

**PEOPLE RAMS: Hazard Assessment & Control for Waiheke High School to: “The Laramie Project” at UNITEC theatre - Venue:**

Building 6

Carrington Road

Mount Albert

Auckland

New Zealand

**15 September, 2017: 5 - 10pm**

<b>Risks</b> What could go wrong?	<b>Hazards</b> Why would this happen?	<b>Sig</b> Yes/ No	<b>Controls</b> How can we prevent it?	<b>Emergency</b> What do we do if something goes wrong?
Sickness/ Illness	Exposure to illness. Group members have health issues before leaving.	Yes	- <b>Leader to take contact details, medical details and permission slips on trip</b> -All medication checked by group leader before departure. -First Aid certs updated -Inhaler added to 1st Aid Kit following incident at Pop-Up Globe	-First Aid -Family contact -Hospitalization- One supervisor stays with group.
Injury	One or more group members suffer serious injury	Yes	- <b>UPDATED first aid kit taken</b> -First aid certs updated -First aid provided at location? -Dodd now has current "Outdoor First Aid Kit"	<b>Hospitalisation- One staff member go to hospital with injured student and other staff member to stay with group and remain on trip. Keep in contact. There will be two adults on this trip - MAN and DOD.</b>
Student behaviour/ Student Incident	-Student(s) behaviour is inappropriate with goals -Student is involved in a serious incident involving hospitalization/ police -Students not listening to instructions -Peer pressure -Student staying in town after trip	Yes	-Students briefed before trip -Students questioned about instructions to check understanding -Students to provide a written note if they wish to stay on in town; Supervising teacher to return this written note with receipts, etc. to BRENDA as evidence of verification of permission. -Students to stay in pairs/groups	-Family contact/ liaison -First Aid -Family contact

Inadequate Supervision/ leadership	-Supervisors ill-prepared for all the situations that are planned and unplanned on this experience. -Lack of knowledge of location	Yes	-Supervisors/ group leaders trained and experienced -Supervisor has been on trip before or has visited location	WHS liaison with Principal/ EOTC co-ordinator and Faculty Leader(s)
Serious Incident affecting whole group	A serious incident/ misadventure either that affects the whole group. Eg. Death of a loved one, hospitalisation	Yes	-Group members contactable by at least two methods. -Students/ supervisors aware of responsibilities/ actions.	-Family WHS contact/ liaison -First Aid -Family contact -Hospitalization- One supervisor stays with group.
Incident whilst travelling	-Ferry accident -Missed ferry/late ferry -Insufficient moneys/HOP cards for train travel -Hunger/insufficient moneys for food/drink/hydration	Yes	-Student distraction to be minimised - Swap phone numbers. Stay in contact -Letters to indicate necessity of HOP cards, emergency cash arranged with Brenda. -Students will be advised to carry sufficient cash.	-Hospital and police called for accident -Call WHS and alert of incident -Hospitalization- One supervisor stays with group.
Stranger Danger	-Mugging, theft -Abduction or peer pressure -Fight	Yes	-Students briefed on responsible and streetwise behaviour -Students to stay in pairs or groups -Meeting point and time identified -Phone numbers swapped -Emergency cash money arranged with Brenda	-Hospital and police called for accident -Call WHS and alert of incident -Hospitalization- One supervisor stays with group.

## EQUIPMENT RAMS: Hazard Assessment & Control for Waiheke High School to: Laramie Project (UNITEC)

<b>Risks</b> What could go wrong?	<b>Hazards</b> Why would this happen?	<b>Significant</b> Yes/No	<b>Controls</b> How can we prevent it?	<b>Emergency</b> 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	Yes	-Students briefed on trip about requirements and lunch situation -Supervisors to carry some equipment (first aid kit)	-Supervisors to cover any expenses themselves and then claim back costs after the trip. -Students unable to participate in activity if inappropriately dressed
Inadequate equipment for activities	-Use of a poor company that provides inadequate equipment	Yes	-Reputable companies used -Check reviews -Check equipment prior to activity	-Do not take part in activity if unsafe

Parents/ students/ supervisors unable to contact each other	Members of the group are unable to be contacted or contact family/ whanau (lack of signal)	Yes	-Staff to share mobile phone numbers. -Swap mobile numbers of students Staff to get list of student mobile phone numbers in advance.	WHS contacted and parents contacted accordingly
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## ENVIRONMENT RAMS: Hazard Assessment & Control for Waiheke High School to: Laramie Project, 15 September 2017

<b>Risks</b> What could go wrong?	<b>Hazards</b> Why would this happen?	<b>Significant</b> Yes/No	<b>Controls</b> How can we prevent it?	<b>Emergency</b> What do we do if something goes wrong?
Environmental Disaster	Extreme event – Earthquake, Fire, Flood, that causes injury/ loss of life /group members to be separated .	Yes	Trip will not run if any risk factors are apparent prior to the trip	Respond calmly and appropriately to the situation. Contact school and family.
Extreme Weather Conditions	Sun, Rain, Wind, Snow, Temperature/ season Dark during match	Yes	Trip to be cancelled in severe weather that could affect ferry crossings	Cancel or postpone trip if any danger.