



WHS RISK ASSESSMENT AND SUPERVISION FORM 2019 (RAS FORM)

This RAS 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.

EOTC Risk Assessment and Supervision: NAME OF TRIP: PED3 Motutapu TEACHER IN CHARGE: Tony Wood EOTC CO-ORDINATOR: Mathew Jacomb		Version: V1 Date:
OVERNIGHT? YES SIGNED: WOO SIGNED: JAC		

PEOPLE RAMS: Anything that involves students, Trip leader, volunteers, providers, parents, strangers

Harm What could go wrong?	Hazard Why would this happen?	Risk Rating? How serious?	Controls How can it be prevented? First try to eliminate, then minimise the risk	Emergency Response Plan What if it goes wrong?	Residual Risk Rating?
Sickness/ Illness to staff or student	-Existing illness or medical issue -Exposure to illness. -Group members have health issues before leaving.	High	- Medical information checked -All medication checked by group leaders before departure. -First Aid certs updated - Good food sanitation around meal times - students unwell not to attend	- Follow TIRPS if confusion of roles leads to serious incident -Organise a meeting during the trip and confront any issues -Report to the incident reporting system on return to WHS	Low
Medical Incident	-Allergic Reaction -Exposure to illness. -Group members have health issues before leaving.	High	-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 medical issues. -One staff member first aid trained. -All medication checked by group leader before departure. -Relevant number of staff:student for hospital trip	-AL to contact TiC. Follow TIRP if severe -TiC to familiarise themselves with nearest hospital/med centre -Clarify who would go to hospital -Report to the incident reporting system on return to WHS	Low



	-Pre-existing Medical Condition	High	<ul style="list-style-type: none"> -Collect accurate medical information, discuss & ensure info tagged to right person -Ensure participant carries appropriate medication & that others know how to administer -Ensure appropriately competent staff - First Aid minimum -Specific behavioural strategies for students on the trip outlined at the back of this RAS document. 	<ul style="list-style-type: none"> -Follow procedure for specific condition -Clarify who would go to hospital -Follow TIRP if severe 	Low
Injury - cuts, grazes, burns, bruises etc	<ul style="list-style-type: none"> -Lack of safety instruction -Lack of correct equipment -Poor technique or fitness level inappropriate to activity -Peer pressure to participate beyond expertise -Lack of supervision - Slip on rocks whilst fishing - Slip on terrain 	High	<ul style="list-style-type: none"> -Ensure behavioural expectations are clear to participants and supervising teachers/helpers. -Provide appropriate supervision and reinforce behavioural expectations. -Minimise unstructured free time. -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. - Updated and relevant first aid kit taken -Students fitness and ability assessed in PE lessons -TiC <i>outdoor</i> first aid trained -All medication checked by group leader before departure. -Relevant number of staff:student for hospital trip -Staff have experienced all activities -Instructors to give clear boundaries and identify specific risk -No students to go on activities unsupervised -Avoid challenges and races between students - Clear instructions and boundaries given during down time -Kit list for correct footwear - Complete practice walk prior to trip 	<ul style="list-style-type: none"> -Follow TIRP if severe -Provide first aid at site -AL to contact TiC -Deal with the incident -Contact parents -Report the incident reporting system on return to WHS 	Low
Drowning in free swim at Home Bay	<ul style="list-style-type: none"> - Slip on rocks whilst fishing - Overconfidence swimming - Swimming in the dark - Out of bounds 	High	<ul style="list-style-type: none"> - Safety briefing when fishing - Check all students can swim - Only designated swimming times and area - No night swimming - ROS surf lifesaver trained 	<p>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.</p> <ul style="list-style-type: none"> -Cancel trip early and return -Follow TIRPS if severe 	



				-Report to the incident reporting system on return to WHS	
Missing person	-Students go out alone -Students misbehaving and go missing -TiC failing to ensure all students have returned	High	- -Identify handrails and catching features -Clear guidelines around behaviour - always stay in pairs -Provide (and possibly mark) clear boundaries -Consider marking path to toilets at night -Method of, and regular, accounting for everyone (buddy up / number off)	-Report to the incident reporting system on return to WHS -Follow TIRP (Call 111 & Principal) if missing student -AL to contact TiC -Report to the incident reporting system on return to WHS	Low
Mental Health Issue (e.g. Suicide comments, depression, anxiety)	-Camp or overnight trip becoming too overwhelming -Homesickness -Bullying/abuse on camp -Previous mental health illnesses	High	- TiC to check the students list with counsellor/nurse/dean before going on an overnight trip as some details may not be on Kamar. -Promote a safe, secure environment throughout the trip and discuss feelings of homesickness etc	-Follow TIRPS with any mental health issues. Any comments about suicide must be followed up immediately.	Low
Student behaviour/ Student Incident	-Unfamiliar environment -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	Medium	-TiC to check behaviour of students going prior to the trip and will be supported by Deans/SLT if they do not wish to take a student with behavioural concerns -Expectations made clear to the group. -Students briefed before trip -Students questioned about instructions to check understanding -AL to report any poor behaviour to TiC to deal with the issue -Appropriate school camp ground selected -Students sleeping in separate tents -Students separated if there is inappropriate behaviour in shared areas -Rules about socialising clearly explained -Specific behavioural strategies for students on the trip outlined at the back of this RAS document.	-Place sanctions on students who are misbehaving -Follow TIRP (Call Principal) if behaviour issue is severe and any police are involved -Family contact/ liaison with any minor behaviour problems (e.g. not listening) -Report to the incident reporting system on return to WHS	Medium
Inappropriate student-	-Inappropriate sexual behaviour during overnight trips	High	-Behavioural expectations clearly outlined/ Student contract -Boys/girls not allowed in each other tents. -Appropriate school camp ground selected	-Place sanctions on students who are misbehaving	



students behaviour (sexual/abuse)	(students sneaking into each others tents) -Peer to peer abuse (verbal, physical, bullying etc)		-Students sleeping in separate tents. Genders apart where possible (e.g. tents separated) -TiC familiarise themselves of potential peer-peer relationships in the group (LGBTI+) and ensure expectations are discussed with these students	-Follow TIRP (Call Principal) if behaviour issue is severe and any police are involved -Family contact/ liaison with behavioural issues (may be sent home)	Low
Incident with volunteers (water taxi)	-Lack of communication between trip leader and water taxi -Use of poorly managed external provider	High	-Ensure good communication - Use a reputable company.	-Follow TIRP (Call Principal) if behaviour issue is severe and any police are involved -TiC to raise any issues directly with volunteers and parents -Report to the incident reporting system on return to WHS. Do not use parents or volunteers again	Low
Inappropriate adult -student behaviour (sexual/abuse) False allegations of sexual misconduct/ abuse)	-Inappropriate adult -student sexual behaviour during overnight trips (teacher, volunteer or external provider) -Adult to student abuse (verbal, physical, bullying etc)	High	-All leaders to attend a pre-trip meeting where risks expectations will be outlined, including awareness of keeping themselves safe -Adults only supervise same gender in toilets/bathrooms /bedrooms at night (also awareness of LGBTI+) -Adults to avoid 1:1 situations alone to prevent false accusations. -Adults to be cautious around swimming/bathrooms/ overnight. Always cover up and be responsible. -Volunteers to complete a volunteer contract prior to the trip -WHS policy states Police checks are compulsory for parents on all overnight trips.	-Report ANY allegations of sexual misconduct or abuse to the Principal via TIRP. Do not hide any incidents. -Students involved and adult involved to write statements. -Family contact/ liaison	Low
Stranger Danger	-Mugging, theft -Abduction or peer pressure -Fight -Drugging	High	--Expectations made clear to the group -Students to stay in pairs/groups at all times and always with an adult	-Follow TIRP (Call 111 & Principal) if incident is sever -AL to contact TiC -Report to the incident reporting system on return to WHS	Low

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



Inadequate personal equipment for trip	<ul style="list-style-type: none"> -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) 	Medium	<ul style="list-style-type: none"> -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 (trainers, sports gear (waterproof) jacket) -Supervisors to carry some extra equipment i.e (sunscreen, water, first aid kit) -Students checked they have enough warm gear / sun protection 	<ul style="list-style-type: none"> -TiC to cover any expenses and then claim back costs after -Students unable to participate in activity if inappropriately dressed 	Medium
Inadequate group equipment for activity	<ul style="list-style-type: none"> -Inadequate shoes for walking and jacket for warmth -Inadequate safety gear. 	Medium	<ul style="list-style-type: none"> -Students can bring own gear or to borrow from the camp. -TiC has back up gear 	Withdrawal from activity if unsafe. TiC decision is final. Do not risk without adequate gear.	Low
Parents/ students/ supervisors unable to make contact	Members of the group are unable to be contacted or contact family/ whanau (lack of signal)	High	<ul style="list-style-type: none"> -TiC and another teacher to provide accessible contact number on EOTC form to parents -All leaders on trip to swap numbers -Provide TiC's mobile number. -Supervisor's share mobile phone numbers. 	<ul style="list-style-type: none"> -WHS contacted and parents contacted accordingly -Mobile coverage is good on Motutapu 	Low
Lost equipment or theft	<ul style="list-style-type: none"> -Student leaving bags and belongings unattended -Student forgetting bags on transport or in venue -Theft of belongings, valuables or money 	Medium	<ul style="list-style-type: none"> -TiC and AL to ensure valuables are always locked somewhere safe -Ensure belongings are always supervised -Collect in or pool valuables -Remind students to check area before leaving venue or transport (or buddy up) 	<ul style="list-style-type: none"> -TiC to contact venue or transport -Contact parents and explain situation -TiC to provide student with contingency money if required 	Low
Lack of food for the trip	<ul style="list-style-type: none"> -Poor planning and budgeting of quantities -Food not suitable for dietary conditions 	Medium	<ul style="list-style-type: none"> -Liaise with other staff who have run similar trips -Jointly plan menu with group -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.	Low



	-Food causes allergic reaction -Students not eating				
Injuries or illness during cooking	-Faulty equipment (gas cooker, gas bottle) -Accident with knife, burns etc -Students lacking cooking experience -Lack of supervision	High	-TiC, AL or volunteer to actively monitor cooking -TiC is outdoor first aid trained -First aid kit taken on trip -Students to be briefed on safety when cooking etc -Use parents and volunteers	-Follow TIRP (Call 111 & Principal) if if severe injury -Deal with first aid if minor -Report to the incident reporting system on return to WHS	Low

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

Environmental Disaster	Extreme event – Earthquake, Fire, Flood, Lightning that causes injury/ loss of life /group members to be separated .	High	-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)	-Follow TIRP (Call 111 & Principal) if incident occurs during trip -Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.	Low
Extreme Weather Conditions	-Sun, Rain, Wind, Snow, -Temperature -Dark	High	-Trip to be cancelled in severe weather that could affect safety -Withdrawal of activity if deemed unsafe (TiC has the right to say No)	-Follow TIRP (Call 111 & Principal) if incident occurs during trip -Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.	Low
Lost student or group	TiC or students not understanding the area	High	-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	-Follow TIRP (Call 111 & Principal) if missing student -Report to the incident reporting system on return to WHS	Low



Unsafe travelling conditions	Poor driving conditions (heavy rain, storm)	High	<ul style="list-style-type: none"> -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) 	<ul style="list-style-type: none"> -Follow TIRP (Call 111 & Principal) if incident occurs during trip -Postpone journey or take a break -Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation. 	Low
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Reviewed:		Date:		Approved:		Next Review:	
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This section is for specific site hazards. Below is an example which may be irrelevant to your trip. Please think about your location and add in any extra risks.

Specific Event and Site: PED3 Motutapu	By: WOO	Date: 27/02/2019
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Site Specific Hazards - What else could go wrong at this site?	Management - How can we control this?
Issues with camp ground (flooding, fallen trees)	Trip called off in severe weather. Ensure camp spot is suitable for overnight stay.
Slipping on the rocks whilst fishing	Hazards to be made clear to students. Appropriate footwear to be worn.
Invading other campers personal space	Choose a spot away from the public and set up tents in a circle facing the centre. Set boundaries, camp expectations and quiet time.
Specific Hazards on the Day - What could go wrong at this site: 1. On this day (weather, tide, current etc)? 2. With these people (participants, staff etc)?	Management - How can we control this?
Forecast is for rain	Make sure all students have wet weather gear. tarpaulins and gazebos to cook under and keep essential equipment dry.
Unsafe swimming conditions	Do not swim. Set clear guidelines around depth.



Supervision Requirements Consider the risk assessment and the staffing requirements to manage the controls	By	WOO	Date	27/02/19
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1. Roles and Competency: Identify the roles and competencies required for the event

Role Names	Police Check?	First Aid?	Skill / Qualification / Experience	Induction and/or Training?
<i>Person in Charge</i>	<i>Required</i>	<i>Required</i>	<i>Group Management</i>	<i>Yes – EOTC Outdoor First Aid</i>
<i>Tony Wood</i>	<i>no</i>	<i>Exp 2018</i>	<i>Teacher</i>	<i>previous experience</i>
<i>Overnight supervisor</i>	<i>Required</i>	<i>Prefer</i>	<i>Group Management</i>	<i>On the day</i>
<i>Rebecca Rose</i>	<i>no</i>	<i>Current</i>	<i>teacher, previous experience</i>	<i>Outdoor First Aid</i>

2. Group members requiring specific management strategies: Provide specific management strategies for participants requiring special attention

<p>Medical (e.g. asthma, allergies, medical conditions, current injury) <i>There are no medical issues</i></p>
<p>Behaviour (e.g. poor listeners, ADHD, socially inept, short tempers, disobedience/untrustworthy) <i>I have been on camping trip with these students before - no behavioural concerns.</i></p>
<p>Abilities (e.g. swimming ability, physical disability) <i>N/A</i></p>



3. Staffing and Supervision Structure: Specifically describe the **supervision structure** required for the event

Supervision structure (includes allocation of roles and allocation of students to supervisors)
Number of groups and size, number of supervisors/leaders per group, leaders not directly supervising a group and their role)

10 students - 2 teachers with them at all times.

On day 2 Rebecca Rose will remain at camp with students who do not wish to go fishing.

Completed by:	WOO	Date:	27/02/19	Approved:		Date:	
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