



WHS RISK ASSESSMENT AND SUPERVISION FORM 2019 (RAS FORM)

This RAS form should be changed to fit the exact requirements of the overnight trip that you are planning. Please add missing risk or delete any aspects that are not relevant.

EOTC Risk Assessment and Supervision: Steinlager2 LION NZ VOYAGE 2019 NAME OF TRIP: Steinlager 2 Lion NZ Voyage TEACHER IN CHARGE: Maria Heer EOTC CO-ORDINATOR: Mathew Jacomb		Version: V1 Date:
OVERNIGHT? YES SIGNED: <i>M. Heer</i> SIGNED: Mathew Jacomb		

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

Harm What could go wrong?	Hazard Why would this happen?	Risk Rating? How serious?	Controls How can it be prevented? First try to eliminate, then minimise the risk	Emergency Response Plan What if it goes wrong?	Residual Risk Rating?
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. - Sea sickness 	High	<ul style="list-style-type: none"> -Medical information checked -All medication checked by group leaders before departure. -First Aid certs updated - Good food sanitation around meal times - students unwell not to attend - Access to sea sickness medication is available. Students are encouraged to bring their own. 	<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 	Low
Medical Incident	<ul style="list-style-type: none"> -Allergic Reaction -Exposure to illness. -Group members have health issues before leaving. 	High	<ul style="list-style-type: none"> -TiC to provide each AL with contact details, medical details and permission slips. AL to have them with them at all times. TiC to update AL knowledge of medical issues. -One staff member first aid trained. -All medication checked by group leader before departure. -Relevant number of staff:student for hospital trip 	<ul style="list-style-type: none"> -AL to contact TiC. Follow TIRP if severe -TiC to familiarise themselves with nearest hospital and medical emergency centre on Great Barrier is Aotea Health Centre, 72 Hector Sanderson Rd, Great Barrier, Ph 09 4290356 -Clarify who would go to hospital 	Low



				-Report to the incident reporting system on return to WHS	
	-Pre-existing Medical Condition	High	<ul style="list-style-type: none"> -Collect accurate medical information, discuss & ensure info tagged to right person -Ensure participant carries appropriate medication & that others know how to administer -Ensure appropriately competent staff - First Aid minimum -Specific behavioural strategies for students on the trip outlined at the back of this RAS document. 	<ul style="list-style-type: none"> -Follow procedure for specific condition -Clarify who would go to hospital -Follow TIRP if severe 	Low
Injury - cuts, grazes, burns, bruises etc	<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 - Slip on rocks whilst traversing - Slip on decking - hit by grinders when adjusting sails 	High	<ul style="list-style-type: none"> -Ensure behavioural expectations are clear to participants and supervising teachers/helpers. -Provide appropriate supervision and reinforce behavioural expectations. -Minimise unstructured free time. -TiC to provide each AL with contact details, medical details and permission slips. AL to have them with them at all times. TiC to update AL knowledge. - Updated and relevant first aid kit taken -All medication checked by group leader before departure. -Staff have experienced all activities -Instructors to give clear boundaries and identify specific risk -No students to go on activities unsupervised -Avoid challenges and races between students - Clear instructions and boundaries given during down time -Kit list for correct footwear - Complete practice walk prior to trip 	<ul style="list-style-type: none"> -Follow TIRP if severe -Provide first aid at site -AL to contact TiC -Deal with the incident -Contact parents -Report the incident reporting system on return to WHS 	Low
Missing person	<ul style="list-style-type: none"> -Students go out alone -Students misbehaving and go missing -Students not returning to boat -TiC failing to ensure all students have returned 	High	<ul style="list-style-type: none"> -Check whole of site beforehand - where participants could go and establish establish out of bounds. -Identify handrails and catching features -Clear guidelines around behaviour - always stay in pairs -Provide (and possibly mark) clear boundaries -Consider marking path to toilets at night - Students not allowed above decks after lights out. 	<ul style="list-style-type: none"> -Follow TIRP (Call 111 & Principal) if missing student -AL to contact TiC -Report to the incident reporting system on return to WHS - notify RCCNZ, VHF CH 16 emergency rescue 	Low



			-Method of, and regular, accounting for everyone (buddy up / number off)		
Mental Health Issue (e.g. Suicide comments, depression, anxiety)	-Camp or overnight trip becoming too overwhelming -Homesickness -Bullying/abuse on camp -Previous mental health illnesses	High	- TiC to check the students list with counsellor/nurse/dean before going on an overnight trip as some details may not be on Kamar. -Promote a safe, secure environment throughout the trip and discuss feelings of homesickness etc	- Follow TIRPS with any mental health issues. Any comments about suicide must be followed up immediately.	Low
Student behaviour/ Student Incident	-Unfamiliar environment -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	Medium	-TiC to check behaviour of students going prior to the trip and will be supported by Deans/SLT if they do not wish to take a student with behavioural concerns -Students briefed before trip -Students questioned about instructions to check understanding -AL to report any poor behaviour to TiC to deal with the issue -Students separated if there is inappropriate behaviour in shared areas -Rules about socialising clearly explained - Specific behavioural strategies for students on the trip outlined at the back of this RAS document.	-Place sanctions on students who are misbehaving - Follow TIRP (Call Principal) if behaviour issue is severe and any police are involved -Family contact/ liaison with any minor behaviour problems (e.g. not listening) -Report to the incident reporting system on return to WHS	Medium
Inappropriate student-students behaviour (sexual/abuse)	-Inappropriate sexual behaviour during overnight trips (students sneaking into each others bunks) -Peer to peer abuse (verbal, physical, bullying etc)	High	-Behavioural expectations clearly outlined/ Student contract -Boys/girls not allowed in each others bunks. Lion NZ is a one room vessel -Appropriate anchorages are selected -Students sleeping in separate bunks -TiC 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 -Family contact/ liaison with behavioural issues (may be sent home)	Low
Inappropriate adult -student	-Inappropriate adult -student sexual behaviour during overnight trips	High	-All leaders to attend a pre-trip meeting where risks expectations will be outlined, including awareness of keeping themselves safe	- Report ANY allegations of sexual misconduct or abuse to the Principal via TIRP. Do not hide any incidents.	Low



behaviour (sexual/abuse) False allegations of sexual misconduct/abuse)	(teacher, volunteer or external provider) -Adult to student abuse (verbal, physical, bullying etc)		-Adults only supervise same gender in toilets/bathrooms /bedrooms at night (also awareness of LGBTI+) -Adults to avoid 1:1 situations alone to prevent false accusations. -Adults to be cautious around swimming/bathrooms/ overnight. Always cover up and be responsible. -Volunteers to complete a volunteer contract prior to the trip -WHS policy states Police checks are compulsory for parents on all overnight trips.	-Students involved and adult involved to write statements. -Family contact/ liaison	
Stranger Danger	-Mugging, theft -Abduction or peer pressure -Fight -Drugging -Unfamiliar city	High	-Students to stay in pairs/groups at all times and always with an adult	-Follow TIRP (Call 111 & Principal) if incident is sever -AL to contact TiC -Report to the incident reporting system on return to WHS	Low

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

Inadequate personal equipment for trip	-Inappropriate clothing for weather conditions during the trip -Inappropriate footwear for activity -Forgotten personal medication (Inhalers/ epi pen etc)	Medium	-Students briefed on trip about kit requirements and expectations for money -Supervisors to carry some equipment (first aid kit) -Teacher in charge to check medical details and ensure personal medication is shown before trip. -Vital equipment checked (trainers, sports gear (waterproof) jacket, personal medication, inhalers) -Supervisors to carry some extra equipment i.e (sunscreen, water, first aid kit) -Students checked they have enough warm gear / sun protection	-TiC to cover any expenses and then claim back costs after -Students unable to participate in activity if inappropriately dressed	Medium
Inadequate group equipment for activity	-Inadequate shoes for walking and jacket for warmth -Inadequate safety gear.	Medium	-Students can bring own gear or to borrow from the boat. -TiC has back up gear	Withdrawal from activity if unsafe. TiC decision is final. Do not risk without adequate gear.	Low



Parents/ students/ supervisors unable to make contact	Members of the group are unable to be contacted or contact family/ whanau (lack of signal)	High	-TiC and another teacher to provide accessible contact number on EOTC form to parents -All leaders on trip to swap numbers -TiC to have EPIRB in isolated areas (non negotiable) -Provide landline of accommodation -Supervisor's share mobile phone numbers. -Students have access to internet at accommodation	-WHS contacted and parents contacted accordingly - AIS available for tracking the vessel -NZ Sailing Trust tracks and monitors the voyage -Contact via EPIRB	Low
Lost equipment or theft	-Student leaving bags and belongings unattended -Student forgetting bags on transport or in venue -Theft of belongings, valuables or money	Medium	-TiC and AL to ensure any valuables brought on board are the responsibility of the students -Ensure belongings are always stored safely on board -Remind students to check area before leaving venue or transport (or buddy up)	-TiC to contact venue or transport -Contact parents and explain situation -TiC to provide student with contingency money if required	Low
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	Medium	-Liaise with other staff who have run similar trips -Jointly plan menu with group -Check allergies and dietary requirements -Check numbers and costings from previously run trips -Monitor portion size - students encouraged to bring snacks they enjoy to compliment the communal food provided by Lion NZ crew	-TiC to be prepared for any extra costs. This will be reimbursed on return.	Low
Injuries or illness during cooking	-Faulty equipment (gas cooker, gas bottle) -Accident with knife, burns etc -Students lacking cooking experience -Lack of supervision	High	-TiC, AL or volunteer 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 -Deal with first aid if minor -Report to the incident reporting system on return to WHS	Low

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

2. EOTC Risk Assessment form 12.02.18.docx

Page 5 of 9



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Environmental Disaster	Extreme event – Earthquake, Fire, Flood, Lightning that causes injury/ loss of life /group members to be separated .	High	-Trip will not run if any risk factors are apparent prior to the trip. EOTC coordinator and experienced staff members 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 -Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.	Low
Extreme Weather Conditions	-Sun, Rain, Wind, Snow, -Temperature -Dark	High	-Trip to be cancelled in severe weather that could affect safety -Withdrawal of activity if deemed unsafe (TiC has the right to say No)	-Follow TIRP (Call 111 & Principal) if incident occurs during trip -Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.	Low
Lost student or group	TiC or students not understanding the area	High	-TiC recommended to visit site prior to activity -TiC to familiarise themselves with the area through maps -TiC to have access to GPS or smartphone -Set meeting points for students	-Follow TIRP (Call 111 & Principal) if missing student -Report to the incident reporting system on return to WHS	Low
Unsafe or unhygienic accommodation	-Bed bugs or dirty bedding -Stranger danger in accommodation	High	- Lion Crew in charge of preparation -TiC communicates with crew about accommodation -Kit list provided to students to ensure they bring the correct equipment	-Seek alternative vessel if necessary. TiC will be reimbursed on return.	Low
Unsafe travelling/ Sailing conditions	Poor sailing conditions (heavy rain, storm)	High	-Trip to be cancelled in severe weather that could affect safety -Postpone return trip if weather is severe before journey -Stop and take a safe anchorage if weather is severe during journey (better to be late and be safe)	-Follow TIRP (Call 111 & Principal) if incident occurs during trip -Postpone journey or take a break -Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.	Low
Traffic accident or blocked route	-Unpredictable boating traffic accident or environmental	Medium	-Keep local radio on -Check news and weather on website prior to departure -TiC to have access to a GPS phone -VHF updates on Ch 19 and 16	Have alternative route planned in case of emergency. Do not risk a dangerous route.	Medium



	disaster that affects the planned route				
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Reviewed:		Date:		Approved:		Next Review:	
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This section is for specific site hazards. Below is an example which may be irrelevant to your trip. Please think about your location and add in any extra risks.

Specific Event and Site:	By: HEER	Date: 1st JULY 2019
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Site Specific Hazards - What else could go wrong at this site?	Management - How can we control this?
Falling overboard	Students are instructed on how to move around the vessel. They must hold on. They must wear a life jacket on deck. In the event of falling overboard, there is a standard operating procedure to manoeuvre the boat and retrieving them from the water.
Slipping on the ladder, tender, rocks	The use of the ladder, tender and walking over rocks will be instructed to move slowly and one at a time. Correct footwear must be worn. Maintaining balance is crucial in all situations.
Invading other crews personal space	The crew have their own bunk areas and work spaces during the voyage and the students will be alerted to the boundaries.
Specific Hazards on the Day - What could go wrong at this site: 1. On this day (weather, tide, current etc)? 2. With these people (participants, staff etc)?	Management - How can we control this? 1. Correct gear is to be worn for the conditions and changes will be notified to the students if the conditions alter. 2. The staff and crew have all been police checked and are aware of the correct interactions. The students will be expected to act with respect.



Forecast is for severe wind	The Lion Crew are trained to operate the vessel safely and will seek shelter or return if the wind is predicted to be severe.
Extreme waves	The Lion Crew are trained to operate the vessel safely and will seek shelter or return if the waves are predicted to be severe.
Share anchorage with other voyages like Spirit of NZ	The students are not permitted to go aboard other vessels at a shared anchorage.

Supervision Requirements Consider the risk assessment and the staffing requirements to manage the controls	By : HEER	Date : 1st JULY 2019
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1. Roles and Competency: Identify the **roles and competencies** required for the event

Role Names	Police Check?	First Aid?	Skill / Qualification / Experience	Induction and/or Training?
<i>Person in Charge</i>	<i>Required</i>	<i>Required</i>	<i>Group Management</i>	<i>Yes – EOTC Outdoor First Aid</i>
<i>Maria Heer</i>	✓	<i>Exp 04/21</i>	<i>Teacher</i>	<i>Completed Marine SAR Medic 07/04/19</i>
<i>Overnight supervisor</i>	<i>Required</i>	<i>Prefer</i>	<i>Group Management</i>	<i>On the day</i>
<i>Maria Heer</i>	✓	<i>Exp 04/21</i>	<i>teacher, involved in Coastguard</i>	<i>YES 5 years, since 2013</i>
<i>Activity Leader –Overnight camping</i>	<i>Required</i>	<i>Required</i>	<i>Group Management</i>	<i>Yes – EOTC, Activity specific training</i>

2. Group members requiring specific management strategies: Provide **specific management strategies** for participants requiring special attention



<p>Medical (e.g. asthma, allergies, medical conditions, current injury) Trinity Mann must have her inhaler on her at all times. Monitor her progress during physical activities.</p>
<p>Behaviour (e.g. poor listeners, ADHD, socially inept, short tempers, disobedience/untrustworthy) Stephanie Broughton has mood changes and needs monitoring. Never left alone.</p>
<p>Abilities (e.g. swimming ability, physical disability) NA</p>

3. Staffing and Supervision Structure: Specifically describe the **supervision structure** required for the event

Supervision structure (includes allocation of roles and allocation of students to supervisors)
Number of groups and size, number of supervisors/leaders per group, leaders not directly supervising a group and their role)

The Lion NZ crew will be in charge of the operation of the vessel and the roles the students have. The students will be divided into 3 working groups of 8, that take turns to sail, cook and clean on the voyage. The students will be the overall responsibility of Maria Heer who will monitor numbers and student well being. She will be assisted by a parent helper.

Completed by:		Date:		Approved:		Date:	
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