



# RAMS FORM (RISK ASSESSMENT & MANAGEMENT SYSTEM 2018)

NAME OF TRIP: AIMS Games Hockey 2018

OVERNIGHT? YES

PERSON IN CHARGE: Rachel Falconer

SIGNED: .....

DATE:

WHS Teacher Kiera Pennell attending AIMS games - can be contacted on 027 6329763)

CHECKED BY: ...Rebecca Rose & Brenda Harrington.....

SIGNED: *RRose*.....*BHarrington*.....

DATE: 16 August 2018

## Transport Ferry

What could go wrong?	What would cause it to go wrong?	How could we prevent it from going wrong?	Whose responsibility is it?	When/where will it be done?	Emergency plan
<b>Ferry Terminal</b>	<ul style="list-style-type: none"> <li>• Student not following instructions</li> <li>• Confusion caused by public</li> </ul>	<ul style="list-style-type: none"> <li>• Clear meeting point for students and parents.</li> <li>• Clear instructions and expectations for student behaviour.</li> <li>• Allocated area whilst waiting for ferry or parent to collect students.</li> </ul>	Teachers Parents Students	Before and during	See below
<b>Ferry accident / breakdown</b>	<ul style="list-style-type: none"> <li>• Other water users</li> <li>• Distracted captain</li> <li>• Weather conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Sealink ferries have their own procedures for dealing with emergency situations.</li> <li>• Students and staff to follow all instructions and safety messages and expectations</li> </ul>	Sealink Company Boat skipper Boat crew Parents Teachers Students	N/A	Parents to ensure: <ul style="list-style-type: none"> <li>• All students to be seated together inside the main downstairs cabin during the crossing..</li> <li>• Students to remain seated at all times</li> <li>• Regular head counts and roll calls.</li> <li>• In the event of an accident / breakdown:</li> <li>• Follow the directions of the boat crew</li> <li>• Parents to contact the school office.</li> <li>• Office staff to inform School leadership and parents.</li> </ul> <ul style="list-style-type: none"> <li>• Follow <b>TIRP</b> if required</li> </ul>

<p><b>Student / Adults falling overboard</b></p>	<ul style="list-style-type: none"> <li>• Students in the wrong location.</li> <li>• Students slipping due to weather conditions.</li> <li>• Students misbehaving</li> </ul>	<ul style="list-style-type: none"> <li>• All students to remain seated during the crossing.</li> <li>• Students to be seated in a designated location in the main cabin.</li> <li>• Students to be actively supervised during the loading and unloading of the ferry.</li> <li>• Students to be actively supervised during the ferry trip.</li> <li>• Adults to accompany Students when moving around the ferry i.e to the bathroom.</li> </ul>	<p>Parents Student</p>	<p>Before / during trip</p>	<p>Parents to:</p> <ul style="list-style-type: none"> <li>• Inform the Sealink Personnel about a missing child.</li> <li>• Follow the directions of the Sealink personnel.</li> <li>• Contact school office</li> </ul> <p>• Follow <b>TIRP</b></p> <p>School / principal to:</p> <ul style="list-style-type: none"> <li>• Contact parents</li> <li>• Contact medical facilities</li> <li>• Contact BOT chairperson</li> <li>• Contact MOE to inform of incident and arrange for crisis support.</li> </ul>
<p><b>Student Injury</b></p>	<ul style="list-style-type: none"> <li>• Students in the wrong location.</li> <li>• Students slipping due to weather conditions.</li> <li>• Students misbehaving.</li> <li>• Other passengers</li> <li>• Equipment Failure</li> <li>• Lack of supervision</li> </ul>	<ul style="list-style-type: none"> <li>• All students to remain seated during the crossing.</li> <li>• Students to seat in a designated location in the main cabin.</li> <li>• Students to be actively supervised during the loading and unloading of the ferry.</li> <li>• Active supervision of students by the parents during crossing</li> <li>• Adults to accompany students when moving around the ferry i.e to the bathroom</li> <li>• Teachers to report any issues with the boat or equipment to the Fullers crew.</li> <li>• Students to be actively supervised whilst waiting in ferry terminals.</li> </ul>	<p>Parents Students</p>	<p>Before / during trip</p>	<p>Parents to:</p> <p>Assess the situation. Inform Sealink staff.</p> <p>Medical Emergency Parents to:</p> <ul style="list-style-type: none"> <li>• Administer first aid</li> <li>• Phone for ambulance and police service if required.</li> <li>• Inform the school office.</li> <li>• Other students to remain in designated area until other instructions are given. Actively supervise student.</li> <li>• Parent to travel with student to medical facility and remain with student until parents arrive.</li> </ul> <p>Other parents to:</p> <ul style="list-style-type: none"> <li>• Re-organise supervise groups to account for missing parent.</li> <li>• Contact the school management team to decide whether trip is to continue.</li> <li>• Follow outcome of conversation with school.</li> </ul> <p>• Follow <b>TIRP</b></p> <p>School / principal to (if required):</p> <ul style="list-style-type: none"> <li>• Contact parents</li> <li>• Contact medical facilities</li> <li>• Contact BOT chairperson</li> <li>• Contact MOE to inform of incident and arrange for crisis support.</li> </ul>

<p><b>Student misses the ferry</b> <b>Group misses ferry</b></p>	<ul style="list-style-type: none"> <li>● Student sickness</li> <li>● Family emergency</li> <li>● Late for ferry</li> <li>● Late arriving at the terminals</li> </ul>	<ul style="list-style-type: none"> <li>● Information provided to parents with correct dates and time.</li> <li>● Reminders provided to parents and students prior to trip.</li> <li>● Parents to inform school and teachers if student is unwell or not attending trip.</li> <li>● Teachers, venues / events and transport companies to be aware of schedule.</li> </ul>	<p>Parents Student</p>	<p>Before trip and during</p>	<ul style="list-style-type: none"> <li>● Parents to take a roll call prior to boarding ferry.</li> <li>● Contact school and let them know who is on the trip.</li> <li>●</li> </ul> <p>Group misses ferry.</p> <p>Parents to:</p> <ul style="list-style-type: none"> <li>● Contact school</li> <li>● Move students to safe area to await next ferry.</li> <li>● Actively supervise the children</li> <li>● Organise suitable activities for the students</li> </ul> <p>School to:</p> <ul style="list-style-type: none"> <li>● Contact parents and inform them of change of scheduling.</li> </ul>
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## Transport Cars

What could go wrong?	What would cause it to go wrong?	How could we prevent it from going wrong?	Whose responsibility is it?	When/where will it be done?	Emergency plan
<p><b>Road accident</b></p>	<ul style="list-style-type: none"> <li>● Other road users</li> <li>● Students distracting driver</li> <li>● Weather</li> <li>● Driver error</li> <li>● Mechanical Fault</li> <li>● Driver fatigue</li> </ul>	<p>Limit distractions for the driver by:</p> <ul style="list-style-type: none"> <li>● Students to remain seated and facing the front.</li> <li>● Students to talk quietly to their neighbour only.</li> <li>● No students moving around the vehicles.</li> <li>● Keeping all body parts inside the vehicle..</li> <li>● Drivers and parents to monitor students</li> <li>● Regular stops to be taken along the journey to and from Tauranga.</li> </ul>	<p>Parents Students</p>	<p>Before and during the trip</p>	<p>Parents to:</p> <ul style="list-style-type: none"> <li>● Assess the situation</li> <li>● Provide medical attention if required.</li> <li>● Inform the school office.</li> </ul> <p>Medical Emergency Parents to:</p> <ul style="list-style-type: none"> <li>● Administer first aid</li> <li>● Phone for ambulance and police service if required.</li> <li>● Inform the school office.</li> <li>● Other students to remain in designated area until other instructions are given. Actively supervise student.</li> <li>● Parent to travel with student to medical facility and remain with student until parents arrive.</li> </ul> <p>Other parents to:</p> <ul style="list-style-type: none"> <li>● Re-organise supervise groups to account for missing parent.</li> <li>● Contact the school management team to decide whether trip is to continue.</li> <li>● Follow outcome of conversation with school.</li> </ul> <ul style="list-style-type: none"> <li>● Follow <b>TIRP</b></li> </ul> <p>School / principal to (if required):</p> <ul style="list-style-type: none"> <li>● Contact parents</li> <li>● Contact medical facilities</li> <li>● Contact BOT chairperson</li> <li>● Contact MOE to inform of incident and arrange for crisis support.</li> </ul> <p>● Either:</p> <ul style="list-style-type: none"> <li>○ Students remain in vehicle supervised by adults.</li> <li>○ Move students to safe location supervise by adults.</li> <li>○ Monitor students checking for shock or injury</li> </ul> <ul style="list-style-type: none"> <li>● Students to remain in designated area until other instructions are given.</li> <li>● School to organise alternative transport.</li> </ul>

<b>Student Accident or Injury</b>	<ul style="list-style-type: none"> <li>Students not following the parent's instruction when loading or unloading the vehicles.</li> <li>Fault with car equipment.</li> <li>Hazards at the different locations when loading or unloading</li> </ul>	<ul style="list-style-type: none"> <li>Clear instructions to be provided by the teachers at all points during the trip.</li> <li>Parents to complete environment scans to identify hazards at each entry and exit points of the bus and revise plans to mitigate any environment hazards</li> </ul>	Teachers Students	Before and during the trip	Parents to: <ul style="list-style-type: none"> <li>Assess the situation.</li> <li>Provide medical assistance where required.</li> <li>Either:             <ul style="list-style-type: none"> <li>Students remain in vehicle supervised by adults.</li> <li>Move students to safe location supervise by adults.</li> <li>Monitor students checking for shock or injury</li> </ul> </li> <li>Phone for ambulance and police service if required.</li> <li>Inform the school office.</li> <li>If safe – parent to remove children from the vehicles to a safe locality.</li> <li>Children to remain in designated area until other instructions are given.</li> <li>School to organise alternative transport.</li> <li>Follow <b>TIRP</b> if required</li> </ul> School / principal to (if required): <ul style="list-style-type: none"> <li>Contact parents</li> <li>Contact medical facilities</li> <li>Contact BOT chairperson</li> <li>Contact MOE to inform of incident and arranged for crisis support.</li> </ul>
<b>Travel sickness</b>	<ul style="list-style-type: none"> <li>Motion Sickness</li> </ul>	<ul style="list-style-type: none"> <li>All children to remain seated and facing forward while travelling.</li> </ul>	Parents Students	During the trip	<ul style="list-style-type: none"> <li>Parents to carry sick bags as part of the first aid kit</li> </ul>
<b>Breakdown of vehicle</b>	<ul style="list-style-type: none"> <li>Mechanical fault</li> </ul>	<ul style="list-style-type: none"> <li>All vehicles to have a current registration and COF.</li> <li>All drivers to have current passenger licence.</li> </ul>	Parents Drivers	Before the trip	<ul style="list-style-type: none"> <li>Parents to contact the school office to advise of situation and seek direction.</li> <li>Students to remain on the vehicles until an alternative means of transport arrives. (Unless directed to leave the vehicle by the driver)</li> <li>If students have to leave the vehicle teachers are to assess the situation and select a safe area for the students to assemble and wait. Adults to closely supervise students in the assembly area..</li> </ul>
<b>Vehicle doesn't arrive at correct location or at correct time either before or after trip</b>	<ul style="list-style-type: none"> <li>Incorrect information, trips, date etc provided to company.</li> <li>Traffic delays.</li> <li>Events finishing early or late</li> </ul>	<ul style="list-style-type: none"> <li>Confirm information with parents and school</li> </ul>	Parents	Before During	<ul style="list-style-type: none"> <li>Parents to contact school office.</li> <li>Office to try and locate missing vehicle</li> <li>Office to contact parent and inform of outcome and expected arrival times</li> <li>Children wait in a safe area.</li> <li>Adults and teachers to actively supervise students</li> <li>Follow <b>TIRP</b> if required</li> </ul>

## Weather

What could go wrong?	What would cause it to go wrong?	How could we prevent it from going wrong?	Whose responsibility is it?	When/where will it be done?	Emergency plan
<b>Weather</b>	<ul style="list-style-type: none"> <li>• Storm</li> <li>• Gale force winds,</li> <li>• Rain</li> </ul>	<ul style="list-style-type: none"> <li>• Review weather forecast in week leading up to trip.</li> <li>• Consult with event organisers to see if event is proceeding.</li> <li>• Consult with School Management.</li> </ul>	Parents	School to make final decision on Friday if trip is to proceed.	If weather changes during trip or not as forecast: <ul style="list-style-type: none"> <li>• Parents to reassess during the trip.</li> <li>• Phone school management to discuss change of trip plans.</li> <li>• Follow agreed changes.</li> <li>• Office and School Management to inform parents of changes.</li> </ul>
<b>Weather Hypothermia Heat Stroke</b>	<ul style="list-style-type: none"> <li>• Students not being prepared for the weather conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Parents to review the weather forecast.</li> <li>• Inform parents and students about the correct clothing, water and sunscreen to bring</li> </ul>	Parents Students	Before and during trip	<ul style="list-style-type: none"> <li>• Parents to monitor students well being.</li> <li>• Parents to ensure that students have the appropriate equipment and clothing before the trip.</li> </ul> <p>Medical Emergency Parents to:</p> <ul style="list-style-type: none"> <li>• Administer first aid</li> <li>• Phone for ambulance and police service if required.</li> <li>• Inform the school office.</li> <li>• Other students to remain in designated area until other instructions are given. Actively supervise student.</li> <li>• Parent to travel with student to medical facility and remain with student until parents arrive.</li> </ul> <p>Other parents to:</p> <ul style="list-style-type: none"> <li>• Re-organise supervise groups to account for missing parent.</li> <li>• Contact the school management team to decide whether trip is to continue.</li> <li>• Follow outcome of conversation with school.</li> </ul> <ul style="list-style-type: none"> <li>• Follow <b>TIRP</b></li> </ul> <p>School / principal to (if required):</p> <ul style="list-style-type: none"> <li>• Contact parents</li> <li>• Contact medical facilities</li> <li>• Contact BOT chairperson</li> <li>• Contact MOE to inform of incident and arrange for crisis support.</li> </ul>

<b>Environmental Disaster</b>	<ul style="list-style-type: none"> <li>• Extreme event – Earthquake, Fire, Flood, Lightning that causes injury/ loss of life /group members to be separated .</li> </ul>	<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>	Parents	Before and during	Follow <b>TIRP</b> (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.
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## Student and Parents

What could go wrong?	What would cause it to go wrong?	How could we prevent it from going wrong?	Whose responsibility is it?	When/where will it be done?	Emergency plan
<b>Parent unable to go to the trip at the last minute</b>	<ul style="list-style-type: none"> <li>● Sick</li> <li>● Personal emergency</li> <li>● Other</li> </ul>	<ul style="list-style-type: none"> <li>● Ring school and organising parent the night before:                             <ul style="list-style-type: none"> <li>● To arrange alternative parent</li> <li>● Cancel trip</li> </ul> </li> </ul>	Parent	On the night before or in the morning.	Ring School <ul style="list-style-type: none"> <li>● To arrange alternative parent</li> <li>● Cancel trip</li> </ul>
<b>Sickness/ Illness to adult or student</b> Medical emergency Accident or Emergency	<ul style="list-style-type: none"> <li>● Sick</li> <li>● Personal emergency</li> <li>● Other</li> <li>● Falling when moving around venue.</li> <li>● Injury on playground equipment.</li> <li>● Equipment failure i.e doors, exhibits</li> <li>● Fire at venues</li> </ul>	<ul style="list-style-type: none"> <li>● Pre trip safety preparation with students and parents. Outline all safety expectations and procedure.</li> <li>● Parent helpers to be informed of helper expectations.</li> <li>● Organising parents to be aware of all student / parent medical conditions.</li> <li>● Clear instructions to be provided by the parents at all points during the trip.</li> <li>● Parents to complete environment scans to identify hazards at each entry and exit points and revise plans to mitigate an environment hazards.</li> <li>● Active supervision by parents during all activities.</li> <li>● Specific instructions for specific tasks or activities.</li> <li>● Follow safety plans and staff from the venue and events</li> </ul>	Parent Students	Before and during Trip	<ul style="list-style-type: none"> <li>● Each parent to carry a first aid kit</li> <li>● Student to take any medication that may be needed for identified students (on parent help list if necessary)</li> </ul> <p>Medical Emergency Parents to:</p> <ul style="list-style-type: none"> <li>● Administer first aid</li> <li>● Phone for ambulance and police service if required.</li> <li>● Inform the school office.</li> <li>● Other students to remain in designated area until other instructions are given. Actively supervise student.</li> <li>● Parent to travel with student to medical facility and remain with student until parents arrive.</li> </ul> <p>Other parents to:</p> <ul style="list-style-type: none"> <li>● Re-organise supervise groups to account for missing parent.</li> <li>● Contact the school management team to decide whether trip is to continue.</li> <li>● Follow outcome of conversation with school.</li> </ul> <ul style="list-style-type: none"> <li>● Follow <b>TIRP</b></li> </ul> <p>School / principal to (if required):</p> <ul style="list-style-type: none"> <li>● Contact parents</li> <li>● Contact medical facilities</li> <li>● Contact BOT chairperson</li> <li>● Contact MOE to inform of incident and arrange for crisis support.</li> </ul>
<b>Mental Health Issue (e.g. Suicide comments, depression, anxiety)</b>	<ul style="list-style-type: none"> <li>● Overnight trip becoming too overwhelming</li> <li>● Homesickness</li> <li>● Bullying/abuse on camp</li> <li>● Previous mental health illnesses</li> </ul>	<ul style="list-style-type: none"> <li>● Organising parent to check with parents regarding any possible issues before going on the trip.</li> <li>● Promote a safe, secure environment throughout the trip and discuss feelings of homesickness etc</li> </ul>	Parents	Before and during trip	<p>Medical Emergency</p> <ul style="list-style-type: none"> <li>● As Above</li> </ul> <ul style="list-style-type: none"> <li>● Follow <b>TIRP</b></li> </ul> <p>School / principal t:</p> <ul style="list-style-type: none"> <li>● Contact parents</li> <li>● Contact BOT chairperson</li> </ul>



<p><b>One or more group members suffer serious injury</b></p>	<ul style="list-style-type: none"> <li>• Lack of safety instruction</li> <li>• Lack of correct equipment</li> <li>• Poor technique or fitness level inappropriate to activity</li> <li>• Peer pressure to participate beyond expertise</li> <li>• Lack of supervision</li> <li>• Overconfidence</li> </ul>	<ul style="list-style-type: none"> <li>• Organising parent must ensure that all medical details are disclosed prior to the trip. Volunteers to be informed (where appropriate)</li> <li>• Updated and relevant first aid kit taken</li> <li>• Organising parent is a practising nurse</li> <li>• First aid provided at the venue</li> <li>• All medication checked by Organising parent before departure.</li> <li>• Relevant number of staff:student for hospital trip</li> <li>• Clear instructions and boundaries given during down time</li> </ul>	<p>Parents</p>	<p>Before and during trip</p>	<p><b>Medical Emergency</b></p> <ul style="list-style-type: none"> <li>• As Above</li> <li>• Follow <b>TIRP</b></li> </ul> <p>School / principal to (if required):</p> <ul style="list-style-type: none"> <li>• Contact parents</li> <li>• Contact medical facilities</li> <li>• Contact BOT chairperson</li> </ul>
<p><b>Student Behaviour / Behaviour Management:</b></p> <ul style="list-style-type: none"> <li>• Disagreements</li> <li>• Bruising</li> <li>• Cuts</li> <li>• Fights</li> <li>• Falls</li> <li>• Accidents as a result</li> </ul>	<ul style="list-style-type: none"> <li>• Aggressive students / parents / others</li> <li>• Runaway student</li> <li>• Swearing</li> <li>• Refusal to comply with rules / parent instructions</li> <li>• Lack of understanding of expectations.</li> <li>• Defiance</li> <li>• Medical issues</li> <li>• Student behaviour</li> </ul>	<p>Parents to:</p> <ul style="list-style-type: none"> <li>• Ensure easy access to phone</li> <li>• All adults to have schedule of where activities are happening and can be contacted.</li> <li>• All adults to be aware of school behaviour management policy and expectations.</li> <li>• Adult to follow medical emergency procedure.</li> <li>• All parent supervisors to immediately alert other parents if there is something / behaviour they are unsure of.</li> <li>• Provide clear instructions to student and parents prior to trip.</li> <li>• .</li> </ul>	<p>Parent helpers Students</p>	<p>Whole trip</p>	<ul style="list-style-type: none"> <li>• Follow <b>medical emergency</b> action plan if required</li> <li>• School behaviour policy recommendations</li> <li>• Contact school management if a serious problem or for removal of child.</li> <li>• Parents and students to follow classroom and school behaviour expectations.</li> <li>• Parents to support each other we dealing with tricky behaviour</li> <li>• Challenging behaviour <ul style="list-style-type: none"> <li>Parents to contact the school office and arrange for the student to be collect be either teacher in charge of AIMS teams..</li> </ul> </li> <li>• Follow <b>TIRP</b></li> <li>• WHS Teacher Kiera Pennell attending AIMS games - can be contacted on 027 6329763)</li> </ul>
<p><b>Lost student / parent, group. Stranger Danger</b></p>	<ul style="list-style-type: none"> <li>• Student gets separated from class / group.</li> <li>• Student intentional runs away.</li> <li>• Parent / group becomes separated from trip group.</li> <li>• Parent unaware of expectations / organisation</li> <li>• Public approaching students</li> </ul>	<p>Parents to:</p> <ul style="list-style-type: none"> <li>• Provide clear instructions to student prior to trip.</li> <li>• Regularly head counts and rolls during the trip.</li> <li>• Have plans in place for high needs students.</li> <li>• Trip itinerary provided to all parents</li> <li>• In all locations but the accommodation children need to have parent permission to leave the group and must go with a partner to the bathroom.</li> </ul>	<p>School Students Parents</p>	<p>Before and during the trip</p>	<p><b>If person is missing:</b></p> <ul style="list-style-type: none"> <li>• Take remaining students to a safe location.</li> <li>• Conduct a head count and roll call.</li> <li>• Attempt to contact missing student / parent by mobile phone.</li> <li>• Reorganise parents into two groups. <ul style="list-style-type: none"> <li>• One group to supervise children.</li> <li>• Other group to search for missing person.</li> <li>• Teacher to coordinate search with venue staff.</li> </ul> </li> <li>• If student / parent/ group is not found parents to: <ul style="list-style-type: none"> <li>○ Contact police</li> <li>○ Contact School</li> </ul> </li> <li>• Follow <b>TIRP</b></li> </ul>

					<p>School / principal to (if required):</p> <ul style="list-style-type: none"> <li>• Contact parents</li> <li>• Liaise with police</li> <li>• Contact BOT chairperson</li> <li>• Contact MOE to inform of incident and arrange for crisis support.</li> </ul> <ul style="list-style-type: none"> <li>• WHS Teacher Kiera Pennell attending AIMS games - can be contacted on 027 6329763)</li> </ul>
<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 rooms)</li> <li>• Peer to peer abuse (verbal, physical, bullying etc)</li> </ul>	<ul style="list-style-type: none"> <li>• Behavioural expectations clearly outlined</li> <li>• Boys/girls not allowed in each other room</li> <li>• Appropriate accommodation selected</li> <li>• Students sleeping in separate dorms. Genders apart where possible</li> <li>• Organising parent to familiarise themselves of potential peer-peer relationships in the group (LGBTI+) and ensure expectations are discussed with these students</li> </ul>	Parents	During	<p>Place sanctions on students who are misbehaving</p> <p>If required:</p> <ul style="list-style-type: none"> <li>• Contact police and follow their instructions</li> <li>• Contact School</li> <li>• Follow <b>TIRP</b></li> </ul> <p>School / principal to (if required):</p> <ul style="list-style-type: none"> <li>• Contact parents</li> <li>• Liaise with police</li> <li>• Contact BOT chairperson</li> <li>• Contact MOE to inform of incident and arrange for crisis support.</li> </ul> <ul style="list-style-type: none"> <li>• WHS Teacher Kiera Pennell attending AIMS games - can be contacted on 027 6329763)</li> </ul>
<b>Incident with external providers</b>	<ul style="list-style-type: none"> <li>• Lack of communication between organising parent and external provider</li> <li>• Poor external provider</li> </ul>	<ul style="list-style-type: none"> <li>• All SAPS and RAMS collected from external providers</li> <li>• Roles clearly identified (eg. referee etc)</li> <li>• Only use approved audited companies</li> </ul>	Parents	During	<ul style="list-style-type: none"> <li>• Stop activity - ensure student safety</li> <li>• Liaise with providers if issue resolved carry on, or not leave.</li> <li>• Report to the incident reporting system on return to WHS (do not use company again)</li> </ul>
<b>Incident with volunteers or parents</b>	<ul style="list-style-type: none"> <li>• Lack of communication between adults</li> <li>• Volunteers unaware of expectations and school policies and protocols</li> <li>• Drinking or smoking on trip</li> </ul>	<ul style="list-style-type: none"> <li>• All adults on the trip to agree protocol and expectations prior to the trip.</li> <li>• Roles clearly outlined using the EOTC guidelines</li> </ul>	Parents	During	<ul style="list-style-type: none"> <li>• Organising parent to raise any issues directly with volunteers.</li> <li>• Contact school</li> <li>• Follow <b>TIRP</b></li> </ul> <p>School / principal to (if required):</p> <ul style="list-style-type: none"> <li>• Contact parents</li> <li>• Liaise with police</li> <li>• Contact BOT chairperson</li> <li>• Contact MOE to inform of incident and arrange for crisis support.</li> </ul> <ul style="list-style-type: none"> <li>• WHS Teacher Kiera Pennell attending AIMS games - can be contacted on 027 6329763)</li> </ul>

<p><b>Inappropriate adult -student behaviour (sexual/abuse)</b></p> <p><b>False allegations of sexual misconduct/abuse</b></p>	<ul style="list-style-type: none"> <li>● Inappropriate adult / student sexual behaviour during overnight trips (volunteer or external provider)</li> <li>● Adult to student abuse (verbal, physical, bullying etc)</li> </ul>	<ul style="list-style-type: none"> <li>● All adult volunteers to be aware 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>	Parents	During	<ul style="list-style-type: none"> <li>● Contact police and follow their instructions</li> <li>● Contact School</li> <li>● Follow <b>TIRP</b></li> </ul> <p>School / principal to (if required):</p> <ul style="list-style-type: none"> <li>● Contact parents</li> <li>● Liaise with police</li> <li>● Contact BOT chairperson</li> <li>● Contact MOE to inform of incident and arrange for crisis support.</li> </ul> <ul style="list-style-type: none"> <li>● WHS Teacher Kiera Pennell attending AIMS games - can be contacted on 027 6329763)</li> </ul>
<p><b>Inadequate Supervision/ leadership</b></p>	<ul style="list-style-type: none"> <li>● Supervisors ill prepared for all the situations that are planned and unplanned on this experience.</li> <li>● Lack of knowledge of location</li> </ul>	<ul style="list-style-type: none"> <li>● Organising parent aware of all activities planned during the week of the Games.</li> <li>● Group to decide in advance what activities they will attend.</li> <li>● Minimise unplanned events/activities</li> </ul>	Parents	During	<ul style="list-style-type: none"> <li>● <b>Follow TIRP</b> if inadequate supervision leads to incident</li> <li>● Organise a meeting during the trip and confront any issues</li> <li>● Report to the incident reporting system on return to WHS</li> </ul> <ul style="list-style-type: none"> <li>● WHS Teacher Kiera Pennell attending AIMS games - can be contacted on 027 6329763)</li> </ul>
<p><b>Serious Incident affecting whole group</b></p>	<ul style="list-style-type: none"> <li>● A serious incident/ misadventure either that affects the whole group. Eg. Death of a loved one,</li> </ul>	<ul style="list-style-type: none"> <li>● Group members contactable by at least two methods.</li> <li>● Students/ supervisors aware of responsibilities/ actions.</li> </ul>	Parents	During	<ul style="list-style-type: none"> <li>● <b>Follow TIRP and await instruction</b></li> <li>● WHS Teacher Kiera Pennell - attending AIMS games - can be contacted on 027 6329763)</li> </ul>
<p><b>Student behaviour during unsupervised 'free' time (E.g....)</b></p>	<ul style="list-style-type: none"> <li>● Students get lost</li> <li>● Students are late or cannot get back to accommodation</li> <li>● Students misbehaving (anti social behaviour)</li> <li>● Danger or issues from public/strangers</li> </ul>	<ul style="list-style-type: none"> <li>● Students and staff share phone numbers</li> <li>● Students to stay in pairs and instructed not to separate</li> <li>● Rules, boundaries and expectations explained</li> <li>● Staff contact and location explained, and clear meeting place and time briefed</li> </ul>			<ul style="list-style-type: none"> <li>● <b>Follow TIRP (Call Principal)</b> if behaviour issue is severe and any police are involved</li> <li>● Family contact/ liaison with any minor behaviour problems (e.g. not listening)</li> </ul> <p>School / principal to (if required):</p> <ul style="list-style-type: none"> <li>● Contact parents</li> <li>● Liaise with police</li> <li>● Contact BOT chairperson</li> </ul> <ul style="list-style-type: none"> <li>● WHS Teacher Kiera Pennell attending AIMS games - can be contacted on 027 6329763)</li> </ul>

## Environmental / Accommodation Parent

What could go wrong?	What would cause it to go wrong?	How could we prevent it from going wrong?	Whose responsibility is it?	When/where will it be done?	Emergency plan
<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 food or drinks</li> <li>• Forgotten personal medication (Inhalers/ epi pen etc)</li> <li>• Incorrect hockey equipment and safety equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Students briefed on trip about kit requirements and expectations for money</li> <li>• Supervisors to carry some equipment (first aid kit)</li> <li>• Parent in charge to check medical details and ensure personal medication is shown before trip.</li> <li>• Vital equipment checked (trainers, sports gear (waterproof) jacket thermals)</li> <li>• Supervisors to bring extra sporting equipment</li> <li>• Students checked they have enough warm gear</li> <li>• Parents to check equipment before leaving accommodation to travel to sport venue</li> </ul>	Parents Students	Before trip	<ul style="list-style-type: none"> <li>• Organising parent to cover any expenses and then claim back costs after from Waiheke Hockey club.</li> <li>• Students unable to participate in activity if inappropriately dressed.</li> <li>• Parents to return to collect equipment from accommodation if time.</li> </ul>
<b>Parents/ students/ supervisors unable to contact each other</b>	<ul style="list-style-type: none"> <li>• Members of the group are unable to be contacted or contact family/ whanau (lack of signal)</li> </ul>	<ul style="list-style-type: none"> <li>• Organising Parent and another parents to provide accessible contact number on EOTC form to parents</li> <li>• All parents on trip to swap numbers.</li> </ul>			<ul style="list-style-type: none"> <li>• WHS contacted and parents contacted accordingly</li> </ul>
<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>	<ul style="list-style-type: none"> <li>• Organising parents to ensure accommodation is always locked and any valuables are safe</li> <li>• Ensure belongings are always supervised at Venues.</li> <li>• Collect in or pool valuables</li> <li>• Remind students to check area before leaving venue or transport (or buddy up)</li> </ul>	Parents Students	During	<ul style="list-style-type: none"> <li>• Organising parent to contact venue or transport</li> <li>• Contact parents and explain situation</li> <li>• Organising parent to provide student with contingency money if required</li> <li>• Contact police or school if appropriate</li> </ul>
<b>Lack of food 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 (fussy)</li> </ul>	<ul style="list-style-type: none"> <li>• Liaise with other staff who have run similar trips</li> <li>• Jointly plan menu with group</li> <li>• Check allergies and dietary requirements</li> <li>• Check numbers and costings from previously run trips</li> <li>• Monitor portion size</li> </ul>	Parents Students	During	<ul style="list-style-type: none"> <li>• Organising parents to be prepared for any extra costs. This will be reimbursed from Waiheke Hockey club on return.</li> </ul>

<p><b>Kitchen and dining accidents</b></p> <ul style="list-style-type: none"> <li>• Knife cuts</li> <li>• Burns</li> <li>• Slips, Trips and falls</li> <li>• Allergies</li> </ul>	<ul style="list-style-type: none"> <li>• Too many people in a confined area</li> <li>• People in the wrong place at the wrong time</li> <li>• People not suitable for job</li> <li>• People unaware areas are a hazard for example wet flooring</li> </ul>	<ul style="list-style-type: none"> <li>• Limit who has access to the kitchen area</li> <li>• Make sure people communicate</li> <li>• No children allowed in kitchen without being with an adult/ at any time</li> <li>• Appropriate signage if necessary</li> </ul>	<p>Parents Students</p>	<p>During</p>	<p>Medical Emergency Parents to:</p> <ul style="list-style-type: none"> <li>• Administer first aid</li> <li>• Phone for ambulance and police service if required.</li> <li>• Inform the school office.</li> <li>• Other students to remain in designated area until other instructions are given. Actively supervise student.</li> <li>• Parent to travel with student to medical facility and remain with student until parents arrive.</li> </ul> <p>Other parents to:</p> <ul style="list-style-type: none"> <li>• Re-organise supervise groups to account for missing parent.</li> <li>• Contact the school management team to decide whether trip is to continue.</li> <li>• Follow outcome of conversation with school.</li> </ul> <ul style="list-style-type: none"> <li>• Follow <b>TIRP</b></li> </ul> <p>School / principal to (if required):</p> <ul style="list-style-type: none"> <li>• Contact parents</li> <li>• Contact medical facilities</li> <li>• Contact BOT chairperson</li> <li>• Contact MOE to inform of incident and arrange for crisis support.</li> </ul>
<p><b>Accommodation</b></p> <ul style="list-style-type: none"> <li>• Accommodation unsuitable</li> <li>• Forgotten equipment for overnight trip (bedding etc)</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of planning</li> <li>• Lack of communication about accommodation</li> </ul>	<ul style="list-style-type: none"> <li>• Kit list provided to students to ensure they bring the correct equipment</li> </ul>	<p>Parents</p>	<p>Before During</p>	<ul style="list-style-type: none"> <li>• Seek alternative accommodation if necessary. Organising parent will be reimbursed on return by Waiheke Hockey Club.</li> </ul>
<p><b>Unsafe or unhygienic accommodation</b></p> <ul style="list-style-type: none"> <li>• Bed bugs or dirty bedding</li> <li>• Stranger danger in accommodation</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of planning</li> <li>• Lack of communication about accommodation</li> </ul>	<ul style="list-style-type: none"> <li>• Kit list provided to students to ensure they bring the correct equipment.</li> </ul>	<p>Parents</p>	<p>During</p>	<ul style="list-style-type: none"> <li>• Seek alternative accommodation if necessary. Organising parent will be reimbursed on return by Waiheke Hockey Club. .</li> </ul>
<p><b>Bathrooms</b></p> <ul style="list-style-type: none"> <li>• Privacy</li> <li>• Slipping</li> </ul>	<ul style="list-style-type: none"> <li>• No locks on doors</li> <li>• Slipping in shower or on wet floors</li> </ul>	<ul style="list-style-type: none"> <li>• Clear boundaries shared with students and parents.</li> <li>• Regular checking of bathrooms</li> <li>• Cleaning up spills and water</li> </ul>	<p>Parents</p>	<p>During</p>	<p>Medical Emergency</p> <ul style="list-style-type: none"> <li>• See Above</li> </ul>

## Activities / Sport - To be read in conjunction with AIMS Hockey RAMS

What could go wrong?	What would cause it to go wrong?	How could we prevent it from going wrong?	Whose responsibility is it?	When/where will it be done?	Emergency plan
<p><b>Land based activities:</b></p> <ul style="list-style-type: none"> <li>● Injuries</li> <li>● People missing</li> <li>● Hypothermia</li> <li>● Dehydration</li> <li>● Sunstroke</li> <li>● Panic Attacks</li> </ul>	<ul style="list-style-type: none"> <li>● Children not listening to or following instructions.</li> <li>● Students not following game rules and expectations</li> </ul>	<ul style="list-style-type: none"> <li>● Safety talk prior to activity from trained instructors</li> <li>● School Behaviour policy</li> <li>● Qualified instructors</li> <li>● First aid</li> <li>● Mobile phone</li> <li>● Follow procedures as per attached safety guidelines from AIMS</li> <li>● Encouragement from staff to attempt activities but no pressure that students have to complete them.</li> </ul>	<p>Parent helpers Site staff</p>	<p>Before and during trip. At each Venue or activity</p>	<ul style="list-style-type: none"> <li>● Follow site / venue action plan</li> <li>● Each parent to carry a first aid kit</li> <li>● Student to take any medication that may be needed for identified students (on parent help list if necessary)</li> </ul> <p style="color: magenta;">Medical Emergency Parents to:</p> <ul style="list-style-type: none"> <li>● Administer first aid</li> <li>● Phone for ambulance and police service if required.</li> <li>● Inform the school office.</li> <li>● Other students to remain in designated area until other instructions are given. Actively supervise student.</li> <li>● Parent to travel with student to medical facility and remain with student until parents arrive.</li> </ul> <p style="color: magenta;">Other parents to:</p> <ul style="list-style-type: none"> <li>● Re-organise supervise groups to account for missing parent.</li> <li>● Contact the school management team to decide whether trip is to continue.</li> <li>● Follow outcome of conversation with school.</li> </ul> <ul style="list-style-type: none"> <li>● Follow <b>TIRP</b></li> </ul> <p style="color: magenta;">School / principal to (if required):</p> <ul style="list-style-type: none"> <li>● Contact parents</li> <li>● Contact medical facilities</li> <li>● Contact BOT chairperson</li> <li>● Contact MOE to inform of incident and arrange for crisis support.</li> </ul> <p>If person is missing:</p> <ul style="list-style-type: none"> <li>● As Above</li> <li>● Follow <b>TIRP</b></li> </ul>
<p><b>Water based activities:</b></p> <ul style="list-style-type: none"> <li>● Drowning</li> <li>● Injuries</li> <li>● Panic attack</li> </ul>	<ul style="list-style-type: none"> <li>● Children out of bounds</li> <li>● Slipping in pools</li> <li>● Out of depth</li> <li>● Lack of swimming ability</li> </ul>	<ul style="list-style-type: none"> <li>● 1 to 4 ratio parent to pupil</li> <li>● Qualified lifeguards on duty</li> <li>● Clear instructions and expectation</li> <li>● Active Parent Supervision</li> <li>● HS EOTC Admin to provide swimming ability information to organising parent</li> </ul>	<p>Parent helpers Students</p>	<p>Before and during</p>	<ul style="list-style-type: none"> <li>● Follow site / venue action plan</li> <li>Parent in charge alerted</li> <li style="color: magenta;">Medical attention if needed</li> <li style="color: magenta;">● As above</li> </ul> <p style="color: red;">If person is missing:</p> <ul style="list-style-type: none"> <li>● Take remaining students to a safe location.</li> </ul>

	<ul style="list-style-type: none"> <li>• Pushed under water by peers</li> <li>• Silly behaviour in pools</li> </ul>				<ul style="list-style-type: none"> <li>• Conduct a head count and roll call.</li> <li>• Attempt to contact missing student / parent by mobile phone.</li> <li>• Reorganise parents into two groups. <ul style="list-style-type: none"> <li>• One group to supervise children.</li> <li>• Other group to search for missing person.</li> </ul> </li> <li>• Teacher to coordinate search with venue staff.</li> <li>• If student / parent/ group is not found parents to: <ul style="list-style-type: none"> <li>○ Contact police</li> <li>○ Contact School</li> </ul> </li> <li>• Follow <b>TIRP</b></li> </ul> <p>School / principal to (if required):</p> <ul style="list-style-type: none"> <li>• Contact parents</li> <li>• Liaise with police</li> <li>• Contact BOT chairperson</li> <li>• Contact MOE to inform of incident and arrange for crisis support.</li> </ul> <ul style="list-style-type: none"> <li>• WHS Teacher Kiera Pennell attending AIMS games - can be contacted on 027 6329763)</li> </ul>
<b>Playground equipment and free time accidents:</b> <ul style="list-style-type: none"> <li>• Cuts and bruises</li> <li>• Sprains</li> <li>• Breaks</li> </ul>	<ul style="list-style-type: none"> <li>• Incorrect use of equipment</li> <li>• Lack of environmental awareness</li> <li>• Equipment failure</li> <li>• Children being kids</li> </ul>	<ul style="list-style-type: none"> <li>• Parents to complete environmental scan.</li> <li>• Ensure play activities are kept to designated areas</li> <li>• Enough parent helpers supervising during free time activities</li> <li>• Rules are clear</li> <li>• Any issues are behaviour dealt with swiftly</li> </ul>	Parent helpers Students	At centre Free time timetabled	<ul style="list-style-type: none"> <li>• Follow site / venue action plan</li> <li>Parent in charge alerted</li> <li>Medical attention if needed</li> <li>• As above</li> </ul> <p>If person is missing:</p> <ul style="list-style-type: none"> <li>• As Above</li> </ul> <ul style="list-style-type: none"> <li>• Follow <b>TIRP</b></li> </ul>
<b>Outside hazards:</b> <ul style="list-style-type: none"> <li>• Injuries</li> <li>• Student getting lost</li> </ul>	<ul style="list-style-type: none"> <li>• Children not listening to instructions</li> <li>• Child losing balance</li> <li>• Children out of bounds</li> <li>• Children not listening to instructions</li> <li>• Injury in general games etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Parents to complete environmental scan.</li> <li>• Safety talk</li> <li>• Weather checks</li> <li>• First aid carried by parents</li> <li>Adults to follow behaviour / medical action plans</li> <li>• Students to complete medical form including swimming ability</li> <li>• Identify problem areas and make students aware of boundaries and accompanying rules.</li> <li>• Boundary walk on arrival with students at venues and accommodation</li> <li>• Parents to be aware of any areas / dangers that seem to be unsafe.</li> <li>• School behaviour policy enforced</li> </ul>	Site staff Parent helpers	Before and during time	<ul style="list-style-type: none"> <li>• Follow site / venue action plan</li> <li>Parent in charge alerted</li> <li>Medical attention if needed</li> <li>• As above</li> </ul> <p>If person is missing:</p> <ul style="list-style-type: none"> <li>• As Above</li> </ul> <ul style="list-style-type: none"> <li>• Make area safe for others around</li> <li>• Move students to safe locate or other activity</li> </ul> <ul style="list-style-type: none"> <li>• Follow <b>TIRP</b></li> </ul>

<p><b>Traffic management:</b></p> <ul style="list-style-type: none"><li>• Knocked down</li><li>• Hands in doors</li></ul>	<ul style="list-style-type: none"><li>• Child out of area / bounds</li><li>• Crossing roads</li><li>• Walking through carparks</li></ul>	<ul style="list-style-type: none"><li>• Clear instructions to children.</li><li>• Crossing roads to occur in parent selected areas or a zebra crossing or traffic lights.</li></ul>	<p>Parent helpers Children</p>	<p>During trip</p>	<ul style="list-style-type: none"><li>• Follow site / venue action plan</li><li>Parent in charge alerted</li><li>Medical attention if needed</li><li>• As above</li><li>• Follow <b>TIRP</b></li></ul>
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## ANCHOR AIMS GAMES RISK ANALYSIS AND MANAGEMENT SYSTEM (RAMS)

Activity: Hockey 11 Aside (Male and Female) Hockey 6 Aside (Mixed)	Safety Officer: <ul style="list-style-type: none"> <li>• Caroline Bigham / 027 283 2153</li> </ul>
Event Manager: Brian Diver (Chairperson), Vicki Semple (Tournament Director)	Date: Monday 10th September to Friday 14th September 2018
Group: Anchor AIMS Games Participants	Location: <ol style="list-style-type: none"> <li>1. Tga Hockey Centre, Blake Park, Mt Maunganui, Tauranga Boy's College, BC Turf, Tauranga</li> </ol>
Risks: (Potential Losses) 1 Death ( Heart Attack/Head Clash) 2 Concussions 3 Lacerations/Dislocations	4 Dehydration 5 Serious Soft Tissue Injury 6 Facial injuries 7 Hypothermia

	<b>Causal Factors (things that could go wrong)</b>	<b>Risk Reduction Strategies</b>
<b>People Skills</b> <ul style="list-style-type: none"> <li>• attitudes</li> <li>• Age</li> <li>• Fitness</li> <li>• Ratios</li> <li>• Experience</li> <li>• health etc</li> </ul>	<ol style="list-style-type: none"> <li>1. Lack of agility and general fitness</li> <li>2. Experience of athletes.</li> <li>3. Persons entering into events that are outside their ability.</li> <li>4. Participant's unwell, medical conditions.</li> <li>5. Persons becoming panicked should an accident occur especially if they become injured in the accident.</li> <li>6. Spectators.</li> <li>7. Umpires.</li> </ol>	<ol style="list-style-type: none"> <li>1. Team Managers/Coaches to keep with team at all times (1,2,3,4).</li> <li>2. Encourage Team Managers/Coaches to be aware of their participant's medical conditions.</li> <li>3. Outline possible dangers and procedure should it occur to all event crew/support at briefing (5).</li> <li>4. Spectators to stay outside the boundary (6).</li> <li>5. Unsportsmanlike behaviour towards the Umpire is not tolerated. Game will be stopped.</li> </ol>
<b>Equipment</b> <ul style="list-style-type: none"> <li>• Clothing</li> <li>• Shelter</li> <li>• Transport</li> <li>• activity specific gear</li> <li>• safety gear etc</li> </ul>	<ol style="list-style-type: none"> <li>1. Hockey ball</li> <li>2. Hockey sticks</li> <li>3. Mouth guard</li> <li>4. Shin pads</li> <li>5. Footwear</li> <li>6. Clothing</li> <li>7. Goalies gear</li> <li>8. Goal and nets</li> <li>9. Piping to divide the turf</li> </ol>	<ol style="list-style-type: none"> <li>1. All equipment to be checked by Team Managers and Umpires before game commences. Team Managers to be told of any risk and how players should treat equipment.</li> <li>2. Ground crew to have checked that all equipment is safe and secure before starting (Turf Set Up).</li> <li>3. Outline dangers to Team Managers and to tell competitors to apply safe practices.</li> <li>4. Ejection of player for persistent use of non-compliant safety equipment.</li> </ol>
<b>Environment</b> <ul style="list-style-type: none"> <li>• Weather</li> <li>• Terrain</li> <li>• Water</li> <li>• season</li> <li>• etc</li> </ul>	<ol style="list-style-type: none"> <li>1. Ground conditions</li> <li>2. Weather</li> <li>3. Warm up areas</li> </ol>	<ol style="list-style-type: none"> <li>1. Ensure that all ground crew check grounds before teams play on it.</li> <li>2. Monitor the environment.</li> <li>3. Umpires empowered to call game if weather conditions render playing area unsafe.</li> <li>4. Game stopped if playing field becomes unsafe.</li> <li>5. Ensure sunscreen and shelter.</li> <li>6. Ensure warm up are away from spectators.</li> <li>7. Remind competitors to bring water bottles.</li> </ol>

