| **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** |
| --- | --- | --- | --- | --- | --- |
| **PLEASE NOTE: Sleepover RAMs need to be combined with School Visit RAMs** |
| **Observatory** |
| Personal accident or injury | * Inadequate supervision
* Person not looking where they are going
* Person falls over
* Person pushing or shoving another
* General carelessness
* Not following observatory rules
 | * Ensure supervision and adherence to observatory rules at all times.
* Being aware of uneven ground or stairs
* No running in observatory.
* Being considerate of others.
* Supervision with hot water zip.
 | All supervisors of visiting group.Students | * At discussion meeting with entire group before departure to the Observatory.
* Reminders given while at the Observatory.
 | * Supervisor notifies Observatory staff of accident or injury.
* First Aid administered by school supervisors.
 |
| Sick Person | * Lack of medication.
* Pre-existing condition.
 | * 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.
 | All visiting supervisors | * Discussed with supervisor prior to arrival at the Observatory.
* As and when necessary
* Upon the arrival of qualified

First aid personnel. | * Supervisor notifies Observatory staff of person’s condition.
* First Aid administered by school supervisors.
 |
| Fire | * Deliberate, accidental, careless activity
* Smoking.
* Heaters
 | * Care with use of tools and accelerants.
* Reporting suspicious behaviour.
* Smoking is not permitted on Observatory grounds.
* Keep bedding away from heat sources.
 | All supervisors of visiting groups | * Visitors will be briefed on fire evacuation procedures on arrival at the observatory.
* As and when suspicious behaviour is reported
 | * Observatory staff will implement ‘Fire Emergency’ procedure.
* All visitors will follow directions of Observatory staff.
 |
| Earthquake | * Natural Process
 | * Unpreventable
 | No designated responsibility | * Heeding predictions
* Visitors will be briefed on earthquake procedures on arrival at the observatory.
 | * Observatory staff with implement ‘Earthquake’ Procedure
* All visitors to follow directions of Observatory Staff

  |
| **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** |
| Special needs not catered for. | * Individual needs of visitors (e.g. intellectual, mobility, medical, behavioural) are not acknowledged and/or lack of awareness of these needs.
 | * Supervisors need to be informed of any students in their care that require and special requirements.
 | All supervisors of visiting groups. | * Ensure supervisors have appropriate equipment and are trained to meet individual needs.
 | * Not an emergency situation
 |
| **Hamilton Zoo Cafe** |
| Personal accident or injury | * Inadequate supervision
* Person not looking where they are going
* Person pushing or shoving another
* General carelessness
* Not following café rules
 | * Ensure supervision and adherence to cafe rules at all times.
* Being aware of uneven ground.
* No running in or around cafe.
* Being considerate of others.
* Supervision with hot drinks.
 | All supervisors of visiting group.Students | * At discussion meeting with entire group before arriving at the cafe.
* Reminders given while at the café by supervising adults.
 | * Supervisor notifies Zoo staff of accident or injury.
* First Aid administered by school supervisors and/or Hamilton Zoo staff.
 |
| Allergies | * Allergies not been a communicated to teacher and then on to café.
* Unknown allergies
 | * Be aware of any known illness and let café staff know.
 | All supervisors of visiting groups.Parents of students.Students | * Zoo Staff will ask teacher for all allergy information prior to arriving at zoo.
* Zoo staff will let café know of any known food allergies.
 | * First Aid administered by qualified zoo or school first-aider.
* Zoo medical emergency procedure followed if injury is moderate or serious.
 |