

# RAMS FORM (RISK ASSESSMENT & MANAGEMENT STRATEGY)

**NAME OF TRIP:** Noho Marae

**OVERNIGHT?** YES – 2 nights

**COORDINATING YOUTH WORKER:** Jack Tame

**SIGNED:** *Jack*

**DATE OF TRIP:** 26/11/21–28/11/21

**CHECKED BY:** Susan Lynch

**SIGNED:** S

**FORM COMPLETED:** 29/10/21

**PEOPLE RAMS: Anything that involves the young person, staff, volunteers, providers, other people**

<b>HARM</b> 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>Confusion over roles</b>	<ul style="list-style-type: none"> <li>▪ Lack of communication</li> <li>▪ Lack of clarity in planning</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</li> <li>▪ Communicate all information to all leaders throughout the application</li> <li>▪ Organise a meeting for all leaders to attend</li> </ul>	<ul style="list-style-type: none"> <li>▪ Organise a meeting during the trip and confront any issues</li> <li>▪ Report to the incident reporting system on return to office if needed</li> </ul>
<b>Sickness or illness of staff or young person</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>▪ Staff are first aid trained and certification is current</li> <li>▪ First aid kits x 2 are checked and taken to marae</li> <li>▪ All medication is handed to coordinator and checked with information form</li> <li>▪ Allergy information is gathered</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff to familiarise themselves with nearest hospital and medical centre</li> <li>▪ Marae address and directions obtained to provide clear information to emergency services</li> <li>▪ Youth Worker in charge to contact Manager</li> <li>▪ Clarify who would go to hospital and who would stay with group</li> <li>▪ Report to the incident reporting system on return to office</li> </ul>

<b>Minor first aid incident or injury</b>	<ul style="list-style-type: none"> <li>▪ Lack of safety instruction</li> <li>▪ Lack of correct equipment</li> <li>▪ Poor technique or fitness level inappropriate to activity</li> <li>▪ Peer pressure to participate beyond one's expertise</li> <li>▪ Lack of supervision</li> </ul>	<ul style="list-style-type: none"> <li>▪ Students' fitness and ability assessed in wānanga</li> <li>▪ Staff are first aid trained</li> <li>▪ All medication checked by group leader before departure</li> <li>▪ Relevant number of staff-to-student ratio for potential hospital trip</li> <li>▪ Staff have prior experience of all the activities</li> <li>▪ Instructors to give clear boundaries and identify specific risk</li> <li>▪ Clear instructions and boundaries given during down time</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provide first aid at site</li> <li>▪ Deal with the incident</li> <li>▪ Contact parents/caregivers to decide whether or not the young person is able to participate</li> <li>▪ Report to the incident reporting system</li> </ul>
<b>One or more group members suffer serious injury</b>	<ul style="list-style-type: none"> <li>▪ Lack of safety instruction</li> <li>▪ Peer pressure to participate beyond expertise</li> <li>▪ Lack of supervision</li> <li>▪ Overconfidence</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff are first aid trained</li> <li>▪ All medication checked by group leader before departure</li> <li>▪ Instructors to give clear boundaries and identify specific risks on the marae</li> <li>▪ Clear instructions and boundaries given during down time on the marae</li> </ul>	<ul style="list-style-type: none"> <li>▪ Call 111 as required</li> <li>▪ Report to the incident reporting system on return</li> </ul>
<b>Young person missing or not returning after trip</b>	<ul style="list-style-type: none"> <li>▪ Young person goes out alone</li> <li>▪ Young person misbehaving and goes missing</li> <li>▪ Staff failing to ensure all students have returned</li> </ul>	<ul style="list-style-type: none"> <li>▪ Expectations made clear to the group through activity behaviour contract and communicated at pre-activity information sessions and written expectation (Code of Behaviour)</li> <li>▪ Young people to stay in allocated groups at all times</li> <li>▪ Regular head count or roll check undertaken</li> </ul>	<ul style="list-style-type: none"> <li>▪ Contact next of kin/caregiver</li> <li>▪ Contact Police as required</li> <li>▪ Report to the incident reporting system on return</li> </ul>
<b>Student behaviour/ Student Incident</b>	<ul style="list-style-type: none"> <li>▪ Poor behaviour outside of expectations</li> <li>▪ Young person's behaviour is inappropriate</li> <li>▪ Youth not listening to/following instructions</li> <li>▪ Peer pressure</li> </ul>	<ul style="list-style-type: none"> <li>▪ Expectations made clear to the group before the trip</li> <li>▪ Young people briefed before trip</li> <li>▪ Young people questioned about instructions to check understanding</li> <li>▪ Report any inappropriate behaviour to Coordinator to deal with the issue</li> <li>▪ Place sanctions on young people who are misbehaving (sent home, restorative justice processes)</li> <li>▪ Young people sleeping in separate areas on the marae</li> <li>▪ Rules about socialising clearly explained</li> </ul>	<ul style="list-style-type: none"> <li>▪ Family contact/liaison regarding any minor behaviour problems (e.g. not listening)</li> <li>▪ Next of kin/caregiver may be contacted to pick the young person up if they behave inappropriately</li> <li>▪ Report to the incident reporting system on return</li> </ul>

<b>Incident with external providers</b>	<ul style="list-style-type: none"> <li>▪ Lack of communication between coordinator and external provider</li> <li>▪ External provider does not meet expectations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Roles clearly identified among staff</li> <li>▪ External provider agreement signed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Debrief</li> <li>▪ Consider complaint or letter outlining the incident</li> <li>▪ Action plan</li> </ul>
<b>Incident with volunteers or parents</b>	<ul style="list-style-type: none"> <li>▪ Lack of communication between staff and volunteers</li> <li>▪ Volunteers unaware of expectations and school policies and protocols</li> <li>▪ Drinking or smoking on trip</li> <li>▪ Inappropriate behaviour by volunteers</li> </ul>	<ul style="list-style-type: none"> <li>▪ All leaders to attend a pre-trip meeting where roles and expectations will be outlined</li> <li>▪ Complete Police checks for parents on all overnight trips</li> <li>▪ Roles clearly outlined using the EOTC guidelines</li> </ul>	<ul style="list-style-type: none"> <li>▪ Youth Worker in charge to raise any issues directly with volunteers</li> <li>▪ Report to the incident reporting system</li> <li>▪ Consider not using the volunteer again, or any volunteers</li> </ul>
<b>Inadequate leadership</b>	<ul style="list-style-type: none"> <li>▪ Youth Worker in charge not 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>▪ Youth Worker aware of all responsibilities</li> <li>▪ Youth Worker trained and experienced – previous experience is helpful</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supervision used to debrief</li> <li>▪ Mentoring and professional development offered</li> </ul>
<b>Serious incident affecting whole group</b>	<ul style="list-style-type: none"> <li>▪ A serious incident or misadventure that affects the whole group, e.g. death of a loved one</li> </ul>	<ul style="list-style-type: none"> <li>▪ Group members contactable by at least two methods</li> <li>▪ Students and supervisors aware of their responsibilities/actions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Phone Manager immediately</li> <li>▪ Phone emergency services</li> <li>▪ Report to the incident reporting system</li> </ul>
<b>Incident whilst travelling</b>	<ul style="list-style-type: none"> <li>▪ Breakdown</li> <li>▪ Travel sickness</li> </ul>	<ul style="list-style-type: none"> <li>▪ Make sure vehicles are safely parked</li> <li>▪ Regular van maintenance</li> <li>▪ Ensure all vehicles warranted/registered</li> <li>▪ Ensure hydration is kept up</li> </ul>	<ul style="list-style-type: none"> <li>▪ Fleet breakdown services used, or if a rental, the rental company</li> <li>▪ Breakdown company to be used and any costs will be reimbursed</li> </ul>
<b>Driver incident</b>	<ul style="list-style-type: none"> <li>▪ Accident</li> </ul>	<ul style="list-style-type: none"> <li>▪ Organisation's driving policy followed at all times</li> <li>▪ Regular van maintenance</li> <li>▪ Ensure all vehicles warranted/registered</li> <li>▪ Student distraction (e.g. music) to be minimised</li> <li>▪ Plan a long time for journey so driver can go slowly</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Call 111 and Manager if incident is severe</b></li> <li>▪ Breakdown company to be used and any costs will be reimbursed</li> <li>▪ Report to the incident reporting system</li> </ul>

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

<b>HARM</b> 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 proposed activities</b>	<ul style="list-style-type: none"> <li>▪ Inappropriate clothing for weather conditions during the trip</li> <li>▪ Inappropriate footwear for activity</li> <li>▪ Forgotten personal medication (e.g. inhalers, epi pen)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Youth briefed before trip about kit requirements and check list provided; discussion with the youth if they don't have particular items and options to borrow or purchase considered</li> <li>▪ First aid kits are carried in all vehicles</li> <li>▪ Youth Worker in charge to check medical details and ensure personal medication is shown before trip</li> <li>▪ Youth Worker in charge takes extra products (women's hygiene products, sunscreen, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff to cover any expenses and then claim back costs after</li> <li>▪ Students unable to participate in activity if inappropriately dressed</li> </ul>
<b>Lost equipment or theft</b>	<ul style="list-style-type: none"> <li>▪ Theft of belongings, valuables or money</li> <li>▪ Items left behind</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recommend no valuable items are taken to the marae</li> <li>▪ Remind students to check area before leaving marae or transport (or buddy up)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Any alleged theft reported to Manager for advice</li> <li>▪ Incident reporting undertaken</li> </ul>

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

<b>HARM</b> 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>	<ul style="list-style-type: none"> <li>▪ Extreme event, e.g. earthquake, fire, flood, lightning, which causes injury, loss of life, or group members to be separated</li> </ul>	<ul style="list-style-type: none"> <li>▪ Trip will not run if any risk factors are apparent prior to the trip. Manager to make the call</li> <li>▪ Unpreventable if environmental disaster occurs with no pre-warning (e.g. earthquake)</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Call 111 &amp; Manager if incident occurs during trip</b></li> <li>▪ Cancel or postpone trip if any danger</li> <li>▪ Manager to have final decision on cancellation</li> </ul>
<b>Extreme weather conditions</b>	<ul style="list-style-type: none"> <li>▪ Sun, rain, wind or snow</li> <li>▪ Temperature much higher or lower than anticipated</li> <li>▪ Darkness or low visibility</li> </ul>	<ul style="list-style-type: none"> <li>▪ Trip to be cancelled in severe weather that could affect safety</li> <li>▪ Withdrawal of activity if deemed unsafe</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Call 111 &amp; Manager if incident occurs during trip</b></li> <li>▪ Cancel or postpone trip if any danger</li> <li>▪ Manager to have final decision on cancellation</li> </ul>
<b>Lost student or group</b>	<ul style="list-style-type: none"> <li>▪ Youth Workers or students not understanding the area or having trouble gathering their bearings</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff recommended to visit site prior to activity</li> <li>▪ Staff to familiarise themselves with the area through maps</li> <li>▪ Staff to have access to smartphone</li> <li>▪ Set meeting points for students</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>(Call 111 &amp; Principal) if missing student</b></li> <li>▪ Report to the incident reporting system on return to office</li> </ul>
<b>Unsafe or unhygienic accommodation</b>	<ul style="list-style-type: none"> <li>▪ Stranger danger in accommodation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Lack of planning</li> <li>▪ Lack of communication about accommodation</li> <li>▪ Kit list provided to students to ensure they bring the correct equipment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Send the students home</li> </ul>

<b>Unsafe travelling or driving conditions</b>	Poor driving conditions (heavy rain, storm)	Trip to be cancelled in severe weather that could affect safety	<ul style="list-style-type: none"> <li>▪ Follow TIRP (Call 111 &amp; principal) if incident occurs during trip</li> <li>▪ Cancel trip if any danger. EOTC coordinator or principal to have final decision on cancellation.</li> </ul>
<b>Traffic accident or blocked route</b>	Unpredictable traffic accident or environmental disaster that affects the planned route	<ul style="list-style-type: none"> <li>▪ Keep local radio on</li> <li>▪ Check local news online prior to departure</li> <li>▪ Staff to have access to a mobile phone</li> </ul>	<ul style="list-style-type: none"> <li>▪ Have alternative route planned in case of emergency – do not risk a dangerous route</li> </ul>