



ON ISLAND RAMS FORM 2017

NAME OF TRIP: Mercury Bay Trip July 2018

OVERNIGHT? YES

TEACHER IN CHARGE: Russell Duurloo SIGNED: DATE

CHECKED BY:Rebecca Rose..... SIGNED:**RROSE**..... DATE:21.06.18.....

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

Risks What could go wrong?	Hazards Why would this happen?	Signifi- cant 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. -First Aid - TIC has First Aid as does Trudie Jamieson.	-First Aid -Family contact Hospitalization- One supervisor stays with group. -Follow TIRPS if severe -Report to the incident reporting system on return to WHS Mercury Bay Medical Centre 87 Albert Street 07 866 5911 Emergency 111
One or more group members suffer serious injury	-Lack of supervision -Overconfidence	Yes	-UPDATED first aid kit taken -First aid certs updated	Call 111. Hospitalisation- One Trip leader member go to hospital with injured student and other Trip leader member to stay with group and remain on trip. Keep in contact. -Cancel trip early and return -Follow TIRPS if severe -Report to the incident reporting system on return to WHS

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	-Family contact/ liaison -First Aid -Family contact -Hospitalization- One supervisor stays with group. -Student to miss activity for poor behaviour/ no sleep
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	-Daily meetings briefing with group -WHS liaison with Principal/ EOTC co-ordinator and HOF
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
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 during trip -No long drives without rest stops -Student distraction to be minimised (music etc) -Plan a long time for journey so driver can go slowly	-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 and streetwise behaviour -Students to stay in pairs or groups -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.
Alcohol or Drugs	-Peer pressure -Performing in places that may serve alcohol		-Alcohol or drugs are not to be consumed during the trip	Offender/s parents will be contacted and returned to Waiheke.

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

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 -Supervisors to carry some equipment (sunscreen, water, first aid kit)	-Supervisors to cover any additional costs and then request reimbursement after the trip. -Contact family
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 to cover any additional costs and then request reimbursement after the trip.
Injuries due to use of kitchen equipment (BBQ, Oven, Knives etc)	-Faulty equipment -Students lacking cooking experience -Lack of supervision	Yes	-Reputable company used for accommodation -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. -Students have access to internet at accommodation	WHS contacted and parents contacted accordingly

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

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.
Unsafe or unhygienic accommodation	-Bed bugs or dirty bedding -Shared accommodation with backpackers etc	Yes	-Check reviews on accommodation and book through a reputable company -Students can bring own bedding	-Seek alternative accommodation