

	-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	-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 -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 -TiC 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 - 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
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. -Identify handrails and catching features -Clear guidelines around behaviour - always stay in pairs -Provide clear boundaries	-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 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 via student contract -Students briefed before trip -Students questioned about instructions to check understanding -AL to report any poor behaviour to TiC to deal with the issue -Students separated if there is inappropriate behaviour in shared areas -Rules about socialising clearly explained 	<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
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 to sleep in separate rooms when possible (if not possible, then an adult leader - usually a parent of a child in the room - will also sleep in the room and parental consent will be sought if this is the case) -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 be briefed on roles and expectations -Police checks for parents on all overnight trips. -Roles clearly outlined using the EOTC guidelines 	<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 be briefed on risks expectations, 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. -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	<ul style="list-style-type: none"> -School van breaks down -Car crash -Breakdown 	Medium	<ul style="list-style-type: none"> -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) 	<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 	Low
Stranger Danger	<ul style="list-style-type: none"> -Mugging, theft -Abduction or peer pressure -Fight -Drugging -Unfamiliar city 	High	<ul style="list-style-type: none"> --Expectations made clear to the group -Students to stay in pairs/groups at all times and always with an adult 	<ul style="list-style-type: none"> -Follow TIRP (Call 111 & Principal) if incident is sever -AL to contact TiC -Report to the incident reporting system on return to WHS 	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) 	<p style="text-align: center;">Medium</p>	<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. -Supervisors to carry some extra equipment i.e (first aid kit) 	<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 	<p style="text-align: center;">Medium</p>
Inadequate group equipment for activity	<ul style="list-style-type: none"> -Inadequate safety gear - closed shoes and safety goggles 	<p style="text-align: center;">Medium</p>	<ul style="list-style-type: none"> -Students can bring own gear or borrow. -TiC has back up gear 	<ul style="list-style-type: none"> Withdrawal from activity if unsafe. TiC decision is final. Do not risk without adequate gear. 	<p style="text-align: center;">Low</p>
Injury/death as per VEX Robotics Consent Form	<ul style="list-style-type: none"> -Robotics equipment failure / improper use of electrical/ mechanical equipment 	<p style="text-align: center;">High</p>	<ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> -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. 	<p style="text-align: center;">Low?</p>
Parents/ students/ supervisors unable to make contact	<ul style="list-style-type: none"> Members of the group are unable to be contacted or contact family/ whanau (lack of signal) 	<p style="text-align: center;">High</p>	<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 	<ul style="list-style-type: none"> -WHS contacted and parents contacted accordingly 	<p style="text-align: center;">Low</p>



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"> -Jointly plan menu with group -Check allergies and dietary requirements -Check numbers and costings from previously run trips -Monitor portion size 	<ul style="list-style-type: none"> -TiC to be prepared for any extra costs. This will be reimbursed on return. 	Low
Injuries or illness during cooking	<ul style="list-style-type: none"> -Faulty equipment (gas cooker, gas bottle) -Accident with knife, burns etc -Students lacking cooking experience -Lack of supervision 	High	<ul style="list-style-type: none"> -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 	<ul style="list-style-type: none"> -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	<ul style="list-style-type: none"> -School van OR rental van breaks down -Incident with trailer 	Medium	<ul style="list-style-type: none"> -Regular van and trailer maintenance -Ensure all vehicles warranted/ registered/ diesel miles 	<ul style="list-style-type: none"> -Follow TIRP (Call 111 & Principal) if if severe injury -Breakdown company to be used and any costs will be reimbursed 	Low
Problems with accommodation	<ul style="list-style-type: none"> -Accommodation unsuitable -Forgotten equipment for overnight trip (bedding etc) 	Medium	<ul style="list-style-type: none"> -Lack of planning -Lack of communication about accommodation -Kit list provided to students to ensure they bring the correct equipment 	<ul style="list-style-type: none"> -Pre site visit carried out by TiC -Seek alternative accommodation if necessary. TiC will be reimbursed on return. 	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 -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
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	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: Kiwibots Nationals at Lynfield College, Motel Accommodation	By: Kelly Bickerton	Date: 31/1/19
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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	Students are year 10-13. They are not allowed to use the playground. Students only have minimal down time to play on trampoline - and only two people are allowed on it at a time.
Specific Hazards on the Day	Management - How can we control this?



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>Yes – EOTC Outdoor First Aid</i>
<i>Kelly Bickerton</i>	✓	✓	<i>Group Coordinator, Ex- teacher</i>	<i>Not relevant</i>
<i>Drivers</i>	<i>Required</i>	<i>Required</i>	<i>Group Management / Driving licence</i>	<i>Yes –Transport policy & procedures</i>
<i>Kelly Bickerton</i>	✓	✓	<i>License #CC359887 Exp 18/3/25</i>	
<i>Overnight supervisor</i>	<i>Required</i>	<i>Prefer</i>	<i>Group Management</i>	<i>On the day</i>
<i>Martin Ryder</i>	✓	✓	<i>Parent, Coast Guard Volunteer, Mechanical technician</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)

Braeden must have all his diabetes gear with him and must be supervised for any changes in behaviour due to his condition. Also to avoid cinnamon and benzoates. Has had anaphylactic reaction in the past.

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

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



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) - there are only 3 students and 2 parents on this trip.

Completed by:		Date:		Approved:		Date:	
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