



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: Cathedral Cove Waka Ama

OVERNIGHT? YES

TEACHER IN CHARGE: Mariette Dodd

SIGNED: *M Dodd*

DATE: 11/10/17

CHECKED BY: Rebecca Rose

SIGNED: *Rebecca Rose*

DATE: 11/10/17

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?
Confusion over roles and teacher in charge	<ul style="list-style-type: none"> -Lack of communication -Lack of clarity in planning -Failure to organise a pre-trip meeting with all leaders involved -Leaders do not feel safe with their roles or uncomfortable to say no to leadership positions 	<ul style="list-style-type: none"> -Clarify roles in application -DOD and ROS regularly meet to discuss roles and trip logistics. Volunteer also part of meetings. -DOD and ROS both aware of EOTC responsibilities -Volunteer given TIRP card 	<p>-Follow TIRPS if confusion of roles leads to serious incident</p> <ul style="list-style-type: none"> -Organise a meeting during the trip and confront any issues -Report to the incident reporting system on return to WHS
Sickness/ Illness to staff or student	<ul style="list-style-type: none"> -Existing illness or medical issue -Exposure to illness. -Group members have health issues before leaving. 	<p>-Only a small group, so contact details, medical details and permission slips all kept together. DOD and ROS both aware of issues.</p> <ul style="list-style-type: none"> -ROS and DOD both <i>outdoor</i> first aid trained -All medication checked by group leader before departure. -If sick teacher, trip will still go ahead with TiC and volunteer 	<p>-Follow TIRP if severe</p> <ul style="list-style-type: none"> -TiC to familiarise themselves with nearest hospital and med centre -ROS to go to hospital if required -Report to the incident reporting system on return to WHS

Minor first aid incident or injury	<ul style="list-style-type: none"> -Lack of safety instruction -Lack of correct equipment -Poor technique or fitness level for waka ama -Lack of supervision 	<ul style="list-style-type: none"> -Only a small group, so contact details, medical details and permission slips all kept together. DOD and ROS both aware of issues. - Updated and relevant first aid kit taken - Students fill in an event waiver -Students fitness and ability assessed in waka ama training sessions -ROS and DOD both outdoor first aid trained -All medication checked by group leader before departure. -DOD experience in waka ama -TiC to give clear boundaries and identify specific risk -No students to go anywhere unsupervised - Clear instructions and boundaries given during down time 	<ul style="list-style-type: none"> -Deal with the incident -Contact parents and do not race injured student if severe -Report to the incident reporting system on return to WHS
One or more group members suffer serious injury	<ul style="list-style-type: none"> -Lack of safety instruction -Lack of correct equipment -Poor technique or fitness level inappropriate for waka ama -Lack of supervision -Overconfidence 	<ul style="list-style-type: none"> -Only a small group, so contact details, medical details and permission slips all kept together. DOD and ROS both aware of issues. - Updated and relevant first aid kit taken - Students fill in an event waiver -ROS and DOD both outdoor first aid trained -All medication checked by group leader before departure. -TiC to give clear boundaries and identify specific risk -No students to go anywhere unsupervised - Clear instructions and boundaries given during down time 	<ul style="list-style-type: none"> -Follow TIRP (Call 111 & Principal) -AL to contact TiC -Hospitalisation- ROS to go to hospital with injured student and DOD to stay with group -Do not return early. Parents may travel to location -Report to the incident reporting system on return to WHS
Waka Ama 1. Drowning 2. Hypothermia 3. Being blown out to sea, or along/into rocks or down a coastline 4. Waka being split up	<ul style="list-style-type: none"> -Poor swimming ability and confidence -Silly behaviour, not following instructions, uninformed of danger -People not drying off and getting changed immediately after activity -Waka becoming separated -People not taught how to use equipment 	<ul style="list-style-type: none"> -Monitoring of students, the nature of the risks involved are disclosed to participants and parents/caregivers -Students trained in safety procedures, including rescue and paddling techniques, appropriate staff:participant ratios to be used. -Participants to have appropriate swimming abilities and confidence in the water. Well trained. -Instruct to change out of wet clothes straight away -Students instructed how to use equipment. 	<ul style="list-style-type: none"> -Follow TIRP (Call 111 & Principal) -AL to contact TiC -Hospitalisation- ROS to go to hospital with injured student and DOD to stay with group

Drowning	<ul style="list-style-type: none"> -Poor conditions -Lack of experience in conditions -Lack of training and safety instruction -Lack of safety gear 	<ul style="list-style-type: none"> -Event will not go ahead if conditions are dangerous -Event organisers run a safety boat with rescue crew -Safety rescue gear carried by DOD -All students have access to PFD -Students are trained in safety techniques for flipped waka 	<ul style="list-style-type: none"> -Follow TIRP (Call 111 & Principal) if missing student -DOD to contact ROS. ROS to follow TIRP and DOD deal with situation -Report to the incident reporting system on return to WHS
Student missing or not returning after trip	<ul style="list-style-type: none"> -Students go out alone -Students misbehaving and go missing -TiC failing to ensure all students have returned 	<ul style="list-style-type: none"> -Expectations made clear to the group that they are not allowed to go out alone on beach etc -Students to stay in pairs/groups at all times -AL and TiC to head count before and after every trip out 	<ul style="list-style-type: none"> -Follow TIRP (Call 111 & Principal) if missing student -AL to contact TiC -Report to the incident reporting system on return to WHS
Student behaviour/ Student Incident	<ul style="list-style-type: none"> -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 	<ul style="list-style-type: none"> -Expectations made clear to the group on the fullers boat -Students briefed before trip in meeting -Students questioned about instructions to check understanding -Place sanctions on students who are misbehaving -Appropriate 'school camp ground selected -Students sleeping in separate dorms -Rules about socialising clearly explained as it is a backpackers 	<ul style="list-style-type: none"> -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
Incident with external providers (Whitianga Community waka)	<ul style="list-style-type: none"> -Lack of communication between TiC and external provider -Poor external provider 	<ul style="list-style-type: none"> -RAMS collected from Whitianga Community Waka Ama -Roles clearly identified (eg. official etc) -Individual and group waivers signed - Experienced club who have been running this regatta for years 	<ul style="list-style-type: none"> -Report to the incident reporting system on return to WHS (do not attend this regatta again)
Incident with volunteer	<ul style="list-style-type: none"> -Lack of communication between TiC, AL and volunteer -Volunteer unaware of expectations and school policies and protocols -Drinking or smoking on trip -Inappropriate behaviour by volunteer 	<ul style="list-style-type: none"> -Volunteer clearly briefed on expectations and roles -Police check completed -Roles clearly outlined using the EOTC guidelines 	<ul style="list-style-type: none"> -Follow TIRP (Call Principal) if behaviour issue is severe and any police are involved -ROS to raise any issues directly with volunteer -Report to the incident reporting system on return to WHS.

Inadequate Supervision/ leadership	<ul style="list-style-type: none"> -Supervisors ill prepared for all the situations that are planned and unplanned on this experience. -Lack of knowledge of location 	<ul style="list-style-type: none"> -ROS has run many overnight trips and camps, and will lead the way with the camp aspects of EOTC trip -DOD trained and experienced in waka and will lead this -No prior visit, but ROS has been to Coromandel and Cathedral Cove 	<ul style="list-style-type: none"> -Follow TIRP if inadequate supervision leads to incident -Organise a meeting during the trip and confront any issues -Report to the incident reporting system on return to WHS
Students unprepared for Journey' Experience	<ul style="list-style-type: none"> -Students are unprepared for the regatta -Students unaware of kit requirements 	<ul style="list-style-type: none"> -Students expected to work on fitness and train hard prior to the camp -Kit list to be given out and several meetings will be held prior to the camp 	<ul style="list-style-type: none"> -Follow TIRP if inadequate preparation leads to incident
Serious Incident affecting whole group	<p>A serious incident/ misadventure either that affects the whole group. Eg. Death of a loved one,</p>	<ul style="list-style-type: none"> -Group members contactable by at least two methods. -Students/ supervisors aware of responsibilities/ actions. 	<ul style="list-style-type: none"> -Follow TIRP and await instruction -Report to the incident reporting system on return to WHS
Incident whilst travelling	<ul style="list-style-type: none"> -Ferry accident -Missed ferry/late ferry 	<ul style="list-style-type: none"> -Meet with plenty of time before the ferry -Fullers ferry so many options -Student distraction to be minimised -Swap phone numbers. Stay in contact 	<ul style="list-style-type: none"> -Follow TIRP (Call 111 and Principal) if incident is severe -Have a back up plan for missed ferry -Report to the incident reporting system on return to WHS
Driver incident	<ul style="list-style-type: none"> -Van breaks down -Crash 	<ul style="list-style-type: none"> -WHS driving policy followed at all times -Van hire insured and has breakdown cover -Student distraction to be minimised (music etc) -Plan a long time for journey so driver can go slowly -Transport plan completed (inc. competency) 	<ul style="list-style-type: none"> -Follow TIRP (Call 111 and Principal) if incident is severe -Follow van hire procedures for breakdown -Report to the incident reporting system on return to WHS
Driver fatigue	<ul style="list-style-type: none"> -Drivers tired prior to trip -Lack of sleep for drivers before return home (dealing with students) -No rest stops -Lack of food or drink 	<ul style="list-style-type: none"> -3 drivers to swap driving role throughout -Ensure all drivers get a good rest before the trip -Ensure all drivers sleep well the night before return -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 -Many rest breaks for sight seeing -Transport plan completed (inc. competency) 	<ul style="list-style-type: none"> -Follow TIRP (Call 111 and Principal) if incident is severe -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

Stranger Danger	<ul style="list-style-type: none"> -Mugging, theft -Abduction or peer pressure -Fight -Drugging 	<ul style="list-style-type: none"> -Expectations made clear to the group about behaviour at backpackers -TiC to stay with students in shared spaces -Students to stay in pairs/groups at all times and always with an adult 	<ul style="list-style-type: none"> -Follow TIRP (Call 111 & Principal) if incident is sever -Report to the incident reporting system on return to WHS
Student behaviour during unsupervised 'free' time (E.g....)	<ul style="list-style-type: none"> -Students get lost -Students misbehaving (anti social behaviour) -Danger or issues from public/strangers 	<ul style="list-style-type: none"> -Students to stay in pairs and instructed not to separate -Rules, boundaries and expectations explained -Free time limited. No students to walk off on the beach alone. -Staff contact and location explained, and clear meeting place and time briefed 	<ul style="list-style-type: none"> -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

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

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?
Waka Ama	<ul style="list-style-type: none"> -Damage to the wakas -Incorrect sizing of buoyancy vests, or damaged vest (e.g. strapss) -Inadequate warm clothing or inappropriate clothing -Lack of first aid kit -Lack of communication & other safety equipment (VHF) -Poor technique resulting in injury (paddles) 	<ul style="list-style-type: none"> -Check wakas first, must have bailers. -Buoyancy vests to be worn at all times while on water. -Inspection of equipment to be carried out prior to participant use. -Warm & appropriate clothing, including waterproof jackets to be used, spare fleeces to be available -First aid kit to be carried at all times -Waterproof VHF radio, cellphone or flares to be carried, at least 2 types. -Instructor to explain technique well and demonstrate 	<ul style="list-style-type: none"> -TiC to cover any expenses and then claim back costs after -Students unable to participate in regatta if inappropriately dressed

Inadequate personal equipment for trip	<ul style="list-style-type: none"> -Inappropriate clothing for waka ama -Forgotten personal medication (Inhalers/ epi pen etc) 	<ul style="list-style-type: none"> -Kit list given out -Students briefed on trip about kit requirements -Supervisors to carry some equipment (first aid kit) -Teacher in charge to check medical details and ensure personal medication is shown before trip. 	<ul style="list-style-type: none"> -TiC to cover any expenses and then claim back costs after -Students unable to participate in regatta if inappropriately dressed
Inadequate group equipment for activity	<ul style="list-style-type: none"> -Inadequate groupo equipment for waka ama -Inadequate safety gear 	<ul style="list-style-type: none"> -DOD to organise safety gear -DOD to check that students have correct waka ama gear -ROS to check that all camp gear is sorted 	Withdrawal from waka ama if unsafe (or borrow gear)
Parents/ students/ supervisors unable to contact each other	Members of the group are unable to be contacted or contact family/ whanau (lack of signal)	<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 landline of accommodation -Supervisor's share mobile phone numbers. -Students have access to internet at accommodation 	-WHS contacted and parents contacted accordingly
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 	<ul style="list-style-type: none"> -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) 	<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
Lack of food for the trip	<ul style="list-style-type: none"> -Poor planning and budgeting of quantities -Food not suitable for dietary conditions -Food causes allergic reaction -Students not eating (fussy) 	<ul style="list-style-type: none"> -ROS to budget and plan shopping list as experienced from 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.
Injuries or illness during cooking	<ul style="list-style-type: none"> -Faulty equipment (gas cooker, gas bottle) -Accident with knife, burns etc -Students lacking cooking experience -Lack of supervision 	<ul style="list-style-type: none"> -ROS and volunteer to actively monitor cooking -DOD and ROS outdoor first aid trained -First aid kit taken on trip -Students to be briefed on safety when cooking etc 	<ul style="list-style-type: none"> -Follow TIRP (Call 111 & Principal) if severe injury -Deal with first aid if minor -Report to the incident reporting system on return to WHS
Problems with vehicles	-Hire van breaks down	<ul style="list-style-type: none"> -Reputable hire company used -Insurance and break down cover used 	<ul style="list-style-type: none"> -Follow TIRP (Call 111 & Principal) if severe injury -Breakdown company to be used and any costs will be reimbursed

Problems with accommodation	-Accommodation unsuitable -Forgotten equipment for overnight trip (bedding etc)	-Lack of planning -Lack of communication about accommodation -Kit list provided to students to ensure they bring the correct equipment	-Seek alternative accommodation if necessary. TiC will be reimbursed on return.
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ENVIRONMENTAL RAMS: Anything based on the surroundings including facilities, weather, conditions and the area that the trip takes place within

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?
Environmental Disaster	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. ROS to make final 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.
Extreme Weather Conditions	-Sun, Rain, Wind, Snow, -Temperature -Dark	-Trip to be cancelled in severe weather that could affect safety -Waka ama regatta organisers will cancel event if deemed unsafe for the race -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.
Waka Ama	-Unfavourable weather, eg strong winds, poor visibility, swell -Unfamiliarity of location and weather factors by instructors	-Instructors to be familiar with location and expected weather conditions. DOD to ask for advice from the experienced organisers. -Organisers will check weather forecast for appropriate weather, and to continue to monitor this throughout the activity	-Follow TIRP (Call 111 & Principal) if incident occurs during trip -Cancel experiences if in doubt. -Follow a detailed Safety Action Plan that all the group have been briefed on.

Lost student or group	TiCor students not understanding the area or gathering bearing	-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
Unsafe or unhygienic accommodation	-Bed bugs or dirty bedding -Stranger danger in accommodation	-Lack of planning -Lack of communication about accommodation -Kit list provided to students to ensure they bring the correct equipment	-Seek alternative accommodation if necessary. TiC will be reimbursed on return.
Unsafe travelling/ Driving conditions	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)	-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.
Traffic accident or blocked route	-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.