



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: Junior Robotics National Competition OVERNIGHT? YES TEACHER IN CHARGE: Kelly Bickerton SIGNED: EOTC CO-ORDINATOR: Mathew Jacomb SIGNED: Mathew Jacomb		Version: V1	Date: 13/11/19
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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 Palmerston North Hospital, 50 Ruahine St, Roslyn, Palmerston North 4442 -Clarify who would go to hospital	Low



				-Report to the incident reporting system on return to WHS	
	-Pre-existing Medical Condition	High	-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.	-Follow procedure for specific condition -Clarify who would go to hospital -Follow TIRP if severe	Low
Injury - cuts, grazes, burns, bruises etc	-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	High	-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 --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 - Clear instructions and boundaries given during down time -Kit list for correct footwear -	-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
Missing person	-Students go out alone -Students misbehaving and go missing -Students not returning on ferry -TiC failing to ensure all students have returned	High	-Check whole of site beforehand - where participants could go and establish establish out of bounds. -Clear guidelines around behaviour - always stay in pairs -Provide (and possibly mark) clear boundaries --Method of, and regular, accounting for everyone (buddy up /number off)	-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)	<ul style="list-style-type: none"> -Camp or overnight trip becoming too overwhelming -Homesickness -Bullying/abuse on camp -Previous mental health illnesses 	High	<ul style="list-style-type: none"> -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 	<ul style="list-style-type: none"> -Follow TIRPS with any mental health issues. Any comments about suicide must be followed up immediately. 	Low
Student behaviour/ Student Incident	<ul style="list-style-type: none"> -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	<ul style="list-style-type: none"> -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 - Sleeping arrangements - we will all have separate beds in one large room in one accommodation (son and mother to share the one double bed) - the other accommodation we all have separate beds in separate rooms - except the two boys will share a room and sleep in twin beds. -AL to report any poor behaviour to TiC to deal with the issue -Rules about socialising clearly explained -Specific behavioural strategies for students on the trip outlined at the back of this RAS document. 	<ul style="list-style-type: none"> -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
Drowning or swimming related accident	<ul style="list-style-type: none"> -Poor supervision -Lack of safety instruction -Lack of safety gear -Lack of boundaries and instruction 	HIGH	<ul style="list-style-type: none"> Students swim ability/confidence checked prior any swimming - No students to swim unsupervised 	<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 	Medium
Inappropriate student-	<ul style="list-style-type: none"> -Inappropriate sexual behaviour during overnight trips 	High	<ul style="list-style-type: none"> -Behavioural expectations clearly outlined/ Student contract -Boys/girls not allowed in each other room -Appropriate school camp ground selected 	<ul style="list-style-type: none"> -Place sanctions on students who are misbehaving 	Low



students behaviour (sexual/abuse)	(students sneaking into each others rooms) -Peer to peer abuse (verbal, physical, bullying etc)		-Students sleeping in separate rooms, genders apart where possible -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
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 -Unfamiliar city	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
Incident whilst travelling	-Ferry accident -Missed ferry/late ferry	High	-Student distraction to be minimised - Swap phone numbers. Stay in contact	-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	Medium



<p>Driver incident</p>	<ul style="list-style-type: none"> -School van breaks down -Car crash -Breakdown 	<p>High</p>	<ul style="list-style-type: none"> -WHS driving policy followed at all times - ensure knowledge of insurance reporting system -Regular van and trailer maintenance -Ensure all vehicles warranted/ registered/ diesel miles -Student distraction to be minimised (music etc) -Plan a long time for journey so driver can go slowly -Transport plan completed 	<ul style="list-style-type: none"> -Follow TIRP (Call 111 and Principal) if incident is severe -Breakdown company to be used and any costs will be reimbursed -Report to the incident reporting system on return to WHS 	<p>Medium</p>
<p>Driver fatigue</p>	<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 	<p>High</p>	<ul style="list-style-type: none"> -Ensure all drivers get a good rest before the trip -Ensure all drivers sleep well the night before return (other volunteers to supervise students late at night) -TiC aware of driver fatigue legislation and communicate with AL and students -Ensure food and drink -Stop and add in rest breaks if driver is tired – share driving when possible. -Transport plan completed (inc. competency) -Driver agreement forms completed by all driving personal cars and transporting students 	<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 	<p>Medium</p>

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
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 landline of accommodation -Supervisor's share mobile phone numbers. -Students have access to internet at accommodation 	-WHS contacted and parents contacted accordingly	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 -Food causes allergic reaction -Students not eating 	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



Injuries or illness during cooking	-Faulty equipment (gas cooker, gas bottle) -Accident with knife, burns etc -Lack of supervision	High	-TiC, AL or volunteer to do any cooking -First aid kit taken on trip -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
Problems with vehicles	-School van breaks down	Medium	-Regular van and trailer maintenance -Ensure all vehicles warranted/ registered/ diesel miles	-Follow TIRP (Call 111 & Principal) if any severe injury -AA/Breakdown company to be used and any costs will be reimbursed	Medium
Problems with accommodation	-Accommodation unsuitable or dirty/unhygienic -Forgotten equipment for overnight trip (bedding etc)	Low	-Lack of planning -Lack of communication about accommodation -Discuss issues with host of accommodation	-Seek alternative accommodation if necessary. Source necessary items TiC will be reimbursed on return.	Low
Injury/death as per VEX Robotics Consent Form	-Robotics equipment failure / improper use of electrical equipment	High	- Appropriate health and safety education prior to trip to dangers of robotics equipment – batteries, electrical equipment, use of tools - use of safety goggles as required	-Family WHS contact/ liaison -First Aid -Family contact -Hospitalization- One supervisor stays with group. If only one supervisor on trip, then whole group stays together and goes to hospital. Palmerston North Hospital, 50 Ruahine St, Roslyn, Palmerston North 4442	Medium



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 or unhygienic accommodation	-Bed bugs or dirty bedding -Stranger danger in accommodation	High	-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.	Low
Unsafe travelling/ Driving conditions	Poor driving conditions (heavy rain, storm)	High	-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.	Low



Traffic accident or blocked route	-Unpredictable traffic accident or environmental disaster that affects the planned route	Medium	-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.	Medium
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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: Conference Centre, Pool, Playground	By: JAC	Date: 11 Mar 19
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Site Specific Hazards - What else could go wrong at this site?	Management - How can we control this?
Falling from trampoline / playground	Remind students of safe and appropriate behaviour before using equipment
Slipping at the swimming pool	Remind students of pool rules before using the pool - consequences if they are not following the rules
Invading others' personal space	Talk through this if this becomes an issue.
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? The Robotics competition is held indoors at a convention centre, indoor/outdoor pool and playground are optional activities that we will adjust if needed depending on time and any other conditions. We are a small group - 3 students with 2 adults, so we will be able to manage any issues promptly.



Supervision Requirements Consider the risk assessment and the staffing requirements to manage the controls By: **JAC** Date: **11 Mar 19**

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>Np, both of us have done this trip before</i>
<i>Kelly Bickerton</i>	✓	<i>Exp 11/19</i>	<i>Teacher</i>	
<i>Claire Stinton</i>	✓	✓	<i>Registered Nurse</i>	
<i>Drivers</i>	<i>Required</i>		<i>Driving licence</i>	<i>No - Review transport plan</i>
<i>Claire Stinton</i>	✓		<i>DF026298 Exp 22/01/24</i>	
<i>Kelly Bickerton</i>	✓		<i>CC359887 Exp 18/03/2025</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) None</p>
<p>Behaviour (e.g. poor listeners, ADHD, socially inept, short tempers, disobedience/untrustworthy) Sometimes Adam does not follow through with all instructions - but his mother will be there to monitor. Make sure he has clearly heard the instructions.</p>
<p>Abilities (e.g. swimming ability, physical disability) Swimming will be monitored by lifeguards or an adult. I will ask students about their ability before entering the pool.</p>

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

<p>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)</p> <p>Not needed for 3 students and 2 adults (1 is a parent of a child attending) - no student is to go off alone.</p>

Completed by:		Date:		Approved:		Date:	
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