

Minor first aid incident or 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 	<ul style="list-style-type: none"> -Two first aid kits taken -First aid certs updated - Teachers have current 1st Aid certificates 	<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 	<ul style="list-style-type: none"> -Two first aid kits taken -First aid certs updated 	<p>Call 111. Hospitalisation- Trip assistant leader Jared Howell will go to hospital with injured student via ambulance or air ambulance to North Shore Hospital. Trip leader Sean O'Toole and other teachers will stay with group and remain on trip. Both leaders will keep in contact with each other on a regular basis .</p> <ul style="list-style-type: none"> -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
Student missing or not returning after trip	<ul style="list-style-type: none"> -Student staying in Auckland after trip -Teacher in charge not counting and ensuring all students are on the transport home -Teacher in charge failing to ensure all students have been picked up safely 	<ul style="list-style-type: none"> -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 -Students to sign student contract 	<ul style="list-style-type: none"> -Family contact/ liaison -Contact Police if serious concern -Follow TIRPS if severe -Report to the incident reporting system on return to WHS -Student contract to be attached/included in letter
Student behaviour/ Student Incident	<ul style="list-style-type: none"> -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 	<ul style="list-style-type: none"> -Students briefed before trip -Students questioned about instructions to check understanding -Students to sign student contract - Dean (OTO) to flag questionable behaviour of students pre trip and take students off the trip if necessary 	<ul style="list-style-type: none"> -Family contact/ liaison -Follow TIRPS if severe -Report to the incident reporting system on return to WHS
Inadequate Supervision/ leadership	<ul style="list-style-type: none"> -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 	<ul style="list-style-type: none"> -Trip leader to meet with other staff for briefing on roles and expectations prior to trip - Trip leader's responsibility to count students on and off ferry on both legs of the trip using register - Co leader (Jared Howell) to count students on and off the bus using register -Supervisors/ group leaders trained and experienced -Supervisor has been on trip before or has visited location 	<ul style="list-style-type: none"> -WHS liaison with Principal/ EOTC co-ordinator and Faculty Leader -Report to the incident reporting system on return to WHS - Trip leader to clarify any misunderstandings at regular periods during the day

		- 3 Group rotation programme will provide detailed instructions for all staff/Parent helpers as well as a time line/schedule	
Inadequate parent help	- Roles unclear - Unclear instructions given by trip leader - Inappropriate parent help	-Police vet all parent help -Trip leader to meet with parent for briefing on roles and expectations prior to trip - Volunteer contract signed to state no alcohol policy	-Parents refused if fail police vet -Parent help removed from trip if behaviour inappropriate
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. - Take the locator beacon	-Family WHS contact/ liaison -First Aid -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	-Bus crash -Ferry accident -Missed ferry/late ferry -Breakdown	-Student distraction to be minimised -Hire reputable bus company -Teacher in charge aware of driver fatigue legislation - Swap phone numbers. Stay in contact	-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 -Drugging -Unfamiliar city	-Students briefed on responsible and streetwise behaviour -Students to stay in pairs or groups -Meeting point and time identified -Phone numbers swapped between all group leaders (3 group rotation)	-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	<ul style="list-style-type: none"> -Students do not have appropriate equipment for camping eg. sleeping bags. -Inappropriate clothing for weather conditions -Inappropriate footwear for activity -Lack of money for lunch or drinks -Forgotten personal medication (Inhalers/ epi pen etc) 	<ul style="list-style-type: none"> -Students briefed on trip about kit requirements and lunch situation -Equipment checked at ferry terminal -Supervisors to carry some equipment (first aid kit) Maria Heer to check all students who need epipens have them. If they don't they can't come on the trip. Jared H to check all asthmatics have their inhalers -Teacher in charge to check medical details and ensure personal medication is shown before trip. 	<ul style="list-style-type: none"> -Small contingency taken for transport costs -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 - Check that at risk students have their specific medication (inhaler/epipen) -Bring up to date 1st aid kits
Inadequate equipment for activities	<ul style="list-style-type: none"> -Use of a poor company that provides inadequate or poorly maintained equipment -Poorly maintained school equipment 	<ul style="list-style-type: none"> -Outsider provider contract used for any adventurous activities. Auckland Council - well trained staff familiar with the area -Reputable companies used -Check reviews -Check equipment prior to activity -Equipment log for school gear 	<ul style="list-style-type: none"> -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	<ul style="list-style-type: none"> Members of the group are unable to be contacted or contact family/ whanau (lack of signal) 	<ul style="list-style-type: none"> -Trip leader to provide accessible contact number on EOTC form to parents -All staff on trip to swap numbers -Swap mobile numbers of students 	<ul style="list-style-type: none"> -WHS contacted and parents contacted accordingly
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 	<ul style="list-style-type: none"> -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"> -Trip leader to contact venue or transport -Contact parents and explain situation -Trip leader to provide student with contingency money if required
Vehicles	<ul style="list-style-type: none"> -Bus breaks down 	<ul style="list-style-type: none"> -Contact next destination to relay or delay 	<ul style="list-style-type: none"> -Breakdown company to be used and any costs will be reimbursed

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 Rough Weather conditions	Extreme Sun, Rain, Wind, Temperature/ season Chopp/roughy weather	Trip to be cancelled in severe weather that could affect ferry crossings Return to school if conditions make it dangerous or unsuitable for camping	-Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.
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
Travelling/ Driving conditions	Poor driving conditions (heavy rain, storm)	-Postpone trip, change timings or take a break until the conditions have improved	-Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.
Problems with accommodation	-Tents unsuitable -Forgotten equipment for overnight trip (bedding etc)	-Camp is set up for school trips -Kit list provided to students to ensure they bring the correct equipment -Take an extra tent	-Return to school -Checklist before leaving