



RAMS FORM (RISK ASSESSMENT & MANAGEMENT SYSTEM 2017)

NAME OF TRIP:Sea Sports Steinlager 2 Voyage.....16th - 19th August 2017.....

OVERNIGHT? YES

TEACHER IN CHARGE: ...Maria Heer.....

SIGNED: *[Signature]*

DATE: 04/07/2017

CHECKED BY: *REBECCA ROSE*.....

SIGNED: *[Signature]*

DATE: 4/7/17

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?
Sickness/illness to staff or student <i>(HYPOTHERMIA)</i>	-Existing illness or medical issue -Exposure to illness. -Group members have health issues before leaving.	-Leader to take contact details, medical details and permission slips on trip -All medication checked by group leader before departure. -First Aid certs updated -Back up plan for sick teacher -Always have at least two supervisors (relevant to gender of the group)	-First Aid -Family contact -Hospitalization- One supervisor stays with group. -Follow TIRPS if severe -Report to the incident reporting system on return to WHS -Teacher in charge to familiarise themselves with nearest hospital and medical emergency centre
Minor first aid incident or injury <i>(DROWNING)</i>	-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	-UPDATED first aid kit taken -First aid certs updated	-Use first aid provided at location -Deal with the incident -Report to the incident reporting system on return to WHS -Teacher in charge to familiarise themselves with nearest hospital and medical emergency centre
One or more group members suffer serious injury	-Lack of safety instruction -Lack of correct equipment -Poor technique or fitness level inappropriate to activity -Peer pressure to participate beyond expertise -Overconfidence	-UPDATED first aid kit taken -First aid certs updated	Call 111. Hospitalisation- One Trip leader member go to hospital with injured student and other Trip leader member to stay with group and remain on trip. Keep in contact. -Cancel trip early and return -Follow TIRPS if severe -Report to the incident reporting system on return to WHS -Teacher in charge to familiarise themselves with nearest hospital and medical emergency centre

<p>Student missing or not returning after trip</p>	<ul style="list-style-type: none"> -Teacher in charge not counting and ensuring all students are on the transport home -Teacher in charge failing to ensure all students have been picked up safely 	<ul style="list-style-type: none"> -Expectations made clear to the group and on the EOTC form -Students to stay in pairs/groups -Students to sign student contract 	<ul style="list-style-type: none"> -Family contact/ liaison -Contact Coastguard/ RCCNZ if serious concern -Follow TIRPS if severe -Report to the incident reporting system on return to WHS
<p>Student behaviour/ Student Incident</p>	<ul style="list-style-type: none"> -Poor behaviour outside of expectations -Student(s) behaviour is inappropriate with goals -Student is involved in a serious incident that breaks the law. -Students not listening/ following to instructions -Peer pressure 	<ul style="list-style-type: none"> -Students briefed before trip -Students questioned about instructions to check understanding -Students to sign student contract 	<ul style="list-style-type: none"> -Family contact/ liaison -Follow TIRPS if severe -Arrange for Police Decodar to meet our yacht. -Report to the incident reporting system on return to WHS
<p>Incident with external providers</p>	<ul style="list-style-type: none"> -Lack of communication between trip leader and external provider -Use of poorly managed external provider 	<ul style="list-style-type: none"> -External providers to complete a provider contract prior to the trip, detailing expectations -All RAMS collected prior to the trip -Roles clearly identified -Trip leader to only use audited adventurous activity companies. -Ask for a copy of the child protection policy 	<ul style="list-style-type: none"> -WHS liaison with Principal/ EOTC co-ordinator and HOF -Report to the incident reporting system on return to WHS (do not use company again)
<p>Incident with volunteers or parents.</p>	<ul style="list-style-type: none"> -Lack of communication between teachers and volunteers -Volunteers unaware of expectations and school policies and protocols -Drinking or smoking on trip -Inappropriate behaviour by volunteers 	<ul style="list-style-type: none"> -Volunteers to complete a volunteer contract prior to the trip -Police checks for parents on all overnight trips. -Trip leader to meet with volunteers prior to trip to explain expectations -Roles clearly outlined 	<ul style="list-style-type: none"> -WHS liaison with Principal/ EOTC co-ordinator and HOF -Report to the incident reporting system on return to WHS
<p>Inadequate Supervision/ leadership</p>	<ul style="list-style-type: none"> -Trip leader not communicating well with other teachers and volunteers -Roles unclear -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"> -Trip leader to meet with other staff for briefing on roles and expectations -Supervisors/ group leaders trained and experienced -Supervisor has been on trip before or has visited location 	<ul style="list-style-type: none"> -WHS liaison with Principal/ EOTC co-ordinator and HOF -Report to the incident reporting system on return to WHS
<p>Serious incident affecting whole group</p>	<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"> -Group members contactable by at least two methods Ship VHF radio and dry bagged cell phones. -Students/ supervisors aware of responsibilities/ actions. 	<ul style="list-style-type: none"> -Family WHS contact/ liaison -First Aid -Family contact -Hospitalization- One supervisor stays with group -Follow TIRPS if required -Report to the incident reporting system on return to WHS
<p>Incident whilst travelling</p>	<ul style="list-style-type: none"> -misjudgement by skipper or crew -poor communication of roles - skipper or crew tired, not able to rest 	<ul style="list-style-type: none"> -Student distraction to be minimised -Teacher in charge aware of driver fatigue legislation -Stop and add in rest breaks if teacher or crew is tired - Swap phone numbers.VHF for staff 	<ul style="list-style-type: none"> -Hospital and coastguard called for accident -Call WHS and alert of incident -Follow TIRPS if required -Hospitalization- One supervisor stays with group. -Report to the incident reporting system on return to WHS

<p>Student missing or not returning after trip</p>	<ul style="list-style-type: none"> -Teacher in charge not counting and ensuring all students are on the transport home -Teacher in charge failing to ensure all students have been picked up safely 	<ul style="list-style-type: none"> -Expectations made clear to the group and on the EOTC form -Students to stay in pairs/groups -Students to sign student contract 	<ul style="list-style-type: none"> -Family contact/ liaison -Contact Coastguard/ RCCNZ if serious concern -Follow TIRPS if severe -Report to the incident reporting system on return to WHS
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<p>Incident whilst travelling</p>	<ul style="list-style-type: none"> -misjudgement by skipper or crew -poor communication of roles -Skipper or crew tired, not able to rest 	<ul style="list-style-type: none"> -Student distraction to be minimised -Teacher in charge aware of driver fatigue legislation -Stop and add in rest breaks if teacher or crew is tired -Swap phone numbers. VHF for staff 	<ul style="list-style-type: none"> -Hospital and coastguard called for accident -Call WHS and alert of incident -Follow TIRPS if required -Hospitalization- One supervisor stays with group. -Report to the incident reporting system on return to WHS

Driver incident	-skipper incapacitated - skipper tired or ill	-Check skippers qualifications -Make sure 2 other crew members are able to drive the vessel -Ensure all vessels are MOSS compliant and surveyed for passenger use.	-Breakdown company to be used and any costs will be reimbursed -Hospital and police called for accident -Call WHS and alert of incident -Follow TIRPS if required -Hospitalization- One supervisor stays with group. -Report to the incident reporting system on return to WHS
Driver fatigue	-Crew get too tired cause accidents	-make sure staff are supportive of crew -students are respectful and do their fair share of chores	-Call WHS and alert of incident -Follow TIRPS if required
Stranger Danger	-Abduction or peer pressure -Fight -Drugging -Unfamiliar environment	-Students briefed on responsible behaviour -Students to stay in pairs or groups -Meeting point and limes identified -Phone numbers swapped	-Hospital and police called for accident -Call WHS and alert of incident -Hospitalization- One supervisor stays with group. -Follow TIRPS if required -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?
Inadequate personal equipment for trip	-Inappropriate clothing for weather conditions -Inappropriate footwear for activity -Forgotten personal medication (Inhalers/ epi pen etc)	-Students briefed on trip about kit requirements and food situation -Supervisors to carry some equipment (first aid kit) -Teacher in charge to check medical details and ensure personal medication is shown before trip.	-Small contingency taken for transport costs -Supervisors to cover any expenses themselves and then claim back costs after -Students unable to participate in activity if inappropriately dressed -Teacher in charge to familiarise themselves with nearest hospital and medical emergency centre
Inadequate equipment for activities	-Use of a poor company that provides inadequate or poorly maintained equipment (e.g. safety boat, yacht) -Poorly maintained school equipment	-Outsider provider contract used for any adventurous activities -Reputable companies used -Check reviews -Check equipment prior to activity -Equipment log for school gear	-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 (do not use company again)

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<p>Parents/ students/ supervisors unable to contact each other</p>	<p>Members of the group are unable to be contacted or contact family/ whanau (lack of signal)</p>	<p>-Trip leader to provide accessible contact number on EOTC form to parents -All staff on trip to swap numbers and take VHF handheld radios -EPIRB taken on all significant hikes or tramps</p>	<p>-WHS contacted and parents contacted accordingly -AIS vessel locator to be activated through Coastguard</p>
<p>Lost equipment or theft</p>	<p>-Student leaving valuable items in their bag -Theft of belongings, valuables or money</p>	<p>-Collect in valuables -Remind students to check area before leaving venue or transport (or buddy up)</p>	<p>-Trip leader to contact venue or transport -Contact parents and explain situation -Trip leader to provide student with contingency money if required</p>
<p>Lack of food for the trip</p>	<p>-Food not suitable for dietary conditions -Food causes allergic reaction -Students not eating due to being fussy</p>	<p>-Check allergies and dietary requirements -Monitor portion sizes</p>	<p>- Trip leader to be prepared for any extra costs. This will be reimbursed on return.</p>
<p>Injuries or illness during cooking</p>	<p>-Faulty equipment (gas cooker, gas bottle) -Accident with knife, burns etc -Students lacking cooking experience -Lack of supervision</p>	<p>-Supervisor to actively monitor cooking. -Students to be briefed on safety when cooking etc -Use crew supported by trained students to cook.</p>	<p>-Family WHS contact/ liaison -First Aid -Family contact -Hospitalization- One supervisor stays with group -Follow TIRPS if required</p>
<p>Problems with vessels</p>	<p>-Vessel breaks down -Vessel gets damaged -Vessel sinks</p>	<p>-Check that regular engine maintenance check procedures are followed -Ensure vessel has repair equipment -Check there are sufficient life rafts and correctly fitting lifejackets for all people on board.</p>	<p>-Coastguard or Deodar to be used and any costs will be reimbursed -Take 2 spare lifejackets -Take EPIRB -Take the Sea Sports emergency survival Grab Bag</p>
<p>Problems with accommodation on Vessel</p>	<p>-Accommodation unsuitable -Forgotten equipment for overnight trip (bedding etc)</p>	<p>-Vessel equipment regularly maintained</p>	<p>-Seek alternative accommodation if necessary. Trip leader will be reimbursed on return.</p>

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. EOTC coordinator and experienced staff members to make call	--Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation. -Follow TIRPS
Extreme Weather Conditions	Sun, Rain, Wind, Snow, Temperature/ season Dark	Trip to be cancelled in severe weather that could affect ferry crossings	-Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.
Lost student or group	Trip leader or students not understanding the area or gathering bearing	-Trip leader to visit site prior to activity -Trip leader to familiarise themselves with the area through maps and charts -Trip leader to have access to GPS, VHF and smartphone -Set meeting points for students	-Respond calmly and appropriately to the situation. -Follow TIRPS -Report to the incident reporting system on return to WHS
Unsafe or unhygienic accommodation	-Stranger danger in accommodation (e.g unexpected passenger)	-Check reviews on accommodation and book through a reputable company	-Seek alternative accommodation if necessary. Trip leader will be reimbursed on return. -Report to the incident reporting system on return to WHS (do not use company again)
Unsafe travelling conditions	Poor sailing conditions (heavy rain, storm)	-Postpone trip, change timings or take a break until the conditions have improved	-Cancel or postpone trip if any danger of sinking. EOTC coordinator or principal to have final decision on cancellation.

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