

EOTC : SAFETY ACTION PLAN Programme RAM form

Activity Waihi Arts Centre and Museum	Date	Teacher in charge
Class level	Staff	Helpers
Location 54 Kenny Street , Waihi.	Time of departure	Time of return to school
The museum expects a minimum of teacher/parent helper ratio per child years 1 – 8 is 1: 8		

What could go wrong?	What would cause it to go wrong?	How could we prevent it from going wrong	Whose responsibility is it?	When/where will it be done?	Emergency plan Refer to Risk Assessment and Management Document
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Group members requiring special consideration

Health		Behaviour		Other eg. Hearing	
Pre activity checklist		On the day		Comments	
Off site venue visited		Medication			
Permission slips returned		First aide kit			
Medical records checked		Cell phone			
SAP form to all teachers		Intentions left at office			
		Equipment checked			

Permission given by