



WHS RISK ASSESSMENT AND SUPERVISION FORM 2020 (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: College Sport Swimming at Diocesan Aquatic Centre 27 February NAME OF TRIP: College Sport Swimming OVERNIGHT? NO TEACHER IN CHARGE: Nicky Ogilvie (parent taking trip) SIGNED: EOTC CO-ORDINATOR: Rebecca Rose SIGNED: RROSE		Version: V1	Date:
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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.	Medium	-Leader to take contact details, medical details and permission slips on trip - with sport co-ordinator meeting parent beforehand to brief on group and medical details -All medication checked by group leader before departure. -Unless specified, parent help will not be first aid trained.	-First Aid -Family contact -Hospitalization- The whole group would need to go together to hospital by taxi as only one parent with group. -Follow TIRPS if severe -Report to the incident reporting system on return to WHS -Teacher in charge to familiarise themselves with One Health, 122 Remuera Road, (Ph 09 522 2800) or Auckland Hospital, Park Road Grafton.	Low



Minor first aid incident or injury	<ul style="list-style-type: none"> -Lack of safety instruction -Lack of supervision 	<p style="text-align: center;">Medium</p>	<ul style="list-style-type: none"> - First aid kit taken 	<ul style="list-style-type: none"> -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 One Health, 122 Remuera Road, (Ph 09 522 2800) or Auckland Hospital, Park Road Grafton. 	<p style="text-align: center;">Low</p>
One or more group members suffer serious injury	<ul style="list-style-type: none"> -Lack of safety instruction -Lack of supervision -Overconfidence 	<p style="text-align: center;">High</p>	<ul style="list-style-type: none"> -First aid kit taken -Unless specified, parent helper will not be first aid trained. 	<p>Call 111. Hospitalisation- All group to depart with injured student by taxi for hospital as only one parent helper. Keep in contact.</p> <ul style="list-style-type: none"> -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 One Health, 122 Remuera Road, (Ph 09 522 2800) or Auckland Hospital, Park Road Grafton. 	<p style="text-align: center;">Low</p>
Student missing or not returning after trip	<ul style="list-style-type: none"> -Student staying in Auckland after trip -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 	<p style="text-align: center;">High</p>	<ul style="list-style-type: none"> -Expectations made clear to the group and on the EOTC form -Students to return as a group to Waiheke -Students to stay with group at all times 	<ul style="list-style-type: none"> -Family contact/ liaison -Contact Police if serious concern -Follow TIRPS if severe -Report to the incident reporting system on return to WHS 	<p style="text-align: center;">Low</p>



Student behaviour/ Student Incident	<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 involving police -Students not listening/ following to instructions -Peer pressure 	High	<ul style="list-style-type: none"> -Students briefed before trip by sport co-ordinator with expectations of good behaviour. - 	<ul style="list-style-type: none"> -Family contact/ liaison -Follow TIRPS if severe -Report to the incident reporting system on return to WHS 	Low
Incident with external providers	<ul style="list-style-type: none"> -Lack of communication between trip leader and external provider -Use of poorly managed external provider 	High	<ul style="list-style-type: none"> -External providers to complete a provider contract prior to the trip, detailing expectations -If specific event RAS are available from College Sport/ Central Zone, they will be attached to this RAMS document -Roles clearly identified 	<ul style="list-style-type: none"> -WHS liaison with Principal/ EOTC co-ordinator and Faculty Leader. -Report to the incident reporting system on return to WHS (do not use company again) 	Low
Inadequate Supervision/ leadership	<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 	Medium	<ul style="list-style-type: none"> -Parent helper to meet with parent help for briefing on roles and expectations -If possible, supervisors/ group leaders trained and experienced RAMS document to have clear travel instructions in case of just one parent help and no staff travelling with group 	<ul style="list-style-type: none"> -WHS liaison with Principal/ EOTC co-ordinator and Faculty Leader -Report to the incident reporting system on return to WHS 	Medium
Serious Incident	A serious incident/ misadventure either that affects the whole	High	<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"> -Family WHS contact/ liaison -First Aid -Family contact 	



affecting whole group	group. Eg. Death of a loved one, hospitalisation			-Hospitalization- One supervisor stays with group -Follow TIRPS if required -Report to the incident reporting system on return to WHS	Low
Incident whilst travelling	-Ferry accident -Missed ferry/late ferry -Breakdown	Medium	-Student distraction to be minimised - Swap phone numbers. Stay in contact	-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	Low
Stranger Danger	-Mugging, theft -Abduction or peer pressure -Fight -Drugging -Unfamiliar city	High	-Students briefed on responsible and streetwise behaviour -Students to stay in pairs or groups -Meeting point and time 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	Low



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

<p>Inadequate personal equipment</p>	<ul style="list-style-type: none"> -Students do not have HOP card or money -Inappropriate clothing for weather conditions (warm clothes) -Lack of money for snacks or drinks -Forgotten personal medication (Inhalers/ epi pen etc) - 	<p style="text-align: center;">Medium</p>	<ul style="list-style-type: none"> -Students briefed on trip about kit requirements and food/drink situation -Students briefed about HOP card money -Supervisors to carry some equipment (first aid kit) -TiC to check medical details and ensure personal medication is shown before trip. - Should a student forget sport equipment such as swimsuit, parent is called to approve purchase of swimsuit at the venue by parent help/ staff.If not possible, then student doesn't compete. 	<ul style="list-style-type: none"> -Small contingency taken for transport costs -Volunteers to cover any expenses themselves and then claim back costs from parents -Students unable to participate in activity if inappropriately dressed -TiC to familiarise with One Health, 122 Remuera Road, (Ph 09 522 2800) or Auckland Hospital, Park Road Grafton. 	<p style="text-align: center;">Low</p>
<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 style="text-align: center;">Medium</p>	<ul style="list-style-type: none"> -Swap mobile numbers of students 	<ul style="list-style-type: none"> -WHS contacted and parents contacted accordingly 	<p style="text-align: center;">Low</p>
<p>Lost equipment or theft</p>	<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 	<p style="text-align: center;">High</p>	<ul style="list-style-type: none"> -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 	<p style="text-align: center;">Low</p>



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.	-Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation. -Follow TIRPS	Low
Extreme Weather Conditions	Sun, Rain, Wind, Snow, Temperature/ season	High	-Keep in touch with competition organisers -Trip to be cancelled in severe weather that could affect ferry crossings	Likely to be cancelled -Cancel trip if any danger. EOTC coordinator or principal to have final decision on cancellation.	Low

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: College Sport Swimming	By: Nicky Ogilvie	Date: 12/2/2020
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Site Specific Hazards - What else could go wrong at this site?	Management - How can we control this?
A student could get into trouble at the pool	All students are capable swimmers and will be watched at all times
Students could be disrespectful to members of the public	TiC talks to students before departure about how to act appropriately in public and be respectful.
We could have challenges getting to and from the site due to ferry delay/ bus delays	<p>We have built in enough time to get there, with a warm up period allowed for the swimmers should they need it. Swimming commences at 9:30am so a 7:30am ferry departure allows for delays.</p> <p>Travel plan using AT Mobile App: Catch 7:30am ferry. Arrive and walk to Customs St E/ Britomart Place, 50 Customs St E (Stop 1420). Catch bus 70 (scheduled for 8:30am departure) and stay on for 13 stops. Get off at Great South Road/ Ngaire Ave, 62 Great South Road (Stop 7600). 6 min walk to Diocesan School for girls - Arrive at 8:53am.</p> <p>Return - same bus back - bus 70 departs from stop 7601 at 1:14pm and arrives back at 1:42pm</p> <p>OR</p> <p>Return - walk to Broadway/Clovernook Rd, 410 Broadway and catch the Inner City bus at stop 7208 at 1:26pm. Arrive at Customers St E near Queens Arcade at 1:44 and walk to 2pm ferry.</p>
Specific Hazards on the Day	
Students may miss their races as they aren't paying attention when their race is	Ensure all students know what their races are, and when they are.



Supervision Requirements Consider the risk assessment and the staffing requirements to manage the controls
 By : OGI
 Date : 5/2/2020

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>Parent will escort the children to the swim meet - tbc</i>				



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)

Michael Spielhaupter has very occasional asthma so should bring his inhaler. Ryan Twidle also has a Ventolin asthma inhaler so should bring this as well as antihistamines for hayfever if required (probably not necessary as all swimming is inside in the Aquatic Centre.

Behaviour (e.g. poor listeners, ADHD, socially inept, short tempers, disobedience/untrustworthy)

Seren will be the only year 9 on the trip, and also needs a fair bit of attention in terms of encouragement and listening. She does handle being told to be wait before interrupting etc,

Abilities (e.g. swimming ability, physical disability)

All students are strong swimmers and have the appropriate ability.

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)

Parent helper will escort the children to the Aquatic Centre, and ensure that the children are aware of the events they are entered into and to be at the pool.



Completed by:	Nicky Ogilvie	Date:	12/2/2020	Approved:		Date:	
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