



## RAM Form – School Visits

### Our Lady's Home of Compassion Island Bay Risk Assessment Management Form

We want you, your students and accompanying adults to have a safe and enjoyable visit to Our Lady's Home of Compassion (OLHOC). The following document will help you to analyse the potential risks involved with a school visit to OLHOC; however, other unidentified hazards could be present. This document does not address potential risks associated with transporting groups to and from OLHOC. This RAM Form will help you plan your visit and keep everyone safe so all can enjoy the experience of visiting our Wāhi Tapu (sacred place).

Students and adults should be encouraged to identify appropriate behaviour in relation to themselves, OLHOC staff, other visitors, and property. If you do identify any hazards or witness any incidents, please report to OLHOC staff as soon as possible.

It is essential that all members of the group understand:

- The aims and objectives of the visit;
- Possible hazards and the measures/actions to eliminate, isolate or minimise the chance of injury;
- The safety precautions in place, and the importance of following the instructions of teachers, adult supervisors and OLHOC staff;
- What standards of behaviour are expected.
- What to do in the event of an emergency.

In the event of an emergency follow the instructions of OLHOC staff and first responders immediately.

- Evacuation signage is visible in all gathering areas.
- A First Aid Kit and a defibrillator is available at reception.
- In an emergency dial 111.

It is a requirement of your visit that students are supervised throughout their visit to OLHOC, in accordance with your school's requirements of child/student to adult ratios. Our recommended minimum ratios of supervision are:

- Primary (years 0-8): 1 supervising adult\* to 10 students
- Secondary (years 9-13): 1 supervising adult\* to 20 students

\* *Supervising adults should not be personally responsible for infants or other dependants while in charge of a group.*

## Section A - Schools must complete the relevant forms in this pack prior to their visit.

**Venue:** Our Lady's Home of Compassion  
**Location:** 2 Rhine Street (off Murray) Island Bay  
**Email:** [islandbay@compassion.org.nz](mailto:islandbay@compassion.org.nz)

**Phone:** Reception (04) 3837769  
**Web:** [www.compassion.org.nz](http://www.compassion.org.nz)  
**OLHOC Host Name and Ph:**

| Visiting Group Details                                                                                                         |          |           |                          |                                                                                    |                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------|----------|-----------|--------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| Name of School:                                                                                                                |          |           |                          | <b>Accompanying adults /supervisors.</b><br><i>Name &amp; mobile phone numbers</i> | <b>Offsite emergency contact/s;</b><br><i>Name &amp; mobile phone numbers</i> |
| Date of Visit                                                                                                                  |          |           |                          |                                                                                    |                                                                               |
| Arrival time:                                                                                                                  |          |           |                          |                                                                                    |                                                                               |
| Departure time:                                                                                                                |          |           |                          |                                                                                    |                                                                               |
| Group Leader (Name)                                                                                                            |          |           |                          |                                                                                    |                                                                               |
| Position                                                                                                                       |          |           |                          |                                                                                    |                                                                               |
| Mobile phone                                                                                                                   |          |           |                          |                                                                                    |                                                                               |
| No of people in Party<br>(incl adults)                                                                                         | Students | Adults    | TOTAL                    | <b>Purpose of Visit</b>                                                            |                                                                               |
| <b>Sites to be visited</b>                                                                                                     |          |           |                          |                                                                                    |                                                                               |
| <b>OLHOC Island Bay</b> - includes Suzanne Aubert Heritage Centre                                                              |          |           | <input type="checkbox"/> |                                                                                    |                                                                               |
| <b>Reservoir and Manawa Karioi walking tracks</b>                                                                              |          |           | <input type="checkbox"/> |                                                                                    |                                                                               |
| <b>Compassion Soup Kitchen</b> – excludes travel between Island Bay and the Soup Kitchen which is the school's responsibility. |          |           | <input type="checkbox"/> |                                                                                    |                                                                               |
| <b>Completed on behalf of the school by:</b>                                                                                   |          |           |                          | <b>Accepted by OLHOC by:</b>                                                       |                                                                               |
| Name:                                                                                                                          |          | Signature |                          | Name:                                                                              |                                                                               |
|                                                                                                                                |          |           |                          | Signature                                                                          |                                                                               |

## Using these forms/pack

### Section A – Visiting Group Details:

- Must be completed by teacher/person in charge from the visiting school group prior to the visit and provided to OLHOC in advance of your visit.
- Includes noting which of the additional applicable Risk Assessment Management forms (C-E) below apply.
- To be signed as read and agreed to by the teacher/person/s in charge.

### Section B – General:

- This is the overall general Risk Assessment Management form for OLHOC Island Bay site to be read and agreed to by the school prior to (if) visiting the site.

### Section C - Reservoir and Manawa Karioi walking tracks:

- General Risk Assessment Management form for the walking tracks accessed through OLHOC Island Bay site.

### Section D – Compassion Soup Kitchen:

- General Risk Assessment Management form for the Compassion Soup Kitchen.
- Please note that this **excludes** travel between OLHOC Island Bay and the Compassion Soup Kitchen which remains the responsibility of the school.

### Section E – RAM’s Template:

- This is a blank RAM Form for use when planning activities or events not already covered by an existing RAM form.

#### Definition of a hazard as defined in the Health and Safety at Work Act 2015:

- An activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm.
- The Act infers that all hazards which can’t be eliminated are to be assessed and controlled through minimisation.

#### Responding to a Hazard or Risk:

- Eliminate the hazard if it is possible to do so. If not, then:
- Isolate or minimise the hazard & risk to prevent injury or harm and/or;
- Manage the activity or add appropriate safety measures (eg, PPE, or equipment); or
- If the risk of injury or harm remains, cancel and avoid the hazard entirely.
- The Act requires that all hazards which can’t be eliminated are to be assessed and controlled through minimisation.

## Section B – General Risk Assessment Management form for OLHOC Island Bay site

| Our Lady's Home of Compassion – Island Bay          |                                |                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hazard Identification                               | Potential Harm                 | Hazard Control                                                                                                                                                                                                                                                                                                                              | Action                                                                                                                                                                                                                                                                                                                                                                |
| Student specific ailments                           | Spread of disease, Bodily harm | School teachers are to disclose any medical ailments of individual students prior to OLHOC visit if necessary. Teachers are solely responsible for students and their medical needs during their visit.                                                                                                                                     | Teachers are to administer medication based on student's individual medical ailments. In an emergency notify a Home of Compassion (OLHOC) staff member who will ensure emergency services are contacted.                                                                                                                                                              |
| Manual handling                                     | Muscle strain                  | Teachers and students are not expected to lift or move furniture or other items while on site. Should a situation necessitate moving an item they should only lift what they are comfortable lifting and should seek assistance when doing so                                                                                               | Staff will move items if they are reasonably able. Staff receive training in safe back care and lifting techniques                                                                                                                                                                                                                                                    |
| Stranger danger, harassment, bullying, getting lost | Physical and emotional injury  | We recommend discussing personal safety with students prior to your visit.<br>Teachers are required to ensure that the correct level of supervision is provided and are solely responsible for the overall safety of students. Teachers should accompany students as appropriate.<br>Teachers will carry an up-to-date attendance register. | OLHOC staff and volunteers undergo police vetting including meeting the requirements under the Vulnerable Children Act 2014 where applicable and are required to work within our strict Safeguarding Policy.<br><br>Should an incident occur, teachers must notify OLHOC staff immediately and complete an incident form so that a full investigation can take place. |
| Fire, Earthquake                                    | Multiple injuries              | Evacuation notices are displayed in all areas.<br>Teachers will be informed of our procedures<br>Teachers will carry an up-to-date attendance register.                                                                                                                                                                                     | OLHOC staff will manage any building evacuation and access the class register in an emergency                                                                                                                                                                                                                                                                         |
| Hazardous substances                                | Poisoning                      | All hazardous substances are kept in locked cupboards.<br>Cleaning trolleys will have a cleaner in attendance.                                                                                                                                                                                                                              | OLHOC staff are trained in the correct use and storage of cleaning products                                                                                                                                                                                                                                                                                           |
| Slips, trips and falls                              | Physical injuries              | Wet floor signs are used. Cleaning schedules will allow for visits with cleaning to be done after the visit rather than during.<br>Staff will warn teachers of uneven surfaces and other environmental obstacles at the beginning of the visit.<br>All students and teachers should walk not run and be mindful of the environment          | OLHOC staff are aware of environmental hazards that may impact visitors<br>Teachers to remind students to walk not run and be mindful of the environment.                                                                                                                                                                                                             |
| Beehives                                            | Allergic reaction              | Beehives are placed well away from common public areas.<br>Visitors are made aware of potential hazard.                                                                                                                                                                                                                                     | Dial 111 in event of anaphylactic shock.<br>Teachers provide access to Epi-pen if deemed necessary.<br>Administer first aid for minor reactions                                                                                                                                                                                                                       |

|                                                                                                                                |                              |                                                                                                                                                                                              |                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Construction areas                                                                                                             | Injury                       | Any construction areas are cordoned off and clearly marked as no entry. Teachers are to be aware of student's whereabouts at all times<br>.                                                  | OLHOC staff and construction workers are aware of 'no access' areas and monitor these areas to ensure they are not entered by people unauthorised to do so.                                      |
| Traffic                                                                                                                        | Physical Injury              | One way road system is clearly signposted.<br>Walking area on the driveway is clearly marked.<br>Limited speed signs are clearly visible<br>Teachers should advise groups of traffic hazards | OLHOC staff to keep road signs visible and in good order and ensure speed limits are enforced.<br>Teachers remind students to stay within designated (and marked) walking areas on the driveway. |
| Plants                                                                                                                         | Poisoning, allergic reaction | Plants are part of our natural environment. Some plants may cause an adverse reaction.<br>Groups to be monitored at all times.                                                               | First aid is available on site.<br>Dial 111 in an emergency.                                                                                                                                     |
| In the event of an accident/incident on site, staff will respond according to OLHOC Health and Safety policies and procedures. |                              |                                                                                                                                                                                              |                                                                                                                                                                                                  |

To make your visit as enjoyable as possible please note:

- Our Lady's Home of Compassion offers a place of retreat and peacefulness. Please respect others privacy at all times and speak quietly.
- We have accessible facilities, but you will need to provide your own mobility equipment if needed.
- Occasionally we may take photos of participants for publicity purposes. Written permission will always be sought before any images are published.
- We are located at 2 Rhine Street, Island Bay accessed at the end of Murray Street. There is car parking onsite and limited parking for buses. Please inform the Visitor Experience Manager of any transport needs prior to your visit.
- Eating and drinking (including chewing gum) is not permitted in Visitor Experience spaces.

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and agree to comply with the controls put in place and to ensure all in my party are aware of and agree to comply with all safety policies, notices and instructions.

## Section C – Reservoir and Manawa Karioi walking tracks

| <b>Risk Assessment Management form</b><br><b>Reservoir and Manawa Karioi walking tracks - As of 21 April 2025</b><br>The Reservoir and Manawa Karioi hike commences at OLHOC reception and crosses third party private land beyond our grounds including Tapu te Ranga Marae. The walk is graded easy but is between 1-5km and requires a good level of fitness and walking shoes.<br><br>It is weather dependant and a final call to be made on the day subject to weather conditions, temperature, underfoot conditions and debris.<br><br>Prepared by: _____ Approved: _____ |                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Contact Name/s and phone numbers<br><br>_____<br>_____<br>_____ |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|--|
| Risk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Hazard / Potential Impact                                                                                                                                                                       | Mitigants/Controls                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Responsibility                                                  |  |
| Injuries:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• Sunburn</li> <li>• Insects</li> <li>• Trips/slips</li> <li>• Falling debris</li> <li>• Cuts</li> </ul>                                                 | <ul style="list-style-type: none"> <li>• Taking sunscreen (remind students)</li> <li>• Insect repellent</li> <li>• Briefing for participants regarding the terrain and need for care, no running.</li> <li>• First aid Kit – teachers to carry basic kit, visiting teacher/leaders to have first aid training as this is not provided by OLHOC outside of Island Bay building and the immediate OLHOC grounds.</li> <li>• Phone 111</li> </ul>                             | Briefing by School/OLHOC Host.                                  |  |
| Personal Safety                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Getting lost</li> <li>• Interference by third parties or other walkers</li> <li>• Injuries (bumps falls)</li> <li>• Personal poor behaviour</li> </ul> | <ul style="list-style-type: none"> <li>• Leaders always present.</li> <li>• Cell phones available to report any anti-social behaviour of third parties</li> <li>• If in doubt stop and return to OLHOC</li> <li>• Only undertaken during daylight hours and with sufficient time to return before darkness</li> <li>• Clear route plan set before leaving.</li> <li>• Provide ETA to school persons not on the walk to raise alarm if not returned by set time.</li> </ul> | School                                                          |  |
| Extreme Weather                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Storms</li> <li>• Heavy rainfall</li> <li>• Land slips</li> <li>• Strong winds</li> <li>• Falling debris</li> </ul>                                    | <ul style="list-style-type: none"> <li>• Teachers ensure students bring appropriate wet weather gear and warm gear</li> <li>• OLHOC host will make final call to commence the walk on the day in consideration of the weather.</li> </ul>                                                                                                                                                                                                                                  | School/OLHOC Host                                               |  |

|       |                                                                                                |                                                                                                                                                                                                                                                                                                             |        |
|-------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|       | <ul style="list-style-type: none"> <li>• Cold temperatures – hypothermia</li> </ul>            | <ul style="list-style-type: none"> <li>• During winter, school might consider taking emergency (pocket) thermal blankets.</li> <li>• Cancel if there are loose debris underfoot or overhead after strong winds.</li> <li>• Bypass any minor slips, cancel if any major slips or risk of erosion.</li> </ul> |        |
| Water | <ul style="list-style-type: none"> <li>• Drowning</li> <li>• Leaving someone behind</li> </ul> | <ul style="list-style-type: none"> <li>• Reservoir is covered in – no visible water</li> <li>• Check numbers on arrival and departure – stay within personal ability</li> </ul>                                                                                                                             | School |

## Section D – Compassion Soup Kitchen

| Compassion Soup Kitchen                                |                                |                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hazard Identification                                  | Potential Harm                 | Hazard Control                                                                                                                                                                                                                                                                                                                        | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Anti-social behaviour by Soup Kitchen Whānau (Clients) | Assault, verbal and physical   | Thos who utilise the services of the CSK are vulnerable and some suffer from poor mental health and a lack of social boundaries. Accordingly, school groups may not attend during the hours of service.<br><br>No persons under 18 years of age permitted to volunteer.                                                               | Visits are scheduled outside of service periods and at times when the whanau are less likely to be on site. CSK guests (Vulnerable people) are not usually part of the CSK visitor experience unless one is requested to provide a talk about the garden or their experience with homelessness in which case a staff member would be present with them for the duration Should an incident occur, teachers must notify CSK staff immediately and complete an incident form so that a full investigation can take place.                                                                                                                     |
| Student specific ailments                              | Spread of disease, Bodily harm | School teachers are to disclose any medical ailments of individual students prior to OLHOC visit if necessary. Teachers are solely responsible for students and their medical needs during their visit.                                                                                                                               | Teachers are to administer medication based on student's individual medical ailments. In an emergency notify a Compassion Soup Kitchen (CSK) staff member who will ensure emergency services are contacted.                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Manual handling                                        | Muscle strain                  | Teachers and students are not expected to lift or move furniture or other items while on site. Should a situation necessitate moving an item they should only lift what they are comfortable lifting and should seek assistance when doing so                                                                                         | Staff will move items if they are reasonably able. Staff receive training in safe back care and lifting techniques                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Stranger danger, harassment, bullying, getting lost    | Physical and emotional injury  | We recommend discussing personal safety with students prior to your visit. Teachers are required to ensure that the correct level of supervision is provided and are solely responsible for the overall safety of students. Teachers should accompany students as appropriate. Teachers will carry an up-to-date attendance register. | CSK Visitor Experience staff and volunteers undergo police vetting including meeting the requirements under the Vulnerable Children Act 2014.<br>Visits are scheduled at times when the whanau are less likely to be on site CSK guests (Vulnerable people) are not usually part of the CSK visitor experience unless one is requested to provide a talk about the garden or their experience with homelessness in which case a staff member would be present with them for the duration<br>Should an incident occur, teachers must notify CSK staff immediately and complete an incident form so that a full investigation can take place. |
| Fire, Earthquake                                       | Multiple injuries              | Evacuation notices are displayed in all areas. Teachers will be informed of our procedures Teachers will carry an up-to-date attendance register.                                                                                                                                                                                     | A CSK Staff member will provide a H & S emergency briefing with students and teachers<br>CSK staff will manage any building evacuation CSK staff/School will access the class register in an emergency.                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|                                                                                                                              |                                                        |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hazardous substances                                                                                                         | Poisoning                                              | All hazardous substances are kept in locked cupboards. Cleaning trolleys will have a cleaner in attendance.                                                                                                                                                                                                                             | CSK staff are trained in the correct use and storage of cleaning products                                                                                                                     |
| Slips, trips and falls                                                                                                       | Physical injuries                                      | Wet floor signs are used. Cleaning schedules will allow for visits with cleaning to be done after the visit rather than during. Staff will warn teachers of uneven surfaces and other environmental obstacles at the beginning of the visit. All students and teachers should walk not run and be mindful of the environment            | CSK staff are aware of environmental hazards that may impact visitors Teachers to remind students to walk not run and be mindful of the environment.                                          |
| Food allergies                                                                                                               | Allergic reaction                                      | Own student/school responsibility if sampling food                                                                                                                                                                                                                                                                                      | Dial 111 in event of anaphylactic shock. Teachers provide access to Epi-pen if deemed necessary. Administer 1 <sup>st</sup> aid for minor reactions                                           |
| Construction areas                                                                                                           | Injury                                                 | Any construction areas are cordoned off and clearly marked as no entry. Teachers are to always be aware of student's whereabouts at all times.                                                                                                                                                                                          | CSK staff and construction workers are aware of 'no access' areas and monitor these areas to ensure they are not entered by people unauthorised to do so.                                     |
| Traffic                                                                                                                      | Physical Injury                                        | Care in Car Park for moving vehicles Walking area on the driveway is clearly marked. Teachers should advise groups of traffic hazards                                                                                                                                                                                                   | Teachers remind students to stay within designated (and marked) walking areas on the driveway/carpark.                                                                                        |
| Plants                                                                                                                       | Poisoning, allergic reaction                           | Plants are part of our natural environment. Some plants may cause an adverse reaction. Groups to be monitored at all times.                                                                                                                                                                                                             | First aid is available on site. Dial 111 in an emergency.                                                                                                                                     |
| Kitchen                                                                                                                      | Physical injury, cuts, falls, burns, allergic reaction | Teachers and Soup Kitchen staff will inform students that the kitchen will be functioning and working during the visiting times. Students should be made aware of any tripping hazards. Students should stay away from hot stove elements, ovens, or full pots of food. No equipment is to be used by any member of the visiting group. | Appropriate access to the Soup Kitchen first aid kit.<br><br>Teacher in charge is given health and safety briefing by Soup Kitchen staff or CSK host including kitchen hazards and etiquette. |
| In the event of an accident/incident on site, staff will respond according to CSK Health and Safety policies and procedures. |                                                        |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                               |

To make your visit as enjoyable as possible please note:

- Compassion Soup Kitchen offers a place of safe place for Wellington's vulnerable. Please respect others privacy at all times and speak quietly.
- We have accessible facilities, but you will need to provide your own mobility equipment if needed.
- Occasionally we may take photos of participants for publicity purposes. Written permission will always be sought before any images are published.
- We are located at 132 Tory Street, Te Aro accessed. There is car parking onsite or on the adjacent street (follow the terms and conditions of any public park as these are your responsibility) with limited parking for buses.
- Eating and drinking (including chewing gum) is permitted n the garden or dining room.
- Our H&S policies do not include your travel to and from the Soup Kitchen, that is the responsibility of the visiting school/group.

**Section E – Other**, (use this RAM template for any other activities you are undertaking that have associated risks, eg physical activities or use of equipment/tools)

|                                        |                  |           |                                                  |
|----------------------------------------|------------------|-----------|--------------------------------------------------|
| <b>Risk Assessment Management Form</b> |                  |           | Contact Name/s and phone numbers<br><br><br><br> |
| Activity/Event _____ Date _____        |                  |           |                                                  |
| Description:                           |                  |           |                                                  |
| Prepared by: _____ Approved: _____     |                  |           |                                                  |
| Risk                                   | Potential Impact | Mitigants | Responsibility                                   |
|                                        | •                | •         |                                                  |
|                                        | •                | •         |                                                  |
|                                        | •                | •         |                                                  |
|                                        | •                | •         |                                                  |
|                                        | •                | •         |                                                  |
|                                        | •                | •         |                                                  |