

PEOPLE RAMS: Hazard Assessment & Control for Waiheke High School to Bay of Islands Dive Trip

Risks What could go wrong?	Hazards Why would this happen?	Significant Yes/No	Controls How can we prevent it?	Emergency What do we do if something goes wrong?
Sickness/ Illness/	-Exposure to illness. -Group members have health issues before leaving.	Yes	-Student health profiles given to all leaders -All medication checked by group leader before departure. Supervisors aware. - HEE, SEA and WOO all first aid trained	-First Aid -Family contact -have contact details and direction for nearest emergency doctor or hospital
Injury	-One or more group members suffer serious injury	Yes	-Student health profiles given to all leaders -All medication checked by group leader before departure. Supervisors aware. -First Aid certs updated.	-First Aid -Family contact -Hospitalization- One supervisor goes to hospital, others stay with group. Severity of injury affects whether trip continues
Student behaviour/ Student Incident	-Student(s) behaviour is inappropriate with goals -Student is involved in a serious incident involving hospitalization/ police -Students not listening to instructions -Students not sleeping -Peer pressure	Yes	-Students briefed before trip. -Students aware of the seriousness of the trip. -Students questioned about instructions to check understanding. -Supervisors to monitor sleep -Behaviour expectations outlined -Activities planned so there is limited down time - Boys and girls rooms at Northland Dive Lodge are separated and rules clear about nobody going in each other's rooms	-Family contact/ liaison -First Aid -Family contact -Hospitalization- One supervisor stays with group. - Student to miss activity for poor behaviour/ no sleep - Student sent home for serious behavioural incident
Inadequate Supervision/ leadership	Supervisors ill-prepared for all the situations that are planned and unplanned on this experience.	Yes	-Supervisors/ group leaders trained and experienced. -Supervisors to visit location prior to trip - All students have taken part in snorkelling prior to the trip and demonstrated skills - Trained instructors for surfing	-Daily meetings briefing with group -WHS liaison with Principal/ EOTC coordinator and HOF -Male and female staff on trip
Serious Incident affecting whole group	A serious incident/ misadventure either that affects the whole group. Eg. Death of a loved one, hospitalisation	Yes	-Group members contactable by at least two methods. -Students/ supervisors aware of responsibilities/ actions.	-Family WHS contact/ liaison -First Aid -Family contact -Hospitalization- One supervisor stays with group. -Return from trip early

Students unprepared for Journey' Experience	Students are unprepared for the experience and fail to meet their goals	Yes	-Students involved in planning the trip -Itinerary explained and displayed on whiteboard at campsite -All students have taken part in snorkelling prior to the trip and demonstrated skills	Supervisors make judgements and alter trip if necessary
Driver incident whilst travelling	-Car crash/accident due to van/car driver being tired or distracted -Other drivers causing accident -Safe route planned prior to trip	Yes	-Drivers to get enough sleep before driving during camp -No long drives without rest stops -Student distraction to be minimised (music etc) -Plan a long time for journey so driver can go slowly -Ensure all drivers know to route to avoid having to rush in convoy (traffic lights etc)	-Hospital and police called for accident -Driver to call WHS and alert of incident -Hospitalization- One supervisor stays with group.
Stranger Danger	-Mugging, theft -Abduction or peer pressure -Fight	Yes	-Students briefed on responsible campsite behaviour (noise etc) -Students to stay in pairs or groups at night when going to toilet etc -Meeting point and time identified -Phone numbers swapped	-Hospital and police called for accident -Call WHS and alert of incident -Hospitalization- One supervisor stays with group.

EQUIPMENT RAMS: Hazard Assessment & Control for Waiheke High School to Bay of Islands Dive Trip

Risks What could go wrong?	Hazards Why would this happen?	Significant Yes/No	Controls How can we prevent it?	Emergency What do we do if something goes wrong?
Inadequate personal equipment for the trip	-Inadequate equipment for activities -Inadequate clothing for weather conditions -No first aid kit	Yes	-Equipment list handed out -Vital equipment checked (tramping shoes, waterproof, togs) -Supervisors to carry some equipment (sunscreen, water, first aid kit)	-Supervisors to have contingency money. -Contact family -Students not able to participate in activity
Lack of food for the trip	-Poor planning and budgeting of quantities -Food not suitable for dietary conditions	Yes	-Liaise with other staff who have run similar trips -Check last years numbers -Monitor portion size -Supervisors to check dietary conditions	- Supervisors have contingency money
Injuries due to use of kitchen equipment (BBQ, Oven, Knives etc)	-Faulty equipment -Students lacking cooking experience -Lack of supervision	Yes	-Clear roles given out during cooking duty -Students with experience allocated cooking roles -Supervisors to monitor cooking	-Supervisors first aid trained -Hospitalisation if required

Parents/ students/ supervisors unable to contact each other	-Lack of contact on the trip -Members of the group are unable to be contacted or contact family/ whanau (lack of signal)	Yes	-Supervisor's share mobile phone numbers. - Signal available on campsite -Backup battery charger for phones	WHS contacted and parents contacted accordingly
Inadequate gear for activities	-Incorrect wetsuit sizes -Holes in wetsuit -broken or damaged boards -Not enough boards -Incorrect fin sizes of faulty mask	Yes	-Use reputable company. Liaise with company prior to the trip RE numbers, expectations etc -Check snorkel gear prior to leaving WHS	Withdraw students from lesson if equipment is deemed unsafe - do not proceed with ill fitting fins/wet suit

ENVIRONMENT RAMS: Hazard Assessment & Control for Waiheke High School to Bay of Islands Dive Trip

Risks What could go wrong?	Hazards Why would this happen?	Significant Yes/No	Controls How can we prevent it?	Emergency What do we do if something goes wrong?
Environmental Disaster	Extreme event – Earthquake, Fire, Flood, that causes injury/ loss of life /group members to be separated .	Yes	Trip will not run if any risk factors are apparent prior to the trip	Follow a detailed Safety Action Plan that all the group have been briefed on.
Extreme Weather Conditions	Sun, Rain, Wind, Snow, Temperature/ season	Yes	-Trip will not run if extreme weather is forecast -Supervisors to monitor forecasts daily -Trip will be shortened or changed if weather is poor	-Cancel experiences if in doubt. -Follow a detailed Safety Action Plan that all the group have been briefed on.
Drowning	-Lack of safety equipment on snorkel trip -	Yes	-High student:supervisor ratio -Supervisors watch carefully throughout -Boundaries defined at Goat Island and Bay of Islands - Rips and tides monitored -Reputable Performance Diver company used - Trained first aiders on trip	--Supervisors first aid trained -Hospitalisation if required