



# RAMS FORM (RISK ASSESSMENT & MANAGEMENT SYSTEM 2018)

NAME OF TRIP: Year 13 Arts trip to Whitecliff College of Arts & Design

TEACHER IN CHARGE: Annie Melchior

SIGNED: .....

DATE: ...7/ 5/2018.....

CHECKED BY: HAR

SIGNED: *B & Harrington*

DATE: 9/5/18

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	-Existing illness or medical issue  -Group members have health issues before leaving.	-Leader to take contact details, medical details and permission slips on trip -All medication checked by group leader before departure.	-First Aid -Family contact -Follow TIRPS if severe -Hospitalisation: TIC goes with injured child. The rest of the group travel back to Waiheke on their own. -Report to the incident reporting system on return to WHS -Teacher in charge to familiarise themselves with nearest hospital and medical emergency centre
Minor first aid incident or injury	-Trip on walking -Lack of correct walking shoes	-UPDATED first aid kit taken  -	-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	-fall - knock into building Hit by car	-UPDATED first aid kit taken	Call 111. Hospitalisation: TIC goes with injured child. The rest of the group travel back to Waiheke on their own. -Cancel trip early and return -Follow TIRPS if severe -Report to the incident reporting system on return to WHS

<b>Student missing or not returning after trip</b>	-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 stay in pairs/groups	-Family contact/ liaison -Contact Police if serious concern -Report to the incident reporting system on return to WHS
<b>Incident with external providers</b>	-Lack of communication between trip leader and provider	Check prior to leaving all arrangements	-WHS liaison with Principal/ EOTC co-ordinator and Faculty Leader.
<b>Serious Incident affecting whole group</b>	Fatality of one in group	-Group members contactable by at least two methods. -Students/ supervisors aware of responsibilities/ actions.	-Family WHS contact/ liaison -First Aid -Family contact --Hospitalisation: TIC goes with injured child. The rest of the group travel back to Waiheke on their own. -Follow TIRPS if required
<b>Incident whilst travelling</b>	-Ferry accident -Missed ferry/late ferry	-Student distraction to be minimised -Follow safety instructions provided by Fullers staff/Bus staff	-Call WHS and alert of incident -Follow TIRPS if required -Hospitalisation: TIC goes with injured child. The rest of the group travel back to Waiheke on their own. -Report to the incident reporting system on return to WHS

## EQUIPMENT RAMS:

<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>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	-Ensure belongings are always supervised -Remind students to check area before leaving venue or transport (or buddy up)	-Trip leader to contact venue or transport -Contact parents and explain situation -Trip leader to provide student with contingency money if required

## ENVIRONMENTAL RAMS:

<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	--Cancel or postpone trip if any danger. EOTC coordinator or principal to have final decision on cancellation. -Follow TIRPS
<b>Extreme Weather Conditions</b>	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.
<b>Lost student or group</b>	Trip leader or students not understanding the area to be travelled along	- -Trip leader to have access to GPS or smartphone	-Respond calmly and appropriately to the situation. -Follow TIRPS -Report to the incident reporting system on return to WHS