**XXXXXXXX PRIMARY SCHOOL**

**Risk Assessment Management Plan (RAM)**

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| **Event and Venue:** | **Date:**  | **Emergency Contacts:** |
|  |  | **(Principal)****(BOT Chairperson)****(Associate Principal)****(Travel company)****(Sister School)****CHINESE EMBASSY**3 Sanlitun Dongsan jieChaoyang District, Beijing 100600PEOPLE'S REPUBLIC OF CHINATelephone: 0086 - 10 - 8531 2700Facsimile: 0086 - 10 - 6532 4317E-mail: beijing.enquiries@mft.net.nzOffice hours: Mon-Fri 0830-1700**New Zealand Consulate General, Shanghai****Address:** 989 Changle Rd, Xuhui, Shanghai, China**Phone:**+86 21 5407 5858 |
| **Group Involved:** | **Names of Accompanying Staff Members:** |
|  |  |
| **Transport Details:** | **Accommodation Details:** |
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| **Medical Factors to Note:** |  |
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| **Principal’s signature:** |  | **Date Approved:** |
| **Board Member’s signature:** |  | **Date Approved:** |

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| **PEOPLE** |
| **Risk Identification** | **Risk reduction strategies** | **Coping with emergencies** | **Steps to be taken** | **By Whom** |
| *Loss of student* | * ID cards are to be worn at all times. The ID card carries emergency contact details, with relevant translations.
* Students are given explicit instructions prior to any event - Know what to do if lost (including all meeting points and times), how to avoid getting lost or separated from other groups or members of same group (and what to do/where to meet if so).
* Students are expected to carry out buddy/group responsibilities– look after one another. Stay together and stay put if lost, as per instructions.
* Students are ‘numbered off’ and a roll check is taken at all times – especially when in transit or moving from venue to venue.
 | * Report any incident to the teacher in charge immediately.
* Students are to follow instructions given at the start of the event.
* ID cards to be used in the case of an emergency or student getting lost.
 | In the event that a student doesn’t assemble at a set meeting point/place for any event/activityORIn case of a serious incident, staff members to remain with the group.Activity to be cancelled.Teacher in charge of the event shall contact:* Emergency services
* Principal

Principal to notify:* Board of Trustees Chairperson
* Parents
* Media contact person
* Support services
 | Teacher in Charge |
| *Medical Conditions* | * Schools will have a system in place to collect information about student’s i.e. medical conditions, emergency contact details. This information will be carried to the event by staff members.
* Participants that require special medication will have given it to accompanying staff members to take to the event.
* First aid kits must be carried by a group member.
* Cell phones to be charged each night and emergency numbers carried at all times.
* Children with medical needs have equipment/medication with them in a named plastic bag.
* Students have or are provided with the appropriate nourishment.
 | * List of medical information will be referred to by the staff members on the trip before treatment is provided.
* Teachers on trip will have readily available emergency contact details for students in their care.
* Cell phone charged and/or nearest phone located on arrival.
* Administer medication as per instructions on child’s personal medical pack.
 | Teacher in charge liaises with Chinese agent and medical services.Parents and Principal are notified.Depending on situation:* Student is treated (parents and principal to receive regular updates by TIC)

In case of hospitalization:* Principal and parent to receive regular updates by TIC.

A staff member to remain with hospitalized student until alternative arrangements can be made. | Teacher in Charge |
| *Behaviour management* | * Schools will adhere to the appropriate student to adult ratio.
* The degree of daily supervision must be consistent with the environment, weather conditions and the abilities of the students.
* Participants are given clear instructions regarding the day’s events and standards of behaviour.
 | * Student is reminded of contract and ramifications of breaking it.
* Student is pulled from activity and supervised by TIC.
 | Parents and Principal are notified.Depending on situation:* Student is pulled from activity and supervised by teacher (parents and principal to receive regular updates by TIC)
* Arrangements are made (as per the contract) for student to be sent home at parents’ expense.
 | Teacher in Charge |
| *Injuries* | * The party should be closely briefed on where they are going and the conditions they are likely to encounter.
* Participants must ask the teacher in charge for permission to do anything outside the set programme.
* Students are briefed to pack or provided with the appropriate equipment for the route taken, the area selected and weather anticipated.
* Appropriate inspection of equipment and clothing is conducted prior to participant use.
* The programme has established boundaries, rendezvous times, and emergency notification protocols for what to do if lost, behind schedule, injured, or confronted by unexpected weather or terrain.
 | * Nearest Accident and Emergency Centre located and noted.
* Emergency contacts are used and a translator is found if the need arises.
 | Teacher in charge liaises with Chinese agent and medical services.Parents and Principal are notifiedDepending on situation:* Student is treated (parents and principal to receive regular updates by TIC)

In case of hospitalization:* Principal and parent to receive regular updates by TIC.

A staff member to remain with hospitalized student until alternative arrangements can be made. | Teacher in Charge |

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| **EQUIPMENT & RESOURCES** |
| **Risk Identification** | **Risk reduction strategies** | **Coping with emergencies** | **Steps to be taken** | **By Whom** |
| *Transport* | * Driver of any vehicle must be fully licensed.
* Avoid stops which require students to cross the road. Brief students re the correct crossing procedures.
* Brief students to take care, not to rush.
* Exit/enter vehicle one at a time.
* Driver to check all students are seated with belt on before moving off.
* Ensure car sickness medication taken prior to trip/sit in front of vehicle.
 | * Carry first aid kit in vehicle, ensure students have personal requirements with them.
* Cellphones carried/numbers shared prior to trip (ensure they are charged)
* Carry student’s medical data sheets in vehicles.
* Travel in convoy at all times.
 | Teacher in charge liaises with Chinese agent and medical services.Parents and Principal are notifiedDepending on situation:* Student is treated (parents and principal to receive regular updates by TIC)

In case of hospitalization:* Principal and parent to receive regular updates by TIC.

A staff member to remain with hospitalized student until alternative arrangements can be made. | Teacher in charge |

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| **ENVIRONMENT** |
| **Risk Identification** | **Risk reduction strategies** | **Coping with emergencies** | **Steps to be taken** | **By Whom** |
| *National Event or International Emergency* | * Teacher in charge liaises with Staff, China agent, Host Families, medical services, NZ Embassy to set meeting point in place for each city / town.
* Keep up to date with local and international news.
* Itinerary is up to date and accessible by both Teachers on trip and NZ school.
 | * Teachers on trip will have readily available emergency contact details for students in their care.
* Emergency contacts are used and a translator is found if the need arises.
 | In case of a serious incident involving injury, staff members to remain with the group.Principal (and parents notified).Trip / Activity to be cancelled.Depending on situation / injuries:* Student treated (parents and principal to receive regular updates by TIC)

In case of hospitalization:* Principal and parent to receive regular updates by TIC
* A staff member to remain with hospitalized student until alternative arrangements can be made.

Teacher in charge of the event shall contact:* Emergency services
* NZ Embassy
* Principal

Principal to notify:* Board of Trustees Chairperson
* Parents
* Media contact person
* Support services
 | Teacher in Charge |