

RAMS – Class Visit to Fish & Game Education Centre

School/Group: _____

Teacher in Charge: _____

Date of Visit: _____

Number of Students: _____ Adults: _____

Purpose of Trip

Learning about freshwater ecosystems, wetlands, fish species, and conservation in an outdoor setting.

Hazards, Risks & Management

Hazard	Potential Harm	Risk Management Strategies
Waterways (ponds, streams, wetlands)	Drowning, slips, falls	Supervision near water, set boundaries, stay on tracks
Wet/uneven terrain	Slips, trips, sprains	Suitable footwear, stay on tracks, adult supervision
Weather (sun, rain, cold, wind)	Sunburn, dehydration, hypothermia	Sunhats, sunscreen, water, raincoats, warm layers
Vegetation- blackberry, stinging nettle etc	Cuts, poison, scratches	Be aware of surrounds - stay clear of vegetations likely to cause harm. Use antihistamine if required.
Wasp Nest	Severe stings	Do not antagonize hive and leave area immediately. If known to be allergic carry EpiPen or other required medication in case stung. Inform staff immediately to organise disposal of nest.
Animals (fish, ducks, eels, insects)	Bites, scratches, disease	Handwashing after handling, no touching unless guided

Vehicles (carpark/bus)	Traffic accidents	Adult supervision, designated crossing areas, bus safety
Allergies/medical needs	Reactions, asthma	Collect medical info, first aid kit, medication carried
Behaviour/discipline	Unsafe actions, wandering	Buddy system, clear rules, head counts, assigned groups

Supervision

- Adult: Student Ratio: _____ (recommend 1:6 for primary, 1:10 for secondary)
- Supervising adults briefed on roles, safety and emergency procedures

Emergency Procedures

- First Aid: carried by TIC / available on site
- Serious Injury: Call 111, administer first aid, inform school & parents
- Meeting Point: _____
- Incident reporting via school accident register

Equipment

- First Aid Kit
- Emergency contacts list
- Cell phone
- Student medical info

Prepared by (TIC): _____

Approved by (Principal/Board): _____

Fish & Game Response Plans

RESPONSE PLAN FOR A MISSING STUDENT

For student safety schools should establish a buddy system with students before the event.

If a student's absence is noticed:

1. Notify teacher and/or Fish and Game staff member immediately.
2. F&G staff member will blow whistle 3 times to indicate everyone should assemble at the central meeting space.
3. Another head count to account for all students.
4. Adults will be divided into search areas.
5. If unsuccessful contact local authorities.
6. Larger search group co-ordinated and search of water.
7. Hand over to local authorities.
8. Notify school and parents.

Schools are responsible for ensuring adequate adult supervision is provided for the number of students attending and students are supervised at all times.

RESPONSE PLAN FOR SEVERE WEATHER

- Visits will only be held if weather conditions are suitable. Events cancelled due to adverse weather conditions will be rescheduled at a mutually convenient time.
- If weather turns to rain during the day F&G Staff and Teachers will co-ordinate as to whether terminating the event is necessary.
- In the event of thunder storms the event will be terminated immediately.

RESPONSE PLAN IN THE EVENT OF A NATURAL DISASTER

1. Site supervisor sounds vehicle horn or portable air horn to indicate personal assembly at designated meeting point is required. Unless otherwise stated the designated meeting point will be the front carpark.
2. Head count of assembled personal.
3. Leave work area in a calm and orderly fashion; notify Fish & Game Operations Manager when work area has been vacated.

RESPONSE PLAN IN THE EVENT OF SERIOUS HARM INJURY

1. At incident point take action if personal safety is not compromised.
2. Use first aid skills to identify nature of injury and make field assessment to start treatment.
3. The first aid kit is located in the staff room of main F&G office. A defibrillator is located in the Meeting Room.

4. If required phone 111 and provide details/nature of emergency and clear instructions on location 22 Burness Road. If possible, assign person to meet emergency services at front entrance.
5. When working with a large group of people, isolate injured person and provide first aid.
6. Fish & Game Manager contacted.
7. Accident scene cordoned off, site supervisor to remain on site till Fish & Game Operations Manager arrives to start Accident Investigation – serious harm incident.

RESPONSE PLAN IN THE EVENT OF FIRE

If you discover a fire in the building:

1. Warn other building occupants
2. Shout FIRE FIRE FIRE!
3. Leave building immediately
4. Phone 111 and request Fire Department to 22 Burness Road

Do not attempt to extinguish the fire unless it is safe to do so. Fire extinguishers are located in the main office and Meeting room.

When warned of a fire in the building

1. Leave the building immediately using the nearest exit
2. Make way to front assembly point at the power pole across the road of the front entrance.
3. WALK Do not run
4. Stay at the assembly point until the all clear is given.

If you discover a fire outside

1. Warn everyone, shout FIRE FIRE FIRE!
2. Phone 111 and request Fire Department to 22 Burness Road
3. Leave through one of the front gates. The grounds gate located at left side of the property or gates in front of the main building.
4. Assemble at the assembly point at the power pole across the road from the main entrance.
5. Roll call to ensure everyone is accounted for.

Do not attempt to extinguish the fire unless it is safe to do so. Fire extinguishers are located in the main office and Meeting room.

