



STEM WANA TRUST (SWT) STEM HEADQUARTERS

27 Devonport Road, Tauranga 3110, Bay of Plenty

Risk Analysis Management System (RAMS) for Schools & Group Site Visits

Kia ora, our aim is to provide your school/group with a safe, successful, and enjoyable visit to STEM HQ.

We understand that your organisation will have its own behavioural and risk management expectations for educational visits, please ensure that all staff and parent helpers are aware of these.

It is expected that your group will always follow these while on site, including, identifying behaviour that could be dangerous or unacceptable in relation to themselves, SWT staff, other visitors, exhibits, or property. If you do identify any hazards while on your visit, please report it as soon as possible to help us control them within our facility. Please note that food and drinks are not permitted at STEM HQ.

It is strongly recommended where possible that all teachers or representatives make a pre-visit to STEM HQ and carry out their

own risk assessment before undertaking an outing with children. Please contact a member of the SWT team to organise your courtesy visit. If a pre-visit is not possible, this document provides a general outline of risks.

It is essential that all teachers and parent helpers understand:

- the aims and objectives of the visit
- how to avoid specific dangers and why they should follow all rules and instructions
- why safety precautions are in place and what standard of behaviour is expected
- who is responsible for the group
- what to do if approached by anyone from outside the group
- what to do if separated from the group



STEM Wana Trust | Registered Charity CC56830 | GST 128-053-433.

a: c/o Basestation, 148 Durham St, Tauranga, 3110, BOP, Aotearoa | e: hello@stemwana.nz | w: stemwana.nz
Version 1.0 - November 2020

RAMS SUMMARY

Date of visit		Class level/year		Teacher/Supervisor in charge	
No. of children		No. of staff		No. of helpers/parents	
ETA on site		ETA departure from site		Completed by	

Any special considerations

Health	
Behaviour	
Other	

Pre-visit Checklist

- Teacher pre-visit
- Date/time of visit confirmed
- Submit any special requests to SWT
- Copy of RAMS form to all teachers

On the day checklist

- Student names and contacts
- Emergency contact
- First aid kit
- Cell/mobile phone

Comments/Notes



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Risk Analysis Management

Risk	What could cause this?	How to prevent this	Significant Hazard Likely Unlikely Rare	Who is responsible?	When/where will preventative measures be taken?	Control method	Emergency plan
Personal accident or injury	<ul style="list-style-type: none"> • Person not looking where they are going • Person falls over/slips/trips • Person pushing or shoving another • General carelessness • Not following the venue rules • Rough handling of exhibits equipment resulting in falling parts from displays and tables • Inappropriate footwear 	<ul style="list-style-type: none"> • Always ensure adequate supervision of adult to child ratio and adherence to SWT rules • Provide clear and frequent instructions not to climb or attempt to enter unauthorised areas • Being aware of uneven ground or sections of floor • No running in the facility • Being considerate of other people and visitors • Allow time for eyes to adjust to nocturnal environment in light zone • Reading and following safety notices where relevant • Students to wear appropriate footwear 	Unlikely	All supervisors of visiting group Students	<ul style="list-style-type: none"> • At briefing with entire group upon arrival at venue • Reminders given verbally by SWT team while at venue 	Minimise	<ul style="list-style-type: none"> • Supervisor of group notifies staff of accident or injury • <u>This action MUST be taken even if the Supervisor is a qualified First-Aider and the situation is under control.</u> • First Aid administered by qualified staff or group First- Aider • SWT medical emergency procedure followed if injury is moderate or serious. • Incident Workplace report to be completed before supervisor leaves venue



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Risk	What could cause this?	How to prevent this	Significant Hazard Likely Unlikely Rare	Who is responsible?	When/where will preventative measures be taken?	Control method	Emergency plan
Person is lost or unaccompanied	<ul style="list-style-type: none"> • Inadequate supervision • Inadequate supervisor to child/student ratio • Persons lack of awareness of risk in such a situation 	<ul style="list-style-type: none"> • Ensure students are always made aware of the requirement to remain close to their supervisor/parent • Plan for and enforce minimum supervisor charge ratio in accordance with SWT Terms and Conditions – Children to be supervised at all time if under the age of 16 years • As a supervisor follow the ratios stated in SWT terms and conditions • Children to be accompanied by supervisor or parent helper to the toilet breaks 	Rare	<p>All supervisors of visiting group</p> <p>Students</p>	<ul style="list-style-type: none"> • At discussion meeting with entire group before arrival to venue • At briefing with entire group upon arrival at venue • Reminders given verbally by SWT team while at venue • In welcome conversation with educators 	Minimise	<ul style="list-style-type: none"> • Contact SWT staff • Notice and description of missing person is communicated to all staff throughout venue who will keep a lookout/help search • When located, the missing person will be kept with a member of the SWT team and returned to Supervisor.
Toilet accident	<ul style="list-style-type: none"> • Excitement • Waiting until last minute • Not knowing toilet locations • Not taking toilet breaks when offered • Person with bladder/ bowel problem 	<ul style="list-style-type: none"> • Supervisors to familiarise themselves with the location of public toilet facilities near to SWT • Remind/point out toilet facilities at arrival to venue 	Unlikely	<p>All supervisors of visiting group</p> <p>Students</p>	<ul style="list-style-type: none"> • At discussion meeting with entire group before arrival to venue • At briefing with entire group upon arrival at venue • Reminders given verbally by SWT team while at venue • In welcome conversation with educators 	Minimise	<ul style="list-style-type: none"> • Supervisors are responsible to be prepared for and take action if soiling event occurs



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Person falling ill	<ul style="list-style-type: none"> Lack of medication Pre-existing condition 	<ul style="list-style-type: none"> Please ensure that all required medications (for asthma, allergies etc.) are readily at hand and that pre-existing conditions are notified, and that provision has been made for this. 	Rare	All visiting supervisors	<ul style="list-style-type: none"> Discussed with supervisor prior to arrival at venue As and when necessary Upon the arrival of qualified First-Aid personnel 	Minimise	<ul style="list-style-type: none"> Supervisor notifies SWT staff of person's condition This action must be taken First aid administered by qualified SWT staff or school First-Aider SWT 'Medical Emergency' procedure followed if moderate or serious Incident Workplace report to be completed before supervisor leaves venue
Fire	<ul style="list-style-type: none"> Deliberate, accidental, careless activity 	<ul style="list-style-type: none"> Care when handling and use of tools and accelerants Reporting suspicious behaviour 	Rare	All supervisors of visiting groups All SWT staff and contractors	<ul style="list-style-type: none"> As and when utilising tools, facilities and ignition systems around venue As and when suspicious behaviour is reported 	Minimise	<ul style="list-style-type: none"> SWT staff will implement 'Fire Emergency' procedure All visitors will follow directions of SWT staff



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Swallowing / choking / poisoning	<ul style="list-style-type: none"> Placing small objects in mouth/nose Ingesting foreign objects eg. Plants, stones, toys, parts of exhibits 	<ul style="list-style-type: none"> Close supervision always by adult supervisor SWT staff are to ensure public areas and exhibits and equipment are fit for purpose 	Unlikely	All supervisors of visiting groups All SWT staff	<ul style="list-style-type: none"> Supervisors discuss with group before departure to venue SWT staff to inspect and make visual check that spaces and exhibits are free of foreign objects or pose any risk 	Minimise	<ul style="list-style-type: none"> Supervisor of group notifies staff of accident or injury <u>This action MUST be taken even if the Supervisor is a qualified First-Aider and the situation is under control.</u> First Aid administered by qualified staff or group First- Aider SWT medical emergency procedure followed if injury is moderate or serious. Incident Workplace report to be completed before supervisor leaves venue

About STEM Wana Trust

A registered Charity in New Zealand working to promote awareness of opportunities in STEM (Science, Technology, Engineering, and Mathematics) to young people and their families through community events, collaborations and meaningful partnerships. Tauranga STEM Festival (STEMFest) 2019 was the first large scale event in the Trust's portfolio of community based projects and sold out of 5,000 tickets weeks before the main day.



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