



# RAMS FORM (RISK ASSESSMENT & MANAGEMENT SYSTEM 2018)

NAME OF TRIP: UNISS 2018      OVERNIGHT? YES

TEACHER IN CHARGE: Shelley Foster      SIGNED: .....      DATE: 31.7.18

CHECKED BY: .....Rebecca Rose.....      SIGNED: .....*RROSE*.....      DATE: ...31.7.18.....

## 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>Confusion over roles and teacher in charge</b>	<ul style="list-style-type: none"> <li>-Lack of communication</li> <li>-Lack of clarity in planning</li> <li>-Failure to organise a pre-trip meeting with all leaders involved</li> <li>-Leaders do not feel safe with their roles or uncomfortable to say no to leadership positions</li> </ul>	<ul style="list-style-type: none"> <li>-Clarify roles in application (<b>Shelley is 'TIC' - ROS will do WHS planning and must be contacted with any issues</b>)</li> <li>-Communicate all information between Shelley and ROS</li> <li>-Organise a meeting between Shelley and ROS prior to trip</li> <li>-Shelley is an experienced leader and coach</li> <li>- Shelley must communicate all risks to parent volunteers</li> </ul>	<ul style="list-style-type: none"> <li>-<b>Follow TIRPS if confusion of roles leads to serious incident</b></li> <li>-<b>Contact ROS with any issues immediately (even minor)</b></li> <li>-Organise a meeting during the trip and confront any issues</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>
<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>ROS to provide Shelley with contact details, medical details and permission slips. Shelley to have them with them at all times. Shelley to update volunteers with knowledge of med issues. Shelley knows team well.</b></li> <li>-1st aid provided at the venue</li> <li>-All medication checked by Shelley before departure.</li> <li>-Back up plan for sick teacher (<b>another parent</b>)</li> <li>-Relevant number of leader:student for hospital trip</li> <li>-RAMS collected from UNISS to explain specific sport injury prevention (in folder)</li> </ul>	<ul style="list-style-type: none"> <li>-<b>Follow TIRP if severe</b></li> <li>-<b>Contact ROS with any issues immediately (even minor)</b></li> <li>-Shelley to familiarise herself with nearest hospital and med centre</li> <li>-Parent to go to hospital</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>

<p><b>Minor first aid incident or injury</b></p>	<ul style="list-style-type: none"> <li>-Lack of safety instruction</li> <li>-Lack of correct equipment (footwear)</li> <li>-Slippy or inappropriate courts</li> <li>-Poor technique or fitness level inappropriate to activity</li> <li>-Coach or peer pressure to participate beyond expertise (if injured etc)</li> <li>-Lack of supervision</li> <li>-Unsupervised/unstructured free time</li> </ul>	<ul style="list-style-type: none"> <li>-<b>ROS to provide Shelley with contact details, medical details and permission slips. Shelley to have them with them at all times. Shelley to update volunteers with knowledge of med issues.</b></li> <li>-<b>Shelley knows the students well from coaching</b></li> <li>-1st aid provided at the venue</li> <li>-All medication checked by Shelley before departure.</li> <li>-Back up plan for sick teacher (<b>another parent</b>)</li> <li>-Relevant number of leader:student for hospital trip</li> <li>-RAMS collected from UNISS to explain specific sport injury prevention (in folder)</li> <li>-Coach trained and professional to not push injured students</li> <li>-No students to take part in activities unsupervised (E.g. bowling or swimming)</li> <li>-Clear instructions and boundaries given during down time</li> <li>-RAMS collected from external organiser to explain specific sport injury prevention</li> </ul>	<ul style="list-style-type: none"> <li>-1st aid provided at site</li> <li><b>Contact ROS with any issues immediately (even minor)</b></li> <li>-Deal with the incident</li> <li>-Contact parents and do not play injured student if severe</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>
<p><b>Mental Health Issue (e.g. Suicide comments, depression, anxiety)</b></p>	<ul style="list-style-type: none"> <li>-Camp or overnight trip becoming too overwhelming</li> <li>-Homesickness</li> <li>-Bullying/abuse on camp</li> <li>-Previous mental health illnesses</li> </ul>	<ul style="list-style-type: none"> <li>-<b>ROS to check the students list with counsellor/nurse/dean before going on an overnight trip as some details may not be on Kamar. Pass onto Shelley.</b></li> <li>-<b>Shelley knows the students well from netball coaching</b></li> <li>-Promote a safe, secure environment throughout the trip and discuss feelings of homesickness etc</li> </ul>	<ul style="list-style-type: none"> <li>-<b>Follow TIRPS with any mental health issues. Any comments about suicide must be followed up immediately.</b></li> <li><b>Contact ROS with any issues immediately (even minor)</b></li> </ul>
<p><b>One or more group members suffer serious injury</b></p>	<ul style="list-style-type: none"> <li>-Lack of safety instruction</li> <li>-Lack of correct equipment (footwear)</li> <li>-Slippy or inappropriate courts</li> <li>-Poor technique or fitness level inappropriate to activity</li> <li>-Coach or peer pressure to participate beyond expertise (if injured etc)</li> <li>-Lack of supervision</li> <li>-Unsupervised free time</li> </ul>	<p>See above</p>	<ul style="list-style-type: none"> <li>-<b>Follow TIRPS</b></li> <li><b>Contact ROS with any issues immediately (even minor)</b></li> <li>-<b>Hospitalisation- Parent to go to hospital with injured student and Shelley to stay with team</b></li> <li>-<b>Do not return early. Parents may travel to location</b></li> <li>-Report to the incident reporting system on return to WHS</li> </ul>

<b>Drowning at pool/hot pools</b>	<ul style="list-style-type: none"> <li>-Poor supervision</li> <li>-Lack of safety instruction</li> <li>-Lack of boundaries and instruction</li> <li>-Dehydration from spa</li> </ul>	<ul style="list-style-type: none"> <li>-Trained lifeguards on duty at all times</li> <li>-Students swim ability checked on blanket consent</li> <li>-Shelley and/or parents must be present at pool</li> <li>-Alternative plan available for those not wanting to swim</li> <li>-Ensure students are hydrated</li> </ul>	<ul style="list-style-type: none"> <li><b>-Follow TIRP (Call 111 &amp; Principal) if drowning incident</b></li> <li><b>Contact ROS with any issues immediately (even minor)</b></li> <li>-AL to contact TiC</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>
<b>Student missing or not returning after trip</b>	<ul style="list-style-type: none"> <li>-Students go out in the Mt alone</li> <li>-Students misbehaving and go missing</li> <li>-Shelley failing to ensure all students have returned</li> </ul>	<ul style="list-style-type: none"> <li>-Expectations made clear to the group via student contract</li> <li>-Students to stay in pairs/groups at all times when going out in the Mount</li> <li>-Shelley/parents to head count before and after every trip out</li> </ul>	<ul style="list-style-type: none"> <li><b>-Follow TIRP (Call 111 &amp; Principal) if missing student</b></li> <li><b>Contact ROS with any issues immediately (even minor)</b></li> <li>-AL to contact TiC</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 behaviour is inappropriate</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>-Expectations made clear to the group via student contract</li> <li>-Students briefed before trip</li> <li>-Students questioned about instructions to check understanding</li> <li>-Place sanctions on students who are misbehaving</li> <li>-Students sent to rooms if there is inappropriate behaviour in shared areas (kitchen etc)</li> <li>-Rules about socialising clearly explained</li> </ul>	<ul style="list-style-type: none"> <li><b>-Follow TIRP (Call Principal) if behaviour issue is severe and any police are involved</b></li> <li><b>Contact ROS with any issues immediately (even minor)</b></li> <li>-Family contact/ liaison with any minor behaviour problems (e.g. not listening)</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 Shelley and external provider</li> <li>-ROS to clarify misunderstandings</li> <li>-Poor external provider</li> </ul>	<ul style="list-style-type: none"> <li>-All SAPS and RAMS collected from UNISS (see google drive)</li> <li>-Roles clearly identified (eg. referee etc)</li> </ul>	<ul style="list-style-type: none"> <li>-Report to the incident reporting system on return to WHS (do not use company again)</li> </ul>
<b>Inappropriate student-students behaviour (sexual/abuse)</b>	<ul style="list-style-type: none"> <li>-Inappropriate sexual behaviour during overnight trips (students sneaking into each others rooms)</li> <li>-Peer to peer abuse (verbal, physical, bullying etc)</li> </ul>	<ul style="list-style-type: none"> <li>-Behavioural expectations clearly outlined/ Student contract</li> <li>-No boys allowed in accomodation</li> <li>-Appropriate 'school camp ground selected</li> <li>-Shelley to familiarise themselves of potential peer-peer relationships in the group (LGBTI+) and ensure expectations are discussed with these students</li> </ul>	<ul style="list-style-type: none"> <li>-Place sanctions on students who are misbehaving</li> <li><b>-Follow TIRP (Call Principal) if behaviour issue is severe and any police are involved</b></li> <li><b>Contact ROS with any issues immediately (even minor)</b></li> <li>-Family contact/ liaison with behavioural issues (may be sent home if sexual behaviour/abuse is found)</li> </ul>

<b>Inadequate Supervision/ leadership</b>	<ul style="list-style-type: none"> <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 meet with Shelley to ensure she is aware of all responsibilities</li> <li>-Shelley is ex Sports Coordinator so knows WHS protocols</li> <li>-Shelley is a trained and experienced coach</li> <li>-Shelley has visited Mt Maunganui before and has run this tournament many times before</li> </ul>	<ul style="list-style-type: none"> <li><b>-Follow TIRP if inadequate supervision leads to incident</b></li> <li><b>Contact ROS with any issues immediately (even minor)</b></li> <li>-Organise a meeting during the trip and confront any issues</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>
<b>Inappropriate adult -student behaviour (sexual/abuse)</b>  <b>False allegations of sexual misconduct/abuse</b>	<ul style="list-style-type: none"> <li>-Inappropriate adult -student sexual behaviour during overnight trips (teacher, volunteer or external provider)</li> <li>-Adult to student abuse (verbal, physical, bullying etc)</li> </ul>	<ul style="list-style-type: none"> <li>-All leaders to attend a pre-trip meeting where risks expectations will be outlined, including awareness of keeping themselves safe (led by ROS)</li> <li>-Adults only supervise same gender in toilets/ bathrooms/bedrooms at night (also awareness of LGBTI+)</li> <li>-Adults to avoid 1:1 situations alone to prevent false accusations.</li> <li>-Adults to be cautious around swimming/bathrooms/ overnight. Always cover up and be responsible.</li> <li>-Volunteers to complete a volunteer contract prior to the trip</li> <li><b>-WHS policy states Police checks are compulsory for parents on all overnight trips.</b></li> </ul>	<ul style="list-style-type: none"> <li><b>-Report ANY allegations of sexual misconduct or abuse to the Principal via TIRP. Do not hide any incidents.</b></li> <li><b>Contact ROS with any issues immediately (even minor)</b></li> <li>-Students involved and adult involved to write statements.</li> <li>-Family contact/ liaison</li> </ul>
<b>Students unprepared for Journey' Experience</b>	<ul style="list-style-type: none"> <li>-Students are unprepared for the tournament</li> <li>-Students unaware of the need for 'pocket money' for some parts of the trip</li> </ul>	<ul style="list-style-type: none"> <li>-Students expected to work on fitness prior to tournament, and must take part in training and matches in season</li> <li>-Kit list handed out</li> </ul>	<ul style="list-style-type: none"> <li><b>-Follow TIRP if inadequate preparation leads to incident</b></li> <li><b>Contact ROS with any issues immediately (even minor)</b></li> <li>Supervisors make judgements- possibility to adapt lessons depending on ability and fitness</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,</p>	<ul style="list-style-type: none"> <li>-Group members contactable by at least two methods.</li> <li>-Students/ supervisors aware of responsibilities/ actions.</li> </ul>	<ul style="list-style-type: none"> <li><b>-Follow TIRP and await instruction</b></li> <li><b>Contact ROS with any issues immediately (even minor)</b></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>-Ferry accident</li> <li>-Missed ferry/late ferry</li> </ul>	<ul style="list-style-type: none"> <li>-Student distraction to be minimised</li> <li>- Swap phone numbers. Stay in contact</li> </ul>	<ul style="list-style-type: none"> <li><b>-Follow TIRP (Call 111 and Principal) if incident is severe</b></li> <li><b>Contact ROS with any issues immediately (even minor)</b></li> <li>-Have a back up plan for missed ferry</li> </ul>

<b>Driver incident</b>	<ul style="list-style-type: none"> <li>-Hire van or car breaks down</li> <li>-Car crash</li> <li>-Breakdown</li> </ul>	<ul style="list-style-type: none"> <li>-WHS driving policy followed at all times <b>(drivers must hold full license)</b></li> <li>-Ensure all vehicles warranted/ registered/ diesel miles</li> <li>-Student distraction to be minimised (music etc)</li> <li><b>-Shelly and volunteers to ensure they have paid for insurance</b></li> <li>-Plan a long time for journey so driver can go slowly</li> </ul>	<ul style="list-style-type: none"> <li><b>-Follow TIRP (Call 111 and Principal) if incident is severe</b></li> <li><b>Contact ROS with any issues immediately (even minor)</b></li> <li>-Report to the incident reporting system on return to WHS</li> </ul>
<b>Driver fatigue</b>	<ul style="list-style-type: none"> <li>-Drivers tired prior to trip</li> <li>-Lack of sleep for drivers before return home (dealing with students)</li> <li>-No rest stops</li> <li>-Lack of food or drink</li> </ul>	<ul style="list-style-type: none"> <li>-Ensure all drivers get a good rest before the trip</li> <li>-Ensure all drivers sleep well the night before return (other volunteers to supervise students late at night)</li> <li>-ROS to make sure Shelley is aware of driver fatigue legislation and communicate with parents and students</li> <li>-One person (adult or student) to sit in front and keep an eye on driver. Swap roles regularly. Ensure food and drink</li> <li>-Stop and add in rest breaks if driver is tired.</li> <li>-Transport plan completed (inc. competency)</li> </ul>	<ul style="list-style-type: none"> <li><b>-Follow TIRP (Call 111 and Principal) if incident is severe</b></li> <li><b>Contact ROS with any issues immediately (even minor)</b></li> <li>-Stop and add in rest breaks. It is better to miss a ferry than be driving with fatigue</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>-Expectations made clear to the group via student contract</li> <li>-Students to stay in pairs/groups at all times and always with an adult</li> </ul>	<ul style="list-style-type: none"> <li><b>-Follow TIRP (Call 111 &amp; Principal) if incident is severe</b></li> <li><b>Contact ROS with any issues immediately (even minor)</b></li> <li>-AL to contact TiC</li> <li>-Report to the incident reporting system on return to WHS</li> </ul>
<b>Student behaviour during unsupervised 'free' time (E.g....)</b>	<ul style="list-style-type: none"> <li>-Students get lost</li> <li>-Students are late or cannot get home</li> <li>-Students misbehaving (anti social behaviour)</li> <li>-Danger or issues from public/strangers</li> </ul>	<ul style="list-style-type: none"> <li>-Students and staff share phone numbers</li> <li>-Students to stay in pairs and instructed not to separate when they go out shopping in the Mount</li> <li>-Rules, boundaries and expectations explained</li> <li>-Student contract signed</li> <li>-Staff contact and location explained, and clear meeting place and time briefed</li> </ul>	<ul style="list-style-type: none"> <li><b>-Follow TIRP (Call Principal) if behaviour issue is severe and any police are involved</b></li> <li><b>Contact ROS with any issues immediately (even minor)</b></li> <li>-Family contact/ liaison with any minor behaviour problems (e.g. not listening)</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>	-Inappropriate clothing for weather conditions during the trip -Inappropriate footwear for activity -Lack of money for lunch or drinks -Forgotten personal medication (Inhalers/ epi pen etc)	-Students briefed on trip about kit requirements and expectations for money -Shelley must have first aid kit -Shelley to check medical details and ensure personal medication is shown before trip. -Vital equipment checked (medical, netball gear) -Supervisors to carry some extra equipment to matches (sunscreen, water, first aid kit)	-Shelley to cover any expenses and then claim back costs after -Students unable to participate in activity if inappropriately dressed
<b>Inadequate group equipment for netball</b>	-Inadequate netball gear	-Brief students about kit requirements (especially safety gear and waterproof)	-Shelley to cover any expenses and then claim back costs after -Students unable to participate in activity if inappropriately dressed
<b>Parents/ students/ supervisors unable to contact each other</b>	Members of the group are unable to be contacted or contact family/ whanau (lack of signal)	-Shelley and a parent to provide accessible contact number on EOTC form to parents -All leaders on trip to swap numbers -Provide landline of accommodation -Supervisor's share mobile phone numbers. -Students have access to internet at accommodation	-WHS contacted and parents contacted accordingly
<b>Lost equipment or theft</b>	-Student leaving bags and belongings unattended -Student forgetting bags on transport or at tournament -Theft of belongings, valuables or money	-Shelley and parents to ensure accommodation is always locked and any valuables are safe -Ensure belongings are always supervised -Collect in or pool valuables -Remind students to check area before leaving venue or transport (or buddy up)	-Shelley to contact venue or transport -Contact parents and explain situation -Shelley to provide student with contingency money if required
<b>Lack of food for the trip</b>	-Poor planning and budgeting -Food not suitable for dietary conditions -Food causes allergic reaction -Students not eating (fussy)	-Liaise with other staff who have run similar trips -Jointly plan menu with group -Check allergies and dietary requirements -Check numbers and costings from previously run trips -Monitor portion size	-Shelley to be prepared for any extra costs. This will be reimbursed on return.

<b>Injuries or illness during cooking</b>	-Faulty equipment (gas cooker, gas bottle) -Accident with knife, burns etc -Students lacking cooking experience -Lack of supervision	-Parents actively monitor cooking -First aid kit taken on trip -Students to be briefed on safety when cooking etc	<b>-Follow TIRP (Call 111 &amp; Principal) if severe injury</b> <b>Contact ROS with any issues immediately (even minor)</b> -Deal with first aid if minor -Report to the incident reporting system on return to WHS
<b>Problems with vehicles</b>	-Car or hire van breakdown	-Ensure all vehicles warranted/ registered/ diesel miles -Ensure hire vans have insurance paid and breakdown cover. -Parent car to have breakdown cover	<b>-Follow TIRP (Call 111 &amp; Principal) if severe injury</b> <b>Contact ROS with any issues immediately (even minor)</b> -Breakdown company to be used and any costs will be reimbursed
<b>Problems with accommodation</b>	-Accommodation unsuitable -Forgotten equipment for overnight trip (bedding etc)	-Lack of planning -Lack of communication about accommodation -Kit list provided to students to ensure they bring the correct equipment	-Seek alternative accommodation if necessary. TIC will be reimbursed on return.

**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 -Unpreventable if environmental disaster occurs with no pre-warning (e.g. Earthquake)	<b>-Follow TIRP (Call 111 &amp; Principal) if incident occurs during trip</b> <b>Contact ROS with any issues immediately (even minor)</b> -Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.

<b>Extreme Weather Conditions</b>	-Sun, Rain, Wind, Snow, -Temperature -Dark	-Trip to be cancelled in severe weather that could affect safety -Withdrawal from tournament if deemed unsafe (TiC has the right to say No) -College Sport will cancel if severe	-Follow TIRP (Call 111 & Principal) if incident occurs during trip Contact ROS with any issues immediately (even minor) -Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.
<b>Lost student or group</b>	Shelley, parents or students not understanding the area or gathering bearing	-Shelley has visited site prior to tournament -Shelley to familiarise themselves with the area through maps -Shelley to have access to GPS or smartphone -Set meeting points for students	-Follow TIRP (Call 111 & Principal) if missing student Contact ROS with any issues immediately (even minor) -Report to the incident reporting system on return to WHS
<b>Unsafe or unhygienic accommodation</b>	-Bed bugs or dirty bedding -Stranger danger in accommodation	-Lack of planning -Lack of communication about accommodation -Kit list provided to students to ensure they bring the correct equipment	-Seek alternative accommodation if necessary. TiC will be reimbursed on return.
<b>Unsafe travelling/ Driving conditions</b>	Poor driving conditions (heavy rain, storm)	-Trip to be cancelled in severe weather that could affect safety -Postpone return trip if weather is severe before journey -Stop and take a rest if weather is severe during journey (better to be late or miss a ferry and be safe)	-Follow TIRP (Call 111 & Principal) if incident occurs during trip Contact ROS with any issues immediately (even minor) -Postpone journey or take a break -Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.
<b>Traffic accident or blocked route</b>	-Unpredictable traffic accident or environmental disaster that affects the planned route	-Keep local radio on -Check news on website prior to departure -TiC to have access to a GPS phone	Have alternative route planned in case of emergency. Do not risk a dangerous route.