



RAMS FORM (RISK ASSESSMENT & MANAGEMENT SYSTEM 2018)

NAME OF TRIP: Anchor AIMS Games 2018 - Football

OVERNIGHT? YES

TEACHER IN CHARGE: Kiera Pennell

SIGNED:

DATE:

PERSON IN CHARGE: Sean Burke ~~Munnis~~

SIGNED:

DATE:

24/8/2018

CHECKED BY:Rebecca Rose....

SIGNED:

.....RROSE.....

DATE: 25.7.18

PEOPLE RAMS: Anything that involves students, Trip leader, volunteers, providers, parents, strangers

HARM E.g. What risks are there? What could go wrong?	HAZARDS Why would this happen?	CONTROLS How can we prevent it?	EMERGENCY RESPONSE PLAN What do we do if something goes wrong?
Confusion over roles and person in charge	<ul style="list-style-type: none"> -Lack of communication -Lack of clarity in planning -Failure to organise a pre-trip meeting with all volunteers <i>Done</i> -Involved -Volunteers do not feel safe with their roles or uncomfortable to say no to leadership positions 	<ul style="list-style-type: none"> -Clarify roles in application. PiC organises the whole event, but TIC is the school liaison person for emergencies of school issues. -Communicate all information to all volunteers throughout the application -Organise a meeting for all volunteers to attend. ROS to attend as EOTC coordinator. -All leaders to be given the roles and responsibilities of EOTC doc. 	<ul style="list-style-type: none"> -Follow TIRPS if confusion of roles leads to serious incident -Organise a meeting during the trip and confront any issues -Report to the incident reporting system on return to WHS
Sickness/ Illness to staff or student	<ul style="list-style-type: none"> -Existing illness or medical issue -Exposure to illness. -Group members have health issues before leaving. 	<ul style="list-style-type: none"> --Tic to provide PiC with all contact details, medical details and permission slips. PiC pass on to volunteers to have them with them at all times. . -1st aid provided at venue. 1 parent volunteer is FA trained. -All medication checked by group leader before departure. -Relevant number of staff:student for hospital trip 	<ul style="list-style-type: none"> -Follow TIRP if severe -PiC to familiarise themselves with nearest hospital and med centre -Clarify who would go to hospital at time of incident -TIC must be notified -Report to the incident reporting system on return to WHS

↓ confirm consent 1st aid.

Minor first aid incident or injury	<ul style="list-style-type: none"> -Lack of safety instruction -Lack of correct equipment -Poor technique or fitness level inappropriate to activity -Coach or peer pressure to participate beyond expertise (if injured etc) -Lack of supervision 	<ul style="list-style-type: none"> -Tic to provide PiC with all contact details, medical details and permission slips. PiC pass on to volunteers to have them with them at all times. - Updated and relevant first aid kit taken -First aid provided at the venue -All medication checked by group leader before departure. -Relevant number of staff:student for hospital trip 	<ul style="list-style-type: none"> -Use first aid provided at location -Deal with the incident -Contact parents and do not play injured student if severe -Tic must be notified -Report to the incident reporting system on return to WHS
Mental Health Issue (e.g. Suicide comments, depression, anxiety)	<ul style="list-style-type: none"> -Camp or overnight trip becoming too overwhelming -Homesickness -Bullying/abuse on camp -Previous mental health illnesses 	<ul style="list-style-type: none"> -Tic to check the students list with counsellor/nurse/dean before going on an overnight trip as some details may not be on Kamar. Tic to provide PiC with all contact details, medical details and permission slips. PiC pass on to volunteers to have them with them at all times. -Promote a safe, secure environment throughout the trip and discuss feelings of homesickness etc 	<ul style="list-style-type: none"> -Follow TIRPS with any mental health issues. Any comments about suicide must be followed up immediately. -Tic must be notified -WHS Teacher Kiera Pennell attending AIMS games - can be contacted on 027 6329763)
One or more group members suffer serious injury	<ul style="list-style-type: none"> -Lack of safety instruction -Lack of correct equipment -Poor technique or fitness level inappropriate to activity -Peer pressure to participate beyond expertise -Lack of supervision -Overconfidence 	<ul style="list-style-type: none"> -Tic to provide PiC with all contact details, medical details and permission slips. PiC pass on to volunteers to have them with them at all times. - Updated and relevant first aid kit taken -First aid provided at the venue -All medication checked by group leader before departure. -Relevant number of staff:student for hospital trip 	<ul style="list-style-type: none"> -Follow TIRP (Call 111 & Principal) -Hospitalisation- One adult volunteer to go to hospital with injured student and other volunteers to stay with group -Do not return early. Parents may travel to location -Report to the incident reporting system on return to WHS -WHS Teacher Kiera Pennell attending AIMS games - can be contacted on 027 6329763)-Tic must be notified
Student missing or not returning after trip	<ul style="list-style-type: none"> -Students go out alone in Tauranga/Mt Maunganui -Students misbehaving and go missing -Volunteers failing to ensure all students have returned to accommodation 	<ul style="list-style-type: none"> -Expectations made clear to the group prior to the trip (Students not allowed to go out alone in Tauranga) -Students to stay in pairs/groups at all times -PiC and volunteers to head count before and after every trip out 	<ul style="list-style-type: none"> -Follow TIRP (Call 111 & Principal) if missing student -Tic must be notified -Report to the incident reporting system on return to WHS

	-PiC failing to ensure all students have returned		
Student behaviour/ Student Incident	-Poor behaviour outside of expectations -Student behaviour is inappropriate -Student is involved in a serious incident involving police -Students not listening/ following to instructions -Peer pressure	-Expectations made clear to the group prior to the trip -Students briefed before trip -Students questioned about instructions to check understanding -Volunteers to report any poor behaviour to PiC to deal with the issue -Place sanctions on students who are misbehaving	-Follow TIRP (Call Principal) if behaviour issue is severe and any police are involved -TiC must be notified -Family contact/ liaison with any minor behaviour problems (e.g. not listening) -Report to the incident reporting system on return to WHS
Inappropriate student-students behaviour (sexual/abuse)	-Inappropriate sexual behaviour during overnight trips -Peer to peer abuse (verbal, physical, bullying etc)	-Behavioural expectations clearly outlined -All families and students briefed on the accommodation set up (shared space). -PiC familiarise themselves of potential peer-peer relationships in the group (LGBTI+) and ensure expectations are discussed with these students	-Place sanctions on students who are misbehaving -Follow TIRP (Call Principal) if behaviour issue is severe and any police are involved -TiC must be notified -Family contact/ liaison with behavioural issues (may be sent home if sexual behaviour/abuse is found)
Incident with external providers (AIMS)	-Lack of communication between PiC, School and AIMS organisers	-All SAPS and RAMS collected from AIMS (LOM). TiC to ensure that these are provided and explained to to the PiC -Roles clearly identified (e.g first aider)	-Report to the incident reporting system on return to WHS (do not use AIMS again) -TiC must be notified
Incident with volunteers or parents.	-Lack of communication between PiC and volunteers -Volunteers unaware of expectations and school policies and protocols -Drinking or smoking on trip -Inappropriate behaviour by volunteers	-All leaders to attend a pre-trip meeting where roles and expectations will be outlined -Police checks for parents on all overnight trips. -Roles clearly outlined using the EOTC guidelines	-Follow TIRP (Call Principal) if behaviour issue is severe and any police are involved -PiC to raise any issues directly with volunteers and parents -TiC must be notified -Report to the incident reporting system on return to WHS. Do not use parents or volunteers again

<p>Inappropriate adult -student behaviour (sexual/abuse)</p> <p>False allegations of sexual misconduct/abuse</p>	<p>-Inappropriate adult -student sexual behaviour during overnight trips (teacher, volunteer or external provider)</p> <p>-Adult to student abuse (verbal, physical, bullying etc)</p>	<p>-All leaders to attend a pre-trip meeting where risks expectations will be outlined, including awareness of keeping themselves safe</p> <p>-Adults only supervise same gender in toilets/bathrooms/bedrooms at night (also awareness of LGBTI+)</p> <p>-Adults to avoid 1:1 situations alone to prevent false accusations.</p> <p>-Adults to be cautious around swimming/bathrooms/ overnight. Always cover up and be responsible.</p> <p>-WHS policy states Police checks are compulsory for parents on all overnight trips.</p>	<p>-Report ANY allegations of sexual misconduct or abuse to the Principal via TIRP. Do not hide any incidents.</p> <p>-TiC must be notified</p> <p>-Students involved and adult involved to write statements.</p> <p>-Family contact/ liaison</p>
<p>Inadequate Supervision/ leadership</p>	<p>-Supervisors ill prepared for all the situations that are planned and unplanned on this experience.</p> <p>-Lack of knowledge of location</p>	<p>-PiC aware of all responsibilities (meeting beforehand with TiC)</p> <p>-PiC and Grant Duffy have taken a group to AIMS games in 2017.</p>	<p>-Follow TIRP if inadequate supervision leads to incident</p> <p>-Organise a meeting during the trip and confront any issues</p> <p>-Report to the incident reporting system on return to WHS</p>
<p>Serious Incident affecting whole group</p>	<p>A serious incident/ misadventure either that affects the whole group. Eg. Death of a loved one,</p>	<p>-Group members contactable by at least two methods.</p> <p>-Students/ supervisors aware of responsibilities/ actions.</p>	<p>-Follow TIRP and await instruction</p> <p>-Report to the incident reporting system on return to WHS</p> <p>-WHS Teacher Kiera Pennell attending AIMS games - can be contacted on 027 6329763)-TiC must be notified</p>
<p>Incident whilst travelling</p>	<p>-Ferry accident</p> <p>-Missed ferry/late ferry</p> <p>-Car crash</p>	<p>-Student distraction to be minimised</p> <p>- Swap phone numbers. Stay in contact</p>	<p>-Follow TIRP (Call 111 and Principal) if incident is severe</p> <p>-TiC must be notified</p> <p>-Have a back up plan for missed ferry</p> <p>-Report to the incident reporting system on return to WHS</p>
<p>Driver incident</p>	<p>-Vehicles break down</p> <p>-Car crash</p> <p>-Breakdown</p>	<p>-WHS driving policy followed at all times</p> <p>-Ensure all vehicles warranted/ registered/ diesel miles</p>	<p>-Follow TIRP (Call 111 and Principal) if incident is severe -TiC must be notified</p> <p>-Breakdown company to be used.</p> <p>-Report to the incident reporting system on return to WHS</p>

Driver fatigue	<ul style="list-style-type: none"> -Drivers tired prior to trip -Lack of sleep for drivers before return home (dealing with students) -No rest stops -Lack of food or drink 	<ul style="list-style-type: none"> -Ensure all drivers get a good rest before the trip -Ensure all drivers sleep well the night before return (other volunteers to supervise students late at night) -PiC aware of driver fatigue legislation and communicate with volunteers and students. TIC to explain this at the meeting. -One person (adult or student) to sit in front and keep an eye on driver. Swap roles regularly. Ensure food and drink -Stop and add in rest breaks if driver is tired. 	<ul style="list-style-type: none"> -Follow TIRP (Call 111 and Principal) if incident is severe -Stop and add in rest breaks. It is better to miss a ferry than be driving with fatigue -Report to the incident reporting system on return to WHS
Stranger Danger	<ul style="list-style-type: none"> -Mugging, theft -Abduction or peer pressure -Fight -Drugging -Unfamiliar city 	<ul style="list-style-type: none"> -Expectations made clear to the group (Students not allowed to go out alone in Tauranga) -Students to stay in pairs/groups at all times and always with an adult -Ensure volunteers aware of their roles and check understanding with students. 	<ul style="list-style-type: none"> -Follow TIRP (Call 111 & Principal) if incident is server -PiC must be notified -Volunteers to contact PiC -Report to the incident reporting system on return to WHS

EQUIPMENT RAMS: Anything involving equipment, gear, facilities (personal, school or hired)

HARM E.g. What risks are there? What could go wrong?	HAZARDS Why would this happen?	CONTROLS How can we prevent it?	EMERGENCY RESPONSE PLAN What do we do if something goes wrong?
Inadequate personal equipment for trip	<ul style="list-style-type: none"> -Inappropriate clothing for weather conditions during the tournament -Inappropriate footwear for activity -Lack of money for food or drinks -Forgotten personal medication (Inhalers/ epi pen etc) 	<ul style="list-style-type: none"> -Students briefed on trip about kit requirements and expectations regarding money -Supervisors to carry some equipment (first aid kit) -Person in charge to check medical details and ensure personal medication is shown before trip. 	<ul style="list-style-type: none"> -WHS will deposit money PiC's account prior to the trip for food, petrol etc. -PiC to cover any unexpected expenses and then claim back costs after the trip. -Students unable to participate in activity if inappropriately dressed

Parents/ students/ supervisors unable to contact each other	Members of the group are unable to be contacted or contact family/ whanau (lack of signal)	-PiC, Volunteers and WHS to provide accessible contact number on EOTC form to parents -All leaders on trip to swap numbers	-WHS contacted and parents contacted accordingly
Lost equipment or theft	-Student leaving bags and belongings unattended -Student forgetting bags on transport or in venue -Theft of belongings, valuables or money	-PiC and volunteers to ensure accommodation is always locked and any valuables are safe -Ensure belongings are always supervised -Collect in or pool valuables -Remind students to check area before leaving venue or transport (or buddy up)	-PiC to contact venue or transport -Contact parents and explain situation -PiC to provide student with contingency money if required
Lack of food for the trip	-Poor planning and budgeting of quantities -Food not suitable for dietary conditions -Food causes allergic reaction -Students not eating (fussy)	-Volunteer in charge of food to ensure sufficient quantities -Jointly plan menu with group (if appropriate) -Check allergies and dietary requirements -Check numbers and costings from previously run trips -Monitor portion size	-PiC to be prepared for any extra costs. This will be reimbursed on return.
Injuries or illness during cooking	-Faulty equipment (gas cooker, gas bottle) -Accident with knife, burns etc -Students lacking cooking experience -Lack of supervision	-All adults to actively monitor cooking -First aid kit taken on trip -Students to be briefed on safety when cooking etc -Use parents and volunteers	-Follow TIRP (Call 111 & Principal) if if severe injury -TiC must be notified -Deal with first aid if minor -Report to the incident reporting system on return to WHS
Problems with vehicles	-Vehicle breaks down -Incident with trailer	-Regular van and trailer maintenance -Ensure all vehicles warranted/ registered/ diesel miles	-Follow TIRP (Call 111 & Principal) if if severe injury-TiC must be notified -Breakdown company to be used.
Problems with accommodation	-Accommodation unsuitable -Forgotten equipment for overnight trip (bedding etc)	-Lack of planning -Lack of communication about accommodation -Kit list provided to students to ensure they bring the correct equipment	-Due to shortage of accommodation during this event, trip to be cancelled if accommodation is not acceptable (as unlikely to be able to secure an alternative).

ENVIRONMENTAL RAMS: Anything based on the surroundings including facilities, weather, conditions and the area that the trip takes place within

HARM E.g. What risks are there? What could go wrong?	HAZARDS Why would this happen?	CONTROLS How can we prevent it?	EMERGENCY RESPONSE PLAN What do we do if something goes wrong?
Environmental Disaster	Extreme event – Earthquake, Fire, Flood, Lightning that causes injury/ loss of life /group members to be separated .	-Trip will not run if any risk factors are apparent prior to the trip. EOTC coordinator and PiC to make call -Unpreventable if environmental disaster occurs with no pre-warning (e.g. Earthquake)	-Follow TIRP (Call 111 & Principal) if incident occurs during trip -TiC must be notified -Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.
Extreme Weather Conditions	-Sun, Rain, Wind, Snow, -Temperature -Dark during match	-Trip to be cancelled in severe weather that could affect safety -AIMS responsible for the safety of students during the tournament. -Withdrawal of tournament if deemed unsafe (PiC has the right to say No)	-Follow TIRP (Call 111 & Principal) if incident occurs during trip -TiC must be notified-Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.
Unsafe travelling/ Driving conditions	Poor driving conditions (heavy rain, storm)	-Trip to be cancelled in severe weather that could affect safety -Postpone return trip if weather is severe before journey -Stop and take a rest if weather is severe during journey (better to be late or miss a ferry and be safe)	-Follow TIRP (Call 111 & Principal) if incident occurs during trip -TiC must be notified -Postpone journey or take a break -Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.

