



For our full-time students to join us on our beach walks the Ministry of Education require the following RAM Form to be completed.

Risk Assessment and Management Form for Excursion. Ratio 1:8 (walking to St Heliers, Kohimarama, Mission Bay)

<u>Number of Students</u>		<u>Date/Time</u>	
<u>Location</u>		<u>Leader's Name</u>	
<u>Excursion Policy Viewed? Y / N</u>			
<u>Activity</u>		<u>Number of Leaders</u>	
Analysis		Description	
Risks Accident, injury, damage		Injury by tripping, falling, students bumping into each other, uneven ground etc Illness due to allergy or sudden onset, or continuation of symptoms from earlier illness or both Road traffic accident- injury, death Weather elements – sunburn, rain, wind, hail, extreme cold or hot temperatures	
Casual Factors Hazards, perils, dangers		People Non-compliance of Rules and Regulations for Excursions. *SEE ATTACHED	Equipment Student retrieving bag, food, ball, hat etc without due care and attention Using playground equipment incorrectly Bumping into street signs, rubbish bins etc
		Environment Leaves blowing into eyes Tree branch falling Slipping on rubbish Fright from car horn Uneven ground Tripping on stairs Slipping on ground if wet	
Risk Management	Normal Operations	Ensure students are aware of all hazards. Ensure students are aware of Rules and Regulations for Excursions.	Ensure students are aware of all hazards. Ensure students are aware of Rules and Regulations for Excursions.
	Emergency	NB: Leader and students have signed and agree to rules and regulations If emergency, dial 111 and state emergency and your location. Follow Emergency Services instructions. Phone school. Upon return, complete incident report. Ensure Principal is notified. Principal to inform parents/take further action if necessary.	
<u>Names of students joining excursion</u>			
Final Decision on Implementing activity		Form Completed by	
		Approved by	
		Date	

RULES AND REGULATIONS FOR STUDENTS PARENT/ GUARDIAN CONSENT FOR EXCURSION TO ST HELIERS, KOHIMARAMA, MISSION BAY

Leader will wear a fluoro vest, have a mobile phone and First Aid kit

Students are required to adhere to School Rules for behaviour and conduct

Any personal effects are the responsibility of the student

If personal effects land in road or dangerous area, permission must be sought from Leader to retrieve

Crossing of road ONLY where and when Leader specifies and, where possible, at a designated pedestrian crossing

Hazards will be notified to whole group by Leader

Students to carry vital medication/inhalers

Appropriate clothing must be worn depending on weather – i.e. hats, sunblock, jacket, shoes

Students are not permitted to carry mobile phones

Student must inform Leader of any injury, illness, or discomfort during excursion

Leader may abandon excursion at their discretion and return to school

Leader must inform school if running late for return

NB Under this excursion form, there will be no swimming activities which require a separate water-based activity consent form.

Name of Student

I have read the rules and regulations for excursion to St Heliers, Kohimarama and Mission Bay and hereby agree to the student participating in this activity in compliance with the school rules and policies.

Parental Consent

Date

