



DAY TRIP TO AUCKLAND RAMS 2018

NAME OF TRIP: BUS1 Extreme Edge

OVERNIGHT? NO

TEACHER IN CHARGE: Jennie England SIGNED:

DATE: 28/07/2018

CHECKED BY: ...Rebecca Rose..... SIGNED:*KROSE*.....

DATE: ...14.8.18....

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? |
|---|---|--|---|
| Existing sickness/ Illness to staff or student | <ul style="list-style-type: none"> -Existing illness or medical issue -Exposure to illness (e.g. allergy) - Activity causes existing illness to get worse (eg. asthma attack) -Group members have health issues before leaving. | <ul style="list-style-type: none"> -Leader to take contact details & medical details on trip. -All medication checked by group leader before departure. -First aid kit taken -First Aid certs updated | <ul style="list-style-type: none"> -Family contact -Follow TIRPS if severe -Report to the incident reporting system on return to WHS -TiC to familiarise themselves with nearest hospital and medical emergency centre (this will change according to venue of game). Hospitalisation- TiC to go to hospital with injured/sick student. Rest of group to return to ferry with assistant. Phone school and family and swap phone numbers with students. Keep in contact. |
| Sudden or unexpected sickness/ Illness to staff or student | <ul style="list-style-type: none"> -Exposure to illness (contagious) -Food poisoning | <ul style="list-style-type: none"> -Leader to take contact details & medical details on trip. -Back up plan for sick teacher | See above |

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| Minor first aid incident or injury | <ul style="list-style-type: none"> - A small accident/injury - Students failing to follow correct safety procedures (e.g. belaying one another) | <ul style="list-style-type: none"> -First aid kit taken -First aid certs updated -Supervise students whilst climbing -Students briefed by qualified instructors on correct procedures -Stress to students ahead of visit and again at venue the importance of listening to and following instructions -TIC to familiarise themselves with venue RAMS prior to visit | <ul style="list-style-type: none"> -Deal with the incident using first aid kit -Report to the incident reporting system on return to WHS -TIC to familiarise themselves with nearest hospital and medical emergency centre (this will change according to venue of game). Hospitalisation- as above. |
| One or more group members suffer serious injury | <ul style="list-style-type: none"> - A serious accident/injury - Students failing to follow correct safety procedures (e.g. belaying one another) | As above | Call 111 As above |
| Student missing or not returning after trip | <ul style="list-style-type: none"> -Student staying in Auckland after trip and not returning -Student going missing upon arrival in Auckland | <ul style="list-style-type: none"> -Students to provide a written note if they wish to stay on in town BEFORE THE TRIP -TIC to swap numbers with group -Check student roll when getting onto the ferry then again when getting on to the bus (and same on return) | <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 questioned about instructions to check understanding -Students lose temper/act inappropriately | <ul style="list-style-type: none"> -Family contact/ liaison -Follow TIRPS if severe -Report to the incident reporting system on return to WHS |

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| Serious Incident affecting whole group | A serious incident/ misadventure either that affects the whole group. Eg. Death of a loved one, hospitalisation | -Group members contactable by at least two methods. -Students/volunteers aware of responsibilities/ actions. | -Family WHS contact/ liaison -First Aid -Family contact Hospitalisation- as above. -Follow TIRPS if required -Report to the incident reporting system on return to WHS |
| Incident whilst travelling | -Accident of public transport (bus/train) -Missed bus/train | -Student distraction to be minimised -Plan a long time for journey -Phone school and let them know about lateness -Swap phone numbers. Stay in contact -Use reputable bus company | Hospital and police called for accident TIC to call WHS and alert of incident Hospitalisation- as above. Go with second taxi. Put responsible students in first taxi and ensure credit/phone numbers swapped |

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

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| Inadequate personal equipment | -Inappropriate clothing for weather conditions (warm clothes) -Lack of lunch, snacks or drinks -Forgotten personal medication (Inhalers/ epi pen etc) | -Students briefed on trip about kit requirements and food/drink situation -Supervisors to carry some equipment (first aid kit) -TiC to check medical details and ensure personal medication is shown before trip -TIC to have eftpos and cash to buy food/drinks if needed | -Small contingency taken for transport costs -Volunteers to cover any expenses themselves and then claim back costs from parents -Students unable to participate in activity if inappropriately dressed -TiC to familiarise with nearest hospital and medical emergency centre (this will change depending on game venue) |

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| Parents/ students/ supervisors unable to contact each other | Members of the group are unable to be contacted or contact family/ whanau (lack of signal) | -Swap mobile numbers of students -Take contact information for parents including mobile, work and emails | -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 | -Ensure belongings are always supervised -Collect in or pool valuables -Remind students to check area before leaving venue or transport (or buddy up) -Encourage students not to bring expensive/important items | -TiC to contact venue or transport -Contact parents and explain situation -TiC 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

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| 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. | -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 | -Keep in touch with competition organisers -Trip to be cancelled in severe weather that could affect ferry crossings | Likely to be cancelled -Cancel trip if any danger. EOTC coordinator or principal to have final decision on cancellation. |