



Risk Analysis and Management (RAMS)

We want you, your students and accompanying adults to have a safe and enjoyable visit to Natureland. The following document is a guide to help you analyse the major potential risks involved with a school visit to Natureland; however, other unidentified hazards could be present. This document does not address potential risks associated with transporting groups to and from Natureland. This document is for your information only and doesn't need to be filled in and sent back to us.

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

It is essential that the students understand:

- The aims and objectives of the visit;
- How to avoid specific dangers and what standard of behaviour is expected;
- Why safety precautions are in place, and the importance of following the instructions of teachers, accompanying adults and Zoo staff.

It is a requirement of your visit that students are supervised and appropriate adult to student ratio is maintained throughout the visit to Natureland.

Please email educator@natureland.nz or call 03 548 6166 for further information.



Natureland Wildlife Trust Risk Analysis and Management (RAMs) Form

Date:	Class level:	Teacher in charge:
No. of children:	No. of adult helpers:	No. of staff:
Day/Time of departure from school:	Day/Time of return to school:	Zoo contact: Annie Keir – Educator. Ph: 03 548 6166 educator@natureland.nz
Group members requiring special consideration (health, behaviour, other):		

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What could go wrong?	What would cause this?	How to prevent this from happening?	Whose responsibility is this?	When/where will preventative measures be taken?	Emergency Plan
Personal accident or injury	<ul style="list-style-type: none"> • Person not looking where they are going. • Person falls over. • Person pushing or shoving one another. • General carelessness 	<ul style="list-style-type: none"> • Supervisors and any accompanying Zoo staff to advise visitors about walking instead of running around Natureland. • Being aware of uneven ground or pathways. • Being considerate to other visitors especially when moving as a large group. 	<ul style="list-style-type: none"> • All supervisors of visiting group and any accompanying Zoo staff. • Students 	<ul style="list-style-type: none"> • At discussion meeting with entire group before departure to Natureland and once at Natureland. • As necessary at Zoo. 	<ul style="list-style-type: none"> • Supervisor immediately notifies Zoo Staff of incident/injury (this action must be taken even if supervisor is a qualified first-aider and situation is under control) • Qualified Zoo first-aider will attend situation. • Zoo “Medical Emergency’ procedure followed if injury is moderate or serious • Incident report to be completed before supervisor leaves Natureland

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Person is lost or unaccompanied	<ul style="list-style-type: none"> • Inadequate supervision • Inadequate adult to student ratio • Persons lack of awareness of risk situation 	<ul style="list-style-type: none"> • Plan for an minimum adult to student ratio • Ensure students are made aware of the requirement to remain close to supervisor at all times • Ensure that supervisors personally conduct regular and careful headcounts 	<ul style="list-style-type: none"> • All supervisors of visiting group and any accompanying Zoo staff • Students 	<ul style="list-style-type: none"> • At discussion meeting with entire group before departure to Natureland and once at Natureland. • As necessary at Zoo. 	<ul style="list-style-type: none"> • Contact Zoo staff immediately • Notice and description of missing person is sent out to all staff via radio who will help with search • When located missing person will be escorted back to the group and staff will be notified of person found

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<p>Person bitten or scratched by animal</p>	<ul style="list-style-type: none"> • Person ignores written and/or verbal instructions • Lack of supervision • Curiosity • Encouragement from other people • Person teasing the animal 	<ul style="list-style-type: none"> • Provide clear and frequent instructions to look at, not to touch animals or offer animals food or other items. • Keeping a safe distance from animals head or feet • Supervision of students at enclosures by accompanying adults 	<ul style="list-style-type: none"> • All supervisors of visiting group and any accompanying Zoo staff • Students 	<ul style="list-style-type: none"> • At discussion meeting with entire group before departure to Natureland and once at Natureland. • As necessary at Zoo. 	<ul style="list-style-type: none"> • Supervisor immediately notifies the Zoo staff of incident/injury (this action must be taken even if supervisor is a qualified First-aider and the situation is under control) • Qualified Zoo first-aider will attend situation • Zoo 'Medical Emergency' procedure followed if injury is moderate or serious • Incident report to be completed before supervisor leaves the zoo.

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Animal Escape	<ul style="list-style-type: none"> • Earthquake or accidental release 	<ul style="list-style-type: none"> • Regular monitor of enclosure condition/security • Care with entry/exit of keepers/ other zoo staff of animal enclosure • Appropriate design of enclosure • Locks are checked regularly and changed if faulty 	All zoo staff particularly keepers	<ul style="list-style-type: none"> • Daily during feeding and cleaning • Daily during general zoo staff movement around zoo • During enclosure design and construction 	<ul style="list-style-type: none"> • Zoo staff will implement 'Animal Escape' procedure • All visitors to follow directions of Zoo staff

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Dropping food, clothing or litter into enclosures	<ul style="list-style-type: none"> • Desire to attract animal and observe reaction • Accidental release e.g. blown by wind • Desire to feed animals 	<ul style="list-style-type: none"> • Utilizing rubbish bins • Inform visitors of respecting animals homes and of the danger items can pose to the animals health and wellbeing • Make sure clothing is worn or held securely 	<ul style="list-style-type: none"> • All supervisors of visiting group and accompanying Zoo staff • Students 	<ul style="list-style-type: none"> • At discussion meeting with entire group before departure and inside the Zoo • As necessary in the Zoo 	<ul style="list-style-type: none"> • Do not attempt to retrieve any item from enclosure • Supervisor notifies Zoo staff of an item in enclosure • Notification passed to relevant Zoo staff to retrieve item when appropriate

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Emergency, such as a natural disaster or fire	<ul style="list-style-type: none"> • Natural process • Deliberate, accidental, careless activity of flammable material 	<ul style="list-style-type: none"> • Unpreventable for a natural disaster • Care with flammable materials • Reporting suspicious behaviour 	<ul style="list-style-type: none"> • All supervisors of visiting group and accompanying Zoo staff • Zoo contractors 	<ul style="list-style-type: none"> • As and when using flammable materials • As and when suspicious behaviour is reported 	<ul style="list-style-type: none"> • Zoo staff will implement relevant emergency procedures • All visitors to follow directions of Zoo staff • Civil Defence emergency procedures implemented