

Risk Assessment and Management Systems

The purpose of this RAMS form is to identify:

1. All possible hazards.
2. Measures that will prevent, minimize, or isolate all possible hazards.
3. Actions to control and minimise the extent of an injury in the event of harm befalling anyone.

All Wonderworld staff working with Education group visits are trained to provide a response in case of emergency.



Hazard identification	Prevention, isolation, minimization	Actions to take
Group arrival	Group should be supervised by school teachers/accompanying adults/leaders at all times. The school teacher/group leader is to be solely responsible for the overall safety of the participants at all times.	Group leader to take responsibility for arising problems and inform Wonderworld staff as soon as possible.
Minor accidents (i.e. cuts, splinters, bruises, etc)	Wonderworld staff are to disclose any risks associated with the activities planned for the visit and advise where caution is required.	In case of a minor accident, First Aid will be administered on site and is available from the reception.
Stairs	The maze has multiple stairways and all stairs have handrails that should be used.	In case of a minor accident, First Aid will be administered on site and is available from the reception.



Wonderworld

Hazard identification	Prevention, isolation, minimization	Actions to take
Getting lost or exposed to members of the public	School teacher/group leader are to inform group participants of the likelihood of the presence of other members of the public at the time of the visit. Any participant leaving the main group (i.e. going to the toilet) is to inform the group leader of their whereabouts.	For missing students, inform Wonderworld staff ASAP who will assist in an initial search of the immediate area.
Hazards with the maze activities, slippery steps, wet ground, blind corners, narrow planks, etc	Participants are to receive instructions about walking around corners, on stairs and across walkways. All stairways have handrails and daily maze checks are undertaken to check boards and for other hazards.	Inform staff of any potential hazard and our staff will fix/remove any hazard as required and advise. For minor injuries, proceed with First Aid training instructions and First Aid kit.
Fire and Emergency	School leader to have student roll at all times to ensure all children are safe and accounted for.	Evacuate to the carpark assembly point and call the fire service.

In the case of serious injury call 111 or the local medical centre is Owhata Medical Centre, 556 Te Ngae Road, Owhata, Rotorua, (07) 345 9699

Risk Assessment form completed by:

From (name of establishment):

Signed: Date: