



OFF ISLAND HIGH RISK RAMS FORM 2017

NAME OF TRIP: International Polyfest Trip OVERNIGHT? NO

TEACHER IN CHARGE: Jennie England SIGNED: DATE:

CHECKED BY: Rebecca Rose SIGNED: *RRose* DATE: 08.03.18

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?
Sickness/ Illness to staff or student	<ul style="list-style-type: none"> -Existing illness or medical issue -Exposure to illness. -Group members have health issues before leaving. 	<ul style="list-style-type: none"> -Leader to take contact details, medical details and permission slips on trip -All medication checked by group leader before departure. -First Aid certs updated - COM has current FA. -Back up plan for sick teacher 	<ul style="list-style-type: none"> -First Aid (also at Venue) -Family contact -Hospitalization- ENG would go with injured/sick student and COM stay with the group and return to Waiheke. -Follow TIRPS if severe -Report to the incident reporting system on return to WHS -Nearest Hospital is Auckland Hospital
Minor first aid incident or injury	<ul style="list-style-type: none"> -Lack of safety instruction -Lack of correct equipment -Poor technique or fitness level inappropriate to activity -Peer pressure to participate beyond expertise -Lack of supervision 	<ul style="list-style-type: none"> -UPDATED first aid kit taken -First aid certs updated 	<ul style="list-style-type: none"> -Use first aid provided at location -Deal with the incident -Report to the incident reporting system on return to WHS -Nearest Hospital is Auckland Hospital
One or more group members suffer serious injury	<ul style="list-style-type: none"> -Lack of safety instruction --Lack of supervision -Overconfidence 	<ul style="list-style-type: none"> -UPDATED first aid kit taken -First aid certs updated (COM has current FA) 	<ul style="list-style-type: none"> Call 111. Hospitalisation- ENG would go with injured/sick student and COM stay with the group and return to Waiheke. -Do not cancel trip/COM stays with the group. -Follow TIRPS if severe -Report to the incident reporting system on return to WHS -Nearest Hospital is Auckland Hospital

Student missing or not returning after trip	<ul style="list-style-type: none"> -Student staying in Auckland after trip -Teacher in charge not counting and ensuring all students are on the transport home -Teacher in charge failing to ensure all students have been picked up safely 	<ul style="list-style-type: none"> -Expectations made clear to the group and on the EOTC form -Ensure all students understand instructions (no language barriers) -Students to provide a written note if they wish to stay on in town -Students to stay in pairs/groups -Clear meeting points 	<ul style="list-style-type: none"> -Family contact/ liaison -Contact Police if serious concern -Follow TIRPS if severe -Report to the incident reporting system on return to WHS
Inadequate Supervision/ leadership	<ul style="list-style-type: none"> -Trip leader not communicating well with other teachers and volunteers - Roles unclear -Supervisors ill prepared for all the situations that are planned and unplanned on this experience. -Lack of knowledge of location 	<ul style="list-style-type: none"> -Trip leader to meet with other staff for briefing on roles and expectations -Supervisors/ group leaders trained and experienced -TIC has been to this venue in the past 	<ul style="list-style-type: none"> -WHS liaison with Principal/ EOTC co-ordinator and Faculty Leader -Report to the incident reporting system on return to WHS
Serious Incident affecting whole group	<p>A serious incident/ misadventure either that affects the whole group. Eg. Death of a loved one, hospitalisation</p>	<ul style="list-style-type: none"> -Group members contactable by at least two methods. -Students/ supervisors aware of responsibilities/ actions. 	<ul style="list-style-type: none"> -Family WHS contact/ liaison -First Aid -Family contact -Hospitalization- ENG would go with injured/sick student and COM stay with the group and return to Waiheke. -Follow TIRPS if required -Report to the incident reporting system on return to WHS
Incident whilst travelling	<ul style="list-style-type: none"> -Bus crash -Ferry accident -Missed ferry/late ferry -Breakdown 	<ul style="list-style-type: none"> -Student distraction to be minimised -Hire reputable bus company - Obtain drivers mobile number 	<ul style="list-style-type: none"> -Hospital and police called for accident -Call WHS and alert of incident -Follow TIRPS if required -Hospitalization- ENG would go with injured/sick student and COM stay with the group and return to Waiheke. -Report to the incident reporting system on return to WHS
Stranger Danger	<ul style="list-style-type: none"> -Mugging, theft -Abduction or peer pressure -Fight -Drugging -Unfamiliar city 	<ul style="list-style-type: none"> -Students briefed on responsible and streetwise behaviour -Ensure all students understand instructions (no language barriers) -Students to stay in pairs or groups -Meeting point and time identified -Phone numbers swapped 	<ul style="list-style-type: none"> -Hospital and police called for accident -Call WHS and alert of incident -Hospitalization- ENG would go with injured/sick student and COM stay with the group and return to Waiheke. -Follow TIRPS if required -Report to the incident reporting system on return to WHS

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

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Inadequate personal equipment for trip	<ul style="list-style-type: none"> -Students do not have money -Inappropriate clothing for weather conditions -Inappropriate footwear for activity -Lack of money for lunch or drinks -Forgotten personal medication (Inhalers/ epi pen etc) 	<ul style="list-style-type: none"> -Students briefed on trip about kit requirements and lunch situation -Students briefed about money -Supervisors to carry some equipment (first aid kit) -Teacher in charge to check medical details and ensure personal medication is shown before trip. 	<ul style="list-style-type: none"> -Small contingency taken for transport costs -Supervisors to cover any expenses themselves and then claim back costs after -Students unable to participate in activity if inappropriately dressed -Nearest hospital is Auckland Hospital
Parents/ students/ supervisors unable to contact each other	Members of the group are unable to be contacted or contact family/ whanau (lack of signal)	<ul style="list-style-type: none"> -Trip leader to provide accessible contact number on EOTC form to parents -All staff on trip to swap numbers -Swap mobile numbers of students 	-WHS contacted and parents contacted accordingly
Lost equipment or theft	<ul style="list-style-type: none"> -Student leaving bags and belongings unattended -Student forgetting bags on transport or in venue -Theft of belongings, valuables or money 	<ul style="list-style-type: none"> -Ensure belongings are always supervised -No valuables taken by the group -Remind students to check area before leaving venue or transport (or buddy up) 	<ul style="list-style-type: none"> -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

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Environmental Disaster	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	<ul style="list-style-type: none"> --Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation. -Follow TIRPS

Extreme Weather Conditions	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.
Lost student or group	Trip leader or students not understanding the area or gathering bearing	-Trip leader to visit site prior to activity -Trip leader to familiarise themselves with the area through maps -Trip leader to have access to smartphone -Set meeting points for students -Ensure all students understand instructions (no language barriers)	-Respond calmly and appropriately to the situation. -Follow TIRPS -Report to the incident reporting system on return to WHS
Travelling/ Driving conditions	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.