

PEOPLE RAMS: Hazard Assessment & Control for Waiheke High School to: Pop-Up Globe: 14 Feb 2018 and 15 March 2018.

Risks What could go wrong?	Hazards Why would this happen?	Sig Yes/ No	Controls How can we prevent it?	Emergency What do we do if something goes wrong?
Sickness/ Illness	Exposure to illness. Group members have health issues before leaving.	Yes	- Leader to take contact details, medical details and permission slips on trip -All medication checked by group leader before departure. -First Aid certs updated	-First Aid -Family contact -Hospitalization- One supervisor stays with group.
Injury	One or more group members suffer serious injury	Yes	- UPDATED first aid kit taken -First aid certs updated -First aid provided at location?	Hospitalisation- One staff member go to hospital with injured student and other staff member to stay with group and remain on trip. Keep in contact.
Student behaviour/ Student Incident	-Student(s) behaviour is inappropriate with goals -Student is involved in a serious incident involving hospitalization/ police -Students not listening to instructions -Peer pressure -Student staying in town after trip	Yes	-Students briefed before trip -Students questioned about instructions to check understanding -Students to provide a written note if they wish to stay on in town - SENIORS ONLY -Students to stay in pairs/groups	-Family contact/ liaison -First Aid -Family contact
Inadequate Supervision/ leadership	-Supervisors ill-prepared for all the situations that are planned and unplanned on this experience. -Lack of knowledge of location	Yes	-Supervisors/ group leaders trained and experienced -Supervisor has been on trip before or has visited location	WHS liaison with Principal/ EOTC co-ordinator and HOF
Serious Incident affecting whole group	A serious incident/ misadventure either that affects the whole group. Eg. Death of a loved one, hospitalisation	Yes	-Group members contactable by at least two methods. -Students/ supervisors aware of responsibilities/ actions.	-Family WHS contact/ liaison -First Aid -Family contact -Hospitalization- One supervisor stays with group.
Incident whilst travelling	-Bus crash -Ferry accident -Missed ferry/late ferry	Yes	-Student distraction to be minimised -Hire reputable bus/taxi company - Swap phone numbers. Stay in contact	-Hospital and police called for accident -Call WHS and alert of incident -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?
Inadequate personal equipment for trip	-Inappropriate clothing for weather conditions -Inappropriate footwear for activity -Lack of money for lunch or drinks	Yes	-Students briefed on trip about requirements and lunch situation -Supervisors to carry some equipment (first aid kit) -Brief students about the chance of 'groundling' seating and the need for wet weather gear and sunscreen.	-Supervisors to cover any expenses themselves and then claim back costs after the trip. -Students unable to participate in activity if inappropriately dressed
Parents/ students/ supervisors unable to contact each other	Members of the group are unable to be contacted or contact family/ whanau (lack of signal)	Yes	-Staff to share mobile phone numbers. -Swap mobile numbers of students	WHS contacted and parents contacted accordingly

ENVIRONMENT 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?
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	Respond calmly and appropriately to the situation. Contact school and family.
Extreme Weather Conditions	Sun, Rain, Wind, Snow, Temperature/ season Dark during match	Yes	Trip to be cancelled in severe weather that could affect ferry crossings	Cancel or postpone trip if any danger.