



WHS RISK ASSESSMENT AND SUPERVISION FORM 2020 (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: Central Zone Tennis Tournament - Girls (18 Feb) and Boys (20 Feb). Auckland Netball Centre, 7 Allison Ferguson Drive. NAME OF TRIP: CZ Tennis OVERNIGHT? NO TEACHER IN CHARGE: Nicky Ogilvie EOTC CO-ORDINATOR: Rebecca Rose		Version: V1	Date:
SIGNED: SIGNED: RROSE			

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	-Existing illness or medical issue -Exposure to illness. -Group members have health issues before leaving.	Medium	-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 Ascot Accident and Emergency 90 Green Lane Rd E, phone 520 9555 or Starship Hospital, Park Road, Grafton.	Low
Minor first aid incident or injury	-Lack of safety instruction -Lack of supervision	Medium	- 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 Ascot Accident and Emergency 90 Green Lane Rd E, phone 520 9555 or Starship Hospital, Park Road, Grafton.	Low
One or more group members suffer serious injury	-Lack of safety instruction -Lack of supervision -Overconfidence	High	- First aid kit taken - TiC or AL must be first aid trained before going on trip	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 Ascot Accident and Emergency 90 Green Lane Rd E, phone 520 9555 or Starship Hospital, Park Road, Grafton.	Low
Student missing or not returning after trip	-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	High	-Expectations made clear to the group and on the EOTC form -No students to stay in town after trip -Students to stay in pairs/groups	-Family contact/ liaison -Contact Police if serious concern -Follow TIRPS if severe -Report to the incident reporting system on return to WHS	Low



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 	High	<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 	Low
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 	High	<ul style="list-style-type: none"> -External providers to complete a provider contract prior to the trip, detailing expectations -RAMS collected from CZ prior to the trip -Roles clearly identified 	<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) 	Low
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 	Medium	<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 	Medium



Serious Incident affecting whole group	A serious incident/ misadventure either that affects the whole group. Eg. Death of a loved one, hospitalisation	High	<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 	Low
Incident whilst travelling	<ul style="list-style-type: none"> -Ferry accident -Missed ferry/late ferry -Breakdown 	Medium	<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 	Low
Stranger Danger	<ul style="list-style-type: none"> -Mugging, theft -Abduction or peer pressure -Fight -Drugging -Unfamiliar city 	High	<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 	Low
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. 	Medium	<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. -First Aid certs updated -Back up plan for sick teacher 	<ul style="list-style-type: none"> -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 Ascot Accident and Emergency 90 Green Lane Rd E, phone 520 9555 or 	Low



				Starship Hospital, Park Road, Grafton.	
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EQUIPMENT RAMS: Anything involving equipment, gear, facilities (personal, school or hired)

Inadequate personal equipment	<ul style="list-style-type: none"> -Students do not have HOP card or money -Inappropriate clothing for weather conditions (warm clothes) -Lack of money for snacks or drinks -Forgotten personal medication (Inhalers/ epi pen etc) 	Medium	<ul style="list-style-type: none"> -Students briefed on trip about kit requirements and food/drink situation -Students briefed about HOP card money -Supervisors to carry some equipment (first aid kit) -TiC to check medical details and ensure personal medication is shown before trip. - No tennis gear 	<ul style="list-style-type: none"> -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 Ascot Accident and Emergency 90 Green Lane Rd E, phone 520 9555 or Starship Hospital, Park Road, Grafton. 	Low
Parents/ students/ supervisors unable to	Members of the group are unable to be contacted or contact family/ whanau (lack of signal)	Medium	-Swap mobile numbers of students	-WHS contacted and parents contacted accordingly	Low



contact each other					
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 	High	<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"> -TiC to contact venue or transport -Contact parents and explain situation -TiC to provide student with contingency money if required 	Low

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

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.	<ul style="list-style-type: none"> -Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation. -Follow TIRPS 	Low
Extreme Weather Conditions	Sun, Rain, Wind, Snow, Temperature/ season	High	<ul style="list-style-type: none"> -Keep in touch with competition organisers -Trip to be cancelled in severe weather that could affect ferry crossings 	<ul style="list-style-type: none"> Likely to be cancelled -Cancel trip if any danger. EOTC coordinator or principal to have final decision on cancellation. 	Low



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.

<p>Specific Event and Site: Central Zone Tennis Competition, Auckland Netball Centre, 7 Allison Ferguson Drive, Glendowie. Please refer to SAP enclosed in email with this RAS</p>	<p>By: Nicky Ogilvie</p>	<p>Date: 12/2/2020</p>
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Site Specific Hazards - What else could go wrong at this site?	Management - How can we control this?
Students could get lost finding their courts to play on	All students will have their court numbers written on their hand so they know where to go to next, as well as having a clear central hub for bags/ adult so they know to go there if lost or unsure



Students could be disrespectful to members of the public	TiC talks to students before departure about how to act appropriately in public and be respectful.
We could get delayed on the way with the ferry bus travel.	We will be taking the 7:30am ferry, and the East train at 8:36am to Glen Innes which arrives at 8:48am. We will then walk to Glen Innes Stop B (Stop 1474) and catch bus 747 at 8:55am and stay on for 3 stops. Get off at Stonefields Ave/Morrin Road (Stop 1886) and walk 2 minutes to Allison Ferguson Drive for a 9:02 arrival. Manager's meeting at 9:15.
Specific Hazards on the Day	
Forecast is for rain	Rain date is 22/2 with the call being made before 7am as the organisers know we need to know this before boarding our ferry.
Injuries from tennis	follow first aid procedure

Supervision Requirements Consider the risk assessment and the staffing requirements to manage the controls	By	OGI	Date	5/2/2020
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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>Nicky Ogilvie</i>	Y	Y	<i>Tennis coach and player and taken kids on central zone trips before</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) eg - Violet has asthma so will require her inhaler.</p>
<p>Behaviour (e.g. poor listeners, ADHD, socially inept, short tempers, disobedience/untrustworthy) eg –No foreseen problems with these girls and boys.</p>
<p>Abilities (e.g. swimming ability, physical disability) Some will be at quite a beginner level, so I’ve met with them before the comp on the courts and gone through some basic steps to ensure they can carry a game, and enjoy it too.</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)
One staff member as the number of students is so small.

Completed by:	Nicky Ogilvie	Date:	12/2/2020	Approved:		Date:	
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