



# 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.

## EOTC Risk Assessment and Supervision:

**NAME OF TRIP:** Year 9 Mountain Trip

**TEACHER IN CHARGE:** Mathew Jacomb

**EOTC CO-ORDINATOR:** Mathew Jacomb

**OVERNIGHT? YES**

**SIGNED:** Mathew Jacomb

**SIGNED:**

Version:

V1

Date:

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

Harm	Hazard	Risk Rating?	Controls	Emergency Response Plan	Residual Risk Rating?
What could go wrong?	Why would this happen?	How serious?	How can it be prevented? First try to e)liminate, then m)inimise the risk	What if it goes wrong?	
<b>Sickness/ Illness to staff or student</b>	-Existing illness or medical issue -Exposure to illness. -Group members have health issues before leaving.	High	-Medical information checked -All medication checked by group leaders before departure. - TiC outdoor first aid trained - Good food sanitation around meal times - Students unwell not to attend	-Follow TIRPS if confusion of roles leads to serious incident -Organise a meeting during the trip and confront any issues -Report to the incident reporting system on return to WHS - Students who need medical attention are taken my TiC to Ngati Rangi Community Health Centre Inc, Ohakune. If severe 111 is called and TiC to go with student to Hamilton / Rotorua hospital and follow TIRP.	Low
<b>Medical Incident</b>	-Allergic Reaction -Exposure to illness. -Group members have health issues before leaving.	High	-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. -One staff member first aid trained. -All medication checked by group leader before departure. -Relevant number of staff:student for hospital trip	-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	Low



				-Report to the incident reporting system on return to WHS	
	-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> <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>-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>Minor injury - cuts, grazes, burns, bruises etc</b>	<ul style="list-style-type: none"> <li>-Lack of safety instruction</li> <li>-Lack of correct equipment</li> <li>-Poor technique or fitness level inappropriate to activity</li> <li>-Peer pressure to participate beyond expertise</li> <li>-Lack of supervision</li> <li>- Slip on rocks whilst fishing</li> <li>- Slip on terrain</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>-Students fitness and ability assessed in PE lessons</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> <li>-Kit list for correct footwear</li> <li>- Complete practice walk prior to trip</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> </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>-Provide (and possibly mark) clear boundaries</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



	-TiC failing to ensure all students have returned		-Consider marking path to toilets at night -Method of, and regular, accounting for everyone (buddy up / number off)		
<b>Mental Health Issue (e.g. Suicide comments, depression, anxiety)</b>	-Camp or overnight trip becoming too overwhelming -Homesickness -Bullying/abuse on camp -Previous mental health illnesses	<b>High</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. -Promote a safe, secure environment throughout the trip and discuss feelings of homesickness etc - Students aware of the itinerary of the trip and all supported at all times	-Follow TIRPS with any mental health issues. Any comments about suicide must be followed up immediately.	Low
<b>Student behaviour/ Student Incident</b>	-Unfamiliar environment -Poor behaviour outside of expectations -Student behaviour is inappropriate -Student is involved in a serious incident involving police -Students not listening/ following to instructions -Peer pressure	<b>Medium</b>	-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 -Students briefed before trip -Students questioned about instructions to check understanding -AL to report any poor behaviour to TiC to deal with the issue -Appropriate school camp ground selected -Students sleeping in separate dorms -Students separated if there is inappropriate behaviour in shared areas -Rules about socialising clearly explained <b>-Specific behavioural strategies for students on the trip outlined at the back of this RAS document.</b>	-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 any minor behaviour problems (e.g. not listening) -Report to the incident reporting system on return to WHS	Medium
<b>Inappropriate student-students behaviour (sexual/abuse)</b>	-Inappropriate sexual behaviour during overnight trips (students sneaking into each others tents) -Peer to peer abuse (verbal, physical, bullying etc)	<b>High</b>	-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	-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)	Low



<b>Incident with volunteers - MTB hire, Rocking climbing, hot pools, general public</b>	-Lack of communication between trip leader and provider -Use of poorly managed external provider	High	-Ensure good communication - Use a reputable company who we have used before - Ensure prior positive rapport has been developed with providers before trip.	-Follow TIRP (Call Principal) if behaviour issue is severe and any police are involved -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	Low
<b>Inappropriate adult -student behaviour (sexual/abuse) False allegations of sexual misconduct/ abuse)</b>	-Inappropriate adult student sexual behaviour during overnight trips (teacher, volunteer or external provider) -Adult to student abuse (verbal, physical, bullying etc)	High	-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>	-Report ANY allegations of sexual misconduct or abuse to the Principal via TIRP. Do not hide any incidents. -Students involved and adult involved to write statements. -Family contact/ liaison	Low
<b>Stranger Danger</b>	-Mugging, theft -Abduction or peer pressure -Fight -Drugging -Unfamiliar city	High	-Students to stay in pairs/groups at all times and always with an adult - Expectations about communication with the general public explained before the trip.	-Follow TIRP (Call 111 & Principal) if incident is severe -AL to contact TiC -Report to the incident reporting system on return to WHS	Low

## 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	Medium	-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.	-TiC to cover any expenses and then claim back costs after -Students unable to participate in activity if inappropriately dressed	
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	-Lack of money for lunch or drinks -Forgotten personal medication (Inhalers/ epi pen etc)		-Vital equipment checked (trainers, sports gear (waterproof) jacket, warm clothes) -Supervisors to carry some extra equipment i.e (sunscreen, water, first aid kit) -Students checked they have enough warm gear / sun protection		<b>Medium</b>
<b>Inadequate group equipment for activity</b>	-Inadequate shoes for walking and jacket for warmth -Inadequate safety gear.	<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>Low</b>
<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)	<b>High</b>	-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>	<b>Low</b>
<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	<b>Medium</b>	-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	<b>Low</b>
<b>Lack of food for the trip</b>	-Poor planning and budgeting of quantities -Food not suitable for dietary conditions -Food causes allergic reaction -Students not eating	<b>Medium</b>	-Liaise with other staff who have run similar trips -Jointly plan menu with group -Check allergies and dietary requirements -Check numbers and costings from previously run trips -Monitor portion size	-TiC to be prepared for any extra costs. This will be reimbursed on return.	<b>Low</b>



<b>Injuries or illness during cooking</b>	<ul style="list-style-type: none"> <li>-Faulty equipment (gas cooker, gas bottle)</li> <li>-Accident with knife, burns etc</li> <li>-Students lacking cooking experience</li> <li>-Lack of supervision</li> </ul>	High	<ul style="list-style-type: none"> <li>-TiC, AL or volunteer to actively monitor cooking</li> <li>-TiC is outdoor first aid trained</li> <li>-First aid kit taken on trip</li> <li>-Students to be briefed on safety when cooking etc</li> <li>-Use parents and volunteers</li> </ul>	<ul style="list-style-type: none"> <li>-Follow TIRP (Call 111 &amp; Principal) if if severe injury</li> <li>-Deal with first aid if minor</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>	Low
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## 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	<ul style="list-style-type: none"> <li>-Trip will not run if any risk factors are apparent prior to the trip. EOTC coordinator and experienced staff members to make call</li> <li>-Unpreventable if environmental disaster occurs with no pre-warning (e.g. Earthquake)</li> </ul>	<ul style="list-style-type: none"> <li>-Follow TIRP (Call 111 &amp; Principal) if incident occurs during trip</li> <li>-Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.</li> </ul>	Low
<b>Extreme Weather Conditions</b>	<ul style="list-style-type: none"> <li>-Sun, Rain, Wind, Snow, -Temperature</li> <li>-Dark</li> </ul>	High	<ul style="list-style-type: none"> <li>-Trip to be cancelled in severe weather that could affect safety</li> <li>-Withdrawal of activity if deemed unsafe (TiC has the right to say No)</li> </ul>	<ul style="list-style-type: none"> <li>-Follow TIRP (Call 111 &amp; Principal) if incident occurs during trip</li> <li>-Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.</li> </ul>	Low
<b>Lost student or group</b>	TiC or students not understanding the area	High	<ul style="list-style-type: none"> <li>-TiC recommended to visit site prior to activity</li> <li>-TiC to familiarise themselves with the area through maps</li> <li>-TiC to have access to GPS or smartphone</li> <li>-Set meeting points for students</li> </ul>	<ul style="list-style-type: none"> <li>-Follow TIRP (Call 111 &amp; Principal) if missing student</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>	Low
<b>Unsafe or unhygienic accommodation</b>	<ul style="list-style-type: none"> <li>-Bed bugs or dirty bedding</li> <li>-Stranger danger in accommodation</li> </ul>	High	<ul style="list-style-type: none"> <li>-Lack of planning</li> <li>-Lack of communication about accommodation</li> <li>-Kit list provided to students to ensure they bring the correct equipment</li> <li>- TiC has run trip before</li> </ul>	<ul style="list-style-type: none"> <li>-Seek alternative accommodation if necessary.</li> <li>TiC will be reimbursed on return.</li> </ul>	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.**

Specific Event and Site: Taurewa Camp - National Park	By: JAC	Date: 22 May 19
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Site Specific Hazards - What else could go wrong at this site?	Management - How can we control this?
Stream running along one side of camp and state highway along other side	Students are briefed on boundaries immediately arriving at camp. There is a natural bush boundary surrounding the camp. It is impossible to wonder to the stream or road without deliberately going there. Emphasis on safety and consequences of defiance.
Slipping on the rocks at the swimming / hypothermia	Low intensity activities at camp. No running around outside or playing sports. Time is carefully allocated to keep students busy on chores, or group activities. Ensure all students are in the common area during down time doing on task activities.
Invading other students personal space	Students will be placed in cabins in their friendship groups. If anybody is feeling anxious they can move.
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?
Forecast is for rain	Make sure all students have wet weather gear and are prepared for low temperatures. Eg they have appropriate gear.
Forecast is for low temperatures	Ensure all students are aware of heaters in cabins and all have warm clothes.. Students should be spending their down time in the common room out of the cold.



<b>Supervision Requirements</b>	Consider the risk assessment and the staffing requirements to manage the controls	By : <b>JAC</b>	Date : <b>11 Mar 19</b>
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**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>Person in Charge</i>	<i>Required</i>	<i>Required</i>	<i>Group Management</i>	<i>Yes – EOTC Outdoor First Aid</i>
<i>Mathew Jacomb</i>	<i>Yes</i>	<i>Yes</i>	<i>TiC ODE, 2iC PE, Run trip before</i>	<i>Yes</i>
<i>David McTaggart</i>	<i>Yes</i>	<i>Yes</i>	<i>PE teacher</i>	<i>Yes</i>
<i>Parent 1</i>				
<i>Parent 2</i>				
<i>Parent 3</i>				

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

**Medical** (e.g. asthma, allergies, medical conditions, current injury)

*Ambrose Burke-Munns - Intolerant to dairy*

*Joshua Hartley - Asthma*

*Diarmuid Reynolds - Irlens Syndrome*

*Daniel Bim - Pollen Allergy*

*Bonnie Merrilees - Allergic to bees*

*Ruby Davidson - Asthma*

*Atareta Heta - Asthma*

*Sakara Lamsam - Shunt in Brain = severe headaches*

*Genevieve Blackburn - Allergic to nuts*

*Minevera Higgins - Allergic to penicillin*



<b>Behaviour</b> (e.g. poor listeners, ADHD, socially inept, short tempers, disobedience/untrustworthy) Caleb Jenkins - On report card, has sworn at staff, unreliable and often avoids talking with teachers Sage Bidous - Often the centre of attention, needs constant supervision in terms of bullying other students
<b>Abilities</b> (e.g. swimming ability, physical disability) None listed on KAMAR

**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)

TiC to ensure all teachers and parent helpers are provided with a guideline for the trip. Including: an itinerary and their specific roles i.e, group leader, driver, supervisor etc..

Students to be supervised at all times, during times of heightened risk i.e mountain biking, cooking, Whakapapa ski field, rock climbing, hot pools students are all given strict instructions around behaviour, boundaries and rules. All helpers on the trip are expected to reinforce positive expectations for all students. During low risk activities students may move between cabins and the common room but must spend all of their downtime in the common room with a adult.

<b>Completed by:</b>		<b>Date:</b>		<b>Approved:</b>		<b>Date:</b>	
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