



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: Sea Sports Snorkel Camp TEACHER IN CHARGE: Maria Heer EOTC CO-ORDINATOR: Matt Jacomb		OVERNIGHT? YES SIGNED: <i>M. Heer</i> SIGNED: Mathew Jacomb	Version: V1 Date: 25/01/2019
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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?
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 Activity Leader, 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 outdoor 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"> -AL to contact TiC. Follow TIRP if severe -TiC to familiarise themselves with nearest hospital/med centre Mercury Bay Medical Centre, Ph 07 8665911, 87 Albert St, Whitianga or Waikato hospital, Pembroke St, West Hamilton 	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 - Students are unprepared for the experience and injure themselves or others.	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 Sea Sports 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
Missing person	-Students go out alone -Students misbehaving and go missing -Students not returning on ferry	High	-Check whole of site beforehand - where participants could go and establish establish out of bounds. -Identify hazards and hidden features -Clear guidelines around behaviour - always stay in pairs -Provide and mark 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



	-TiC failing to ensure all students have returned		- Toilets are lit at night -Method of, and regular, accounting for everyone (buddy up / number off)		
Mental Health Issue (e.g. Suicide comments, depression, anxiety)	-Camp or overnight trip becoming too overwhelming -Homesickness -Bullying/abuse on camp -Previous mental health illnesses	High	- 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
Drowning	-Lack of safety instruction -Lack of correct rescue equipment -Inability to swim/no prior testing -Inadequate supervision/no lifeguard -Lack of knowledge of area	High	-TiC to ensure that all students have a clear safety briefing outlining dangers, rescue equipment -All students to have signed aquatic fitness and have passed a swim test. TiC must be confident that all students can swim. -TiC to familiarise themselves with area and specific dangers (e.g river current, rocks, slippery bottom, logs) -Adequate supervision ratio. No students swim unsupervised. -TiC is lifeguard trained.	-Follow TIRP (Call 111 & Principal) -AL to contact TiC -Hospitalisation- One AL to go to hospital with injured student and other volunteers to stay with group -Do not return early. Parents may travel to location	Low
Student behaviour/ Student Incident	-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	-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 (link to exemplar 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 -Appropriate school camp ground selected -Students sleeping in separate tents -Students separated if there is inappropriate behaviour in shared areas -Rules about socialising clearly explained	-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



			-Specific behavioural strategies for students on the trip outlined at the back of this RAS document.		
Inappropriate student-behaviour (sexual/abuse)	-Inappropriate sexual behaviour during overnight trips (students sneaking into each others tents) -Peer to peer abuse (verbal, physical, bullying etc)	High	-Behavioural expectations clearly outlined/ Student contract -Boys/girls not allowed in each others tents. -Appropriate school camp ground selected -Students sleeping in separate tents. Genders and couples 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	-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	-Lack of communication -Volunteers unaware of expectations and school policies and protocols -Drinking or smoking on trip	High	-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:)	-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)	-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
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	-Follow TIRP (Call 111 and Principal) if incident is severe -Breakdown company to be used and any costs will be reimbursed	



			-Transport plan completed (inc. competency) -Driver agreement forms completed by all driving personal cars and transporting students	-Report to the incident reporting system on return to WHS	Low
Driver fatigue	-Drivers tired prior to trip -Lack of sleep for drivers before return home (dealing with students) -No rest stops -Lack of food or drink	Medium	-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 -One person (adult or student) to sit in front and keep an eye on driver. Swap roles regularly. Ensure food and drink -Stop and add in rest breaks if driver is tired. -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 -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	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 severe -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	-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	-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	-TiC to cover any expenses and then claim back costs after -Students unable to participate in activity if inappropriately dressed	Medium
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Inadequate group equipment for activity	<ul style="list-style-type: none"> -Inadequate shoes for walking and jacket for warmth -Inadequate safety gear. -incorrect size or missing snorkel 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. --Backup battery charger for phones -Students have limited access to internet at Riverglen Campground 	<ul style="list-style-type: none"> -WHS contacted and parents contacted accordingly - Riverglen Campground, Coroglen, phone number is made available to parents 07 866 3130 -Contact in an emergency 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 inside the van. -Ensure belongings are supervised or locked in van or caged trailer. -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 and water 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 - Check students have provided their own adequate lunch and snacks. Must have a non breakable water bottle. 	-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)	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 	<ul style="list-style-type: none"> -Follow TIRP (Call 111 & Principal) if if severe injury -Deal with first aid if minor 	Low



	-Accident with knife, burns etc -Students lacking cooking experience -Lack of supervision		-Use parents and volunteers	-Report to the incident reporting system on return to WHS	
Problems with vehicles	-School van OR rental van breaks down -Incident with trailer	Medium	-Regular van and trailer maintenance -Ensure all vehicles warranted/ registered/ diesel miles including rental vans.	-Follow TIRP (Call 111 & Principal) if if severe injury -Breakdown company to be used and any costs will be reimbursed	Low
Problems with accommodation	-Accommodation unsuitable -Forgotten equipment for overnight trip (bedding etc)	Medium	-Lack of planning -Lack of communication about accommodation / campground -Kit list provided to students to ensure they bring the correct equipment - Gear checked before departure	-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 -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 -Public access to camping / tent site needs to be monitored and reported.	-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:	HEE	Date:	2nd Feb 2019	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 - Riverglen Campground	By: HEE	Date	6-8th Mar 2019
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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 12. They are not allowed to use the playground. The trampoline has a safety net and only two people are allowed on it at a time. Students only have minimal down time to play on trampoline
Slipping on the rocks at the swimming hole / river	Students are supervised at the swimming hole and only allowed in a specific area. No venturing up the river. Must stay with their buddy.
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.
Specific Hazards on the Day - What could go wrong at this site: 1. On this day (weather, tide, current etc)?	Management - How can we control this?



2. With these people (participants, staff etc)?	
Forecast is for rain	Make sure all students have wet weather gear. Tarpaulins and gazebo to cook under if needed and keep essential equipment dry. Campground has extra kitchen facilities available. Snorkeling at Cathedral Cove is too difficult as visibility in water is too poor and unsafe to supervise.
Fast flowing river	River becomes out of bounds due to possible flooding and strong currents. Students to be supervised at all times
Concert on not far from campground	Clear expectations set by staff that students cannot leave tents after bedtime. TiC to patrol area. Camping area is far from public

Supervision Requirements Consider the risk assessment and the staffing requirements to manage the controls	By	HEE	Date	25 Jan 2019
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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>Maria Heer</i>		<i>Exp 4/19</i>	<i>Teacher</i>	<i>Completed 03/2017 Marine Medic</i>
<i>Drivers</i>	<i>Required</i>	<i>Required</i>	<i>Group Management / Driving licence</i>	<i>Yes – Transport policy & procedures</i>
<i>Maria Heer</i>		<i>Exp 4/19</i>	<i>License # AX221917 Exp 07/10/19</i>	<i>Completed 12/02/17 Md</i>
<i>Matthew Jacomb</i>		<i>Exp 9/17</i>	<i>License # B839209 Exp 7/22</i>	<i>Completed 12/02/17 Md</i>
<i>Rebecca Rose</i>		<i>Yes</i>		<i>Experienced WHS Teacher</i>
<i>Ronie Richeux</i>		<i>Unknown</i>		<i>Experienced Outdoor Ed teacher</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) Trinity Mann must have her inhaler on her at all times. Must monitor her progress during physical activities. Isabella Garrity needs to monitor her progress during physical activities.
Behaviour (e.g. poor listeners, ADHD, socially inept, short tempers, disobedience/untrustworthy) None at this stage.
Abilities (e.g. swimming ability, physical disability) None: TBC after swim test

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) Maria Heer TiC Matt Jacomb AL Rebecca Rose AL Ronie Richeux AL

Completed by: Maria Heer	Date: 25/01/2019	Approved:	Date:
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