



# RAMS FORM (RISK ASSESSMENT & MANAGEMENT SYSTEM 2017)

NAME OF TRIP: Noho Marae and Polyfest

OVERNIGHT? YES

TEACHER IN CHARGE: TE AO MARAMA HAU

SIGNED: *TAHAU*

DATE: 27/2/18

CHECKED BY: Rebecca Rose SIGNED: *RRose* DATE: 05/03/18

## 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?
<b>Confusion over roles and teacher in charge</b>	<ul style="list-style-type: none"> <li>-Lack of communication</li> <li>-Lack of clarity in planning</li> <li>-Leaders do not feel safe with their roles or uncomfortable to say no to leadership positions</li> </ul>	<ul style="list-style-type: none"> <li>-Clarify roles in application</li> <li>-Communicate all information to all leaders throughout the application</li> <li>-Organise a meeting for all leaders to attend.</li> <li>-All leaders to be given the roles and responsibilities of EOTC doc.</li> </ul>	<ul style="list-style-type: none"> <li><b>-Follow TIRPS if confusion of roles leads to serious incident</b></li> <li>-Organise a meeting during the trip and confront any issues</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>
<b>Sickness/ Illness to staff or student</b>	<ul style="list-style-type: none"> <li>-Existing illness or medical issue</li> <li>-Exposure to illness.</li> <li>-Group members have health issues before leaving.</li> </ul>	<ul style="list-style-type: none"> <li><b>-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 med issues.</b></li> <li>-TiC first aid trained. 1st aid provided at venue (Piritahi and Polyfest)</li> <li>-All medication checked by group leader before departure.</li> <li>-Back up plan for sick teacher (<b>MAP</b>)</li> <li>-Relevant number of staff:student for hospital trip</li> </ul>	<ul style="list-style-type: none"> <li><b>-Follow TIRP if severe</b></li> <li>-TiC to familiarise themselves with nearest hospital and med centre</li> <li><b>While at the marae, the nearest emergency centre is Oneroa Medical Centre.</b></li> <li><b>While at Polyfest, the nearest emergency centre is at Auckland Hospital.</b></li> </ul>

			<ul style="list-style-type: none"> <li>-AL to contact TiC</li> <li>-Clarify who would go to hospital (NEW will go to Hospital - HAU stay with team)</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>
<b>Minor first aid incident or injury</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>-Coach of peer pressure to participate beyond expertise (if injured etc)</li> <li>-Lack of supervision</li> </ul>	<ul style="list-style-type: none"> <li><b>-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.</b></li> <li><b>- Updated and relevant first aid kit taken</b></li> <li>-Students fitness and ability assessed in wananga</li> <li>-TiC first aid trained</li> <li>-First aid provided at the venue Piritahi &amp; Polyfest</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>- Clear instructions and boundaries given during down time</li> </ul>	<ul style="list-style-type: none"> <li>-Provide first aid at site</li> <li>-AL to contact TiC</li> <li>-Deal with the incident</li> <li>-Contact parents/decide whether or not the child is able to perform.</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>
<b>One or more group members suffer serious injury</b>	<ul style="list-style-type: none"> <li>-Lack of safety instruction</li> <li>-Peer pressure to participate beyond expertise</li> <li>-Lack of supervision</li> <li>-Overconfidence</li> </ul>	<ul style="list-style-type: none"> <li><b>-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.</b></li> <li><b>- Updated and relevant first aid kit taken</b></li> <li>-TiC first aid trained</li> <li>-First aid provided at the venue Piritahi &amp; Polyfest</li> <li>-All medication checked by group leader before departure.</li> <li>-Instructors to give clear boundaries and identify specific risks on the Marae and at Polyfest venue.</li> <li>- Clear instructions and boundaries given during down time on the Marae and at Polyfest.</li> </ul>	<ul style="list-style-type: none"> <li><b>-Follow TIRP (Call 111 &amp; Principal)</b></li> <li><b>-AL to contact TiC</b></li> <li><b>-Hospitalisation- One AL to go to hospital with injured student and other volunteers to stay with group</b></li> <li><b>-Do not return early. Parents may travel to location</b></li> <li><b>While at the marae, the nearest emergency centre is Oneroa Medical Centre.</b></li> <li><b>While at Polyfest, nearest emergency centre is at Auckland Hospital.</b></li> <li>-Report to the incident reporting system on return to WHS</li> </ul>

<b>Student missing or not returning after trip</b>	<ul style="list-style-type: none"> <li>-Students go out alone</li> <li>-Students misbehaving and go missing</li> <li>-TiC failing to ensure all students have returned</li> </ul>	<ul style="list-style-type: none"> <li>-Expectations made clear to the group via student contract</li> <li>-Students to stay in groups at all times</li> <li>-AL and TiC to head count frequently, especially on arrival at Polyfest and before leaving the venue.</li> <li>-An announcement will be made to the stage MC if student is still missing.</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>
<b>Student behaviour/ Student Incident</b>	<ul style="list-style-type: none"> <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>	<ul style="list-style-type: none"> <li>-Expectations made clear to the group before the trip</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>-Place sanctions on students who are misbehaving (this will mainly involve them staying with Whaea Te Ao while at Polyfest).</li> <li>-Appropriate 'school camp ground selected (Piritahi Marae)</li> <li>-Students sleeping in separate areas on the Marae</li> <li>-Rules about socialising clearly explained</li> </ul>	<ul style="list-style-type: none"> <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>-Students parents will be contacted to pick their child up if they break school rules.</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>
<b>Incident with external providers</b>	<ul style="list-style-type: none"> <li>-Lack of communication between TiC and external provider</li> <li>-Poor external provider</li> </ul>	<ul style="list-style-type: none"> <li>-Roles clearly identified among teachers and parents</li> <li>-External provider agreement signed</li> </ul>	<ul style="list-style-type: none"> <li>-Report to the incident reporting system on return to WHS (do not use company again)</li> </ul>
<b>Incident with volunteers or parents</b>	<ul style="list-style-type: none"> <li>-Lack of communication between TiC, AL and volunteers</li> <li>-Volunteers unaware of expectations and school policies and protocols</li> <li>-Drinking or smoking on trip</li> <li>-Inappropriate behaviour by volunteers</li> </ul>	<ul style="list-style-type: none"> <li>-All leaders to attend a pre-trip meeting where roles and expectations will be outlined</li> <li>-Police checks for parents on all overnight trips (completed)</li> <li>-Roles clearly outlined using the EOTC guidelines</li> </ul>	<ul style="list-style-type: none"> <li><b>-Follow TIRP (Call Principal) if behaviour issue is severe and any police are involved</b></li> <li>-TiC to raise any issues directly with volunteers and parents</li> <li>-Report to the incident reporting system on return to WHS. Do not use parents or volunteers again</li> </ul>
<b>Inadequate Supervision/ leadership</b>	<ul style="list-style-type: none"> <li>-Supervisors ill prepared for all the situations that are planned and unplanned on this experience.</li> <li>-Lack of knowledge of location</li> </ul>	<ul style="list-style-type: none"> <li>-TiC aware of all responsibilities</li> <li>-TiC trained and experienced</li> <li>-TiC has visited site before many times and has run trip before</li> </ul>	<ul style="list-style-type: none"> <li><b>-Follow TIRP if inadequate supervision leads to incident</b></li> <li>-Organise a meeting during the trip and confront any issues</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>

<b>Serious Incident affecting whole group</b>	A serious incident/ misadventure either that affects the whole group. Eg. Death of a loved one,	-Group members contactable by at least two methods. -Students/ supervisors aware of responsibilities/ actions.	<b>-Follow TIRP and await instruction</b> -Report to the incident reporting system on return to WHS
<b>Incident whilst travelling</b>	-Ferry accident -Missed ferry/late ferry -Late bus	-Student distraction to be minimised - TIC to swap numbers with driver of the School Van. Stay in touch. -Carry contact number of the bus company.	<b>-Follow TIRP (Call 111 and Principal) if incident is severe</b> -Have a back up plan for missed ferry -Report to the incident reporting system on return to WHS
<b>Driver incident</b>	-School van breaks down -Bus crash -Breakdown (Van or Bus)	-WHS driving policy followed at all times -Regular van 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	<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
<b>Stranger Danger</b>	-Mugging, theft -Abduction or peer pressure -Fight -Drugging -Unfamiliar city	-Expectations made clear to the group via student contract -Students to stay in groups at all times. Each group assigned an Adult carer. -Swap mobile numbers	<b>-Follow TIRP (Call 111 &amp; Principal) if incident is severe)</b> -AL to contact TiC -Report to the incident reporting system on return to WHS
<b>Student behaviour during unsupervised 'free' time (E.g....)</b>	-Students get lost -Students are late or cannot get home -Students misbehaving (anti social behaviour) -Danger or issues from public/strangers	-Students and staff share phone numbers -Students to stay in their allocated groups and instructed not to separate -Rules, boundaries and expectations explained -Staff contact and location explained -Clear meeting places and times	<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

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

<b>HARM</b> E.g. What risks are there? What could go wrong?	<b>HAZARDS</b> Why would this happen?	<b>CONTROLS</b> How can we prevent it?	<b>EMERGENCY RESPONSE PLAN</b> What do we do if something goes wrong?
<b>Inadequate personal equipment for trip</b>	<ul style="list-style-type: none"> <li>-Inappropriate clothing for weather conditions during the trip</li> <li>-Inappropriate footwear for activity</li> <li>-Lack of money for lunch or drinks</li> <li>-Forgotten personal medication (Inhalers/ epi pen etc)</li> </ul>	<ul style="list-style-type: none"> <li>-Students briefed on trip about kit requirements and expectations for money and food.</li> <li>-Supervisors to carry some equipment (first aid kit)</li> <li>-Teacher in charge to check medical details and ensure personal medication is shown before trip.</li> <li>-Vital equipment checked (Piringakau uniform)</li> <li>-Supervisors to carry some extra supplies (sunscreen, water, first aid kit)</li> <li>-Students checked they have appropriate clothing.</li> </ul>	<ul style="list-style-type: none"> <li>-TiC to cover any expenses and then claim back costs after</li> <li>-Students unable to participate in activity if inappropriately dressed</li> </ul>
<b>Parents/ students/ supervisors unable to contact each other</b>	Members of the group are unable to be contacted or contact family/ whanau (lack of signal)	<ul style="list-style-type: none"> <li>-TiC and another teacher to provide accessible contact number on EOTC form to parents</li> <li>-All leaders on trip to swap numbers</li> <li>-Supervisor's share mobile phone numbers.</li> </ul>	-WHS contacted and parents contacted accordingly
<b>Lost equipment or theft</b>	<ul style="list-style-type: none"> <li>-Student leaving bags and belongings unattended</li> <li>-Student forgetting bags on transport or in venue</li> <li>-Theft of belongings, valuables or money</li> </ul>	<ul style="list-style-type: none"> <li>-Ensure belongings are always supervised</li> <li>-Recommend no valuable items are taken to the Marae or to Polyfest.</li> <li>-Remind students to check area before leaving venue or transport (or buddy up)</li> </ul>	<ul style="list-style-type: none"> <li>-TiC to contact venue or transport</li> <li>-Contact parents and explain situation</li> <li>-TiC to provide student with contingency money if required</li> </ul>
<b>Lack of food for the trip</b>	<ul style="list-style-type: none"> <li>-Poor planning and budgeting of quantities</li> <li>-Food not suitable for dietary conditions</li> <li>-Food causes allergic reaction</li> <li>-Students not eating (fussy)</li> </ul>	<ul style="list-style-type: none"> <li>-Liaise with other staff who have run similar trips</li> <li>-Check allergies and dietary requirements prior to menu planning</li> <li>-Check numbers and costings from previously run trips</li> <li>-Monitor portion size</li> </ul>	-TiC to be prepared for any extra costs. This will be reimbursed on return.
<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>-Lack of supervision</li> </ul>	<ul style="list-style-type: none"> <li>-TiC, AL or volunteer to actively monitor cooking</li> <li>-TiC is first aid trained</li> <li>-First aid kit taken on trip, on site Marae and Polyfest</li> <li>-Students to be briefed on safety when working in the kitchen at the Marae etc</li> <li>-Use parents and volunteers to do the cooking</li> </ul>	<ul style="list-style-type: none"> <li><b>-Follow TIRP (Call 111 &amp; Principal) if severe injury</b></li> <li>-Deal with first aid if minor</li> <li>-Piritahi Haurora onsite</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>

<b>Problems with vehicles</b>	-School van breaks down	-Regular van maintenance -Ensure all vehicles warranted/ registered/ diesel miles	<b>-Follow TIRP (Call 111 &amp; Principal) if severe injury</b> -Breakdown company to be used and any costs will be reimbursed
<b>Problems with accommodation</b>	-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	-Contact parents to drop off things while at Piritahi Marae. -If unsuitable students will be sent home.

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

<b>HARM</b> E.g. What risks are there? What could go wrong?	<b>HAZARDS</b> Why would this happen?	<b>CONTROLS</b> How can we prevent it?	<b>EMERGENCY RESPONSE PLAN</b> What do we do if something goes wrong?
<b>Environmental Disaster</b>	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)	<b>-Follow TIRP (Call 111 &amp; Principal) if incident occurs during trip</b> -Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.
<b>Extreme Weather Conditions</b>	-Sun, Rain, Wind, Snow, -Temperature -Dark	-Trip to be cancelled in severe weather that could affect safety -Withdrawal of activity if deemed unsafe (TiC has the right to say No)	<b>-Follow TIRP (Call 111 &amp; Principal) if incident occurs during trip</b> -Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.

<b>Lost student or group</b>	TiCor students not understanding the area or gathering bearing	-TiC recommended to visit site prior to activity -TiC to familiarise themselves with the area through maps -TiC to have access to smartphone -Set meeting points for students	<b>-Follow TIRP (Call 111 &amp; Principal) if missing student</b> -Report to the incident reporting system on return to WHS
<b>Unsafe or unhygienic accommodation</b>	-Stranger danger in accommodation	-Lack of planning -Lack of communication about accommodation -Kit list provided to students to ensure they bring the correct equipment	-Send the students home.
<b>Unsafe travelling/ Driving conditions</b>	Poor driving conditions (heavy rain, storm)	-Trip to be cancelled in severe weather that could affect safety	<b>-Follow TIRP (Call 111 &amp; Principal) if incident occurs during trip</b> -Cancel trip if any danger. EOTC coordinator or principal to have final decision on cancellation.
<b>Traffic accident or blocked route</b>	-Unpredictable traffic accident or environmental disaster that affects the planned route	-Keep local radio on -Check news on website prior to departure -TiC to have access to a mobile phone -TiC to have mobile number of Van driver (Jan Newton)	Have alternative route planned in case of emergency. Do not risk a dangerous route.