



OFF ISLAND LOW RISK RAMS FORM 2017

NAME OF TRIP: SKYWALK - EOY ACTIVITY PROGRAMME INTERNATIONAL STUDENTS OVERNIGHT? NO

TEACHER IN CHARGE: BRIDGET COMPTON SIGNED: **B COMPTON** DATE: 19 NOVEMBER 2017

CHECKED BY:Rebecca Rose..... SIGNED:**RROSE**..... DATE: 20.10.17

PEOPLE RAMS: Anything that involves students, Trip leader, volunteers, providers, parents, strangers

| HARM E.g. What risks are there? What could go wrong? | HAZARDS Why would this happen? | CONTROLS How can we prevent it? | EMERGENCY RESPONSE PLAN What do we do if something goes wrong? |
|--|--|--|---|
| Sickness/ Illness to staff or student | <ul style="list-style-type: none"> -Existing illness or medical issue -Exposure to illness. -Group members have health issues before leaving. | <ul style="list-style-type: none"> -Bridget to take contact details, medical details and permission slips on trip -All medication checked by group leader before departure. -First Aid certs updated -If Bridget is sick Trudie will go | <ul style="list-style-type: none"> -First Aid -Hot Family contact -Hospitalization- One supervisor stays with group. -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 |
| Minor first aid incident or injury | <ul style="list-style-type: none"> -Lack of safety instruction -Lack of correct equipment -Peer pressure to participate beyond expertise -Lack of supervision | <ul style="list-style-type: none"> -UPDATED first aid kit taken -First aid certs updated - Follow instructions from provider | <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 nearest hospital and medical emergency centre |
| One or more group members suffer serious injury | <ul style="list-style-type: none"> -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 -Not listening to instructions | <ul style="list-style-type: none"> -UPDATED first aid kit taken -First aid certs updated -Copy of provider RAMS read and understood | <ul style="list-style-type: none"> Call 111. Hospitalisation- Bridget to go to hospital with injured student and other Trip leader member to stay with group and remain on trip. Keep in contact. -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 nearest hospital and medical emergency centre |

| | | | |
|--|---|--|--|
| | | | -Teacher is charge to read and familiarise themselves with providers RAMS |
| Student missing or not returning after trip | -Student staying in Auckland after trip -Teacher in charge not counting and ensuring all students are on the transport home -Student not listening/following instructions | -Expectations made clear to the group and on the EOTC form -Students to provide a written note if they wish to stay on in town -Students to stay in pairs/groups -Clear instructions given when Activity has ended | -Host Family contact/ liaison -Student mobile contact -Contact Police if serious concern -Follow TIRPS if severe -Report to the incident reporting system on return to WHS |
| Student behaviour/ Student Incident | -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 | -Students briefed before trip -Students questioned about instructions to check understanding | -Host Family contact/ liaison -Follow TIRPS if severe -Report to the incident reporting system on return to WHS |
| Incident with external providers | -Lack of communication between trip leader and external provider -Use of poorly managed external provider | -External providers to provide Health & Policy Statement prior to the trip, detailing expectations -All RAMS collected prior to the trip -Roles clearly identified -Trip leader to only use audited adventurous activity companies. | -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) |
| Incident with volunteers or parents. | -Lack of communication between teachers and volunteers -Volunteers unaware of expectations and school policies and protocols -Drinking or smoking on trip -Inappropriate behaviour by volunteers | -Trip leader to meet with volunteers prior to trip to explain expectations -Roles clearly outlined | -WHS liaison with Principal/ EOTC co-ordinator and Faculty Leader -Report to the incident reporting system on return to WHS |
| 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 | -Trip leader to meet with other staff for briefing on roles and expectations -Supervisor has directions to location | -WHS liaison with Principal/ EOTC co-ordinator and Faculty Leader -Report to the incident reporting system on return to WHS |
| Serious Incident affecting whole group | A serious incident/ misadventure either that affects the whole group. Eg. Death of a loved one, hospitalisation | -Group members contactable by at least two methods. -Students/ supervisors aware of responsibilities/ actions. | -Host Family WHS contact/ liaison -First Aid -Host Family contact -Hospitalization- One supervisor stays with group -Follow TIRPS if required -Report to the incident reporting system on return to WHS |

| | | | |
|-----------------------------------|--|---|---|
| Incident whilst travelling | -Ferry accident -Missed ferry/late ferry | -Student distraction to be minimised | -Hospital and police called for accident -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 |
| Stranger Danger | -Mugging, theft -Abduction or peer pressure -Fight -Unfamiliar with city area | -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 |

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

| HARM E.g. What risks are there? What could go wrong? | HAZARDS Why would this happen? | CONTROLS How can we prevent it? | EMERGENCY RESPONSE PLAN What do we do if something goes wrong? |
|--|--|---|--|
| Inadequate personal equipment for trip | -Inappropriate clothing for weather conditions -Inappropriate footwear for activity -Lack of money for lunch or drinks -Forgotten personal medication (Inhalers/ epi pen etc) | -Students briefed on trip about appropriate clothing -Students briefed about bringing lunch or money for lunch -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 cover any expenses themselves and then claim back costs after -Students unable to participate in activity if inappropriately dressed -Teacher in charge to familiarise themselves with nearest hospital and medical emergency centre |
| Inadequate equipment for activities | -Use of a poor company that provides inadequate or poorly maintained equipment (e.g. mountain bike, surfboard) | -Outsider provider Health & Safety Policy Statement -Reputable companies used | -Do not take part in activity if unsafe. Trip leader is responsible for withdrawing from activity. -Report to the incident reporting system on return to WHS (do not use company again) |
| Parents/ students/ supervisors unable to contact each other | Members of the group are unable to be contacted or contact family/ whanau (lack of signal) | -Trip leader to provide accessible contact number on EOTC form to parents -All staff on trip to swap numbers -Swap mobile numbers of students | -WHS contacted and host parents contacted accordingly |
| Lost equipment or theft | -Student leaving bags and belongings unattended -Student forgetting bags on transport or in venue -Theft of belongings, valuables or money | -Ensure belongings are always supervised -Collect in or pool valuables -Ensuring there is a locker/safe storage for valuables and personal belongings | -Trip leader to contact venue or transport -Contact host parents and explain situation -Trip leader to provide student with contingency money if required |

| | | | |
|--|--|--|--|
| | | -Remind students to check area before leaving venue or transport (or buddy up) | |
|--|--|--|--|

ENVIRONMENTAL RAMS: Anything based on the surroundings including facilities, weather, conditions and the area that the trip takes place within

| HARM E.g. What risks are there? What could go wrong? | HAZARDS Why would this happen? | CONTROLS How can we prevent it? | EMERGENCY RESPONSE PLAN What do we do if something goes wrong? |
|---|--|---|--|
| Environmental Disaster | Extreme event – Earthquake, Fire, Flood, Lightning that causes injury/ loss of life /group members to be separated . | Trip will not run if any risk factors are apparent prior to the trip. EOTC coordinator and experienced staff members to make call | --Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation. -Follow TIRPS |
| Extreme Weather Conditions | Sun, Rain, Wind, Snow, Temperature/ season Dark during match High Wind/Bad weather conditions for activity | Trip to be cancelled in severe weather that could affect ferry crossings Liaise with provider the day before re weather conditions | -Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation. -Postpone the trip if weather conditions are not suitable |
| Lost student or group | Trip leader or students not understanding the area or gathering bearing | -Trip leader to familiarise themselves with the area through maps -Trip leader to have access to GPS or smartphone -Set meeting points for students | -Respond calmly and appropriately to the situation. -Follow TIRPS -Report to the incident reporting system on return to WHS |