



OFF ISLAND HIGH RISK RAMS FORM 2017

NAME OF TRIP:Auckland Arts Festival Theatre Visit OVERNIGHT? NO

TEACHER IN CHARGE:CAV..... SIGNED: DATE:

CHECKED BY:HAR..... SIGNED: *B Harrington*..... DATE:

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? |
|--|--|--|---|
| Sickness/ Illness to staff or student | -Existing illness or medical issue -Exposure to illness. -Group members have health issues before leaving. | - Leader to take contact details, medical details and permission slips on trip -All medication checked by group leader before departure. -First Aid certs updated -Back up plan for sick teacher | -First Aid -Family contact -Hospitalization- One supervisor stays with group. -Follow TIRPS if severe -Report to the incident reporting system on return to WHS -Teacher in charge to familiarise themselves with nearest hospital and medical emergency centre |
| Minor first aid incident or injury | -Lack of safety instruction -Lack of supervision | - first aid kit taken | -Use first aid provided at location -Deal with the incident -Report to the incident reporting system on return to WHS -Teacher in charge to familiarise themselves with nearest hospital and medical emergency centre |
| One or more group members suffer serious injury | -Lack of safety instruction -Lack of supervision -Overconfidence | - First aid kit taken | Call 111. Hospitalisation- One Trip leader go to hospital with injured student and other Trip leader to stay with group and remain on trip. Keep in contact. -Cancel trip early and return -Follow TIRPS if severe -Report to the incident reporting system on return to WHS -Teacher in charge to familiarise themselves with nearest hospital and medical emergency centre |

| | | | |
|--|---|---|---|
| Student missing or not returning after trip | <ul style="list-style-type: none"> -Student staying in Auckland after trip -Teacher in charge not counting and ensuring all students are on the transport home -Teacher in charge failing to ensure all students have been picked up safely | <ul style="list-style-type: none"> -Expectations made clear to the group and on the EOTC form -Students to provide a written note if they wish to stay on in town -Students to stay in pairs/groups -Students to sign student contract | <ul style="list-style-type: none"> -Family contact/ liaison -Contact Police if serious concern -Follow TIRPS if severe -Report to the incident reporting system on return to WHS |
| Student behaviour/ Student Incident | <ul style="list-style-type: none"> -Poor behaviour outside of expectations -Student(s) behaviour is inappropriate with goals -Student is involved in a serious incident involving police -Students not listening/ following to instructions -Peer pressure | <ul style="list-style-type: none"> -Students briefed before trip -Students questioned about instructions to check understanding -Students to sign student contract | <ul style="list-style-type: none"> -Family contact/ liaison -Follow TIRPS if severe -Report to the incident reporting system on return to WHS |
| Incident with external providers | <ul style="list-style-type: none"> -Lack of communication between trip leader and external provider -Use of poorly managed external provider | <ul style="list-style-type: none"> -External providers to complete a provider contract prior to the trip, detailing expectations -All RAMS collected prior to the trip -Roles clearly identified -Trip leader to only use audited adventurous activity companies. -Ask for a copy of the child protection policy | <ul style="list-style-type: none"> -WHS liaison with Principal/ EOTC co-ordinator and Faculty Leader. -Report to the incident reporting system on return to WHS (do not use company again) |
| Inadequate Supervision/ leadership | <ul style="list-style-type: none"> -Trip leader not communicating well with other teachers and volunteers - Roles unclear -Supervisors ill prepared for all the situations that are planned and unplanned on this experience. -Lack of knowledge of location | <ul style="list-style-type: none"> -Trip leader to meet with other staff for briefing on roles and expectations -Supervisors/ group leaders trained and experienced -Supervisor has been on trip before or has visited location | <ul style="list-style-type: none"> -WHS liaison with Principal/ EOTC co-ordinator and Faculty Leader -Report to the incident reporting system on return to WHS |
| Serious Incident affecting whole group | A serious incident/ misadventure either that affects the whole group. Eg. Death of a loved one, hospitalisation | <ul style="list-style-type: none"> -Group members contactable by at least two methods. -Students/ supervisors aware of responsibilities/ actions. | <ul style="list-style-type: none"> -Family WHS contact/ liaison -First Aid -Family contact -Hospitalization- One supervisor stays with group -Follow TIRPS if required -Report to the incident reporting system on return to WHS |
| Incident whilst travelling | <ul style="list-style-type: none"> -Ferry accident -Missed ferry/late ferry -Breakdown | <ul style="list-style-type: none"> -Student distraction to be minimised - Swap phone numbers. Stay in contact | <ul style="list-style-type: none"> -Call WHS and alert of incident -Follow TIRPS if required -Hospitalization- One supervisor stays with group. -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"> -Students briefed on responsible and streetwise behaviour -Students to stay in pairs or groups -Meeting point and time identified -Phone numbers swapped | <ul style="list-style-type: none"> -Hospital and police called for accident -Call WHS and alert of incident -Hospitalization- One supervisor stays with group. -Follow TIRPS if required -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"> -Students do not have HOP card or money -Inappropriate clothing for weather conditions -Inappropriate footwear for activity -Lack of money for lunch or drinks -Forgotten personal medication (Inhalers/ epi pen etc) | <ul style="list-style-type: none"> -Students briefed on trip about kit requirements and lunch situation -Students briefed about HOP card money -Supervisors to carry some equipment (first aid kit) -Teacher in charge to check medical details and ensure personal medication is shown before trip. | <ul style="list-style-type: none"> -Small contingency taken for transport costs -Supervisors to cover any expenses themselves and then claim back costs after -Students unable to participate in activity if inappropriately dressed -Teacher in charge to familiarise themselves with nearest hospital and medical emergency centre |
| Parents/ students/ supervisors unable to contact each other | Members of the group are unable to be contacted or contact family/ whanau (lack of signal) | <ul style="list-style-type: none"> -Trip leader to provide accessible contact number on EOTC form to parents -All staff on trip to swap numbers -EPIRB taken on all significant hikes or tramps -Swap mobile numbers of students | -WHS contacted and parents contacted accordingly |
| Lost equipment or theft | <ul style="list-style-type: none"> -Student leaving bags and belongings unattended -Student forgetting bags on transport or in venue -Theft of belongings, valuables or money | <ul style="list-style-type: none"> -Ensure belongings are always supervised -Collect in or pool valuables -Remind students to check area before leaving venue or transport (or buddy up) | <ul style="list-style-type: none"> -Trip leader to contact venue or transport -Contact parents and explain situation -Trip leader to provide student with contingency money if required |

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 experienced staff members to make call | --Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation. -Follow TIRPS |
| Extreme Weather Conditions | Sun, Rain, Wind, Snow, Temperature/ season | Trip to be cancelled in severe weather that could affect ferry crossings | -Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation. |
| Lost student or group | Trip leader or students not understanding the area or gathering bearing | -Trip leader to visit site prior to activity -Trip leader to familiarise themselves with the area through maps -Trip leader to have access to mobile phone -Set meeting points for students | -Respond calmly and appropriately to the situation. -Follow TIRPS -Report to the incident reporting system on return to WHS |
| | | | |