



Activity/Situation: Risk Analysis and Management relevant to school visits to the Tramway. School groups would typically do one 15 minute circuit of the City Loop.

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