



RAMS FORM (RISK ASSESSMENT & MANAGEMENT SYSTEM 2018)

NAME OF TRIP: Anchor AIMS Games 2018 Netball

OVERNIGHT? YES

TEACHER IN CHARGE: Kiera Pennell

SIGNED: DATE:

CHECKED BY: ... RR SIGNED: DATE:

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?
Confusion over roles and teacher in charge	<ul style="list-style-type: none"> -Lack of communication -Lack of clarity in planning -Failure to organise a pre-trip meeting with all leaders involved -Leaders do not feel safe with their roles or uncomfortable to say no to leadership positions 	<ul style="list-style-type: none"> -Clarify roles in application -Communicate all information to all leaders throughout the application -Organise a meeting for all parents coming on trip to attend. ROS to attend as EOTC coordinator. -All leaders to be given the roles and responsibilities of EOTC doc and parents to sign parent volunteer contracts 	<ul style="list-style-type: none"> -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
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"> -PEN to take contact details, medical details and permission slips. PEN to have them at all times. TiC to update parent helpers of med issues. -PEN outdoor first aid trained. 1st aid provided at venue -Parent helpers to swap contact details with PEN and each other -All medication checked by group leader before departure. -Back up plan for sick teacher (Parents Bev, Matt Allen to take charge) -Relevant number of staff:student for hospital trip 	<ul style="list-style-type: none"> -Follow TIRP if severe -TiC to familiarise themselves with nearest hospital and med centre -AL to contact TiC -Parent helper to go to hospital PEN to stay with group -Report to the incident reporting system on return to WHS

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 -Coach of peer pressure to participate beyond expertise (if injured etc) -Lack of supervision 	<ul style="list-style-type: none"> -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. - Updated and relevant first aid kit taken -TiC outdoor first aid trained -First aid provided at the venue -All medication checked by group leader before departure. -Relevant number of staff:student for hospital trip 	<ul style="list-style-type: none"> -Use first aid provided at location -AL to contact TiC -Deal with the incident -Contact parents and do not play injured student if severe -Report to the incident reporting system on return to WHS
One or more group members suffer serious 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 -Overconfidence 	<ul style="list-style-type: none"> -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. - Updated and relevant first aid kit taken -TiC outdoor first aid trained -First aid provided at the venue -All medication checked by group leader before departure. -Relevant number of staff:student for hospital trip 	<ul style="list-style-type: none"> -Follow TIRP (Call 111 & Principal) -AL to contact TiC -Hospitalisation- One AL to go to hospital with injured student and other volunteers to stay with group -Do not return early. Parents may travel to location -Report to the incident reporting system on return to WHS
Drowning	<ul style="list-style-type: none"> -Drowning or injury -Lack of safety instruction 	<ul style="list-style-type: none"> - Clear instructions and boundaries given during down time -Swimming PEN and parents to be present and supervising -Lifeguards on duty -Students to stay in groups/have a buddy at all times 	<ul style="list-style-type: none"> -Follow TIRP (Call 111 & Principal) -AL to contact TiC -Hospitalisation- One AL to go to hospital with injured student and other volunteers to stay with group -Do not return early. Parents may travel to location -Report to the incident reporting system on return to WHS
Student missing or not returning after trip	<ul style="list-style-type: none"> -Students go out alone in Tauranga -Students misbehaving and go missing -AL failing to ensure all students have returned to accommodation -TiC failing to ensure all students have returned 	<ul style="list-style-type: none"> -Expectations made clear to the group via student contract (Students not allowed to go out alone in Tauranga) -Students to stay in pairs/groups at all times -AL and TiC to head count before and after every trip out 	<ul style="list-style-type: none"> -Follow TIRP (Call 111 & Principal) if missing student -AL to contact TiC -Report to the incident reporting system on return to WHS

Student behaviour/ Student Incident	<ul style="list-style-type: none"> -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 	<ul style="list-style-type: none"> -Expectations made clear to the group via student contract -Students briefed before trip -Students questioned about instructions to check understanding -AL to report any poor behaviour to TiC to deal with the issue -Place sanctions on students who are misbehaving 	<ul style="list-style-type: none"> -Follow TIRP (Call Principal) if behaviour issue is severe and any police are involved -Family contact/ liaison with any minor behaviour problems (e.g. not listening) -Report to the incident reporting system on return to WHS
Incident with external providers (AIMS)	<ul style="list-style-type: none"> -Lack of communication between TiC and AIMS organisers 	<ul style="list-style-type: none"> -All SAPS and RAMS collected from AIMS -Roles clearly identified (eg. referee etc) 	<ul style="list-style-type: none"> -Report to the incident reporting system on return to WHS (do not use AIMS again)
Incident with volunteers or parents.	<ul style="list-style-type: none"> -Lack of communication between TiC, AL and volunteers -Volunteers unaware of expectations and school policies and protocols -Drinking or smoking on trip -Inappropriate behaviour by volunteers 	<ul style="list-style-type: none"> -All leaders to attend a pre-trip meeting where roles and expectations will be outlined -Volunteers to complete a volunteer contract prior to the trip -Police checks for parents on all overnight trips. -Roles clearly outlined using the EOTC guidelines 	<ul style="list-style-type: none"> -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
Inadequate Supervision/ leadership	<ul style="list-style-type: none"> -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"> -TiC aware of all responsibilities -TiC trained and experienced -AL trained and experienced coaches -Recommendation for AL or TiC to visit Tauranga prior to trip 	<ul style="list-style-type: none"> -Follow TIRP if inadequate supervision leads to incident -Organise a meeting during the trip and confront any issues -Report to the incident reporting system on return to WHS
Serious Incident affecting whole group	<ul style="list-style-type: none"> A serious incident/ misadventure either that affects the whole group. Eg. Death of a loved one, 	<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"> -Follow TIRP and await instruction -Report to the incident reporting system on return to WHS
Incident whilst travelling	<ul style="list-style-type: none"> -Ferry accident -Missed ferry/late ferry 	<ul style="list-style-type: none"> -Student distraction to be minimised - Swap phone numbers. Stay in contact 	<ul style="list-style-type: none"> -Follow TIRP (Call 111 and Principal) if incident is severe -Have a back up plan for missed ferry -Report to the incident reporting system on return to WHS

Driver incident	-School van breaks down -Car crash -Breakdown	-WHS driving policy followed at all times -Regular van and trailer maintenance -Ensure all vehicles warranted/ registered/ diesel miles -Collect copy of parent driver (Matt Allen) licence prior to trip	-Follow TIRP (Call 111 and Principal) if incident is severe -Breakdown company to be used and any costs will be reimbursed -Report to the incident reporting system on return to WHS
Driver fatigue	-Drivers tired prior to trip -Lack of sleep for drivers before return home (dealing with students) -No rest stops -Lack of food or drink	-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 -Stop and add in rest breaks if driver is tired. -EOTC Transport Plan completed	-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
Stranger Danger	-Mugging, theft -Abduction or peer pressure -Fight -Drugging -Unfamiliar city	-Expectations made clear to the group via student contract (Students not allowed to go out alone in Tauranga) -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

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

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Inadequate personal equipment for trip	-Inappropriate clothing for weather conditions during the tournament -Inappropriate footwear for activity -Lack of money for lunch or drinks -Forgotten personal medication (Inhalers/ epi pen etc)	-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

Parents/ students/ supervisors unable to contact each other	Members of the group are unable to be contacted or contact family/ whanau (lack of signal)	-TiC, AL and Sport Coordinator to provide accessible contact number on EOTC form to parents -All leaders on trip to swap numbers	-WHS contacted and parents contacted accordingly
Lost equipment or theft	-Student leaving bags and belongings unattended -Student forgetting bags on transport or in venue -Theft of belongings, valuables or money	-TiC and AL to ensure accommodation is always locked and any valuables are 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
Lack of food for the trip	-Poor planning and budgeting of quantities -Food not suitable for dietary conditions -Food causes allergic reaction -Students not eating (fussy)	-Liaise with other staff who have run similar trips WOO -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.
Injuries or illness during cooking	-Faulty equipment (gas cooker, gas bottle) -Accident with knife, burns etc -Students lacking cooking experience -Lack of supervision	-TiC, AL or volunteer to actively monitor cooking -TiC is outdoor first aid trained -First aid kit taken on trip -Students to be briefed on safety when cooking etc -Use parents and volunteers	-Follow TIRP (Call 111 & Principal) if severe injury -Deal with first aid if minor -Report to the incident reporting system on return to WHS
Problems with vehicles	-School van breaks down -Incident with trailer	-Regular van and trailer maintenance -Ensure all vehicles warranted/ registered/ diesel miles	-Follow TIRP (Call 111 & Principal) if severe injury -Breakdown company to be used and any costs will be reimbursed
Problems with accommodation	-Accommodation unsuitable -Forgotten equipment for overnight trip (bedding etc)	-Lack of planning -Lack of communication about accommodation -Kit list provided to students to ensure they bring the correct equipment	-Seek alternative accommodation if necessary. TiC will be reimbursed on return.

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 -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.
Extreme Weather Conditions	-Sun, Rain, Wind, Snow, -Temperature -Dark during match	-Trip to be cancelled in severe weather that could affect safety -AIMS responsible for the safety of students during the tournament. -Withdrawal of tournament 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.
Lost student or group	TiCor students not understanding the area or gathering bearing	-TiC recommended to visit site prior to activity. PEN familiar with Netball court location -TiC to familiarise themselves with the area through maps -TiC to have access to GPS or smartphone -Set meeting points for students	-Follow TIRP (Call 111 & Principal) if missing student -Report to the incident reporting system on return to WHS
Unsafe or unhygienic accommodation	-Bed bugs or dirty bedding -Stranger danger in accommodation	-Lack of planning -Lack of communication about accommodation -Kit list provided to students to ensure they bring the correct equipment	-Seek alternative accommodation if necessary. TiC will be reimbursed on return.
Unsafe travelling/ Driving conditions	Poor driving conditions (heavy rain, storm)	-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.

