <li>Cross roads safely in groups</li> </ul> <p style="text-align: center;"><i>School is solely responsible for the students when outside of the museum</i></p>	<ul style="list-style-type: none"> <li>Start first aid</li> <li>Contact 111 if necessary</li> <li>Contact school</li> </ul>
<b>Sickness of student or adult</b>	<ul style="list-style-type: none"> <li>Existing medical issue or illness</li> <li>Sudden illness on trip</li> </ul>	<ul style="list-style-type: none"> <li>Have enough adults to ensure students stay safe if a teacher gets sick</li> <li>Ensure first aid kit is taken</li> <li>Any medication is taken for students with ongoing medical issues</li> </ul>	<ul style="list-style-type: none"> <li>Tend to sick child</li> <li>Enough adults are left to ensure the safety of remaining students</li> <li>Contact school</li> <li>Contact 111 if necessary</li> </ul>
<b>Injury</b>	<ul style="list-style-type: none"> <li>Accidental trip or fall</li> <li>Using equipment in the creative workshop e.g. scissors, wire, hot glue etc.</li> </ul>	<ul style="list-style-type: none"> <li>Go over behavioural expectations prior to leaving school e.g. walk slowly in the gallery, quiet voices, don't touch the artwork</li> <li>Be aware of students that may struggle using equipment while in the creative workshop</li> <li>Communicate with The Dowse education team any students who have specific learning needs</li> </ul>	<ul style="list-style-type: none"> <li>First aid – the creative workshop has a first aid kit</li> <li>Contact 111 if necessary</li> <li>Contact school</li> </ul>
<b>Lost student</b>	<ul style="list-style-type: none"> <li>Student gets lost on the way to the bathroom</li> <li>Student wanders off or gets separated from group</li> </ul>	<ul style="list-style-type: none"> <li>Students have name tags on</li> <li>Go over behavioural expectations before leaving school</li> <li>Be aware of students who you need to have a close eye on</li> <li>Students to approach a person with a black <i>The Dowse</i> t-shirt or go to front reception</li> <li>Teacher to do a head count on arrival and departure</li> <li>Having an adult with children at all times</li> </ul>	<ul style="list-style-type: none"> <li>Contact teacher in charge</li> <li>Let The Dowse staff know a child is missing</li> <li>An adult to look for child</li> </ul>

<b>Incident with parents or volunteers</b>	<ul style="list-style-type: none"> <li>• Parent or volunteer not aware of their role on trip</li> <li>• Personal emergency of parent or volunteer which requires them to leave</li> </ul>	<ul style="list-style-type: none"> <li>• Brief parents or volunteers on what is happening on the trip and what is expected of them prior to leaving</li> <li>• Have contact numbers of parents</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher in charge to talk to parents if they feel it is necessary</li> <li>• Contact school if needed</li> </ul>
<b>Poor student behaviour</b>	<ul style="list-style-type: none"> <li>• Change in environment for students</li> <li>• Ongoing behavioural issues with students</li> </ul>	<ul style="list-style-type: none"> <li>• Go over student behaviour expectations before leaving. Discuss behaviour in the gallery as well as the importance of cooperation and working in a team</li> <li>• Communicate with The Dowse any particular struggles or upsets a student could have</li> <li>• Talk through the day with any students that struggle with change</li> <li>• Have an appropriate adult to student ratio</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher in charge to access the situation and make any appropriate actions</li> </ul>
<b>Environmental disaster</b>	<ul style="list-style-type: none"> <li>• Earthquake, fire or storm</li> </ul>	<ul style="list-style-type: none"> <li>• Trip will not run under extreme weather conditions e.g. large amounts of flooding</li> <li>• Unpreventable environmental disasters happen with no pre-warning. Students know basic procedure of what to do in an earthquake. The Dowse staff to instruct school of what to do in an environmental disaster.</li> </ul>	<p><b>FIRE</b></p> <ul style="list-style-type: none"> <li>• Listen to staff at The Dowse. We will leave through the nearest exit by moving quickly (without running) and report to an assembly point</li> <li>• Stay out of the building until the fire service gives the all clear</li> <li>• Teacher to do a roll call and communicate to The Dowse team if there are any missing children</li> </ul> <p><b>EARTHQUAKE</b></p> <ul style="list-style-type: none"> <li>• Move away from windows, glass doors and heavy objects</li> <li>• Drop, cover, hold</li> <li>• Follow all instructions given by The Dowse staff or emergency personnel</li> </ul>
<b>Covid-19</b>	<ul style="list-style-type: none"> <li>• Covid-19</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all staff that are unwell stay home</li> <li>• Ensure hand soap and hand sanitiser are available</li> <li>• Limit the sharing of resources</li> <li>• All resources wiped down before session</li> <li>• Limit contact with the wider community</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate with Ministry of Health and follow appropriate guidelines</li> <li>• Contact school with any information of covid contact</li> <li>• School to keep records of students and supervisor attendance at our museums</li> </ul>

**Extra Notes:**