



# RAMS FORM (RISK ASSESSMENT & MANAGEMENT SYSTEM 2018)

NAME OF TRIP: PED3 Motutapu Trip      OVERNIGHT? YES

TEACHER IN CHARGE: Rebecca Rose      SIGNED: *RROSE*      DATE: 7 Feb 2018

CHECKED BY: Brenda Harrington      SIGNED: .....*B & Harrington*.....      DATE: 8 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>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>Medical information checked</b></li> <li>-All medication checked by group leaders before departure.</li> <li>-First Aid certs updated</li> <li>--Good staff ratio's (3 staff)</li> </ul>	<ul style="list-style-type: none"> <li>-First Aid - ROS and WOO have current First Aid</li> <li>-Family contact will be facilitated through WHS</li> <li>-<b>Hospitalization- Helicopter or water taxi (extra charge). One supervisor goes will injured party..</b></li> <li>-Follow TIRPS if severe</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>-Peer pressure to participate beyond expertise</li> <li>-Lack of supervision</li> <li>- Slip on rocks whilst fishing</li> <li>- Slip on terrain</li> </ul>	<ul style="list-style-type: none"> <li>-<b>UPDATED first aid kit taken and two staff carry on the tramp</b></li> <li>-First aid certs updated</li> <li>-Kit list for correct footwear</li> <li>- Complete practice walk prior to trip</li> </ul>	<ul style="list-style-type: none"> <li>-Use first aid kit at location</li> <li>-Deal with the incident</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>
<b>Drowning in free swim at Home Bay</b>	<ul style="list-style-type: none"> <li>- Slip on rocks whilst fishing</li> <li>- Overconfidence swimming</li> <li>- Swimming in the dark</li> <li>- Out of bounds</li> </ul>	<ul style="list-style-type: none"> <li>- Safety briefing when fishing</li> <li>- Check all students can swim</li> <li>- Only designated swimming times and area</li> <li>- No night swimming</li> <li>- ROS surf lifesaver trained</li> </ul>	<ul style="list-style-type: none"> <li><b>Call 111. Hospitalisation- One Trip leader member go to hospital with injured student and other Trip leaders to stay with group and remain on trip. Keep in contact.</b></li> <li>-Cancel trip early and return</li> <li>-Follow TIRPS if severe</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>	<ul style="list-style-type: none"> <li>-<b>UPDATED first aid kit taken and two staff carry on the tramp</b></li> <li>-First aid certs updated</li> <li>-Kit list for correct footwear</li> <li>- Complete practice walk prior to trip</li> </ul>	<ul style="list-style-type: none"> <li><b>Call 111. Hospitalisation- One Trip leader member go to hospital with injured student and other Trip leaders to stay with group and remain on trip. Keep in contact.</b></li> <li>-Cancel trip early and return</li> <li>-Follow TIRPS if severe</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>-Teacher in charge not counting and ensuring all students are on the water taxi home</li> <li>-Teacher in charge failing to ensure all students have been picked up safely</li> </ul>	<ul style="list-style-type: none"> <li>-Expectations made clear to the group and on the EOTC form</li> <li>-ROS to complete headcount and roll on all boat trips</li> </ul>	<ul style="list-style-type: none"> <li>-Family contact/ liaison - facilitated by WHS.</li> <li>-Contact Police if serious concern</li> <li>-Follow TIRPS if severe</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(s) behaviour is inappropriate with goals</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>-Students will sign a student contract prior to the trip</li> <li>-Expectations made clear and group briefed before trip</li> <li>-Students questioned about instructions to check understanding</li> </ul>	<ul style="list-style-type: none"> <li>-Any serious behavioural issues (alcohol/drugs) - parents will be contacted and the water taxi will be used to pick them up (at parents expense)</li> <li>-Family contact/ liaison - facilitated by WHS</li> <li>-Follow TIRPS if severe</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>
<b>Incident with external providers (water taxi)</b>	<ul style="list-style-type: none"> <li>-Lack of communication between trip leader and water taxi</li> <li>-Use of poorly managed external provider</li> </ul>	<ul style="list-style-type: none"> <li>-Ensure good communication</li> <li>- Use a reputable company who we have used before</li> </ul>	<ul style="list-style-type: none"> <li>-WHS liaison with Principal &amp; EOTC co-ordinator</li> <li>-Report to the incident reporting system on return to WHS.</li> </ul>
<b>Incident with volunteers or parents.</b>	<ul style="list-style-type: none"> <li>-Lack of communication between teachers 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>-Volunteers briefed before the trip.</li> <li>-Trip leader to brief volunteers about expectations</li> <li>-Roles clearly outlined</li> </ul>	<ul style="list-style-type: none"> <li>-WHS liaison with Principal &amp; EOTC co-ordinator</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>
<b>Inadequate Supervision/ leadership</b>	<ul style="list-style-type: none"> <li>-Trip leader not communicating well with other guides and volunteers</li> <li>- Roles unclear</li> <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>-Trip leader to brief all guides and volunteers</li> <li>-Supervisors/ group leaders trained and experienced</li> <li>-Supervisor has been on trip before or has visited location</li> </ul>	<ul style="list-style-type: none"> <li>-WHS liaison with Principal &amp; EOTC co-ordinator.</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, hospitalisation</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>-Family WHS contact/ liaison (HAR)</li> <li>-First Aid</li> <li>-Family contact facilitated by WHS</li> <li>-Hospitalization- One supervisor goes with injured party</li> <li>-Follow TIRPS if required</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>

<b>Incident whilst travelling</b>	-Breakdown of water taxi	-Discuss protocol with water taxi	-Hospital and police called for accident/ Call Coastguard. Call WHS and alert of incident -Follow TIRPS if required -Hospitalization- One supervisor goes with injured party. -Report to the incident reporting system on return to WHS
<b>Stranger Danger</b>	Stranger danger from other groups camping at Home Bay. -Mugging, theft -Peer pressure -Fight -Drugging	-Students briefed on responsible behaviour -Students to stay in pairs or groups - No students to go off on their own - All students to set up camp in a small area	-Hospital and police called for accident -Call WHS and alert of incident -Hospitalization- One supervisor goes with injured party. -Follow TIRPS if required -Report to the incident reporting system on return to WHS
<b>Sickness due to dirty drinking water</b>	-Unfiltered water at home bay leading to sickness	Students advised to bring water purification tablets	-Family WHS contact/ liaison -First Aid

## **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 -Inappropriate footwear for activity -Lack of food or drink -Forgotten personal medication (Inhalers/ epi pen etc)	-Students briefed on trip about kit requirements and food/drink situation -Supervisors to carry some equipment (first aid kit) -Teacher in charge to check medical details and ensure personal medication is shown before trip.	-Students unable to participate in activity if inappropriately dressed
<b>Inadequate equipment for activities</b>	-Inadequate footwear for Tramping -Poorly maintained backpack or tent -Missing poles/pegs or other parts of tents	-Check equipment prior to activity - students put up tents -Students fully briefed on type of footwear needed.	-Do not take part in activity if unsafe. Trip leader is responsible for withdrawing from activity. -Report to the incident reporting system on return to WHS.

<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)	-Trip leader to provide accessible contact number on EOTC form to parents -All staff on trip to swap numbers - ROS to take hard copy of phone numbers - ROS to take GPS locator beacon	-WHS contacted and parents contacted accordingly
<b>Lost equipment or theft</b>	-Student leaving bags and belongings unattended -Student forgetting bags on transport or at Campsite -Theft of belongings, valuables or money	-Ensure belongings are always supervised -No valuables taken on the camp -Remind students to check area before leaving campsite or water taxi	-Trip leaders to double check campsite before leaving. -WHS contact parents and explain situation
<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 due to being fussy	-Students fully briefed on food needed for the camp. -Students jointly plan menu with their groups -Check allergies and dietary requirements	-Trip leaders have some extra food and tablets to dose water if source is likely to be unknown.
<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	-Supervisors to actively monitor cooking. -Students to be briefed on safety when cooking etc	-Family WHS contact/ liaison -First Aid -Family contact - facilitated by WhS -Hospitalization- One supervisor goes with injured party -Follow TIRPS if required
<b>Accommodation</b>	-Forgotten equipment for overnight trip (bedding etc) -Incomplete tents (missing pegs, poles)	-All equipment provided by WHS checked prior to the trip. -Students check own gear before trip.	-Share tent with other students (3-person tents)

**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	Cancel or postpone trip if any danger. Trip Leader to have final decision on cancellation. -Follow TIRPS
<b>Extreme Weather Conditions</b>	Sun, Rain, Wind, Snow, Temperature/ season Dark during match	Trip to be cancelled in severe weather that could affect ferry crossings	-Cancel or postpone trip if any danger. Trip Leader (Potiki Adventures) to have final decision on cancellation.

<b>Lost student or group</b>	<ul style="list-style-type: none"> <li>-Trip leader or students not understanding the area or instructions.</li> <li>-No map</li> </ul>	<ul style="list-style-type: none"> <li>-Trip leader knows area well/ has run trip before</li> <li>-Trip leader to have access to GPS or smartphone</li> <li>-Set meeting points for students</li> </ul>	<ul style="list-style-type: none"> <li>-Respond calmly and appropriately to the situation.</li> <li>-Follow TIRPS</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>
<b>Unsafe or unhygienic accommodation</b>	<ul style="list-style-type: none"> <li>-Dirty sleeping bags</li> <li>-Stranger danger at campsite (unlikely)</li> </ul>	<ul style="list-style-type: none"> <li>-Students can bring own sleeping bags if they wish.</li> </ul>	<ul style="list-style-type: none"> <li>-Emergency thermal blankets carried by Leaders.</li> </ul>