



# 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: SEA3 SCUBA Trip</b> <b>TEACHER IN CHARGE: Mathew Jacomb</b> <b>EOTC CO-ORDINATOR: Mathew Jacomb</b>		<b>OVERNIGHT? YES</b> <b>SIGNED: Mathew Jacomb</b> <b>SIGNED: (checked by HAR)</b>		Version: V1	Date:
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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>One or more group members suffer serious injury</b>	-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 -Overconfidence	High	<ul style="list-style-type: none"> <li>-TiC <b>outdoor</b> first aid trained.</li> <li>-Relevant number of staff:student for hospital trip</li> <li>-Collect accurate medical information, discuss &amp; ensure info tagged to right person</li> <li>-Ensure appropriately competent staff - First Aid minimum</li> <li>-Communication device to contact emergency services available at all times</li> </ul>	-AL to contact TiC. <b>Follow TIRP if severe</b> -TiC to familiarise themselves with nearest hospital/med centre -Clarify who would go to hospital -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. Hypothermia	High	<ul style="list-style-type: none"> <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 of medical issues.</li> <li>-TiC <b>outdoor</b> first aid trained.</li> <li>-All medication checked by group leader before departure.</li> <li>-Relevant number of staff:student for hospital trip</li> </ul>	-Follow procedure for specific condition -Clarify who would go to hospital <b>-Follow TIRP if severe</b>	Low



			<ul style="list-style-type: none"> <li>-All students to wear thick wetsuits to reduce exposure</li> <li>- Dive times are short 30-45 minutes and long surace intervals to rest and warm up</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> </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> </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> <li>-Students not returning on ferry</li> <li>-TiC failing to ensure all students have returned</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 handrails and catching features</li> <li>-Clear guidelines around behaviour - always stay in pairs</li> <li>Maintain the buddy system at all times</li> <li>-Provide (and possibly mark) clear boundaries</li> <li>- Stay in a group while diving at all times</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



			<ul style="list-style-type: none"> <li>-Method of, and regular, accounting for everyone (buddy up / number off)</li> <li>- Follow safe diving procedure at all times</li> </ul>		
<b>Mental Health Issue (e.g. Suicide comments, depression, anxiety)</b>	<ul style="list-style-type: none"> <li>-Camp or overnight trip becoming too overwhelming</li> <li>-Homesickness</li> <li>-Bullying/abuse on camp</li> <li>-Previous mental health illnesses</li> </ul>	High	<ul style="list-style-type: none"> <li>-<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></li> <li>-Promote a safe, secure environment throughout the trip and discuss feelings of homesickness etc</li> </ul>	<ul style="list-style-type: none"> <li>-<b>Follow TIRPS with any mental health issues. Any comments about suicide must be followed up immediately.</b></li> </ul>	Low
<b>Drowning</b>	<ul style="list-style-type: none"> <li>-Lack of safety instruction</li> <li>-Lack of correct rescue equipment</li> <li>-Inability to swim/no prior testing</li> <li>-Inadequate supervision/no lifeguard</li> <li>-Lack of knowledge of area</li> </ul>	High	<ul style="list-style-type: none"> <li>-TiC to ensure that all students have a clear safety briefing outlining dangers, rescue equipment</li> <li>-All students to have signed aquatic consents/have swim test. TiC must be confident that all students can swim.</li> <li>-TiC to familiarise themselves with area and specific dangers (e.g current, rocks, slippery bottom, boats etc..)</li> <li>-Adequate supervision ratio. No students swim unsupervised.</li> <li>-TiC is a qualified rescue diver and dive instructors are trained for all emergency situations</li> </ul>	<ul style="list-style-type: none"> <li>-Follow TIRP (Call 111 &amp; Principal)</li> <li>-AL to contact TiC</li> <li>-Hospitalisation- One AL to go to hospital with injured student and other volunteers to stay with group</li> <li>-Do not return early. Parents may travel to location</li> </ul>	Low
<b>Student behaviour/ Student Incident</b>	<ul style="list-style-type: none"> <li>-Unfamiliar environment</li> <li>-Poor behaviour outside of expectations</li> <li>-Student behaviour is inappropriate</li> <li>-Student is involved in a serious incident involving police</li> <li>-Students not listening/ following to instructions</li> <li>-Peer pressure</li> </ul>	Medium	<ul style="list-style-type: none"> <li>-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</li> <li>-Students briefed before trip</li> <li>-Students questioned about instructions to check understanding</li> <li>-AL to report any poor behaviour to TiC to deal with the issue</li> <li>-Appropriate school camp ground selected</li> <li>-Students sleeping in separate tents</li> <li>-Students separated if there is inappropriate behaviour in shared areas</li> <li>-Rules about socialising clearly explained</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>-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 any minor behaviour problems (e.g. not listening)</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>	Medium



<p><b>Inappropriate student-students behaviour (sexual/abuse)</b></p>	<p>-Inappropriate sexual behaviour during overnight trips (students sneaking into each others tents) -Peer to peer abuse (verbal, physical, bullying etc)</p>	<p>High</p>	<p>-Behavioural expectations clearly outlined/ Student contract -Boys/girls not allowed in each other room -Appropriate school camp ground selected -Students sleeping in separate tents. Genders 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</p>	<p>-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)</p>	<p>Low</p>
<p><b>Incident with volunteers or parents</b></p>	<p>-Lack of communication -Volunteers unaware of expectations and school policies and protocols -Drinking or smoking on trip</p>	<p>High</p>	<p>-All leaders to attend a pre-trip meeting where roles and expectations will be outlined -Police checks for parents . -Roles clearly outlined using the EOTC guidelines</p>	<p><b>-Follow TIRP (Call Principal) if behaviour issue is severe and any police are involved</b> -TiC to raise any issues directly with volunteers and parents -Report to the incident reporting system on return to WHS. Do not use parents or volunteers again</p>	<p>Low</p>
<p><b>Inappropriate adult -student behaviour (sexual/abuse) False allegations of sexual misconduct/ abuse)</b></p>	<p>-Inappropriate adult -student sexual behaviour during overnight trips (teacher, volunteer or external provider) -Adult to student abuse (verbal, physical, bullying etc)</p>	<p>High</p>	<p>-All leaders to attend a pre-trip meeting where risks expectations will be outlined, including awareness of keeping themselves safe -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></p>	<p><b>-Report ANY allegations of sexual misconduct or abuse to the Principal via TIRP. Do not hide any incidents.</b> -Students involved and adult involved to write statements. -Family contact/ liaison</p>	<p>Low</p>
<p><b>Driver incident</b></p>	<p>-School van breaks down -Car crash -Breakdown</p>	<p>Medium</p>	<p>-WHS driving policy followed at all times -Regular van and trailer maintenance -Ensure all vehicles warranted/ registered/ diesel miles -Student distraction to be minimised (music etc) -Plan a long time for journey so driver can go slowly -Transport plan completed (inc. competency)</p>	<p><b>-Follow TIRP (Call 111 and Principal) if incident is severe</b> -Breakdown company to be used and any costs will be reimbursed -Report to the incident reporting system on return to WHS</p>	<p>Low</p>



			-Driver agreement forms completed by all driving personal cars and transporting students		
<b>Driver fatigue</b>	-Drivers tired prior to trip -Lack of sleep for drivers before return home (dealing with students) -No rest stops -Lack of food or drink	<b>Medium</b>	-Ensure all drivers get a good rest before the trip -Ensure all drivers sleep well the night before return (other volunteers to supervise students late at night) -TiC aware of driver fatigue legislation and communicate with AL and students -One person (adult or student) to sit in front and keep an eye on driver. Swap roles regularly. Ensure food and drink -Stop and add in rest breaks if driver is tired. -Transport plan completed (inc. competency) -Driver agreement forms completed by all driving personal cars and transporting students	-Follow TIRP (Call 111 and Principal) if incident is severe -Stop and add in rest breaks. It is better to miss a ferry than be driving with fatigue -Report to the incident reporting system on return to WHS	<b>Low</b>
<b>Stranger Danger</b>	-Mugging, theft -Abduction or peer pressure -Fight -Drugging -Unfamiliar place	<b>High</b>	--Expectations made clear to the group via optional student contract -Students to stay in pairs/groups at all times and always with an adult	-Follow TIRP (Call 111 & Principal) if incident is severe -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 -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	<b>Medium</b>	-Students can bring own gear or to borrow from the camp. -TiC has back up gear	Withdrawal from activity if unsafe. TiC decision is final. Do not risk without adequate gear.	



<b>equipment for activity</b>	-Inadequate safety gear.				Low
<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)	High	-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> -Provide landline of accommodation -Supervisor's share mobile phone numbers. -Students have access to internet at accommodation	-WHS contacted and parents contacted accordingly <b>-Contact via EPIRB</b>	Low
<b>Malfunction of Equipment</b>	Poor maintenance of equipment Random failure Equipment used incorrectly Wrong equipment taken on trip	Medium	Safety procedure of Waiheke Dive and Snorkel examined before trip Review of last audit at Waiheke Dive and Snorkel Double check equipment is in working order before use Only use equipment in good order Students are taught how to use and maintain gear correctly	Replace inadequate equipment with working alternative Withdrawal from activity if equipment is not safe	Low
<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	Medium	-TiC and AL to ensure valuables are always locked somewhere safe -Ensure belongings are always supervised -Collect in or pool valuables -Remind students to check area before leaving venue or transport (or buddy up)	-TiC to contact venue or transport -Contact parents and explain situation -TiC to provide student with contingency money if required	Low
<b>Problems with vehicles</b>	-School van OR rental van breaks down -Incident with trailer	Medium	-Regular van and trailer maintenance -Ensure all vehicles warranted/ registered/ diesel miles	<b>-Follow TIRP (Call 111 &amp; Principal) if if severe injury</b> -Breakdown company to be used and any costs will be reimbursed	Low
<b>Problems with accommodation</b>	-Accommodation unsuitable -Forgotten equipment for overnight trip (bedding etc)	Medium	-Lack of planning -Lack of communication about accommodation -Kit list provided to students to ensure they bring the correct equipment	-Reviews from previous years trips to ensure accommodation is suitable -Seek alternative accommodation if necessary. TiC will be reimbursed on return.	Low



## 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 Strong currents Poor swimming ability	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 - Dive instructors to ensure safety of all divers	-Follow TIRP (Call 111 & Principal) if missing student -Report to the incident reporting system on return to WHS	Low
<b>Unsafe travelling/ Driving conditions</b>	Poor driving conditions (heavy rain, storm)	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 (better to be late or miss a ferry and be safe)	-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>Traffic accident or blocked route</b>	-Unpredictable traffic accident or environmental disaster that affects the planned route	Medium	-Keep local radio on -Check news on website prior to departure -TiC to have access to a GPS phone	Have alternative route planned in case of emergency. Do not risk a dangerous route.	Medium



Reviewed:		Date:		Approved:		Next Review:	
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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> Northland Dive Lodge		By:	JAC	Date:	28 Jan 19
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Site Specific Hazards - What else could go wrong at this site?	Management - How can we control this?
Isolated location - students could get lost	Upon arrival students are instructed on the out of bounds areas and camp expectations.
No coverage / Reception	Need access to landline at accommodation if emergency contact is required
Highly specialised dive equipment	Outline rules to students about respecting the environment and accommodation - Not to touch items they are not using.
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?
Weather - Wind, waves	Sea state too dangerous to dive. Find a sheltered bay away from wind and waves to dive safely
Student illness	Take first aid kit and ensure all students have relevant medication as well as warm dry equipment
Decompression sickness	Make sure all students have practiced decompression stops, understand what they mean and how to do them





**Supervision Requirements** Consider the risk assessment and the staffing requirements to manage the controls

By : JAC

Date : 28 Jan 19

**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>Mathew Jacomb</i>	YES	YES - <i>Outdoor first aid</i>	<i>EOTC Co-ordinator, run similar trips before</i>	<i>Rescue diver Yes – EOTC Outdoor First Aid</i>
<i>Adam Whitton</i>	NO	YES	<i>Dive instructor owner -Waiheke Dive and Snorkel</i>	<i>Rescue diver and dive instructor</i>
<i>Jed</i>	NO	YES	<i>Dive instructor</i>	<i>Rescue diver and dive instructor</i>
<i>Robin Woodall</i>	YES			



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

<b>Medical</b> (e.g. asthma, allergies, medical conditions, current injury) None noted on KAMAR - Students must be signed off by doctor to dive if they have existing medical conditions
<b>Behaviour</b> (e.g. poor listeners, ADHD, socially inept, short tempers, disobedience/untrustworthy) None noted on KAMAR
<b>Abilities</b> (e.g. swimming ability, physical disability) All students have done L2 Sea Sports which includes a swim test and the PADI dive course starts with a 200m swim test and a 10 minute float test. No students in class with any disabilities

**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)  13 Students coming on camp with a parent helper (female), a teacher (male) and three dive instructors as well as the staff at Northland dive lodge. During the dives the students will be supervised by their dive instructors and other times during the trip they will be combinely supervised by parent help and WHS teaching staff
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<b>Completed by:</b>		<b>Date:</b>		<b>Approved:</b>		<b>Date:</b>	
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