

## Risk Analysis and Management System

**Activity/Situation:** Risk Analysis and Management relevant to school visits to the Tramway. School groups would typically do one 25 minute circuit of the City Loop.

**Date of visit:**

<b>Analysis</b>	<b>Description</b>		
<b>Preparations</b>	<ol style="list-style-type: none"> <li>1. Ensure booking information is clear e.g pick-up and drop off points, payment &amp; payment method.</li> <li>2. Teachers/ parents to be aware of possible hazards</li> <li>3. Ensure relevant information is passed on to duty driver and information written on board in drivers' room.</li> <li>4. Time is taken out when group first boards the tram for introductions and risks are pointed out to children and caregivers.</li> </ol>		
<b>Risks</b> Accident, injury other forms of loss	<ol style="list-style-type: none"> <li>1. Sprains or breaks from falls – entering and exiting trams</li> <li>2. Cuts or bruises sustained while tram is moving</li> <li>3. Child hit by a car on the road before or after tram ride</li> </ol>		
<b>Causal Factors</b> Hazards, perils, dangers	<b>People</b>	<b>Equipment</b>	<b>Environment</b>
	<ul style="list-style-type: none"> <li>• Insufficient briefing of children</li> <li>• Lack of supervision from teachers/parents</li> <li>• Lack of direction from Tram staff: i.e. not ensuring all children are away from open areas and seated. Rough starts and stops by tram drivers</li> <li>• Risks of moving vehicles along tram track route and near tram stop areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Inappropriate footwear</li> <li>• Lack of First Aid kits</li> <li>• Children/ teachers left unsupervised in tram trailer.</li> <li>• Collision with other vehicle</li> </ul>	<ul style="list-style-type: none"> <li>• Busy street adjacent to where tram is parked</li> <li>• Earthquake</li> </ul>
<b>Risk Management Strategies</b> Normal Operation	<ul style="list-style-type: none"> <li>• Advise students of potential hazards</li> <li>• Teacher to control the movement in areas where vehicles present</li> <li>• Keep group together</li> <li>• Driver to park on school side of road.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure everyone is instructed on the safe use of all equipment.</li> <li>• Ensure tram radio, cell phone emergency numbers and First Aid kits are immediately accessible.</li> <li>• Ensure a conductor is appointed to ride on trailer if school party is assigned to trailer.</li> <li>• Tram staff to assist school staff in an orderly evacuation in the event of an emergency</li> </ul>	<ul style="list-style-type: none"> <li>• Ascertain safest route between classroom and bus.</li> <li>• Tram staff to assist school staff in an orderly evacuation in the event of an emergency</li> </ul>
<b>Risk Management Strategies</b> Emergency	<ul style="list-style-type: none"> <li>• First Aid administered by qualified person as appropriate</li> <li>• Contact made with emergency services if necessary</li> <li>• Teacher or other adult to take responsibility for children not affected by injury/incident.</li> <li>• Details of incident to be recorded if First Aid was administered or casualty referred to hospital.</li> </ul>		