



# OFF ISLAND HIGH RISK RAMS FORM 2017

NAME OF TRIP: Student Coaching Workshop      OVERNIGHT? NO

TEACHER IN CHARGE: Rebecca Rose      SIGNED: *RRose*      DATE: 07/03/18

CHECKED BY: .....HAR.....      SIGNED: .....*Brenda Harrington*.....      DATE: 07/03/2018

## 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?
<b>Sickness/ Illness to staff or student</b>	<ul style="list-style-type: none"> <li>-Existing illness or medical issue</li> <li>-Exposure to illness.</li> <li>-Group members have health issues before leaving.</li> </ul>	<ul style="list-style-type: none"> <li>-<b>Leader to take contact details, medical details and permission slips on trip</b></li> <li>-All medication checked by group leader before departure.</li> <li>-First Aid certs updated</li> <li>-Cancel trip if ROS is sick</li> </ul>	<ul style="list-style-type: none"> <li>-First Aid</li> <li>-Family contact</li> <li>-Hospitalization- ROS go to hospital. Rest of class make their way home (Y13s)</li> <li>-Follow TIRPS if severe</li> <li>-Report to the incident reporting system on return to WHS</li> <li>-Nearest hospital: Auckland City Hospital</li> </ul>
<b>Minor first aid incident or injury</b>	<ul style="list-style-type: none"> <li>-Lack of safety instruction when coaching sessions</li> <li>-Lack of correct equipment when coaching sessions</li> <li>-Poor technique or fitness level inappropriate to activity if participating in coaching</li> <li>-Peer pressure to participate beyond expertise</li> <li>-Lack of supervision</li> </ul>	<ul style="list-style-type: none"> <li>-<b>UPDATED first aid kit taken</b></li> <li>-First aid certs updated</li> <li>-Sport Auckland leading session (ROS to supervise at all times)</li> <li>-Students are Level 3 PE so are prepared for sports coaching</li> </ul>	<ul style="list-style-type: none"> <li>-Use first aid provided at location</li> <li>-Deal with the incident</li> <li>-Report to the incident reporting system on return to WHS</li> <li>-Teacher in charge to familiarise themselves with nearest hospital and medical emergency centre</li> </ul>
<b>One or more group members suffer serious injury</b>	<ul style="list-style-type: none"> <li>-Lack of safety instruction when coaching sessions</li> <li>-Lack of correct equipment when coaching sessions</li> <li>-Poor technique or fitness level inappropriate to activity if participating in coaching</li> <li>-Peer pressure to participate beyond expertise</li> <li>-Lack of supervision</li> </ul>	<ul style="list-style-type: none"> <li>-<b>UPDATED first aid kit taken</b></li> <li>-First aid certs updated</li> <li>-Students are Level 3 PE so are prepared for sports coaching</li> </ul>	<ul style="list-style-type: none"> <li><b>Call 111. Hospitalisation-</b> ROS go to hospital. Rest of class make their way home (Y13s)</li> <li>-Cancel trip early and return</li> <li>-Follow TIRPS if severe</li> <li>-Report to the incident reporting system on return to WHS</li> <li>-Nearest hospital: Auckland City Hospital</li> </ul>

<b>Student missing or not returning after trip</b>	<ul style="list-style-type: none"> <li>-Student staying in Auckland after trip</li> <li>-Teacher in charge not counting and ensuring all students are on the transport home</li> <li>-Teacher in charge failing to ensure all students have been picked up safely</li> </ul>	<ul style="list-style-type: none"> <li>-Expectations made clear to the group and on the EOTC form</li> <li><b>-Students to provide a written note if they wish to stay on in town</b></li> <li>-Students to stay in pairs/groups if they go for food in Auckland</li> </ul>	<ul style="list-style-type: none"> <li>-Family contact/ liaison</li> <li>-Contact Police if serious concern</li> <li>-Follow TIRPS if severe</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>
<b>Student behaviour/ Student Incident</b>	<ul style="list-style-type: none"> <li>-Poor behaviour outside of expectations</li> <li>-Student(s) behaviour is inappropriate with goals</li> <li>-Student is involved in a serious incident involving police</li> <li>-Students not listening/ following to instructions</li> <li>-Peer pressure</li> </ul>	<ul style="list-style-type: none"> <li>-Students briefed before trip</li> <li>-Students questioned about instructions to check understanding</li> </ul>	<ul style="list-style-type: none"> <li>-Family contact/ liaison</li> <li>-Follow TIRPS if severe</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>
<b>Incident with external providers</b>	<ul style="list-style-type: none"> <li>-Lack of communication between trip leader and external provider (Sport Auckland)</li> <li>-Use of poorly managed company (Sport Auckland)</li> </ul>	<ul style="list-style-type: none"> <li>-ROS worked with Sport Auckland many times</li> <li>-Roles clearly identified</li> </ul>	<ul style="list-style-type: none"> <li>-WHS liaison with Principal/ EOTC co-ordinator and Faculty Leader.</li> <li>-Report to the incident reporting system on return to WHS (do not use company again)</li> </ul>
<b>Inadequate Supervision/ leadership</b>	<ul style="list-style-type: none"> <li>-Trip leader not communicating well with students and Sport Auckland</li> <li>- Roles unclear</li> <li>-Supervisors ill prepared for all the situations that are planned and unplanned on this experience.</li> <li>-Lack of knowledge of location</li> </ul>	<ul style="list-style-type: none"> <li>-ROS to brief PED3 on expectations prior to trip</li> <li>-ROS and Sport Auckland experienced</li> <li>-ROS has visited Alexander Park before via bus</li> </ul>	<ul style="list-style-type: none"> <li>-WHS liaison with Principal/ EOTC co-ordinator and Faculty Leader</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>
<b>Serious Incident affecting whole group</b>	<p>A serious incident/ misadventure either that affects the whole group. Eg. Death of a loved one, hospitalisation</p>	<ul style="list-style-type: none"> <li>-Group members contactable by at least two methods.</li> <li>-ROS aware of responsibilities/ actions.</li> </ul>	<ul style="list-style-type: none"> <li>-Family WHS contact/ liaison</li> <li>-First Aid</li> <li>-Family contact</li> <li>-Hospitalization- One supervisor stays with group</li> <li>-Follow TIRPS if required</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>
<b>Incident whilst travelling</b>	<ul style="list-style-type: none"> <li>-Bus crash</li> <li>-Ferry accident</li> <li>-Missed ferry/late ferry</li> <li>-Breakdown</li> </ul>	<ul style="list-style-type: none"> <li>-Student distraction to be minimised</li> <li>-Travel via fullers and AT bus</li> <li>- Swap phone numbers with students at the start of the trip</li> </ul>	<ul style="list-style-type: none"> <li>-Hospital and police called for accident</li> <li>-Call WHS and alert of incident</li> <li>-Follow TIRPS if required</li> <li>-Hospitalization- One supervisor stays with group.</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>
<b>Stranger Danger</b>	<ul style="list-style-type: none"> <li>-Mugging, theft</li> <li>-Abduction or peer pressure</li> <li>-Fight</li> <li>-Drugging</li> <li>-Unfamiliar city</li> </ul>	<ul style="list-style-type: none"> <li>-Students briefed on responsible and streetwise behaviour</li> <li>-Students to stay in pairs or groups</li> <li><b>-Students to provide a written note if they wish to stay on in town</b></li> <li>-Phone numbers swapped</li> </ul>	<ul style="list-style-type: none"> <li>-Hospital and police called for accident</li> <li>-Call WHS and alert of incident</li> <li>-Hospitalization- One supervisor stays with group.</li> <li>-Follow TIRPS if required</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>

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

<b>HARM</b> E.g. What risks are there? What could go wrong?	<b>HAZARDS</b> Why would this happen?	<b>CONTROLS</b> How can we prevent it?	<b>EMERGENCY RESPONSE PLAN</b> What do we do if something goes wrong?
<b>Inadequate personal equipment for trip</b>	<ul style="list-style-type: none"> <li>-Students do not have HOP card or money</li> <li>-Inappropriate clothing for weather conditions (rain jacket for walk to Alexander Park)</li> <li>-Inappropriate footwear for activity (sports clothes needed)</li> <li>-Lack of money for lunch or drinks</li> <li>-Forgotten personal medication (Inhalers/ epi pen etc)</li> </ul>	<ul style="list-style-type: none"> <li>-Students briefed on trip about kit requirements and lunch situation</li> <li>-Students briefed about HOP card money</li> <li>-ROS to carry first aid kit. First aid on site.</li> <li>-Teacher in charge to check medical details and ensure personal medication is shown before trip.</li> </ul>	<ul style="list-style-type: none"> <li>-Small contingency taken for transport costs</li> <li>-Supervisors to cover any expenses themselves and then claim back costs after</li> <li>-Students unable to participate in activity if inappropriately dressed</li> <li>-Teacher in charge to familiarise themselves with nearest hospital and medical emergency centre</li> </ul>
<b>Inadequate equipment for activities</b>	<ul style="list-style-type: none"> <li>-Sport Auckland providing unsuitable equipment or facilities at Alexander Park inadequate</li> </ul>	<ul style="list-style-type: none"> <li>-Sport Auckland are a reputable company</li> <li>-Alexander Park used many times</li> </ul>	<ul style="list-style-type: none"> <li>-Do not take part in activity if unsafe. Trip leader is responsible for withdrawing from activity.</li> <li>-Report to the incident reporting system on return to WHS (do not use company again)</li> </ul>
<b>Parents/ students/ supervisors unable to contact each other</b>	<ul style="list-style-type: none"> <li>Members of the group are unable to be contacted or contact family/ whanau (lack of signal)</li> </ul>	<ul style="list-style-type: none"> <li>-Trip leader to provide accessible contact number on EOTC form to parents</li> <li>-Swap mobile numbers of students</li> </ul>	<ul style="list-style-type: none"> <li>-WHS contacted and parents contacted accordingly</li> </ul>
<b>Lost equipment or theft</b>	<ul style="list-style-type: none"> <li>-Student leaving bags and belongings unattended</li> <li>-Student forgetting bags on transport or in venue</li> <li>-Theft of belongings, valuables or money</li> </ul>	<ul style="list-style-type: none"> <li>-Ensure belongings are always supervised</li> <li>-Collect in or pool valuables</li> <li>-Remind students to check area before leaving venue or transport (or buddy up)</li> </ul>	<ul style="list-style-type: none"> <li>-Trip leader to contact venue or transport</li> <li>-Contact parents and explain situation</li> <li>-Trip leader to provide student with contingency money if required</li> </ul>

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

<b>HARM</b> E.g. What risks are there? What could go wrong?	<b>HAZARDS</b> Why would this happen?	<b>CONTROLS</b> How can we prevent it?	<b>EMERGENCY RESPONSE PLAN</b> What do we do if something goes wrong?
<b>Environmental Disaster</b>	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
<b>Extreme Weather Conditions</b>	Sun, Rain, Wind,	Trip to be cancelled in severe weather that could affect ferry crossings (E.g. storm)	-Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.
<b>Lost student or group</b>	Trip leader or students not understanding the area or gathering bearing	-ROS has attended Alexander Park before and travelled by bus. Students will all have phones and phone numbers to contact.	-Respond calmly and appropriately to the situation. -Follow TIRPS -Report to the incident reporting system on return to WHS