| **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. |