



# OFF ISLAND LOW RISK RAMS FORM 2017

NAME OF TRIP: .....**BIO 3 Zoo Trip** .....

OVERNIGHT? YES / NO

TEACHER IN CHARGE: .....**Chris Curreen**.....

SIGNED: .....

DATE: **02/08/2017**

CHECKED BY: .....**Rebecca Rose**.....

SIGNED: .....

DATE: **02/08/2017**

## 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?
<b>Sickness/ Illness to staff or student</b>	<ul style="list-style-type: none"> <li>-Existing illness or medical issue</li> <li>-Exposure to illness.</li> <li>-Group members have health issues before leaving.</li> </ul>	<ul style="list-style-type: none"> <li>-<b>Leader to take contact details, medical details and permission slips on trip</b></li> <li>-All medication checked by group leader before departure.</li> <li>-First Aid certs updated</li> <li>-Back up plan for sick teacher</li> </ul>	<ul style="list-style-type: none"> <li>-First Aid</li> <li>-Family contact</li> <li>-Hospitalization- One supervisor stays with group.</li> <li>-Follow TIRPS if severe</li> <li>-Report to the incident reporting system on return to WHS</li> <li>-Teacher in charge to familiarise themselves with nearest hospital and medical emergency centre</li> </ul>
<b>Minor first aid incident or injury</b>	<ul style="list-style-type: none"> <li>-Lack of safety instruction</li> <li>-Lack of correct equipment</li> <li>-Poor technique or fitness level inappropriate to activity</li> <li>-Peer pressure to participate beyond expertise</li> <li>-Lack of supervision</li> </ul>	<ul style="list-style-type: none"> <li>-<b>UPDATED first aid kit taken</b></li> <li>-First aid certs updated</li> </ul>	<ul style="list-style-type: none"> <li>-Use first aid provided at location</li> <li>-Deal with the incident</li> <li>-Report to the incident reporting system on return to WHS</li> <li>-Teacher in charge to familiarise themselves with nearest hospital and medical emergency centre</li> </ul>
<b>One or more group members suffer serious injury</b>	<ul style="list-style-type: none"> <li>-Lack of safety instruction</li> <li>-Lack of correct equipment</li> <li>-Poor technique or fitness level inappropriate to activity</li> <li>-Peer pressure to participate beyond expertise</li> <li>-Lack of supervision</li> <li>-Overconfidence</li> </ul>	<ul style="list-style-type: none"> <li>-<b>UPDATED first aid kit taken</b></li> <li>-First aid certs updated</li> </ul>	<ul style="list-style-type: none"> <li><b>Call 111. Hospitalisation- One Trip leader member go to hospital with injured student and other Trip leader member to stay with group and remain on trip. Keep in contact.</b></li> <li>-Cancel trip early and return</li> <li>-Follow TIRPS if severe</li> <li>-Report to the incident reporting system on return to WHS</li> <li>-Teacher in charge to familiarise themselves with nearest hospital and medical emergency centre</li> </ul>

<b>Student missing or not returning after trip</b>	<ul style="list-style-type: none"> <li>-Student staying in Auckland after trip</li> <li>-Teacher in charge not counting and ensuring all students are on the transport home</li> <li>-Teacher in charge failing to ensure all students have been picked up safely</li> </ul>	<ul style="list-style-type: none"> <li>-Expectations made clear to the group and on the EOTC form</li> <li>-Students to provide a written note if they wish to stay on in town</li> <li>-Students to stay in pairs/groups</li> <li>-Students to sign student contract</li> </ul>	<ul style="list-style-type: none"> <li>-Family contact/ liaison</li> <li>-Contact Police if serious concern</li> <li>-Follow TIRPS if severe</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>
<b>Student behaviour/ Student Incident</b>	<ul style="list-style-type: none"> <li>-Poor behaviour outside of expectations</li> <li>-Student(s) behaviour is inappropriate with goals</li> <li>-Student is involved in a serious incident involving police</li> <li>-Students not listening/ following to instructions</li> <li>-Peer pressure</li> </ul>	<ul style="list-style-type: none"> <li>-Students briefed before trip</li> <li>-Students questioned about instructions to check understanding</li> <li>-Students to sign student contract</li> </ul>	<ul style="list-style-type: none"> <li>-Family contact/ liaison</li> <li>-Follow TIRPS if severe</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>
<b>Incident with external providers</b>	<ul style="list-style-type: none"> <li>-Lack of communication between trip leader and external provider</li> <li>-Use of poorly managed external provider</li> </ul>	<ul style="list-style-type: none"> <li>-External providers to complete a provider contract prior to the trip, detailing expectations</li> <li>-All RAMS collected prior to the trip</li> <li>-Roles clearly identified</li> <li>-Trip leader to only use audited adventurous activity companies.</li> </ul>	<ul style="list-style-type: none"> <li>-WHS liaison with Principal/ EOTC co-ordinator and Faculty Leader.</li> <li>-Report to the incident reporting system on return to WHS (do not use company again)</li> </ul>
<b>Incident with volunteers or parents.</b>	<ul style="list-style-type: none"> <li>-Lack of communication between teachers and volunteers</li> <li>-Volunteers unaware of expectations and school policies and protocols</li> <li>-Drinking or smoking on trip</li> <li>-Inappropriate behaviour by volunteers</li> </ul>	<ul style="list-style-type: none"> <li>-Trip leader to meet with volunteers prior to trip to explain expectations</li> <li>-Roles clearly outlined</li> </ul>	<ul style="list-style-type: none"> <li>-WHS liaison with Principal/ EOTC co-ordinator and Faculty Leader</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>
<b>Inadequate Supervision/ leadership</b>	<ul style="list-style-type: none"> <li>-Trip leader not communicating well with other teachers and volunteers</li> <li>- Roles unclear</li> <li>-Supervisors ill prepared for all the situations that are planned and unplanned on this experience.</li> <li>-Lack of knowledge of location</li> </ul>	<ul style="list-style-type: none"> <li>-Trip leader to meet with other staff for briefing on roles and expectations</li> <li>-Supervisors/ group leaders trained and experienced</li> <li>-Supervisor has been on trip before or has visited location</li> </ul>	<ul style="list-style-type: none"> <li>-WHS liaison with Principal/ EOTC co-ordinator and Faculty Leader</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>
<b>Serious Incident affecting whole group</b>	<p>A serious incident/ misadventure either that affects the whole group. Eg. Death of a loved one, hospitalisation</p>	<ul style="list-style-type: none"> <li>-Group members contactable by at least two methods.</li> <li>-Students/ supervisors aware of responsibilities/ actions.</li> </ul>	<ul style="list-style-type: none"> <li>-Family WHS contact/ liaison</li> <li>-First Aid</li> <li>-Family contact</li> <li>-Hospitalization- One supervisor stays with group</li> <li>-Follow TIRPS if required</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>
<b>Incident whilst travelling</b>	<ul style="list-style-type: none"> <li>-Bus crash</li> <li>-Ferry accident</li> <li>-Missed ferry/late ferry</li> <li>-Breakdown</li> </ul>	<ul style="list-style-type: none"> <li>-Student distraction to be minimised</li> <li>- Swap phone numbers. Stay in contact</li> </ul>	<ul style="list-style-type: none"> <li>-Hospital and police called for accident</li> <li>-Call WHS and alert of incident</li> <li>-Follow TIRPS if required</li> <li>-Hospitalization- One supervisor stays with group.</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>

<b>Stranger Danger</b>	<ul style="list-style-type: none"> <li>-Mugging, theft</li> <li>-Abduction or peer pressure</li> <li>-Fight</li> <li>-Drugging</li> <li>-Unfamiliar city</li> </ul>	<ul style="list-style-type: none"> <li>-Students briefed on responsible and streetwise behaviour</li> <li>-Students to stay in pairs or groups</li> <li>-Meeting point and time identified</li> <li>-Phone numbers swapped</li> </ul>	<ul style="list-style-type: none"> <li>-Hospital and police called for accident</li> <li>-Call WHS and alert of incident</li> <li>-Hospitalization- One supervisor stays with group.</li> <li>-Follow TIRPS if required</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>
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## EQUIPMENT RAMS: Anything involving equipment, gear, facilities (personal, school or hired)

<b>HARM</b> E.g. What risks are there? What could go wrong?	<b>HAZARDS</b> Why would this happen?	<b>CONTROLS</b> How can we prevent it?	<b>EMERGENCY RESPONSE PLAN</b> What do we do if something goes wrong?
<b>Inadequate personal equipment for trip</b>	<ul style="list-style-type: none"> <li>-Students do not have HOP card or money</li> <li>-Inappropriate clothing for weather conditions</li> <li>-Inappropriate footwear for activity</li> <li>-Lack of money for lunch or drinks</li> <li>-Forgotten personal medication (Inhalers/ epi pen etc)</li> </ul>	<ul style="list-style-type: none"> <li>-Students briefed on trip about kit requirements and lunch situation</li> <li>-Students briefed about HOP card money</li> <li>-Supervisors to carry some equipment (first aid kit)</li> <li>-Teacher in charge to check medical details and ensure personal medication is shown before trip.</li> </ul>	<ul style="list-style-type: none"> <li>-Small contingency taken for transport costs</li> <li>-Supervisors to cover any expenses themselves and then claim back costs after</li> <li>-Students unable to participate in activity if inappropriately dressed</li> <li>-Teacher in charge to familiarise themselves with nearest hospital and medical emergency centre</li> </ul>
<b>Inadequate equipment for activities</b>	<ul style="list-style-type: none"> <li>-Use of a poor company that provides inadequate or poorly maintained equipment</li> <li>-Poorly maintained school equipment</li> </ul>	<ul style="list-style-type: none"> <li>-Outsider provider contract used for any adventurous activities</li> <li>-Reputable companies used</li> <li>-Check reviews</li> <li>-Check equipment prior to activity</li> <li>-Equipment log for school gear</li> </ul>	<ul style="list-style-type: none"> <li>-Do not take part in activity if unsafe. Trip leader is responsible for withdrawing from activity.</li> <li>-Report to the incident reporting system on return to WHS (do not use company again)</li> </ul>
<b>Parents/ students/ supervisors unable to contact each other</b>	<ul style="list-style-type: none"> <li>Members of the group are unable to be contacted or contact family/ whanau (lack of signal)</li> </ul>	<ul style="list-style-type: none"> <li>-Trip leader to provide accessible contact number on EOTC form to parents</li> <li>-All staff on trip to swap numbers</li> <li>-Swap mobile numbers of students</li> </ul>	<ul style="list-style-type: none"> <li>-WHS contacted and parents contacted accordingly</li> </ul>
<b>Lost equipment or theft</b>	<ul style="list-style-type: none"> <li>-Student leaving bags and belongings unattended</li> <li>-Student forgetting bags on transport or in venue</li> <li>-Theft of belongings, valuables or money</li> </ul>	<ul style="list-style-type: none"> <li>-Ensure belongings are always supervised</li> <li>-Collect in or pool valuables</li> <li>-Remind students to check area before leaving venue or transport (or buddy up)</li> </ul>	<ul style="list-style-type: none"> <li>-Trip leader to contact venue or transport</li> <li>-Contact parents and explain situation</li> <li>-Trip leader to provide student with contingency money if required</li> </ul>

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

<b>HARM</b> E.g. What risks are there? What could go wrong?	<b>HAZARDS</b> Why would this happen?	<b>CONTROLS</b> How can we prevent it?	<b>EMERGENCY RESPONSE PLAN</b> What do we do if something goes wrong?
<b>Environmental Disaster</b>	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
<b>Extreme Weather Conditions</b>	Sun, Rain, Wind, Snow, Temperature/ season Dark during match	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.
<b>Lost student or group</b>	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 GPS or smartphone -Set meeting points for students	-Respond calmly and appropriately to the situation. -Follow TIRPS -Report to the incident reporting system on return to WHS
<b>Travelling/ Driving conditions</b>	Poor driving conditions (heavy rain, storm)	-Postpone trip, change timings or take a break until the conditions have improved	-Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.