

PEOPLE RAMS: Hazard Assessment & Control for Waiheke High School to: Piritahi Marae & Waka Ama

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?
Waka Ama 1. Drowning 2. Hypothermia 3. Being blown out to sea, or along/into rocks or down a coastline 4. Waka being split up	-Poor swimming ability and confidence -Silly behaviour, not following instructions, uninformed of danger -People not drying off and getting changed immediately after activity -Waka becoming separated -People not taught how to use equipment	Yes	-Monitoring of students, the nature of the risks involved are disclosed to participants and parents/caregivers -Instructions to include safety procedures, including rescue and paddling techniques, appropriate staff:participant ratios to be used. -Participants to have appropriate swimming abilities and confidence in the water. Test if unsure. -Instruct to change out of wet clothes straight away -Group instructed in safe distances depending on weather conditions -Students instructed how to use equipment.	-Assess situation and group management required, use emergency stop signal (whistle) if appropriate, provide directions as necessary -Assess injury and provide first aid as required. -Assess assistance required & call emergency services if necessary -Provide further group management as necessary, in particular reassurance of students -Advise Principal as per school Crisis Management Policy, ensure all other policies followed eg record of first aid actions, reporting of incidents, evaluation of incidents -Plan emergency plan for hospitalisation. One staff member to go to hospital, whilst other staff member stays with group
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 certs updated.	-First Aid -Family contact

Injury	<ul style="list-style-type: none"> -One or more group members suffer serious injury -Being hit by waka paddle -Concussion on waka from capsize 	Yes	<ul style="list-style-type: none"> -Student health profiles given to all leaders -All medication checked by group leader before departure. Supervisors aware. -First Aid certs updated. 	<ul style="list-style-type: none"> -First Aid -Family contact -Hospitalization- One supervisor stays with group.
Student behaviour/ Student Incident	<ul style="list-style-type: none"> -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 -Drinking, smoking, drugs 	Yes	<ul style="list-style-type: none"> -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 -Students sent home if drinking, smoking or drugs 	<ul style="list-style-type: none"> -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	<ul style="list-style-type: none"> -Supervisors/ group leaders trained and experienced. -Supervisors to visit location prior to trip 	<ul style="list-style-type: none"> -Daily meetings briefing with group -WHS liaison with Principal/ EOTC co-ordinator 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	<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"> -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	<ul style="list-style-type: none"> -Students involved in planning the trip -Itinerary explained 	Supervisors make judgements and alter trip if necessary
Driver incident whilst travelling	<ul style="list-style-type: none"> -Car crash/accident due to van/car driver being tired or distracted -Other drivers causing accident -Safe route planned prior to trip 	Yes	<ul style="list-style-type: none"> -Drivers to get enough sleep during trip -No long drives without rest stops -Student distraction to be minimised (music etc) 	<ul style="list-style-type: none"> -Hospital and police called for accident -Driver to call WHS and alert of incident

			-Plan a long time for journey so driver can go slowly	-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.

EQUIPMENT RAMS: Hazard Assessment & Control for Waiheke High School to:

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?
Waka Ama	-Damage to the wakas -Incorrect sizing of buoyancy vests, or damaged vest (e.g. straps) -Inadequate warm clothing or inappropriate clothing, eg jeans -Lack of first aid kit -Lack of communication & other safety equipment (VHF) -Poor technique resulting in injury (paddles)	Yes	-Check wakas first, must have bailers. -Buoyancy vests to be worn at all times while on water. -Inspection of equipment to be carried out prior to participant use. -Warm & appropriate clothing, including waterproof jackets to be used, spare fleeces to be available -First aid kit to be carried at all times -Waterproof VHF radio, cellphone or flares to be carried, at least 2 types. -Instructor to explain technique well and demonstrate	-Assess situation and group management required, use emergency stop signal (whistle) if appropriate, provide directions as necessary -Assess injury and provide first aid as required. -Assess assistance required & call emergency services if necessary -Provide further group management as necessary, in particular reassurance of students -Advise Principal as per school Crisis Management Policy, ensure all other policies followed eg record of first aid actions, reporting of incidents, evaluation of incidents -Plan emergency plan for hospitalisation. One staff

				member to go to hospital, whilst other staff member stays with group
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	-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

ENVIRONMENT RAMS: Hazard Assessment & Control for Waiheke High School to Piritahi Marae & Waka Ama

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?
Waka Ama	-Unfavourable weather, eg strong winds, poor visibility, swell -Unfamiliarity of location and weather factors by instructors	Yes	-Instructors to be familiar with location and expected weather conditions. Use instructors from the Marae. -Instructors to check weather forecast for appropriate weather, and to continue to monitor this throughout the activity	-Cancel experiences if in doubt. -Follow a detailed Safety Action Plan that all the group have been briefed on.
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