



OFF ISLAND LOW RISK RAMS FORM 2017

NAME OF TRIP:International Tiritiri Matangi Island Trip

OVERNIGHT? NO

TEACHER IN CHARGE:Maria Heer

SIGNED:*M. Heer*.....

DATE:..7/11/2017.....

CHECKED BY:Rebecca Rose.....

SIGNED:*RROSE*.....

DATE: ...8/11/17..

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. - sea sickness on ferry 	<ul style="list-style-type: none"> -Leader to take contact details, medical details and permission slips on trip -All medication checked by group leader before departure. -First Aid certs updated -Back up plan for sick teacher 	<ul style="list-style-type: none"> -First Aid -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 North shore hospital
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"> -UPDATED first aid kit taken -First aid certs updated 	<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"> -UPDATED first aid kit taken -First aid certs updated 	<ul style="list-style-type: none"> Call 111. Hospitalisation- One Trip leader member 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
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 -Teacher in charge failing to ensure all students have been picked up safely	-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 group	-Family contact/ liaison -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	-Family contact/ liaison -Follow TIRPS if severe -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 -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 -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.	-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	-Ferry accident -Missed ferry/late ferry -Breakdown	-Student distraction to be minimised -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	-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)

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Inadequate personal equipment for trip	<ul style="list-style-type: none"> -Inappropriate clothing for weather conditions -Inappropriate footwear for activity -No packed lunch / drink -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 -Supervisors to carry some equipment (first aid kit) -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, Middlemore am and Auckland pm and medical emergency centre
Parents/ students/ supervisors unable to contact each other	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 	-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

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	Trip to be cancelled in severe weather that could affect ferry crossings	-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 visit site prior to activity -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/ Sailing conditions	Poor sailing 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.
Field trip island unsafe	An incident has occurred at the venue.	-Ring ahead to confirm that the venue is ready and aware of the expected arrival time. -Leave venue and proceed to a safe location	-Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation. -Report to the incident reporting system on return to WHS