



# WHS RISK ASSESSMENT AND SUPERVISION FORM 2019 (RAS FORM)

This RAS form should be changed to fit the exact requirements of the overnight trip that you are planning. Please add missing risk or delete any aspects that are not relevant.

<b>EOTC Risk Assessment and Supervision: PSSP Training Camp for 2020</b> <b>NAME OF TRIP: PSSP Residential, 4 night camp 2020</b> <b>TEACHER IN CHARGE:</b> <b>EOTC CO-ORDINATOR: Mathew Jacomb</b>		<b>SIGNED:</b> <b>SIGNED: Mathew Jacomb</b>	Version: V1 Date: 20/11/2020
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**PEOPLE RAMS: Anything that involves students, Trip leader, volunteers, providers, parents, strangers**

Harm What could go wrong?	Hazard Why would this happen?	Risk Rating? How serious?	Controls How can it be prevented? First try to eliminate, then minimise the risk	Emergency Response Plan What if it goes wrong?	Residual Risk Rating?
<b>Sickness/ Illness to staff or student</b>	-Existing illness or medical issue -Exposure to illness. -Group members have health issues before leaving.	High	- <b>Medical information checked</b> <b>School Nurse to provide contact details, medical details and permission slips to ADHB.</b> -All medication checked by group leaders before departure. -First Aid certs updated - Good food sanitation around meal times - students unwell not to attend	- <b>Contact Hadley Taylor ADHB: mobile 021 560 414</b> <b>-Follow TIRP if severe via Tony Sears</b> -Organise a meeting during the trip and confront any issues -Report to the incident reporting system on return to WHS	Low
<b>Medical Incident</b>	-Allergic Reaction -Exposure to illness. -Group members have health issues before leaving.	High	-TiC to provide each AL with contact details, medical details and permission slips. AL to have them with them at all times. TiC to update AL knowledge of medical issues. -One staff member first aid trained. -All medication checked by group leader before departure. -Relevant number of staff:student for hospital trip	- <b>Contact Hadley Taylor ADHB: mobile 021 560 414</b> <b>-Follow TIRP if severe via Tony Sears</b> -2 Rangiwai Road, Titirangi, Auckland 0604 – Titirangi Medical Centre	Low



				-Hadley to report to the incident reporting system at WHS via Tony Sears	
	-Pre-existing Medical Condition	High	<ul style="list-style-type: none"> <li>-Collect accurate medical information, discuss &amp; ensure info tagged to right person</li> <li>-Ensure participant carries appropriate medication &amp; that others know how to administer</li> <li>-Ensure appropriately competent staff - First Aid minimum</li> </ul>	<ul style="list-style-type: none"> <li>-Follow procedure for specific condition</li> <li>-Clarify who would go to hospital</li> <li><b>-Contact Hadley Taylor ADHB: mobile 021 560 414</b></li> <li><b>-Follow TIRP if severe via Tony Sears</b></li> </ul>	Low
<b>Injury - cuts, grazes, burns, bruises etc</b>	<ul style="list-style-type: none"> <li>-Lack of safety instruction</li> <li>-Lack of correct equipment</li> <li>-inappropriate to activity</li> <li>-Peer pressure to participate beyond expertise</li> <li>-Lack of supervision</li> </ul>	High	<ul style="list-style-type: none"> <li>-Ensure behavioural expectations are clear to participants and supervising teachers/helpers.</li> <li>-Provide appropriate supervision and reinforce behavioural expectations.</li> <li>-Minimise unstructured free time.</li> <li>-TiC to provide each AL with contact details, medical details and permission slips. AL to have them with them at all times. TiC to update AL knowledge.</li> <li>- Updated and relevant first aid kit taken</li> <li>-All medication checked by group leader before departure.</li> <li>-Relevant number of staff:student for hospital trip</li> <li>-Staff have experienced all activities</li> <li>-Instructors to give clear boundaries and identify specific risk</li> <li>-No students to go on activities unsupervised</li> <li>-Avoid challenges and races between students</li> <li>- Clear instructions and boundaries given during down time</li> <li>-Kit list for correct footwear</li> </ul>	<ul style="list-style-type: none"> <li><b>-Contact Hadley Taylor ADHB: mobile 021 560 414</b></li> <li><b>-Follow TIRP if severe via Tony Sears</b></li> <li>-Provide first aid at site</li> <li>-AL to contact TiC</li> <li>-Deal with the incident</li> <li>-Contact parents and Tony Sears</li> <li>-Report the incident reporting system on return to WHS</li> </ul>	Low
<b>Missing person</b>	<ul style="list-style-type: none"> <li>-Students go out alone</li> <li>-Students misbehaving and go missing</li> <li>-Students not returning on ferry</li> </ul>	High	<ul style="list-style-type: none"> <li>-Check whole of site beforehand - where participants could go and establish out of bounds.</li> <li>-Identify handrails and catching features</li> <li>-Clear guidelines around behaviour - always stay in pairs</li> <li>-Provide (and possibly mark) clear boundaries</li> <li>-Consider marking path to toilets at night</li> </ul>	<ul style="list-style-type: none"> <li><b>-Contact Hadley Taylor ADHB: mobile 021 560 414</b></li> <li><b>-Follow TIRP if severe via Tony Sears</b></li> <li>-Report to the incident reporting system on return to WHS</li> </ul>	Low



	-TiC failing to ensure all students have returned		-Method of, and regular, accounting for everyone (buddy up / number off)		
<b>Mental Health Issue (e.g. Suicide comments, depression, anxiety)</b>	-Camp or overnight trip becoming too overwhelming -Homesickness -Bullying/abuse on camp -Previous mental health illnesses	<b>High</b>	- <b>TiC to check the students list with counsellor/nurse/dean before going on an overnight trip as some details may not be on Kamar.</b> -Promote a safe, secure environment throughout the trip and discuss feelings of homesickness etc	- <b>Follow TIRPS with any mental health issues. Any comments about suicide must be followed up immediately. Call Tony Sears</b>	<b>Low</b>
<b>Student behaviour/ Student Incident</b>	-Unfamiliar environment -Poor behaviour outside of expectations -Student behaviour is inappropriate -Student is involved in a serious incident involving police -Students not listening/ following to instructions -Peer pressure	<b>Medium</b>	-TiC to check behaviour of students going prior to the trip and will be supported by Deans/SLT if they do not wish to take a student with behavioural concerns -Expectations made clear to the group via student meeting -Students briefed before trip -Students questioned about instructions to check understanding -AL to report any poor behaviour to TiC to deal with the issue -Appropriate school camp ground selected -Students sleeping in separate rooms -Students separated if there is inappropriate behaviour in shared areas -Rules about socialising clearly explained	-Place sanctions on students who are misbehaving - <b>Follow TIRP (Call Principal) if behaviour issue is severe and any police are involved</b> -Family contact/ liaison with any minor behaviour problems (e.g. not listening) -Report to the incident reporting system on return to WHS	<b>Medium</b>
<b>Inappropriate student-students behaviour (sexual/abuse)</b>	-Inappropriate sexual behaviour during overnight trips (students sneaking into each others tents) -Peer to peer abuse (verbal, physical, bullying etc)	<b>High</b>	-Behavioural expectations clearly outlined/ Student contract -Boys/girls not allowed in each other room -Appropriate school camp ground selected -Students sleeping in separate places. Genders apart where possible (e.g. separate rooms) -TiC familiarise themselves of potential peer-peer relationships in the group (LGBTI+) and ensure expectations are discussed with these students	-Place sanctions on students who are misbehaving - <b>Follow TIRP (Call Principal) if behaviour issue is severe and any police are involved</b> -Family contact/ liaison with behavioural issues (may be sent home)	<b>Low</b>
<b>Inappropriate adult -student</b>	-Inappropriate adult -student sexual behaviour during overnight trips	<b>High</b>	-All leaders to attend a pre-trip meeting where risks expectations will be outlined, including awareness of keeping themselves safe	- <b>Report ANY allegations of sexual misconduct or abuse to the Principal via TIRP. Do not hide any incidents.</b>	<b>Low</b>



<b>behaviour (sexual/abuse)</b> <b>False allegations of sexual misconduct/abuse)</b>	(teacher, volunteer or external provider) -Adult to student abuse (verbal, physical, bullying etc)		-Adults only supervise same gender in toilets/bathrooms /bedrooms at night (also awareness of LGBTI+) -Adults to avoid 1:1 situations alone to prevent false accusations. -Adults to be cautious around swimming/bathrooms/ overnight. Always cover up and be responsible. -Volunteers to complete a volunteer contract prior to the trip <b>-WHS policy states Police checks are compulsory for parents/volunteers on all overnight trips.</b>	-Students involved and adult involved to write statements. -Family contact/ liaison via <b>Hadley Taylor ADHB: mobile 021 560 414</b> <b>-Follow TIRP if severe via Tony Sears</b>	
<b>Stranger Danger</b>	-Mugging, theft -Abduction or peer pressure -Fight -Drugging -Unfamiliar city	High	--Expectations made clear to the group via introductory session at camp -Students to stay in pairs/groups at all times and always with an adult	<b>-Follow TIRP (Call 111 &amp; Principal) if incident is severe</b> -AL to contact TiC -Report to the incident reporting system on return to WHS	Low

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

<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)	Medium	-Students briefed on trip about kit requirements and expectations for money -Supervisors to carry some equipment (first aid kit) -Teacher in charge to check medical details and ensure personal medication is shown before trip. -Vital equipment checked (trainers, sports gear (waterproof jacket) -Supervisors to carry some extra equipment i.e (sunscreen, water, first aid kit) -Students checked they have enough warm gear / sun protection	-TiC to cover any expenses and then claim back costs after -Students unable to participate in activity if inappropriately dressed	Medium
<b>Inadequate group equipment for activity</b>	-Inadequate shoes for walking and jacket for warmth -Inadequate safety gear.	Medium	-Students can bring own gear or to borrow from the camp. -TiC has back up gear	Withdrawal from activity if unsafe. TiC decision is final. Do not risk without adequate gear.	Low



<b>Parents/ students/ supervisors unable to make contact</b>	Members of the group are unable to be contacted or contact family/ whanau (lack of signal)	<b>High</b>	-TiC and another teacher 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.	-WHS contacted and parents contacted accordingly	<b>Low</b>
<b>Lost equipment or theft</b>	-Student leaving bags and belongings unattended -Student forgetting bags on transport or in venue -Theft of belongings, valuables or money	<b>Medium</b>	-TiC and AL to ensure valuables are always locked somewhere safe -Ensure belongings are always supervised -Collect in or pool valuables -Remind students to check area before leaving venue or transport (or buddy up)	-TiC to contact venue or transport -Contact parents and explain situation -TiC to provide student with contingency money if required	<b>Low</b>

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

<b>Environmental Disaster</b>	Extreme event – Earthquake, Fire, Flood, Lightning that causes injury/ loss of life /group members to be separated .	<b>High</b>	-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> -Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.	<b>Low</b>
<b>Extreme Weather Conditions</b>	-Sun, Rain, Wind, Snow, -Temperature -Dark	<b>High</b>	-Trip to be cancelled in severe weather that could affect safety -Withdrawal of activity if deemed unsafe (TiC has the right to say No)	<b>-Follow TIRP (Call 111 &amp; Principal) if incident occurs during trip</b> -Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.	<b>Low</b>



<b>Lost student or group</b>	TiC or students not understanding the area	High	-TiC recommended to visit site prior to activity -TiC to familiarise themselves with the area through maps -TiC to have access to GPS or smartphone -Set meeting points for students	-Follow TIRP (Call 111 & Principal) if missing student -Report to the incident reporting system on return to WHS	Low
<b>Unsafe or unhygienic accommodation</b>	-Bed bugs or dirty bedding -Stranger danger in accommodation	High	-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.	Low
<b>Unsafe travelling/ Driving conditions</b>	Poor driving conditions (heavy rain, storm)	High	-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 -Postpone journey or take a break -Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation.	Low
<b>Traffic accident or blocked route</b>	-Unpredictable traffic accident or environmental disaster that affects the planned route	Medium	-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.	Medium

<b>Reviewed:</b>		<b>Date:</b>		<b>Approved:</b>		<b>Next Review:</b>	
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**This section is for specific site hazards. Below is an example which may be irrelevant to your trip. Please think about your location and add in any extra risks.**

<b>Specific Event and Site: Please find RAMS form from Auckland sexual Health Services specifically for the PSSP Residential Hui</b>	By: JAC	Date: 11 Mar 19
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General comment specific to this school trip	This is an annual event at WHS. 5 students go on a four night residential training camp. It has been ongoing for at least 10 years. The ADHB staff are experienced with this specific event. They have policies and procedures in place. Contracts and roles are outlined and agreed upon in detail with the school. They also have their own RAMS in addition to ours. Please find all documentation in regards to this, attached.
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<b>Supervision Requirements</b> Consider the risk assessment and the staffing requirements to manage the controls	By : JAC	Date : 11 Mar 19
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**1. Roles and Competency:** Identify the **roles and competencies** required for the event

Role Names	Police Check?	First Aid?	Skill / Qualification / Experience	Induction and/or Training?
<i>Person in Charge</i>	<i>Required</i>	<i>Required</i>	<i>Group Management</i>	<i>Yes – EOTC Outdoor First Aid</i>
<i>Hadley Taylor</i>	✓	Yes	<i>Team Coordinator – Education Unit</i>	Yes
<i>Drivers</i>	<i>Required</i>	<i>Required</i>	<i>Group Management / Driving licence</i>	<i>Yes – Transport policy &amp; procedures</i>
Taxi Shuttles			Organised by experienced ADHB staff	

**2. Group members requiring specific management strategies:** Provide **specific management strategies** for participants requiring special attention

<p><b>Medical</b> (e.g. asthma, allergies, medical conditions, current injury)          There is only one student with a medical history. Corin has hayfever and takes the occasional Antihistamine tablet. The other 4 students have no medical history of concern</p>
<p><b>Behaviour</b> (e.g. poor listeners, ADHD, socially inept, short tempers, disobedience/untrustworthy)          There are no behavioural concern in regards to these 5 students that are attending this camp.</p>
<p><b>Abilities</b> (e.g. swimming ability, physical disability)</p>



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**3. Staffing and Supervision Structure:** Specifically describe the **supervision structure** required for the event

Supervision structure (includes allocation of roles and allocation of students to supervisors)

Number of groups and size, number of supervisors/leaders per group, leaders not directly supervising a group and their role)

The ADHB staff are experienced with this specific event. They have policies and procedures in place. Contracts and roles are outlined and agreed upon in detail with the school. They also have their own RAMS in addition to ours. Please find all documentation in regards to this, attached.

The staff to student ratio will be at least 1 to 5. There are also student volunteers that are also PSSP trained, they have all been police checked.

<b>Completed by:</b>	Maggie Lethwaite	<b>Date:</b>	20/11/2019	<b>Approved:</b>		<b>Date:</b>	
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