



# WHS RISK ASSESSMENT AND SUPERVISION FORM 2019 (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.

<b>EOTC Risk Assessment and Supervision:</b> <b>NAME OF TRIP: DofE Raft Building Camp</b> <b>OVERNIGHT? YES</b> <b>TEACHER IN CHARGE: Mathew Jacomb</b> <b>SIGNED:</b> <b>EOTC CO-ORDINATOR: Mathew Jacomb</b> <b>SIGNED:</b>		Version: V1	Date: 2/04/2019
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**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?
<b>Confusion over roles and teacher in charge</b>	-Lack of communication -Lack of clarity in planning -Failure to organise a pre-trip meeting with all leaders involved -Leaders do not feel safe with their roles or uncomfortable to say no to position	High	-Clarify roles in application -Communicate all information to all leaders throughout the application -Organise a meeting for all leaders to attend. -All leaders to be given the roles and responsibilities of EOTC doc	-Follow TIRPS if confusion of roles leads to serious incident -Organise a meeting during the trip and confront any issues -Report to the incident reporting system on return to WHS	Low
<b>Medical Incident</b>	-Allergic Reaction -Exposure to illness. -Group members have health issues before leaving.	High	-TiC to provide each AL Activity Leader, with contact details, medical details and permission slips. AL to have them with them at all times. TiC to update AL knowledge of medical issues. -TiC <b>outdoor</b> first aid trained. -All medication checked by group leader before departure. -Relevant number of staff:student for hospital trip	-AL to contact TiC. <b>Follow TIRP if severe</b> -TiC to familiarise themselves with nearest hospital/med centre Ostend Medical Centre 9 Belgium St, Ostend, Auckland 1081	Low



				<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	High	- <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>	Low
<b>Drowning</b>	-Lack of safety instruction -Lack of correct rescue equipment -Inability to swim/no prior testing -Inadequate supervision/no lifeguard -Lack of knowledge of area	High	-TiC to ensure that all students have a clear safety briefing outlining dangers, rescue equipment -TiC to familiarise themselves with area and specific dangers (e.g river current, rocks, slippery bottom, logs) -Adequate supervision ratio. No students allowed to swim unsupervised. -TiC will be in a safety boat to ensure good practice - Only 2 rafts will be allowed to do the crossing at a time	-Follow TIRP (Call 111 & Principal) -AL to contact TiC -Hospitalisation- One AL to go to medical centre with injured student and other volunteers to stay with group -Do not return early. Parents may travel to location	Low
<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	Medium	-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	Medium



<b>Inappropriate student-students behaviour (sexual/abuse)</b>	<ul style="list-style-type: none"> <li>-Inappropriate sexual behaviour during overnight trips (students sneaking into each others tents)</li> <li>-Peer to peer abuse (verbal, physical, bullying etc)</li> </ul>	<b>High</b>	<ul style="list-style-type: none"> <li>-Behavioural expectations clearly outlined/ Student contract</li> <li>-Boys/girls not allowed in each others tents.</li> <li>-Appropriate school camp ground selected</li> <li>-Students sleeping in separate tents. Genders and couples apart where possible (e.g. tents separated)</li> <li>-TiC familiarise themselves of potential peer-peer relationships in the group (LGBTI+) and ensure expectations are discussed with these students</li> </ul>	<ul style="list-style-type: none"> <li>-Place sanctions on students who are misbehaving</li> <li><b>-Follow TIRP (Call Principal) if behaviour issue is severe and any police are involved</b></li> <li>-Family contact/ liaison with behavioural issues (may be sent home)</li> </ul>	<b>Low</b>
<b>Incident with volunteers or parents</b>	<ul style="list-style-type: none"> <li>-Lack of communication</li> <li>-Volunteers unaware of expectations and school policies and protocols</li> <li>-Drinking or smoking on trip</li> </ul>	<b>High</b>	<ul style="list-style-type: none"> <li>-All leaders to attend a pre-trip meeting where roles and expectations will be outlined</li> <li>-Police checks for parents on all overnight trips.</li> <li>-Roles clearly outlined using the EOTC guidelines</li> </ul>	<ul style="list-style-type: none"> <li><b>-Follow TIRP (Call Principal) if behaviour issue is severe and any police are involved</b></li> <li>-TiC to raise any issues directly with volunteers and parents</li> <li>-Report to the incident reporting system on return to WHS. Do not use parents or volunteers again</li> </ul>	<b>Low</b>
<b>Inappropriate adult -student behaviour (sexual/abuse) False allegations of sexual misconduct/ abuse)</b>	<ul style="list-style-type: none"> <li>-Inappropriate adult -student sexual behaviour during overnight trips (teacher, volunteer or external provider)</li> <li>-Adult to student abuse (verbal, physical, bullying etc)</li> </ul>	<b>High</b>	<ul style="list-style-type: none"> <li>-All leaders to attend a pre-trip meeting where risks expectations will be outlined, including awareness of keeping themselves safe</li> <li>-Adults only supervise same gender in toilets/bathrooms /bedrooms at night (also awareness of LGBTI+)</li> <li>-Adults to avoid 1:1 situations alone to prevent false accusations.</li> <li>-Adults to be cautious around swimming /bathrooms / overnight. Always cover up and be responsible.</li> <li>-Volunteers to complete a volunteer contract prior to the trip</li> <li><b>-WHS policy states Police checks are compulsory for parents on all overnight trips.</b></li> </ul>	<ul style="list-style-type: none"> <li><b>-Report ANY allegations of sexual misconduct or abuse to the Principal via TIRP. Do not hide any incidents.</b></li> <li>-Students involved and adult involved to write statements.</li> <li>-Family contact/ liaison</li> </ul>	<b>Low</b>
<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>	<b>High</b>	<ul style="list-style-type: none"> <li>--Expectations made clear to the group-</li> <li>Students to stay in pairs/groups at all times and always with an adult</li> </ul>	<ul style="list-style-type: none"> <li><b>-Follow TIRP (Call 111 &amp; Principal) if incident is severe</b></li> <li>-AL to contact TiC</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>	<b>Low</b>



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

<b>Inadequate personal equipment for trip</b>	<ul style="list-style-type: none"> <li>-Inappropriate clothing for weather conditions during the trip</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>	<p style="text-align: center;"><b>Medium</b></p>	<ul style="list-style-type: none"> <li>-Students briefed on trip about kit requirements and expectations for money</li> <li>- Lesson on appropriate gear before trip</li> <li>- Gear list supplied to all students</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> <li>-Vital equipment checked (trainers, sports gear (waterproof) jacket)</li> <li>-Supervisors to carry some extra equipment i.e (sunscreen, water, first aid kit)</li> <li>-Students checked they have enough warm gear / sun protection</li> </ul>	<ul style="list-style-type: none"> <li>-TiC to cover any expenses and then claim back costs after</li> <li>-Students unable to participate in activity if inappropriately dressed</li> </ul>	<p style="text-align: center;"><b>Medium</b></p>
<b>Inadequate group equipment for activity</b>	<ul style="list-style-type: none"> <li>-Inadequate shoes for walking and jacket for warmth</li> <li>-Inadequate safety gear.</li> <li>- Inadequate warm gear for snowplanet</li> </ul>	<p style="text-align: center;"><b>Medium</b></p>	<ul style="list-style-type: none"> <li>-Students can bring own gear or to borrow from the camp.</li> <li>-TiC has back up gear</li> <li>- TiC to pay for hire gear if students can't get their own</li> </ul>	<p>Withdrawal from activity if unsafe. TiC decision is final. Do not risk without adequate gear.</p>	<p style="text-align: center;"><b>Low</b></p>
<b>Parents/ students/ supervisors unable to make contact</b>	<p>Members of the group are unable to be contacted or contact family/ whanau (lack of signal)</p>	<p style="text-align: center;"><b>High</b></p>	<ul style="list-style-type: none"> <li>-TiC and another teacher to provide accessible contact number on EOTC form to parents</li> <li>-All leaders on trip to swap numbers</li> <li><b>-TiC to have EPIRB in isolated areas (non negotiable)</b></li> <li>-Supervisor's share mobile phone numbers.</li> <li>-Students are not allowed devices on this camp</li> <li>- TiC has access to phone at all times</li> </ul>	<ul style="list-style-type: none"> <li>-WHS contacted and parents contacted accordingly</li> <li><b>-Contact in an emergency via EPIRB</b></li> </ul>	<p style="text-align: center;"><b>Low</b></p>
<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>	<p style="text-align: center;"><b>Medium</b></p>	<ul style="list-style-type: none"> <li>-Remind students to check area before leaving the area</li> </ul>	<ul style="list-style-type: none"> <li>-TiC to contact venue or transport</li> <li>-Contact parents and explain situation</li> <li>-TiC to provide student with contingency money if required</li> </ul>	<p style="text-align: center;"><b>Low</b></p>



<b>Lack of food and water for the trip</b>	<ul style="list-style-type: none"> <li>-Poor planning and budgeting of quantities</li> <li>-Food not suitable for dietary conditions</li> <li>-Food causes allergic reaction</li> <li>-Students not eating</li> </ul>	<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>	<ul style="list-style-type: none"> <li>-Faulty equipment (gas cooker)</li> <li>-Accident with knife, burns etc</li> <li>-Students lacking cooking experience</li> <li>-Lack of supervision</li> </ul>	<b>High</b>	<ul style="list-style-type: none"> <li>-TiC is outdoor first aid trained</li> <li>-First aid kit taken on trip</li> <li>-Students to be briefed on safety when cooking etc</li> <li>-Students to have practice cooking lessons on gas stoves at school</li> <li>-Students have already used gas cookers before in class</li> </ul>	<ul style="list-style-type: none"> <li>-<b>Follow TIRP (Call 111 &amp; Principal) if if severe injury</b></li> <li>-Deal with first aid if minor</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>	<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 .	<b>High</b>	<ul style="list-style-type: none"> <li>-Trip will not run if any risk factors are apparent prior to the trip. EOTC coordinator and experienced staff members to make call</li> <li>-Unpreventable if environmental disaster occurs with no pre-warning (e.g. Earthquake)</li> </ul>	<ul style="list-style-type: none"> <li>-<b>Follow TIRP (Call 111 &amp; Principal) if incident occurs during trip</b></li> <li>-Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.</li> </ul>	<b>Low</b>
<b>Extreme Weather Conditions</b>	<ul style="list-style-type: none"> <li>-Sun, Rain, Wind, Snow, -Temperature</li> <li>-Dark</li> </ul>	<b>High</b>	<ul style="list-style-type: none"> <li>-Trip to be cancelled in severe weather that could affect safety</li> <li>-Withdrawal of activity if deemed unsafe (TiC has the right to say No)</li> </ul>	<ul style="list-style-type: none"> <li>-<b>Follow TIRP (Call 111 &amp; Principal) if incident occurs during trip</b> -Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.</li> </ul>	<b>Low</b>



<b>Lost student or group</b>	TiC or students not understanding the area	High	<ul style="list-style-type: none"> <li>-TiC recommended to visit site prior to activity</li> <li>-TiC to familiarise themselves with the area through maps</li> <li>-TiC to have access to GPS or smartphone</li> <li>-Set meeting points for students</li> </ul>	<ul style="list-style-type: none"> <li>-Follow TIRP (Call 111 &amp; Principal) if missing student</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>	Low
<b>Unsafe travelling conditions</b>	Poor bay crossing conditions (heavy rain, storm)	High	<ul style="list-style-type: none"> <li>-Trip to be cancelled in severe weather that could affect safety</li> <li>-Postpone return trip if weather is severe before journey</li> <li>-Stop and take a rest if weather is severe during journey (better to be late or miss a ferry and be safe)</li> </ul>	<ul style="list-style-type: none"> <li>-Follow TIRP (Call 111 &amp; Principal) if incident occurs during trip</li> <li>-Postpone journey or take a break</li> <li>-Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.</li> </ul>	Low
<b>Blocked route</b>	-Environmental disaster that affects the planned route	Medium	<ul style="list-style-type: none"> <li>-Check forecast on website prior to departure</li> <li>-TiC to have access to a GPS phone</li> <li>- Check all trails the week before the tramp</li> </ul>	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: Camping at Whakanewha</b>	By: JAC	Date	
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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
Invading other campers personal space	Choose a spot away from the public and set up tents in a circle facing the centre. Set boundaries, camp expectations and quiet time.
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>
<i>Mathew Jacomb</i>	<b>YES</b>	<b>YES</b>	<i>TiC Outdoor Education</i>	<b>YES, ODE First Aid</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)</p> <p>Davin Duong - Asthma          Koebi Freimuller - Asthma          Liam Harrington - Allergic to Penicillin          Jimmy Kerrod - Crohn's Disease          Fionn Lawley - Allergic to Penicillin</p>
<p><b>Behaviour</b> (e.g. poor listeners, ADHD, socially inept, short tempers, disobedience/untrustworthy)</p> <p>Jay Gregory-Walker - Disobedience, untrustworthy, often demonstrates negative attitude towards authority.</p>
<p><b>Abilities</b> (e.g. swimming ability, physical disability)</p> <p>None</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 own experiences. There will be 3 supervisors. We will all shadow the group and only intervene when there is a potential risk to students safety. The area where students are crossing ANZAC bay will need to be managed very carefully. Only 2 rafts are allowed to cross at a time and 1 supervisor will be in the safety boat to perform any necessary rescues.

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