



# RAMS FORM (RISK ASSESSMENT & MANAGEMENT SYSTEM 2018)

NAME OF TRIP: Senior Robotics Club Trip    OVERNIGHT? YES

TEACHER IN CHARGE: Kelly Bickerton

SIGNED: .....

DATE:

CHECKED BY: ...HAR.....

SIGNED: .....*B & Harrington*.....

DATE: Feb 2018

**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 leadership roles</b>	-Lack of communication -Lack of clarity in planning	-Clarify and Communicate all information to all leaders prior to the trip	- <b>Follow TIRPS if confusion of roles leads to serious incident</b> -Organise a meeting during the trip and confront any issues -Report to the incident reporting system on return to WHS
<b>Sickness/ Illness to staff or student</b>	-Existing illness or medical issue -Exposure to illness. -Group members have health issues before leaving.	- <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> -TiC first aid trained. 1st aid provided at venue -All medication checked by group leader before departure.  -Relevant number of staff:student for hospital trip	- <b>Follow TIRP if severe</b> -TiC to familiarise themselves with nearest hospital and med centre -AL to contact TiC - <b>Hospitalisation- 1 adult to accompany child to hospital, other adult remains with rest of group.</b>

			-Report to the incident reporting system on return to WHS
<b>Minor first aid incident or injury</b>	-Lack of safety instruction -Lack of correct equipment -Lack of supervision	- <b>TiC to carry contact details, medical details and permission slips at all times.</b> - <b>Updated and relevant first aid kit taken</b> -First aid provided at the venue -All medication checked by group leader before departure. -Relevant number of staff:student for hospital trip -Instructors to give clear boundaries and identify specific risk -Clear instructions and boundaries given during down time	-Provide first aid at site -Deal with the incident -Contact parents -Injured student does not participate if severe -Report to the incident reporting system on return to WHS
<b>One or more group members suffer serious injury</b>	-Lack of safety instruction -Lack of correct equipment -Lack of supervision	-- <b>TiC to carry contact details, medical details and permission slips at all times.</b> - <b>Updated and relevant first aid kit taken</b> -First aid provided at the venue -All medication checked by group leader before departure. -Relevant number of staff:student for hospital trip -Instructors to give clear boundaries and identify specific risk - Clear instructions and boundaries given during down time	- <b>Follow TIRP (Call 111 &amp; Principal)</b> - <b>AL to contact TiC</b> - <b>Hospitalisation- One AL to go to hospital with injured student and other volunteers to stay with group</b> - <b>Do not return early. Parents may travel to location</b> -Report to the incident reporting system on return to WHS
<b>Student missing or not returning after trip</b>	-Students go out alone -TiC failing to ensure all students have returned	-Expectations made clear to the group via student contract -Students to stay in pairs/groups at all times -TiC to head count before and after every trip out	- <b>Follow TIRP (Call 111 &amp; Principal) if missing student</b> -Report to the incident reporting system on return to WHS
<b>Student behaviour/ Student Incident</b>	-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	-Expectations made clear to the group via student contract -Students briefed before trip -Students questioned about instructions to check understanding TiC to deal with any poor behaviour -Rules about socialising clearly explained	- <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
<b>Incident with external providers</b>	-Lack of communication between TiC and external provider -Poor external provider	-Roles clearly identified (eg. referee etc) -External provider consent form signed	-Report to the incident reporting system on return to WHS (do not use company again)

<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>-Police checks for parents on all overnight trips.</li> <li>-Communicate expectations of adult leaders and volunteers on trip</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 knows all students involved</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>	<p>A serious incident/ misadventure either that affects the whole group. Eg. Death of a loved one</p>	<ul style="list-style-type: none"> <li>-Group members contactable by at least two methods.</li> <li>-Students/ supervisors aware of responsibilities/ actions.</li> </ul>	<ul style="list-style-type: none"> <li><b>-Follow TIRP and await instruction</b></li> <li>-Report to the incident reporting system on return to WHS</li> </ul>
<b>Incident whilst travelling</b>	<ul style="list-style-type: none"> <li>-Ferry accident</li> <li>-Missed ferry/late ferry</li> </ul>	<ul style="list-style-type: none"> <li>-Student distraction to be minimised</li> <li>- Swap phone numbers. Stay in contact</li> </ul>	<ul style="list-style-type: none"> <li><b>-Follow TIRP (Call 111 and Principal) if incident is severe</b></li> <li>-Have a back up plan for missed ferry</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>
<b>Driver incident</b>	<ul style="list-style-type: none"> <li>-School van breaks down</li> <li>-Car crash</li> <li>-Breakdown</li> </ul>	<ul style="list-style-type: none"> <li><b>-WHS driving policy</b> followed at all times - ensure knowledge of insurance reporting system</li> <li>-Regular van and trailer maintenance</li> <li>-Ensure all vehicles warranted/ registered/ diesel miles</li> <li>-Student distraction to be minimised (music etc)</li> <li>-Plan a long time for journey so driver can go slowly</li> <li>-Transport plan completed</li> </ul>	<ul style="list-style-type: none"> <li><b>-Follow TIRP (Call 111 and Principal) if incident is severe</b></li> <li>-Breakdown company to be used and any costs will be reimbursed</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>
<b>Driver fatigue</b>	<ul style="list-style-type: none"> <li>-Drivers tired prior to trip</li> <li>-Lack of sleep for drivers before return home (dealing with students)</li> <li>-No rest stops</li> <li>-Lack of food or drink</li> </ul>	<ul style="list-style-type: none"> <li>-Ensure all drivers get a good rest before the trip</li> <li>-Ensure all drivers sleep well the night before return (other volunteers to supervise students late at night)</li> <li>-TiC aware of driver fatigue legislation and communicate with students</li> <li>-Ensure food and drink available</li> <li>-Stop and add in rest breaks if driver is tired – share driving when possible.</li> </ul>	<ul style="list-style-type: none"> <li><b>-Follow TIRP (Call 111 and Principal) if incident is severe</b></li> <li>-Stop and add in rest breaks. It is better to miss a ferry than be driving with fatigue</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>

		-Transport plan completed (inc. competency)	
<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 pairs/groups at all times and always with an adult	<b>-Follow TIRP (Call 111 &amp; Principal) if incident is sever</b> -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 pairs and instructed not to separate -Rules, boundaries and expectations explained -Student contract signed -Staff contact and location explained, and clear meeting place and time briefed	<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>	-Inappropriate clothing for weather conditions during the trip -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. -Vital equipment checked	-TiC to cover any expenses and then claim back costs after -Students unable to participate in activity if inappropriately dressed
<b>Inadequate group equipment for activity</b>	-Inadequate safety gear for competition (safety goggles for all)	-TiC to purchase additional safety gear as necessary.	TiC decision is final. Students can not participate without adequate gear.

<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)	-TiC to provide accessible contact number on EOTC form to parents -Ensure WHS has TiC phone number -There will be access to internet at accommodation - for emergency purposes, or used with permission.	-WHS contacted and parents contacted accordingly
<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	-TiC to ensure accommodation is always locked and any valuables are safe -Ensure belongings are always supervised -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>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 (fussy)	-Jointly plan menu with group -Check allergies and dietary requirements -Purchase additional food where required	-TiC to be prepared for any extra costs. This will be reimbursed on return.
<b>Injuries or illness during cooking</b>	-Faulty equipment (gas cooker, gas bottle) -Accident with knife, burns etc -Students lacking cooking experience -Lack of supervision	-TiC to actively supervise and/or cook -First aid kit taken on trip -Students to be briefed on safety when cooking etc	<b>-Follow TIRP (Call 111 &amp; Principal) if severe injury</b> -Deal with first aid if minor -Report to the incident reporting system on return to WHS
<b>Problems with vehicles</b>	-School van breaks down	-Regular van and trailer 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 or dirty/unhygienic -Forgotten equipment for overnight trip (bedding etc)	-Lack of planning -Lack of communication about accommodation -Discuss issues with host of accommodation	-Seek alternative accommodation if necessary. TiC will be reimbursed on return.
<b>Injury/death as per VEX Robotics Consent Form</b>	-Robotics equipment failure / improper use of electrical equipment	- Appropriate health and safety education prior to trip to dangers of robotics equipment – batteries, electrical equipment, use of tools - use of safety goggles as required	-Family WHS contact/ liaison -First Aid -Family contact -Hospitalization- One supervisor stays with group. If only one supervisor on

			trip, then whole group stays together and goes to hospital.
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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>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	-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>Unsafe travelling/ Driving conditions</b>	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)	<b>-Follow TIRP (Call 111 &amp; Principal) if incident occurs during trip</b> -Postpone journey or take a break -Cancel or postpone 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 GPS phone	Have alternative route planned in case of emergency. Do not risk a dangerous route.