



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: Tawharanui Pest Control Camp TEACHER IN CHARGE: Jared Howell EOTC CO-ORDINATOR: Mathew Jacomb		Version: V1 Date:
OVERNIGHT? YES SIGNED: HOW SIGNED: JAC		

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?
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 position 	High	<ul style="list-style-type: none"> -Clarify roles in application -Communicate all information to all leaders throughout the application -Organise a meeting for all leaders to attend. -All leaders to be given the roles and responsibilities of EOTC doc 	<ul style="list-style-type: none"> -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	<ul style="list-style-type: none"> -Allergic Reaction -Exposure to illness. -Group members have health issues before leaving. 	High	<ul style="list-style-type: none"> -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. -TiC first aid trained. -All medication checked by group leader before departure. -Relevant number of staff:student for hospital trip 	<ul style="list-style-type: none"> -Hospitalisation- HOW stays with the group, Maria/CUR will drive to North Shore hospital to meet up with student(s) -AL to contact TiC. Follow TIRP if severe -TiC to familiarise themselves with nearest hospital/med centre 	Low



				-Clarify who would go to hospital -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	-Unsafe / reckless behaviour -Lack of safety instruction -Lack of correct equipment -Poor technique or fitness level inappropriate to activity -Coach or peer pressure to participate beyond expertise (if injured etc) -Lack of supervision -Cooking injury	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 -TiC <i>outdoor</i> first aid trained -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 -Avoid challenges and races between students - Clear instructions and boundaries given during down time	-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
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 -Lack of supervision -Overconfidence	High	-Two first aid kits taken -First aid certs updated	Call 111. Hospitalisation- Trip assistant leader Sean O'Toole will go to hospital with injured student via ambulance or air ambulance to North Shore Hospital. Trip leader Jared Howell and other teachers will stay with group and remain on trip. Both leaders will keep in contact with each other on a regular basis . -Cancel trip early and return	High



				<ul style="list-style-type: none"> -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 	
Missing person	<ul style="list-style-type: none"> -Students go out alone -Students misbehaving and go missing -Students not returning on ferry -TiC failing to ensure all students have returned 	High	<ul style="list-style-type: none"> -Check whole of site beforehand - where participants could go and establish out of bounds. -Identify handrails and catching features -Clear guidelines around behaviour - always stay in pairs -Provide (and possibly mark) clear boundaries -Consider marking path to toilets at night -Method of, and regular, accounting for everyone (buddy up / number off) 	<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 	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 	-Follow TIRPS with any mental health issues. Any comments about suicide must be followed up immediately.	Low
Students going into the water without permission	<ul style="list-style-type: none"> Camp is near the beach Peer pressure 	High	<ul style="list-style-type: none"> Explicit instructions prior to the trip that there will not be any swimming. Clear instructions in the parent letter outlining this. Adequate numbers of adult supervisors on the trip. Student contract signed. 	<ul style="list-style-type: none"> Staff with First Aid training attending. One WHS member with Surf & Rescue training. Ring 111 Follow TIRPS if necessary 	Low
Student behaviour/ Student Incident	<ul style="list-style-type: none"> -Unfamiliar environment -Poor behaviour outside of expectations -Student behaviour is inappropriate 	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 -Students briefed before trip -Students questioned about instructions to check understanding -AL to report any poor behaviour to TiC to deal with the issue -Appropriate school camp ground selected -Students sleeping in separate tents 	<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) 	Medium



	<ul style="list-style-type: none"> -Student is involved in a serious incident involving police -Students not listening/ following to instructions -Peer pressure 		<ul style="list-style-type: none"> -Students separated if there is inappropriate behaviour in shared areas -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"> -Report to the incident reporting system on return to WHS 	
Inappropriate student-students behaviour (sexual/abuse)	<ul style="list-style-type: none"> -Inappropriate sexual behaviour during overnight trips (students sneaking into each others tents) -Peer to peer abuse (verbal, physical, bullying etc) 	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 -Students sleeping in separate tents. Genders apart where possible (e.g. tents separated) -TiC familiarise themselves of potential peer-peer relationships in the group (LGBTI+) and ensure expectations are discussed with these students 	<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 behavioural issues (may be sent home) 	Low
Incident with volunteers or parents	<ul style="list-style-type: none"> -Lack of communication -Volunteers unaware of expectations and school policies and protocols -Drinking or smoking on trip 	High	<ul style="list-style-type: none"> -All leaders to attend a pre-trip meeting where roles and expectations will be outlined -Police checks for parents on all overnight trips. -Roles clearly outlined using the EOTC guidelines - Parents to sign parent volunteer contracts for all overnight trips (link to an exemplar form:) 	<ul style="list-style-type: none"> -Follow TIRP (Call Principal) if behaviour issue is severe and any police are involved -TiC to raise any issues directly with volunteers and parents -Report to the incident reporting system on return to WHS. Do not use parents or volunteers again 	Low
Inappropriate adult -student behaviour (sexual/abuse) False allegations of sexual misconduct/ abuse)	<ul style="list-style-type: none"> -Inappropriate adult -student sexual behaviour during overnight trips (teacher, volunteer or external provider) -Adult to student abuse (verbal, physical, bullying etc) 	High	<ul style="list-style-type: none"> -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. 	<ul style="list-style-type: none"> -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



Driver incident	-School van breaks down -Car crash -Breakdown	Medium	-WHS driving policy followed at all times -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 (inc. competency) -Driver agreement forms completed by all driving personal cars and transporting students	- 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	Low
Students getting lost at night at campsite	Not listening to instructions. Getting lost on way to the toilet. Leaving tents without permission Peer pressure	Medium	Instruct students to bring torches Safety brief by Auckland Council staff on site Close supervision by adult teachers and parent helpers Student contract signed.	-Wake adults to supervise group and search for student -Follow TIRPS if severe	Low
Stranger Danger	-Mugging, theft -Abduction or peer pressure -Fight -Drugging -Unfamiliar city	High	--Expectations made clear to the group via optional student contract -Students to stay in pairs/groups at all times and always with an adult	- Follow TIRP (Call 111 & Principal) if incident is severe -AL to contact TiC -Report to the incident reporting system on return to WHS	Low
Inadequate Supervision/ leadership	-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	Medium	-Trip leader to meet with other staff for briefing on roles and expectations prior to trip - Trip leader's responsibility to count students on and off ferry on both legs of the trip using register - Co leader (Sean O'Toole) to count students on and off the bus using register -Supervisors/ group leaders trained and experienced -Supervisor has been on trip before or has visited location - 3 Group rotation programme will provide detailed instructions for all staff/Parent helpers as well as a time line/schedule	-WHS liaison with Principal/ EOTC co-ordinator and Faculty Leader -Report to the incident reporting system on return to WHS - Trip leader to clarify any misunderstandings at regular periods during the day	Low



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
Inadequate group equipment for activity	<ul style="list-style-type: none"> -Inadequate shoes for walking and jacket for warmth -Inadequate safety gear. 	Medium	<ul style="list-style-type: none"> -Students can bring own gear or to borrow from the camp. -TiC has back up gear 	Withdrawal from activity if unsafe. TiC decision is final. Do not risk without adequate gear.	Low
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 -TiC to have EPIRB in isolated areas (non negotiable) -Provide landline of accommodation -Supervisor's share mobile phone numbers. -Students have access to internet at accommodation 	<ul style="list-style-type: none"> -WHS contacted and parents contacted accordingly -Contact via EPIRB 	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	-Poor planning and budgeting of quantities	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 	-TiC to be prepared for any extra costs. This will be reimbursed on return.	



	-Food not suitable for dietary conditions -Food causes allergic reaction -Students not eating		-Check numbers and costings from previously run trips -Monitor portion size		Low
Injuries or illness during cooking	-Faulty equipment (gas cooker, gas bottle) -Accident with knife, burns etc -Students lacking cooking experience -Lack of supervision	High	-TiC, AL or volunteer to actively monitor cooking -TiC is outdoor first aid trained -First aid kit taken on trip -Students to be briefed on safety when cooking etc -Use parents and volunteers	-Follow TIRP (Call 111 & Principal) if severe injury -Deal with first aid if minor -Report to the incident reporting system on return to WHS	Low

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	-Follow TIRP (Call 111 & Principal) if missing student	



			-Set meeting points for students	-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

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: Camping - Tawharanui Campground	By: HOW	Date: 8/2/19
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Site Specific Hazards - What else could go wrong at this site?	Management - How can we control this?
Water / Wet rocks	Students are supervised when all the beach at all times. Only allowed on the water, not on slippery rocks.
Slipping on nature walk trail	Students must come with appropriate footwear for trekking.
Invading other campers personal space	Choose a spot away from the public and set up tents in a circle facing the centre. Set boundaries, camp expectations and quiet time.
Aggressive Cattle	Students warned to not approach cattle that may be on nature trail. Advise not to make eye contact with cattle
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?
Forecast is for rain	Make sure all students have wet weather gear.



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>	
Jared Howell	✓	Yes	Teacher	Current Basic First Aid
<i>Drivers</i>	<i>Required</i>	<i>Required</i>	<i>Group Management / Driving licence</i>	<i>Yes – Transport policy & procedures</i>
Bus Hire	✓	yes		Reputable Bus company used
<i>Overnight supervisor</i>	<i>Required</i>	<i>Prefer</i>	<i>Group Management</i>	<i>On the day</i>
Jared Howell	Yes	Yes		
Maria Heer	Yes	Yes		Marine Medic
<i>Activity Leader –Overnight camping</i>	<i>Required</i>	<i>Required</i>	<i>Group Management</i>	<i>Yes – EOTC, Activity specific training</i>
Jared Howell	Yes	Yes	Overall management of the group	



2. Group members requiring specific management strategies: Provide **specific management strategies** for participants requiring special attention

Medical (e.g. asthma, allergies, medical conditions, current injury) Will complete when names confirmed
Behaviour (e.g. poor listeners, ADHD, socially inept, short tempers, disobedience/untrustworthy) Will complete when names confirmed
Abilities (e.g. swimming ability, physical disability) Will complete when names confirmed

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

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) 3 Groups of 20 students each - Leaders HOW, OTO, CAM

Completed by: HOW	Date: 19/2/19	Approved: JAC	Date: 19/2/19
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