

Teachers Lead up to Planting Day Checklist – TO DO

Health & Safety RAMS Information

Start preparing your school sanctioned RAMS form early. The completed RAMS must be sent to your Facilitator at least **5 working days prior to planting day** so they can review it and come back to you with any queries.

We cannot proceed without a suitable RAMS

The following **must** be included in your school sanctioned RAMS form:

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| ☐ School Name | ☐ Purpose of visit |
| ☐ Emergency contacts at school | ☐ Landowner name/phone |
| ☐ Lead teacher name and cell phone | ☐ Transport/ traffic & parking safely |
| ☐ Schools First Aid provider identified and will first aid kit be brought? | ☐ Safety video watched |
| ☐ TfS Facilitator name & phone | ☐ Weather check procedure |
| ☐ Date(s) of planting | ☐ Behaviour expectations |
| ☐ Planting site address | ☐ Emergency/unwell person plan |
| ☐ How many students attending | ☐ Fitness needs of participants |
| ☐ How many staff/other adults attending | ☐ School ETA to site and departure time |
| ☐ Site hazards and their management | ☐ Student age group |
| | ☐ Dietary information |
| | ☐ Any allergies/health issues heads ups |

To Watch

- Students/staff watch 2 x [short videos](#) (No.4 Planting, No.5 Safety) on TfS Website Schools page Videos

Important Information

- School teachers are responsible for the students at all times during Trees for Survival activities and events.
- Potential site hazards must be planned for. Details of site-specific hazards will be provided. We suggest you plan for all the hazards we mention in our safety video, and that you would normally expect on a farm and have a chat to the landowner before the planting day. Schools are invited to visit and assess the site in advance of the planting day.
- Adult helpers must be arranged (see adult helper invitation) and be aware of physical requirements of the day's activities

Planning and Prep:

- Approx 30 students can attend
- Students and adult transport to site on the day sorted
- Confirm with both Landowner and TfS Facilitator the adult (teacher/adult help) and student headcount, age of students and ETA
- Facilitator will bring a camp toilet and tent if needed or one will be provided by the landowners. If students can go to the loo before leaving school that is helpful.

Format for the day - this varies and we can customise to work for you

Arrival approx. 9:30am

Meet and greet and safety briefing for EVERYBODY

Morning tea

Walk to planting site and plant our trees

Lunch around 12:30pm

Finish planting and site tidy

Thanks and return to school about 2:00pm

Wear:

Raincoat, warm clothes, hat, garden gloves, snacks, bottle of water, sturdy enclosed footwear that will get wet and muddy. Sunblock (lets be optimistic)

Bring:

- A spade if you have one (no hand trowels/ shovels) (Facilitator will bring approx 15)
- Spare shoes to wear home
- A change of dry clothes and a bag for muddy clothes and footwear
- Lunch/morning tea/water bottle
- Gloves

Plants

- Plants are weeded, all same species in a crate & graded, dead plants removed. Check for Myrtle Rust. Weak or small plants less than 30cm tall kept back at school for some more TLC
- Ready for collection by Landowner
- Plant collection time by Landowner agreed

Weather:

- TfS and school touch base prior to planting and decide if planting is going ahead based on forecast
- We like to press on unless weather will be really rainy.
- Any questions, please ask!