



## DAY TRIP TO AUCKLAND RAMS 2018 - LOW RISK

NAME OF TRIP: Central Zone Netball.....

OVERNIGHT? NO

TEACHER IN CHARGE: Troy Lomas..... SIGNED: .....

DATE: 10/09/2018

CHECKED BY: .....Rebecca Rose.....

SIGNED: .....RROSE.....

DATE: ...17.7.18.

**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>Leader to take contact details, medical details and permission slips on trip</b></li> <li>-All medication checked by group leader before departure.</li> <li>-First Aid certs updated</li> </ul>	<ul style="list-style-type: none"> <li>-First Aid</li> <li>-Family contact</li> <li>-Hospitalization- One supervisor stays with group.</li> <li>-Follow TIRPS if severe</li> <li>-Report to the incident reporting system on return to WHS</li> <li>-Teacher in charge to familiarise themselves with nearest hospital and medical emergency centre: Auckland Hospital</li> </ul>
<b>Minor first aid incident or injury</b>	<ul style="list-style-type: none"> <li>-Lack of safety instruction and equipment</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>-Inability to play netball in a tournament situation</li> <li>-Fingers getting bent back from hitting the netball or getting them in the wrong position to catch the ball</li> <li>-Twisted ankle/knee</li> </ul>	<ul style="list-style-type: none"> <li>-<b>UPDATED first aid kit taken</b></li> <li>-First aid certs updated</li> <li>-Ensure we are only taking students that know how to play the game properly</li> <li>-Good warm up</li> <li>-Students to wear proper footwear</li> <li>-Practise proper netball techniques, ie: drills for dribbling, passing, shooting.</li> </ul>	<ul style="list-style-type: none"> <li>-Use first aid provided at location</li> <li>-Deal with the incident</li> <li>-Report to the incident reporting system on return to WHS</li> <li>-Teacher in charge to familiarise themselves with nearest hospital and medical emergency centre: Auckland Hospital</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</b></li> <li>-As above</li> </ul>	<ul style="list-style-type: none"> <li><b>Call 111. Hospitalisation-</b> One helper stays behind with rest of students, while TIC takes injured student to hospital.</li> <li>-Cancel trip early and return</li> <li>-Follow TIRPS if severe</li> </ul>

			<ul style="list-style-type: none"> <li>-Report to the incident reporting system on return to WHS</li> <li>-Teacher in charge to familiarise themselves with nearest hospital and medical emergency centre</li> </ul>
<b>Incident with helper/student volunteer</b>	<p>Inappropriate behaviour from parent helper, supporters or student volunteer (umpire) - eg. poor sportsmanship to other players, team or umpire</p> <p>Complaining over team selection (e.g. their child not being played)</p>	<ul style="list-style-type: none"> <li>- Clearly communicate expectations to all parents and helpers prior to trip</li> <li>- Ask parents or helpers to move away from play if they are showing poor sportsmanship or complaining over team selection</li> </ul>	<ul style="list-style-type: none"> <li>Do not allow them to come to another trip</li> <li>Ask them to leave</li> <li>Contact WHS if severe</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 transport 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>-Students may not stay in Auckland after the trip</li> <li>- Do not allow students "free time" in Auckland after the trip for food etc...</li> <li>-Students to stay in pairs/groups</li> </ul>	<ul style="list-style-type: none"> <li>-Family contact/ liaison</li> <li>-Contact Police if serious concern</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>
<b>Incident with external providers</b>	<ul style="list-style-type: none"> <li>-Lack of communication between trip leader and external provider (CZ Netball co ordinator)</li> <li>-Use of poorly managed external provider</li> </ul>	<ul style="list-style-type: none"> <li>-External providers to complete a provider contract prior to the trip, detailing expectations</li> <li>-Collect and read RAMS from CZ for this event</li> </ul>	<ul style="list-style-type: none"> <li>-WHS liaison with Principal/ EOTC co-ordinator and Faculty Leader.</li> <li>-Report to the incident reporting system on return to WHS (do not use company again)</li> </ul>
<b>Serious Incident affecting whole group</b>	A serious incident/ misadventure either that affects the whole group. Eg. Death of a loved one, hospitalisation	<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</li> <li>-First Aid</li> <li>-Family contact</li> <li>-Hospitalization- One supervisor stays with group</li> <li>-Follow TIRPS if required</li> </ul>
<b>Incident whilst travelling</b>	<ul style="list-style-type: none"> <li>-Bus crash</li> <li>-Ferry accident</li> <li>-Hit by car when walking</li> <li>-Missed ferry/late ferry</li> </ul>	<ul style="list-style-type: none"> <li>-Student distraction to be minimised</li> <li>-Follow safety instructions provided by Fullers staff/Bus staff</li> <li>-Ensure students are safe whilst walking from train station to courts (busy, dangerous roads).</li> <li>TiC to make sure all students safely cross.</li> </ul>	<ul style="list-style-type: none"> <li>-Hospital and police called for accident</li> <li>-Call WHS and alert of incident</li> <li>-Follow TIRPS if required</li> <li>-Hospitalization- One supervisor stays with group.</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>

## EQUIPMENT RAMS:

<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 equipment for activities</b>	-Use of a poor company that provides inadequate or poorly maintained equipment (e.g. flat netballs) -Fault with courts(eg. slippery, unlevel grounds)	-Check equipment prior to activity -Only allow student to walk over courts before play and see if they are happy with it	-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 attend trip again)
<b>Lost equipment or theft</b>	-Student leaving bags and belongings unattended -Student forgetting bags on transport or in venue -Theft of belongings, valuables or money -Lost/stolen ball	<b>-Ensure belongings are always supervised in the stand. Always have at least one adult or student with the belongings to prevent theft</b> -Students reminded to put valuables away in a safe place, or pool together in one place (do not leave out) -Remind students to check area before leaving venue or transport (or buddy up) -Ensure that all netballs are brought back (often go missing at courts)	-Trip leader to contact venue or transport -Contact parents and explain situation -Trip leader to provide student with contingency money if required

## ENVIRONMENTAL RAMS:

<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. EOTC coordinator or principal 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. EOTC coordinator or principal to have final decision on cancellation.
<b>Unsafe playing conditions</b>	Poor netball courts	Do a walkover before play, make a decision whether to carry on or not.  Ensure students are wearing correct footwear	<b>Call 111. Hospitalisation-</b> One helper stays behind with rest of students, while TIC takes injured student to hospital. -Report to the incident reporting system on return to WHS -Teacher in charge to familiarise themselves with nearest hospital and medical emergency centre

<b>Lost student or group</b>	Trip leader or students not understanding the area or gathering bearing	<ul style="list-style-type: none"> <li>-Trip leader to visit site prior to activity</li> <li>-Trip leader to have access to GPS or smartphone</li> <li>-Set meeting points for students around the domain. (have a 'home base')</li> <li>-Do not allow students "free time" in Auckland - they must always be supervised (too young)</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>
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