

Exemplar RAMS for Gap Filler LEOTC Connect and Participate Programme

Teachers should note this document was developed to assist in planning a visit into the city to look at Gap Filler projects. Gap Filler cannot be solely responsible for the risk assessment for you and your students. Teachers must read the following RAMS form and be aware of and be prepared to assess the potential risks and hazards associated with their visit. Prior to your visit we will share a google form that will highlight potential risks and hazards specific to your visit and we will ask you to add any specific issues or needs relating to your students/ class.

If you do not have enough resources to travel or meet adult student ratios please contact us - we may be able provide an extra supervisor to boost ratios. Your Gap Filler tour guide will hold a current First Aid Certificate and carry a first aid kit and cell phone.

The purpose of risk assessment:

- To identify all possible hazards
- To identify measures that will prevent and/or minimise all possible hazards
- To identify the action that will control and minimise the extent of injury in the event of an emergency

Hazard Identification	Prevention and minimisation	Action- if hazard occurs
Cuts Bruising Falls	Brief students on sensible behaviour at the beginning of visit/ walk and ensure students move about the city sensibly. Teachers can also reinforce this message during the walk, and in preparation at school.	For minor injuries Current first aid certificate, cell phone and a first aid kit will be carried by Gap Filler guide • Teachers should carry mobile phones for emergency purposes and a first aid kit.
Stairs	Rails available for stairs. Care should be taken to avoid slips and trips by ensuring students walk at normal pace and watch where they are going.	For minor injuries Current first aid certificate, cell phone and first aid kit will be carried by Gap Filler guide • Teachers should carry mobile phones for emergency purposes and a first aid kit. For major injuries for 111.

<p>Road / car induced accident</p>	<p>A map of Gap Filler sites is available online. The suggested walking route will be developed in consultation with teacher and shared prior to visit. The route will consider road works, road crossings footpaths and pedestrian malls and will be checked prior to your visit. Projects locations vary some are adjacent to car parks or busy streets, others are located in shared use public space. Students should be vigilant at all times of potential moving vehicles, stay on footpaths and be aware of other users. The adult: student for this programme is set relative to student year level. ratio should be maintained at all times.</p>	<p>For minor injuries Current first aid certificate and first aid kit will be carried by Gap Filler guide • Teachers should carry mobile phones for emergency purposes and a first aid kit. For major injuries for 111. Gap Filler guide will meet your group at The Commons or at a pre-arranged meeting point.</p>
<p>Student specific ailment</p>	<p>The class teacher is responsible for the specific medical needs of students. Gap Filler staff should be made aware of any issues for risk assessment purposes.</p>	
<p>Vacant site/ transitional project dangers– uneven ground, tripping hazards, protruding and or sharp objects</p>	<p>Students should be advised in advance by teachers of the diverse nature of the projects and that appropriate covered footwear should be worn at all times.</p>	<p>Sites will be checked by Gap Filler staff prior to visit and any dangerous materials cordoned off or removed from site. For minor injuries Current first aid certificate and first aid kit will be carried by Gap Filler guide • Teachers should carry mobile phones for emergency purposes and a first aid kit. For major injuries for 111.</p>

<p>Weather conditions: sun, wind and rain</p>	<p>Teachers are responsible for ensuring students are wearing appropriate clothing for their visit: sun hats, rain coats, sun block, sensible shoes etc.</p>	<p>It is advisable for teachers and/or students to carry water with them on hot days. Due to the limited amount of shelter available, if heavy rain occurs the Gap Filler will cancel the visit unless alternative accommodation can be sought. Teacher will be notified at 7am on the day of walk if walk needs to be cancelled or at the least 2 hours prior to the beginning of the walk.</p>
<p>Getting lost from the group or exposed to stranger danger</p>	<p>Your visit will pass through private and public land. Gap Filler projects are open to the public and cannot be exclusively booked. Interaction and community engagement is a core value of many of our projects. People have shared many stories of great experiences when inviting others to join them dancing on the Dance-O-Mat, playing Ping Pong or in a game at Super Street Arcade. We are aware however that not all interactions can be positive experiences. We suggest that the adults in charge assess the situation and if necessary move students away from the situation – we have yet to see someone behave aggressively in front of large groups. At large sites such as The Commons students should be advised to keep close to their class group and keep their adult supervisors in site. Teachers should keep students in sight.</p>	<p>If necessary contact the Police the guide will carry a mobile phone for emergency purposes.</p>