



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

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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