



				<ul style="list-style-type: none"> <li>-Clarify who would go to medical centre</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>	
	-Pre-existing Medical Condition	High	<ul style="list-style-type: none"> <li>-Collect accurate medical information, discuss &amp; ensure info tagged to right person</li> <li>-Ensure participant carries appropriate medication &amp; that others know how to administer</li> <li>-Ensure appropriately competent staff - First Aid minimum</li> <li><b>-Specific behavioural strategies for students on the trip outlined at the back of this RAS document.</b></li> </ul>	<ul style="list-style-type: none"> <li>-Follow procedure for specific condition</li> <li>-Clarify who would go to hospital</li> <li><b>-Follow TIRP if severe</b></li> </ul>	Low
<b>Injury - cuts, grazes, burns, bruises etc</b>	<ul style="list-style-type: none"> <li>-Unsafe / reckless behaviour</li> <li>-Lack of safety instruction</li> <li>-Lack of correct equipment</li> <li>-Poor technique or fitness level inappropriate to activity</li> <li>-Coach or peer pressure to participate beyond expertise (if injured etc)</li> <li>-Lack of supervision</li> <li>-Cooking injury</li> <li>- Students are unprepared for the experience and injure themselves or others.</li> </ul>	High	<ul style="list-style-type: none"> <li>-Ensure behavioural expectations are clear to participants and supervising teachers/helpers.</li> <li>-Provide appropriate supervision and reinforce behavioural expectations.</li> <li>-Minimise unstructured free time.</li> <li>-TiC to provide each AL with contact details, medical details and permission slips. AL to have them with them at all times. TiC to update AL knowledge.</li> <li>- Updated and relevant first aid kit taken</li> <li>-TiC <i>outdoor</i> first aid trained</li> <li>-All medication checked by group leader before departure.</li> <li>-Relevant number of staff:student for hospital trip</li> <li>-Staff have experienced all activities</li> <li>-Instructors to give clear boundaries and identify specific risk</li> <li>-No students to go on activities unsupervised</li> <li>-Avoid challenges and races between students</li> <li>- Clear instructions and boundaries given during down time</li> </ul>	<ul style="list-style-type: none"> <li><b>-Follow TIRP if severe</b></li> <li>-Provide first aid at site</li> <li>-AL to contact TiC</li> <li>-Deal with the incident</li> <li>-Contact parents</li> <li>-Report the incident reporting system on return to WHS</li> </ul>	Low
<b>Missing person</b>	<ul style="list-style-type: none"> <li>-Students go out alone</li> <li>-Students misbehaving and go missing</li> </ul>	High	<ul style="list-style-type: none"> <li>-Check whole of site beforehand - where participants could go and establish establish out of bounds.</li> <li>-Identify hazards and hidden features</li> <li>-Clear guidelines around behaviour - always stay in pairs</li> <li>-Provide and mark clear boundaries</li> </ul>	<ul style="list-style-type: none"> <li><b>-Follow TIRP (Call 111 &amp; Principal) if missing student</b></li> <li>-AL to contact TiC</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>	Low



	TiC failing to ensure all students have returned		- Toilets are lit at night -Method of, and regular, accounting for everyone (buddy up / number off)		
<b>Mental Health Issue (e.g. Suicide comments, depression, anxiety)</b>	-Camp or overnight trip becoming too overwhelming -Homesickness -Bullying/abuse on camp -Previous mental health illnesses	<b>High</b>	- <b>TiC to check the students list with counsellor/nurse/dean before going on an overnight trip as some details may not be on Kamar.</b> -Promote a safe, secure environment throughout the trip and discuss feelings of homesickness etc	- <b>Follow TIRPS with any mental health issues. Any comments about suicide must be followed up immediately.</b>	<b>Low</b>
<b>Student behaviour/ Student Incident</b>	-Unfamiliar environment -Poor behaviour outside of expectations -Student behaviour is inappropriate -Student is involved in a serious incident involving police -Students not listening/ following to instructions -Peer pressure	<b>Medium</b>	-TiC to check behaviour of students going prior to the trip and will be supported by Deans/SLT if they do not wish to take a student with behavioural concerns -Students briefed before trip -Students questioned about instructions to check understanding -AL to report any poor behaviour to TiC to deal with the issue -Appropriate school camp ground selected -Students sleeping in separate tents -Students separated if there is inappropriate behaviour in shared areas -Rules about socialising clearly explained - <b>Specific behavioural strategies for students on the trip outlined at the back of this RAS document.</b>	-Place sanctions on students who are misbehaving - <b>Follow TIRP (Call Principal) if behaviour issue is severe and any police are involved</b> -Family contact/ liaison with any minor behaviour problems (e.g. not listening) -Report to the incident reporting system on return to WHS	<b>Medium</b>
<b>Inappropriate student-students behaviour (sexual/abuse)</b>	-Inappropriate sexual behaviour during overnight trips (students sneaking into each others tents) -Peer to peer abuse (verbal, physical, bullying etc)	<b>High</b>	-Behavioural expectations clearly outlined/ Student contract -Boys/girls not allowed in each others tents. -Appropriate school camp ground selected -Students sleeping in separate tents. Genders and couples apart where possible (e.g. tents separated) -TiC familiarise themselves of potential peer-peer relationships in the group (LGBTI+) and ensure expectations are discussed with these students	-Place sanctions on students who are misbehaving - <b>Follow TIRP (Call Principal) if behaviour issue is severe and any police are involved</b> -Family contact/ liaison with behavioural issues (may be sent home)	<b>Low</b>
<b>Inappropriate adult -student</b>	-Inappropriate adult -student sexual behaviour during	<b>High</b>	-All leaders to attend a pre-trip meeting where risks expectations will be outlined, including awareness of keeping themselves safe	- <b>Report ANY allegations of sexual misconduct or abuse</b>	<b>Low</b>



<b>behaviour (sexual/abuse)</b> <b>False allegations of sexual misconduct/abuse)</b>	overnight trips (teacher, volunteer or external provider) -Adult to student abuse (verbal, physical, bullying etc)		-Adults only supervise same gender in toilets/bathrooms /bedrooms at night (also awareness of LGBTI+) -Adults to avoid 1:1 situations alone to prevent false accusations. -Adults to be cautious around swimming /bathrooms / overnight. Always cover up and be responsible. -Volunteers to complete a volunteer contract prior to the trip <b>-WHS policy states Police checks are compulsory for parents on all overnight trips.</b>	<b>to the Principal via TIRP. Do not hide any incidents.</b> -Students involved and adult involved to write statements. -Family contact/ liaison	
<b>Stranger Danger</b>	-Mugging, theft -Abduction or peer pressure -Fight -Drugging -Unfamiliar city	<b>High</b>	--Expectations made clear to the group- Students to stay in pairs/groups at all times and always with an adult	<b>-Follow TIRP (Call 111 &amp; Principal) if incident is severe</b> -AL to contact TiC -Report to the incident reporting system on return to WHS	<b>Low</b>

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

<b>Inadequate personal equipment for trip</b>	-Inappropriate clothing for weather conditions during the trip -Inappropriate footwear for activity -Lack of money for lunch or drinks -Forgotten personal medication (Inhalers/ epi pen etc)	<b>Medium</b>	-Students briefed on trip about kit requirements and expectations for money - Lesson on appropriate gear before trip - Gear list supplied to all students -Supervisors to carry some equipment (first aid kit) -Teacher in charge to check medical details and ensure personal medication is shown before trip. -Vital equipment checked (trainers, sports gear (waterproof) jacket) -Supervisors to carry some extra equipment i.e (sunscreen, water, first aid kit) -Students checked they have enough warm gear / sun protection	-TiC to cover any expenses and then claim back costs after -Students unable to participate in activity if inappropriately dressed	<b>Medium</b>
<b>Inadequate group</b>	-Inadequate shoes for walking and jacket for warmth -Inadequate safety gear.	<b>Medium</b>	-Students can bring own gear or to borrow from the camp. -TiC has back up gear - TiC to pay for hire gear if students can't get their own	Withdrawal from activity if unsafe. TiC decision is final. Do not risk without adequate gear.	<b>Low</b>



<b>equipment for activity</b>	- Inadequate warm gear for snowplanet				
<b>Parents/ students/ supervisors unable to make contact</b>	Members of the group are unable to be contacted or contact family/ whanau (lack of signal)	<b>High</b>	-TiC and another teacher to provide accessible contact number on EOTC form to parents -All leaders on trip to swap numbers <b>-TiC to have EPIRB in isolated areas (non negotiable)</b> -Supervisor's share mobile phone numbers. -Students are not allowed devices on this camp - TiC has access to phone at all times	-WHS contacted and parents contacted accordingly <b>-Contact in an emergency via EPIRB</b>	<b>Low</b>
<b>Lost equipment or theft</b>	-Student leaving bags and belongings unattended -Student forgetting bags on transport or in venue -Theft of belongings, valuables or money	<b>Medium</b>	-Remind students to check area before leaving the area	-TiC to contact venue or transport -Contact parents and explain situation -TiC to provide student with contingency money if required	<b>Low</b>
<b>Lack of food and water for the trip</b>	-Poor planning and budgeting of quantities -Food not suitable for dietary conditions -Food causes allergic reaction -Students not eating	<b>Medium</b>	<ul style="list-style-type: none"> <li>- Students are to provide all of their own food.</li> <li>- Prior to the trip we will do a practice lesson cooking the same meals as on the trip</li> <li>- Students responsible for own dietary and allergy requirements</li> <li>- TiC to check everybody has food and water before leaving .</li> </ul>	-TiC to be prepared for any extra costs. This will be reimbursed on return.	<b>Low</b>
<b>Injuries or illness during cooking</b>	-Faulty equipment (gas cooker) -Accident with knife, burns etc -Students lacking cooking experience -Lack of supervision	<b>High</b>	-TiC is outdoor first aid trained -First aid kit taken on trip -Students to be briefed on safety when cooking etc -Students to have practice cooking lessons on gas stoves at school -Students have already used gas cookers before in class	<b>-Follow TIRP (Call 111 &amp; Principal) if if severe injury</b> -Deal with first aid if minor -Report to the incident reporting system on return to WHS	<b>Low</b>



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

<b>Environmental Disaster</b>	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. EOTC coordinator and experienced staff members to make call -Unpreventable if environmental disaster occurs with no pre-warning (e.g. Earthquake)	-Follow TIRP (Call 111 & Principal) if incident occurs during trip -Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.	Low
<b>Extreme Weather Conditions</b>	-Sun, Rain, Wind, Snow, -Temperature -Dark	High	-Trip to be cancelled in severe weather that could affect safety -Withdrawal of activity if deemed unsafe (TiC has the right to say No)	-Follow TIRP (Call 111 & Principal) if incident occurs during trip -Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.	Low
<b>Lost student or group</b>	TiC or students not understanding the area	High	-TiC recommended to visit site prior to activity -TiC to familiarise themselves with the area through maps -TiC to have access to GPS or smartphone -Set meeting points for students	-Follow TIRP (Call 111 & Principal) if missing student -Report to the incident reporting system on return to WHS	Low
<b>Unsafe travelling conditions</b>	Collapsed path or blocked path	High	-Trip to be cancelled in severe weather that could affect safety -Postpone return trip if weather is severe before journey -Stop and take a rest if weather is severe during journey and determine safest outcome.	-Follow TIRP (Call 111 & Principal) if incident occurs during trip -Postpone journey or take a break -Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.	Low
<b>Blocked route</b>	-Environmental disaster that affects the planned route	Medium	-Check forecast on website prior to departure -TiC to have access to a GPS phone - Check all trails the week before the tramp	Have alternative route planned in case of emergency. Do not risk a dangerous route.	Medium

<b>Reviewed:</b>		<b>Date:</b>		<b>Approved:</b>		<b>Next Review:</b>	
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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.

<b>Specific Event and Site:</b> Bush walking and camping at Whakanewha	By:	JAC	Date	12/11/19
			:	

Site Specific Hazards - What else could go wrong at this site?	Management - How can we control this?
Beach at campground	Very clear and specific boundaries set at the start of camp. All students must move around the camp in pairs or groups.
Road running alongside campground	Students are aware of expectations around boundaries and are only allowed to go near the road or water
Rudeness to the public	Students will be walking on public tracks and instructed about respectful behaviour to both the environment and other people using the tracks.
Specific Hazards on the Day - What could go wrong at this site: 1. On this day (weather, tide, current etc)? 2. With these people (participants, staff etc)?	Management - How can we control this?  Camp games - Students could trip on tent ropes or pegs = Set up games in the field away from other campers and our tents
Forecast is for rain	Make sure all students have wet weather gear. Tarpaulins and gazebo to cook under if needed and keep essential equipment dry.



**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>Person in Charge</i>	<i>Required</i>	<i>Required</i>	<i>Group Management</i>	<i>Yes – EOTC Outdoor First Aid</i>
<b>Mathew Jacomb</b>	<b>YES</b>	<b>YES</b>	<b>TiC Outdoor Education</b>	<b>YES, ODE First Aid</b>
<b>Ronie Richeux</b>	<b>YES</b>	<b>YES</b>	<b>DofE Experience</b>	<b>YES</b>

**2. Group members requiring specific management strategies:** Provide **specific management strategies** for participants requiring special attention

<p><b>Medical</b> (e.g. asthma, allergies, medical conditions, current injury)                  Sarina Oetgen - Allergic to jellyfish stings                  Michael Spielhaupter - Mild asthma</p>
<p><b>Behaviour</b> (e.g. poor listeners, ADHD, socially inept, short tempers, disobedience/untrustworthy)</p>
<p><b>Abilities</b> (e.g. swimming ability, physical disability)                   None listed on KAMAR</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)  
Number of groups and size, number of supervisors/leaders per group, leaders not directly supervising a group and their role)

The Duke of Edinburgh Adventurous Journey requires students to make their own mistakes and learn from their experiences. There will be 2 teachers who are experienced in ODE supervising the group at all times. Students will make decisions about the route they take and the equipment required. Staff will observe and only step in when a students safety is at risk.

<b>Completed by:</b>		<b>Date:</b>		<b>Approved:</b>		<b>Date:</b>	
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