

Risk Analysis Matrix for Kelly Tarlton's:

Date of Visit:

To aid in the planning process, here is a partially completed RAMS matrix. By applying your specific information to this model you should save yourself planning time. Kelly Tarlton's has been inspected and has passed strict ACC audit and complies with all relevant OSH regulations. We currently have 40,000 people come visit us per annum and to date have never had any injuries serious enough to involve emergency Doctor's visit. Please contact us on Phone: 531 5157, Fax: 531 5160 or email learn@kellytarltons.co.nz.

	Risk	Management	Follow up/ Emergency
People Factors	Special Needs Students: Supervisory Ratio: Students needing medication:	Teacher aide. Also please notify the education department of special needs children and any way we can make their visit enjoyable. Group Lists: Medication is carried by an adult	On site staff trained in first aid. Education staff who are ready and willing to help special needs children
Environmental Factors	Bad weather Sunny weather Normal clothes	Take rain coats for walk across car park Take sun hats for walk across car park Air controlled environment underground	
Equipment Factors	Transport arranged Group Drop Off and Entry Worksheets and pens/pencils if required	Re-confirm booking/ check time of arrival OK Drop-off in the carpark or on the sea-side using the entry by Okahu Café which passes under the road. Do not allow your group to cross the road. Teacher organises and checks off before leaving school.	Call Kelly Tarlton's to advise if early/late Send Education staff sheet before visit to advise them of what will be asked.
<u>Emergency Planning Checklist:</u>			
<input type="checkbox"/> Adult Supervision <input type="checkbox"/> First Aid Kit		<input type="checkbox"/> Permission slip <input type="checkbox"/> Cell phone contact <input type="checkbox"/> Class role	<input type="checkbox"/> Medical Information <input type="checkbox"/> Emergency vehicle <input type="checkbox"/> Wet weather food option
<u>Long Range Weather Forecast:</u>			
<u>In the event of an Emergency:</u>			
Kelly Tarlton's staff will manage all major emergencies - Leaders are required to keep their group together and choose a meeting place in the carpark.			