

Example: Shellfish Survey Risk Management Plan

Date: School: In charge of first aid:
 Time: Teacher(s): On site cell phone no:
 Location: No. of students: School ph no:
 Low Tide: Survey coordinator: No. of other adults:

<p>Undesired Events</p> <ul style="list-style-type: none"> injury or illnes: specifically cuts, grazes, bruises, hypothermia, sunburn, dehydration, stings, gastroenteric disease missing person medical emergency e.g. asthma attack, epilipsy, severe allergic reaction damage or loss of equipment damage to environment, rubbish left 	
<p>Causal Factors</p>	
<p>Risk Reduction Strategies</p> <ul style="list-style-type: none"> Nominated adult in charge of first aid, with first aid qualification Briefing before start covering hazards and correct use of equipment, esp. trowels used for digging rather than hands Clear boundaries set, especially around hazards, including roads and parking areas Clear discipline guidelines given as part of briefing (no silliness, helping each other out, rubbish to be put in bin, looking after equipment, importance of following instructions, taking care of marine plants and animals - Tangaroa's children) Teacher in charge and adult in charge of first aid to be aware of all participants with helath issues and existing medical conditions and how to deal with them Appropriate no.s of adults supervising students, depending on age (Year 6-8 suggestion: 1 adult/group of 3-4 students), and students to stay in their supervised group. 	
<p>Equipment</p> <ul style="list-style-type: none"> First aid kit & whistles supplied by school, teachers to carry cellphone, students to bring sunscreen, covered shoes, warm clothes, teacher to check Survey coordinator to check equipment prior to use, especially wire mesh is not protruding or broken so it could cause a cut. 	
<p>Environment</p> <ul style="list-style-type: none"> Weather forecast checked by survey coordinator to ensure suitability Avoid sampling in catchments with septic tanks for 48 hours after heavy rain Spring low tide with appropriate time chosen Brief about hazards: don't touch jellyfish, careful about sharp shells, especially oysters, always wear covered shoes, inform adult of any dangerous rubbish found Survey coordinator to visually check for hazardous rubbish pre-survey, bring rubbish bag & gloves for collection 	
<p>Emergency Procedures</p> <ol style="list-style-type: none"> Three whistle blasts for everyone to gather immediately together and listen to instructions Adult in charge of first aid to assess and provide first aid as appropriate, assess assistance required, and call emergency services if appropriate (111) Advise emergency services of location & nature of distress. Delegate someone to wait by road to direct emergency services Survey coordinator/teacher in charge to provide group management, particularly reassurance of students Survey coordinator/teacher in charge to contact Principal of student(s) as soon as possible 	