



## OFF ISLAND HIGH RISK RAMS FORM 2017

NAME OF TRIP: ...Leadership Lessons and Lunch for Head Students 2018....      OVERNIGHT? NO

TEACHER IN CHARGE: Facilitated by Selwyn College      SIGNED: .....      DATE: 6 March 2018

CHECKED BY: Rebecca Rose      SIGNED: .....*RROSE*.....      DATE: 5/3/18

### PEOPLE RAMS: Anything that involves students, Trip leader, volunteers, providers, parents, strangers

HARM E.g. What risks are there? What could go wrong?	HAZARDS Why would this happen?	CONTROLS How can we prevent it?	EMERGENCY RESPONSE PLAN What do we do if something goes wrong?
<b>Sickness/ Illness to staff or student</b>	<ul style="list-style-type: none"> <li>-Existing illness or medical issue</li> <li>-Exposure to illness.</li> <li>-Group members have health issues before leaving.</li> </ul>	<b>-If either student is unwell, only 1 will attend.</b>	<ul style="list-style-type: none"> <li>-First Aid (available at Venue)</li> <li>-Family contact</li> <li>-Follow TIRPS if severe</li> <li>-Students to contact Jude Young at WHS if sickness occurs on the trip.</li> <li>-Principal to report to the incident reporting system on return to WHS</li> </ul>
<b>Minor first aid incident or injury</b>	<ul style="list-style-type: none"> <li>-Lack of safety instruction</li> <li>-Lack of supervision</li> </ul>	<ul style="list-style-type: none"> <li>-Both students briefed on expectations</li> <li>-Both students to carry a WHS Emergency Card in case of major incident occurring.</li> <li>-Students to stay together during travelling at the event.</li> </ul>	<ul style="list-style-type: none"> <li>-Use first aid provided at location</li> <li>-Deal with the incident</li> <li>-Both students to travel to nearest hospital (Auckland Hospital) if necessary.</li> <li>-Principal to report to the incident reporting system on return to WHS</li> </ul>
<b>One or more group members suffer serious injury</b>	<ul style="list-style-type: none"> <li>-Lack of safety instruction</li> <li>--Lack of supervision</li> </ul>	<ul style="list-style-type: none"> <li>-Both students briefed on expectations</li> <li>-Both students to carry a WHS Emergency Card in case of major incident occurring.</li> <li>-Students to stay together during travelling at the event.</li> </ul>	<ul style="list-style-type: none"> <li><b>Call 111. Hospitalisation- Uninjured student to use TIRPs and stay with injured student.</b></li> <li>-WHS to contact the parents of injured student - parent to travel to Hospital.</li> <li>-Principal to report to the incident reporting system on return to WHS</li> </ul>

<b>Student missing or not returning after trip</b>	-Student staying in Auckland after trip	-Expectations made clear to the group and on the EOTC form	-Family contact/ liaison -Contact Police if serious concern -Follow TIRPS if severe -Report to the incident reporting system on return to WHS
<b>Student behaviour/ Student Incident</b>	-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	-Students briefed before trip on expectations -Students questioned about instructions to check understanding -Students to stay together throughout the day.	-Family contact/ liaison -Follow TIRPS if severe -Report to the incident reporting system on return to WHS
<b>Incident with external providers</b>	-Lack of communication between WHS and Selwyn College.	-Ensure all information received from Selwyn College and brief students.	-WHS liaison with Principal/ EOTC co-ordinator. -Report to the incident reporting system on return to WHS (do not use company again)
<b>Inadequate Supervision/ leadership</b>	-Lack of knowledge of location -Students not staying together	-Students briefed fully on location and how they are getting there. -Students given Emergency Card to carry with them.	-WHS liaison with Principal/ EOTC co-ordinator -Report to the incident reporting system on return to WHS
<b>Serious Incident affecting whole group</b>	A serious incident/ misadventure either that affects the whole group. Eg. Death of a loved one, hospitalisation	-Students to be contactable by mobile -Students contactable at the Venue between 11.30am and 2.00pm.	-Family WHS contact/ liaison -First Aid at Selwyn College -Family contact -Hospitalization- Stay together. WHS to contact parents. Parents to travel to Hospital. -Follow TIRPS if required -Principal to report to the incident reporting system on return to WHS
<b>Incident whilst travelling</b>	-Ferry accident -Missed ferry/late ferry -Breakdown of taxi	-Students briefing carefully on travel arrangements -Hire reputable taxi company (Co-Op taxis)	-Hospital and police called for accident -Call WHS and alert of incident -Follow TIRPS if required -Hospitalization- Stay together/parents to travel to Hospital. -Principal to report to the incident reporting system on return to WHS
<b>Stranger Danger</b>	-Mugging, theft -Abduction or peer pressure -Fight -Unfamiliar city	-Students briefed on responsible and streetwise behaviour -Students to stay together -Meeting point and time identified -Phone numbers swapped	-Hospital and police called for accident -Call WHS and alert of incident -Follow TIRPS if required -Hospitalization- Stay together/parents to travel to Hospital. -Principal to report to the incident reporting system on return to WHS

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

<b>HARM</b> E.g. What risks are there? What could go wrong?	<b>HAZARDS</b> Why would this happen?	<b>CONTROLS</b> How can we prevent it?	<b>EMERGENCY RESPONSE PLAN</b> What do we do if something goes wrong?
<b>Inadequate personal equipment for trip</b>	-Inappropriate clothing for weather conditions -Inappropriate footwear for activity -Forgotten personal medication (Inhalers/ epi pen etc)	-Students briefed on trip about kit requirements and lunch situation	-Appropriate Taxi voucher given to students with sufficient credit to get them to and from Selwyn College. -Students unable to participate in activity if inappropriately dressed
<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	-Ensure belongings are always supervised -Collect in or pool valuables -Remind students to check area before leaving venue or transport (or buddy up)	-Trip leader to contact venue or transport -Contact parents and explain situation -Trip leader to provide student with contingency money if required

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

<b>HARM</b> E.g. What risks are there? What could go wrong?	<b>HAZARDS</b> Why would this happen?	<b>CONTROLS</b> How can we prevent it?	<b>EMERGENCY RESPONSE PLAN</b> What do we do if something goes wrong?
<b>Environmental Disaster</b>	Extreme event – Earthquake, Fire, Flood, Lightning that causes injury/ loss of life /group members to be separated .	Trip will not run if any risk factors are apparent prior to the trip. EOTC coordinator and experienced staff members to make call	--Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation. -Follow TIRPS
<b>Extreme Weather Conditions</b>	Sun, Rain, Wind, Snow, Temperature/ season Dark during match	Trip to be cancelled in severe weather that could affect ferry crossings	-Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.

<b>Lost student</b>	-Students not understanding the area	-Students briefed on location and travel arrangements. -Students to stay together.	-Respond calmly and appropriately to the situation. -Follow TIRPS if required -Principal to report to the incident reporting system on return to WHS
<b>Travelling/ Driving conditions</b>	Poor driving conditions (heavy rain, storm)	-Postpone trip, change timings or take a break until the conditions have improved	-Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.