



OFF ISLAND LOW RISK RAMS FORM 2018

NAME OF TRIP: CZ CROSS COUNTRY 2018 OVERNIGHT? YES / NO

TEACHER IN CHARGE: ...Rebecca Rose..... SIGNED:*RROSE*..... DATE:31.7.18...

CHECKED BY:Brenda Harrington..... SIGNED:*BHarrington*..... DATE: ...01/08/2018.....

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	<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"> -Leader to take contact details, medical details and permission slips on trip -All medication checked by group leader before departure (esp inhaler) -First Aid certs updated -Back up plan for sick teacher (FOS) 	<ul style="list-style-type: none"> -First Aid -Family contact -Hospitalization. TiC to go to hospital and parent to return with students. -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	<ul style="list-style-type: none"> -Lack of safety instruction on warm up -Lack of correct equipment (shoes) -Poor technique or fitness level inappropriate to activity -Peer pressure to run at pace beyond fitness level -Lack of supervision -Park at the venue is out of bounds 	<ul style="list-style-type: none"> -UPDATED first aid kit taken -First aid certs updated 	<ul style="list-style-type: none"> -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

<p>One or more group members suffer serious injury</p>	<ul style="list-style-type: none"> -Lack of safety instruction on warm up -Lack of correct equipment (shoes) -Poor technique or fitness level inappropriate to activity -Peer pressure to run at pace beyond fitness level -Lack of supervision -Park at the venue is out of bounds 	<ul style="list-style-type: none"> -UPDATED first aid kit taken -First aid certs updated 	<p>Call 111. Hospitalisation- TiC to go to hospital and parent to return with students. Keep in contact.</p> <ul style="list-style-type: none"> -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
<p>Student missing or not returning after trip</p>	<ul style="list-style-type: none"> -Student staying in Auckland after trip unauthorised -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 -No students to stay in town after trip -Students will not be left unsupervised at any point 	<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
<p>Student behaviour/ Student Incident</p>	<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 	<ul style="list-style-type: none"> -Family contact/ liaison -Follow TIRPS if severe -Report to the incident reporting system on return to WHS
<p>Inadequate Supervision/ leadership</p>	<ul style="list-style-type: none"> -TiC 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"> -TiC has organised all aspects of the trip and is experienced -Small group -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	-Group members contactable by at least two methods. -Students/ supervisors aware of responsibilities/ actions.	-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	-Bus crash -Ferry accident -Missed ferry/late ferry	-Student distraction to be minimised -Use of public transport	-Hospital and police called for accident -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	-Mugging, theft -Abduction or peer pressure -Fight -Drugging -Unfamiliar city	-Students briefed on responsible and streetwise behaviour -Students will not be left unsupervised at any point -Meeting point and time identified -Phone numbers swapped	-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
Late cancellation	AIMS cancelling the event whilst on the ferry or bus (due to weather)	TiC to call organiser before getting on the ferry if unsure	Contact parents for pick up - return to school TiC to try to redeem tickets from Fullers.

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	-Inappropriate clothing for weather conditions (no warm clothes/waterproof) -Inappropriate footwear for activity (no barefoot or spikes) -Lack of money for lunch or drinks -Forgotten personal medication (Inhalers/ epi pen etc)	-Students briefed on trip about kit requirements and lunch situation -Supervisors to carry some equipment (first aid kit)\ -Teacher in charge to check medical details and ensure personal medication is shown before trip.	-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)	-Trip leader to provide accessible contact number on EOTC form to parents -TiC to take a charger for phone -All staff 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	-Ensure belongings are always supervised -Collect in or pool valuables -Remind students to check area before leaving venue or transport (or buddy up)	-Trip leader to contact venue or transport -Contact parents and explain situation -Trip leader to provide student with contingency money if required

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

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Poorly maintained cross country route	Rain or mud. Uneven terrain Potholes	RAMS form completed by AIMS, and all safety issues are outlined in the staff and student briefing	AIMS to cancel event if it is deemed dangerous (as they did in 2017)
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 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.
Lost student or group	Trip leader or students not understanding the area or gathering bearing	-Trip leader has visited site prior to trip -Trip leader to familiarise themselves with the area through maps (XC map provided) -Trip leader to have access to GPS or smartphone	-Respond calmly and appropriately to the situation. -Follow TIRPS -Report to the incident reporting system on return to WHS

		-Set meeting points for students	
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