



## RAMS FORM (RISK ASSESSMENT & MANAGEMENT SYSTEM 2017)

This RAMS 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.

NAME OF TRIP: International Rotorua Trip 26 to 28 June      OVERNIGHT? YES

TEACHER IN CHARGE: Jennie England      SIGNED: .....      DATE:

CHECKED BY: Rebecca Rose      SIGNED: *RROSE*      DATE: 05/05/18

### 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>-Failure to organise a pre-trip meeting with all leaders involved</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 and parents to sign parent volunteer contracts</li> </ul>	<p><b>-Follow TIRPS if confusion of roles leads to serious incident</b></p> <ul style="list-style-type: none"> <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> <li>-Failure to bring medication</li> </ul>	<p><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></p> <ul style="list-style-type: none"> <li>-Assistant teacher is first aid trained. 1st aid provided at venue</li> <li>-All medication checked by group leader before departure.</li> <li>-Back up plan for sick teacher (<i>who will swap?</i>)</li> <li>-Relevant number of staff:student for hospital trip</li> </ul>	<p><b>-Follow TIRP if severe</b></p> <ul style="list-style-type: none"> <li>-TiC to familiarise themselves with nearest hospital and med centre</li> <li>-AL to contact TiC</li> <li>-Clarify who would go to hospital</li> <li>-Report to the incident reporting system on return to WHS</li> <li>-Ensure that staff have means to take student to a pharmacy and can</li> </ul>

		-Re-check all medical conditions and related medications before trip leaves. Remind students to bring medication on the trip and perform checks on the day to ensure that they have brought it with them.	buy/gain a prescription for medication if it has been forgotten or runs out.
<b>Separate plan for existing medical conditions</b>	<ol style="list-style-type: none"> <li>1. Previous Kawasaki disease</li> <li>2. Dust allergy (1 student)</li> <li>3. Asthma attack (1 student)</li> <li>4. Pet hair allergy (3 students)</li> <li>5. Migraines (1 student)</li> <li>6. Depression/anxiety (1 student)</li> <li>7. Dizziness due to hypotension</li> <li>8. Hayfever</li> </ol>	<ol style="list-style-type: none"> <li>1. Have confirmed with student that it is in remission and he does not require medication or ongoing treatment. Disease usually only affects children aged under 5 so very unlikely to reoccur as student is now 16.</li> <li>2. Confirm with student action/medication that should be taken if an allergic reaction takes place. Check that any medication is carried on the trip.</li> <li>3. Confirm with student action/medication that should be taken if an allergic reaction takes place. Check that any medication is carried on the trip. Carry spare inhaler just in case.</li> <li>4. Confirm with student action/medication that should be taken if an allergic reaction takes place. Check that any medication is carried on the trip.</li> <li>5. Confirm with student action/medication that should be taken if he suffers a migraine. Check that any medication is carried on the trip.</li> <li>6. Confirm with student before the trip sets off that they are taking their medication and refer her to Maggie/Liz for an assessment of mental well-being before trip leaves. Check that student is carrying and taking her medication with her on the trip. Have exit plan arranged with homestay parents.</li> <li>7. Confirm with student when last episode of this was and any triggers. Request that student sees Maggie before leaving on the trip and that she makes recommendations to us as to how to manage it if it happens.</li> <li>8. Confirm with student if they require medication and potential triggers.</li> </ol>	<ol style="list-style-type: none"> <li>1. Any instances of feeling hot/feverish will be investigated – temperature taken and one staff member will immediately take student to emergency doctor or A&amp;E.</li> <li>2. One staff member to take student to emergency doctor or call 111 and accompany student if an extreme allergic reaction occurs.</li> <li>3. One staff member to take student to emergency doctor or call 111 and accompany student if an extreme allergic reaction occurs.</li> <li>4. One staff member to take student to emergency doctor or call 111 and accompany student if an extreme allergic reaction occurs.</li> <li>5. If severe attack occurs, inform parents in home country and homestay family in New Zealand and check if they are OK for student to remain in the accommodation alone until symptoms desist or if someone should remain with him.</li> <li>6. In the event of serious concern, the student would be directed to remain with one of the staff members at all time and an assessment would be made as to whether they could continue with the trip or if homestay parents may</li> </ol>

			<p>need to collect them to return home.</p> <p>7. One staff member to remain with student and/or take to doctors or hospital if serious.</p> <p>8. Unlikely to cause an emergency but staff can advise student to take medication or abstain from any activities if it becomes an issue.</p>
<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>	<p><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></p> <p><b>- Updated and relevant first aid kit taken</b></p> <ul style="list-style-type: none"> <li>--TiC first aid trained</li> <li>-First aid provided at the venue</li> <li>-All medication checked by group leader before departure.</li> <li>-Relevant number of staff:student for hospital trip</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> </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 homestay and/or parents</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>-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>-Overconfidence</li> </ul>	<p><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></p> <p><b>- Updated and relevant first aid kit taken</b></p> <ul style="list-style-type: none"> <li>-TiC first aid trained</li> <li>-First aid provided at the venue</li> <li>-All medication checked by group leader before departure.</li> <li>-Relevant number of staff:student for hospital trip</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> </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>-Report to the incident reporting system on return to WHS</li> </ul>
<b>Drowning</b>	<ul style="list-style-type: none"> <li>-Poor supervision</li> <li>-Lack of safety instruction</li> <li>-Lack of boundaries and instruction</li> <li>-Lack of safety gear</li> </ul>	<ul style="list-style-type: none"> <li>--Students must swim with a buddy or group at hotel pool</li> <li>- White water rafting – students can opt out of activities if wish.</li> </ul>	<ul style="list-style-type: none"> <li><b>-Follow TIRP (Call 111 &amp; Principal) if missing student</b></li> <li>-Report to the incident reporting system on return to WHS</li> </ul>

		-Use of professional rafting company who supply all equipment	
<b>Student missing or not returning after trip</b>	-Students go out alone -Students misbehaving and go missing -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 -AL and TiC to head count before and after every trip out	<b>-Follow TIRP (Call 111 &amp; Principal) if missing student</b> -AL to contact TiC -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 -AL to report any poor behaviour to TiC to deal with the issue -Place sanctions on students who are misbehaving -Appropriate accommodation selected -Students sleeping in separate dorms -Students sent to rooms if there is inappropriate behaviour in shared areas (kitchen etc) -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	-All SAPS and RAMS collected from external providers -Roles clearly identified -External provider agreement signed -Only use approved audited companies	-Report to the incident reporting system on return to WHS (do not use company again)
<b>Inadequate supervision/ leadership</b>	-Supervisors ill prepared for all the situations that are planned and unplanned on this experience. -Lack of knowledge of location	-TiC aware of all responsibilities -TiC and AL have visited site before many times and has run trip before	<b>-Follow TIRP if inadequate supervision leads to incident</b> -Organise a meeting during the trip and confront any issues -Report to the incident reporting system on return to WHS
<b>Students unprepared for journey/ experience</b>	-Students unaware of the need for 'pocket money' for lunch	-Students will have easy options if scared and can opt out of activities if wish -Alternative plan available for those not wanting to raft	<b>-Follow TIRP if inadequate preparation leads to incident</b> Supervisors make judgements-

<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	-Student distraction to be minimised - Swap phone numbers. Stay in contact	<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 -Car crash -Breakdown	-WHS driving policy followed at all times -Ensure hire vehicles warranted/ registered/ diesel miles -Student distraction to be minimised (music etc) -Plan a long time for journey so driver can go slowly -Transport plan completed (inc. competency)	<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>Driver fatigue</b>	-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 -One person (adult or student) to sit in front and keep an eye on driver. Swap roles regularly. Ensure food and drink -Stop and add in rest breaks if driver is tired. -Transport plan completed (inc. competency)	<b>-Follow TIRP (Call 111 and Principal) if incident is severe</b> -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
<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 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 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.	-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 shoes for walking and jacket for warmth	-Students can bring own gear. -If inadequate shoes for thermal area walk – student to stay behind with 1 adult.	Withdrawal from walk if unsafe. TiC decision is final. Do not risk a walk with inadequate 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 and another teacher to provide accessible contact number on EOTC form to parents -All leaders on trip to swap numbers -Provide landline of accommodation -Supervisor's share mobile phone numbers. -Students have access to internet at accommodation	-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 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
<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)	-TiC to make sure enough food purchased -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>Injuries or illness during cooking</b>	-Faulty equipment (gas cooker, gas bottle)	-TiC, AL or volunteer to actively monitor cooking -TiC is first aid trained	<b>-Follow TIRP (Call 111 &amp; Principal) if severe injury</b>

	-Accident with knife, burns etc -Students lacking cooking experience -Lack of supervision	-First aid kit taken on trip -Students to be briefed on safety when cooking etc	-Deal with first aid if minor -Report to the incident reporting system on return to WHS
<b>Problems with vehicles</b>	-Van breaks down	-Follow instructions from hire Company	-Breakdown company to be used and any costs will be reimbursed
<b>Problems with accommodation</b>	-Accommodation unsuitable	-Lack of planning -Lack of communication about accommodation	-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**

<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) -Change trip if severe flooding	<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>	TiC or 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 GPS or 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>	<ul style="list-style-type: none"> <li>-Bed bugs or dirty bedding</li> <li>-Stranger danger in accommodation</li> </ul>	<ul style="list-style-type: none"> <li>-Thorough planning, use of accommodation from previous years' trips and their advice/opinion/experiences</li> <li>-Use of Rotorua Tourism to book accommodation</li> <li>-Kit list provided to students to ensure they bring the correct equipment</li> </ul>	-Seek alternative accommodation if necessary. TiC will be reimbursed on return.
<b>Unsafe travelling/ Driving conditions</b>	Poor driving conditions (heavy rain, storm)	<ul style="list-style-type: none"> <li>-Trip to be cancelled in severe weather that could affect safety</li> <li>-Postpone return trip if weather is severe before journey</li> <li>-Stop and take a rest if weather is severe during journey (better to be late or miss a ferry and be safe)</li> </ul>	<ul style="list-style-type: none"> <li><b>-Follow TIRP (Call 111 &amp; Principal) if incident occurs during trip</b></li> <li>-Postpone journey or take a break</li> <li>-Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.</li> </ul>
<b>Traffic accident or blocked route</b>	-Unpredictable traffic accident or environmental disaster that affects the planned route	<ul style="list-style-type: none"> <li>-Keep local radio on</li> <li>-Check news on website prior to departure</li> <li>-TiC to have access to a GPS phone</li> </ul>	Have alternative route planned in case of emergency. Do not risk a dangerous route.