

# Willowbank Risk Analysis and Management (RAMs)



We want you, your students and accompanying adults to have a safe and enjoyable visit to Willowbank.

The following document is a guide to help you to analyse the major potential risks involved with a school visit to Willowbank Wildlife Reserve; however, other unidentified hazards could be present. This document does not address potential risks associated with transporting groups to and from Willowbank.

It is recommended, where possible, that all teachers make a pre-visit to the Willowbank site and carry out their own risk assessment before undertaking an outing with children. At the time of booking a copy of our 'Guidelines for Groups' would have been emailed to you and this covers many areas of potential risk.

Students should be encouraged to identify appropriate behaviour in relation to themselves, our staff, other visitors, animals and/or Willowbank property. If you do identify any hazards or witness any incidents please report to our staff as soon as possible.

It is essential that the students understand:

- The aims and objectives of your visit;
- How to avoid specific dangers and what standard of behaviour is expected (outlined in our 'Guidelines for Groups');
- Why safety precautions are in place, and the importance of following the instructions of teachers, adult supervisors and Willowbank staff.
- Who is responsible for their group
- What to do if separated from the group

It is a requirement of your visit that students are supervised while at Willowbank. Our minimum ratio for supervision of primary aged children is **1 supervising adult\* to 5 students**

\*Supervising adults should not be accompanied by infants or other dependents while in charge of a group

In the event of an emergency, please follow the instructions of Reserve staff immediately.

Willowbank operates to relevant industry standards, and has been checked and approved by the following governing bodies: ZAA, Ministry of Primary Industries, Department of Conservation, New Zealand Fire Service.

Please email: [admin@willowbank.co.nz](mailto:admin@willowbank.co.nz) or call (03) 359 6226 for further information.

# VISIT TO WILLOWBANK WILDLIFE RESERVE – RISK MANAGEMENT PLAN

Date:	Class level:	Teacher in charge:
No. of children:	No. of adult helpers:	No. of staff:
Day/Time of departure:	Day/Time of return to school:	Reserve contact:
		Approved By:

## Group members requiring special consideration:

Health:
Behaviour:
Other:

Pre-activity checklist	On the day	Comments
Trip application approved <input type="checkbox"/>	Students list and contacts <input type="checkbox"/>	
Permission slips returned <input type="checkbox"/>	Medication <input type="checkbox"/>	
Medical records checked <input type="checkbox"/>	First Aid kit <input type="checkbox"/>	
RAMS form to all teachers <input type="checkbox"/>	Cell phone <input type="checkbox"/>	
Guidelines for groups understood by all adults and children attending <input type="checkbox"/>	Intentions left at office <input type="checkbox"/>	
	Equipment checked <input type="checkbox"/>	

## Willowbank Risk Analysis and Management System (RAMS)

What could go wrong?	What would cause this?	Willowbank's Control Measures	Group/Visitor Responsibility	Emergency plan
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 one another</li> <li>General carelessness</li> <li>Disorderly behaviour</li> <li>Running</li> </ul>	<ul style="list-style-type: none"> <li>Daily checks of pathways</li> <li>Signage regarding staying on pathways</li> <li>Guidelines for Groups sent to organiser and re-iterated on arrival</li> <li>Regular repairs and maintenance of public areas</li> <li>Warning signs when unexpected issues occur</li> </ul>	<ul style="list-style-type: none"> <li>Supervision of children</li> <li>Keep to pathways</li> <li>Awareness of uneven ground</li> <li>Allow eyes to adjust in nocturnal areas</li> <li>Read safety signage, if appropriate</li> <li>Being considerate to other visitors, especially when moving as a large group</li> <li>Ensure everyone is aware of Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Notify Willowbank staff</li> <li>Qualified First Aider will attend.</li> <li>Incident report must be completed</li> </ul>
Person is lost or unaccompanied	<ul style="list-style-type: none"> <li>Inadequate supervision</li> <li>Inadequate adult to child ratio</li> <li>Persons lack of awareness of risk in such a situation</li> </ul>	<ul style="list-style-type: none"> <li>Maps given at entrance</li> <li>Children cannot enter Willowbank without a supervising adult</li> <li>Guidelines for groups sent to organiser and re-iterated on arrival</li> </ul>	<ul style="list-style-type: none"> <li>Supervision of children</li> <li>Keep to pathways</li> <li>Use map as a guide</li> <li>Ensure everyone is aware of Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Contact staff</li> <li>Notice and description of missing person is radioed out to all staff who will keep a lookout/help search</li> <li>When located, missing person will be escorted back to group</li> </ul>
Person bitten or scratched by animal	<ul style="list-style-type: none"> <li>Straying off pathways in walk-through enclosures</li> <li>Person ignores written and/or verbal instructions</li> <li>Lack of adequate supervision</li> <li>Curiosity</li> </ul>	<ul style="list-style-type: none"> <li>Signage</li> <li>Guidelines for groups sent to organiser and re-iterated on arrival</li> <li>Safety barriers</li> </ul>	<ul style="list-style-type: none"> <li>Groups of children have a 1:5 minimum ratio of adult supervisors</li> <li>Observe and follow signs and staff instructions</li> <li>Group leaders to make group aware of risks and supervise</li> <li>Ensure everyone is aware of Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Notify Willowbank staff</li> <li>Qualified First Aider will attend</li> <li>Incident report must be completed</li> </ul>
Animal escape	<ul style="list-style-type: none"> <li>Earthquake</li> <li>Accidental release due to staff error</li> </ul>	<ul style="list-style-type: none"> <li>Regular monitoring of enclosure condition and security</li> <li>Care with entry and exit of staff and personnel from enclosures</li> <li>Appropriate design of enclosure</li> </ul>	<ul style="list-style-type: none"> <li>An awareness of possible danger, in the event of a serious natural disaster</li> </ul>	<ul style="list-style-type: none"> <li>Staff implement "Animal Escape" procedure</li> <li>All visitors to follow direction of the staff</li> </ul>

Dropping food, clothing or litter into enclosures	<ul style="list-style-type: none"> <li>• Desire to attract animal and observe reaction</li> <li>• Accidental release (e.g. blown by wind)</li> <li>• Desire to feed animals</li> </ul>	<ul style="list-style-type: none"> <li>• Rubbish bins are available for your use</li> <li>• Signage informing visitors of the need to respect the homes of our animals</li> <li>• Signage for animals not too be fed</li> <li>• Guidelines for groups sent to organiser and re-iterated on arrival</li> </ul>	<ul style="list-style-type: none"> <li>• Utilise rubbish bins</li> <li>• Inform visitors of the need to respect the 'homes' of our animals and of the danger items of rubbish can pose to animals when playing or ingesting them and that some animals are on special diets as per Guidelines</li> <li>• Make sure clothing is worn or held securely</li> </ul>	<ul style="list-style-type: none"> <li>• Don't attempt to retrieve any item from enclosure</li> <li>• Notify staff of the item ending up in enclosure</li> <li>• Notification will be passed to relevant staff to retrieve the item when appropriate</li> </ul>
Person falling ill	<ul style="list-style-type: none"> <li>• Lack of medication</li> <li>• Pre-existing condition</li> </ul>	<ul style="list-style-type: none"> <li>• Unable to control</li> </ul>	<ul style="list-style-type: none"> <li>• Please ensure that all required medications (for asthma, allergies etc.) are readily at hand and that pre-existing conditions are notified and that provision</li> </ul>	<ul style="list-style-type: none"> <li>• Notify Willowbank staff</li> <li>• Qualified First Aider will attend</li> <li>• Incident report must be completed</li> </ul>
Fire	<ul style="list-style-type: none"> <li>• Deliberate</li> <li>• Accidental</li> <li>• Careless activity</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Emergency Evacuation drills completed 6 monthly and approved by NZ Fire Service</li> </ul>	<ul style="list-style-type: none"> <li>• Care with use of tools and accelerants</li> <li>• Care with BBQ and gas bottles</li> <li>• Reporting suspicious behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will implement 'Emergency Evacuation' procedure</li> <li>• All visitors will follow directions of Reserve staff</li> </ul>
Earthquake or Natural Disasters	<ul style="list-style-type: none"> <li>• Natural Process</li> </ul>	<ul style="list-style-type: none"> <li>• Unpreventable</li> </ul>	<ul style="list-style-type: none"> <li>• Unpreventable</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will implement 'Emergency Evacuation' procedure</li> <li>• All visitors will follow directions of Reserve staff</li> </ul>
Traffic hazards	<ul style="list-style-type: none"> <li>• Inadequate supervision</li> <li>• Inadequate adult:child ratio</li> <li>• Lack of awareness of</li> </ul>	<ul style="list-style-type: none"> <li>• Off street and on street parking is available.</li> <li>• Willowbank vehicles are very rarely needed in public areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of other traffic</li> <li>• Supervise children at all times</li> <li>• Drive carefully when entering/exiting the carpark</li> </ul>	<ul style="list-style-type: none"> <li>• Notify Willowbank staff</li> <li>• Qualified First Aider will attend</li> <li>• Incident report must be completed</li> </ul>
Person falling in to waterways	<ul style="list-style-type: none"> <li>• Person not looking where they are going</li> <li>• Straying off the pathway</li> <li>• General carelessness</li> <li>• Disorderly behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Signage</li> <li>• Guidelines for groups sent to organiser and re-iterated on arrival</li> <li>• Safety barriers</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision of children</li> <li>• Keep to pathways</li> <li>• Awareness of uneven ground</li> <li>• Read safety signage, if appropriate</li> <li>• Ensure everyone is aware of Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Notify Willowbank staff</li> <li>• Qualified First Aider will attend, if medical attention is required</li> <li>• A supply of towels is kept in the Main Building</li> <li>• Incident report must be completed</li> </ul>

Weather related hazards	<ul style="list-style-type: none"> <li>• Lack of adequate protection against:             <ul style="list-style-type: none"> <li>- dehydration</li> <li>- heat</li> <li>- cold</li> <li>- rain</li> <li>- wind</li> <li>- UV radiation</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Umbrellas are available for free use</li> <li>• Sun block is available in the farm/barn area</li> <li>• Various sheltered areas around the reserve</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors must check the weather forecast and ensure everyone is suitably protected from the elements</li> <li>• Please bring your own sunscreen</li> <li>• Water is available in the farmyard to refill drink bottles</li> </ul>	<ul style="list-style-type: none"> <li>• Notify Willowbank staff</li> <li>• Qualified First Aider will attend</li> <li>• Incident report must be completed</li> </ul>
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