

Boarding Low Risk Local Day Excursion

The RAMS (Risk Assessment and Management Systems) below identify hazards that could lead to serious illness, injury, or death during the planned activities. Everyday risks (e.g. bee stings, sunburn) are not included, as it is expected that standard precautions will be taken to prevent and manage these as part of normal practice.



Place and Location:	
Date of Trip:	
Departure Time:	
Estimated Return Time:	
Total Number of Students Attending:	
Total Number of Staff/Supervisors:	
Teacher in Charge (TIC):	
Vehicle Type/Name:	

House Name	Staff Attending	Staff Title	Mobile Number

Emergency Procedures – Transport / Activity

1. Stop the transport/activity.
2. Assess the situation. Ensure your own safety and that of the group/students.
3. VEHICLE EMERGENCY - If it is safe to do so, passengers should remain in the Bus/Minivan.
If it is not safe to do so, move the passengers to a location protected from oncoming traffic.
4. Administer First Aid and seek further treatment if necessary (call Emergency Services 111 if required)
5. Contact Teacher in Charge/Campus Principal/Greg Haines or any of the other numbers provided below.
6. Call school to make contact parents/caregivers (if required)
7. Fill in Accident/Incident form on your return to school

Emergency Contact Numbers

Greg Haines Director of Boarding Ph: 027 1800 4689	Julie Small Campus Principal Ph: 027 808 5261	Gerard Keightley Deputy Principal Ph: 021 818 923	Sandra Buchanan EOTC Coordinator Ph: 027 254 5221	Sara Cannon Boarding Coordinator Ph: 021 4555 23	School Nurse Ph: 027 473 6010 School Office Ph: 07 827 9899
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What could go wrong?	Why would this happen?	Why would this happen?
Transport Accident	<ul style="list-style-type: none"> Accident or Breakdown Other road users Getting hit by another vehicle 	<ul style="list-style-type: none"> Staff to evaluate situation (provide First Aid if required) and plan alternative arrangements appropriately. In conjunction with the Driver, contact other House staff to arrange alternative transport. Ensure driver holds Full Drivers licence, and any other required licence for the type of vehicle being driven. Drivers will not drink alcohol or take drugs (or medication that may cause drowsiness) Staff member/TIC to have a cell phone in case of emergencies (never to be used when driving). Drivers should drive safely. Only transport the recommended number of passengers. Ensure students/ participants are informed on what to do in the case of an emergency.
	<ul style="list-style-type: none"> Tiredness Health Student/staff 	<ul style="list-style-type: none"> Drivers to manage their fatigue. If they feel tired, drivers will pull over for a rest. Arrange for an alternative driver if required. Drivers who are feeling unwell should discuss with their TIC/manager/supervisor. Arrange for an alternative driver if required. A driving route/plan will be devised, ensuring regular breaks from driving.

What could go wrong?	Why would this happen?	Why would this happen?
	<ul style="list-style-type: none"> Vehicle issues such as mechanical failure, punctured tyre, braking or steering malfunction, etc. 	<ul style="list-style-type: none"> Van/Bus has a WOF, Registration, diesel mileage Van/Bus has had regular maintenance checks Students/staff must wear safety belts Drivers to complete a visual check the vehicle before the journey, including tyres, lights, indicators, seatbelts and check for First Aid and emergency equipment. Report any faults or concerns immediately and arrange alternative transport.
	<ul style="list-style-type: none"> Traffic/Road Conditions Weather conditions Loss of Control 	<ul style="list-style-type: none"> Drivers to drive to the conditions of the road and weather. Drivers should not exceed the speed limit.
What could go wrong?	Why-would this happen?	Our plan to prevent / manage it is....
Student Illness	<ul style="list-style-type: none"> Student becomes unwell during an activity/event Medical Event 	<ul style="list-style-type: none"> If a student is feeling unwell during transport, if able, stop the transport for the student to get fresh air. Student should get back on the transport and sit at the front of transport with Supervisor or senior student. If for any reason the student is unable to continue on the transport, a member of staff should remain with the student and a phone call made to the House Director / Director of Boarding for further advice. If a student is unwell at the destination, a supervisor should assess the student and follow normal first aid procedures. Students are told to save TIC mobile number in their phones and to call in an emergency. Students informed to go to a common spot (please name this spot) if needing assistance. TIC will follow medical plan. In any instance, if serious illness, follow emergency procedures.
Lost Student	<ul style="list-style-type: none"> Student get separated from the group. 	<ul style="list-style-type: none"> Ensure a regular headcount is taken when getting on and off the transport. Instruct students to 'buddy up' and look out for each other during the trip. Arrange a student meeting point and time. Ensure all students know the details of these. Students are told to save TIC mobile number in their phones and to call in an emergency. Students informed where to go if needing assistance.
Accident or injury whilst on site	<ul style="list-style-type: none"> New environment / not aware of hazards Not following instructions 	<ul style="list-style-type: none"> Ensure students are briefed fully on ensuring they follow instructions /safety advise on site. Remind students to stay vigilant to their environment. First Aid facilities will be available. Students informed to go to TIC if needing assistance.
Important Information for Supervisors		
<ul style="list-style-type: none"> You are responsible for student safety during the trip. Stick to the planned activities and protocols unless approved by the House Director or Director of Boarding. Ensure you read the RAMS document before the activity begins, especially for any physical tasks. Ensure you read the 'Important Information for Students' below to your students and assign a designated meeting point. Be informed of any medical conditions within your group (e.g. epilepsy, asthma, allergies, etc.) prior to the activity. Familiarise yourself with the emergency procedures and know who is designated to provide First Aid if needed. If you have any safety concerns or issues, contact your House Director or Director of Boarding as soon as possible. A First Aid kit must be taken on all trips. 		
Important Information for Students		
Safety Briefing / Activity-specific information: <ul style="list-style-type: none"> If you become lost, have concerns, or need assistance, go directly to the designated meeting point that has been identified to you. Save the Teacher in Charge's phone number in your phone and contact them if necessary. Be mindful of any potential hazards in the environment. Stay alert and inform staff immediately if you notice anything that could pose a risk to people or equipment. Remain aware of any suspicious behaviour and report it to staff promptly. Remember that you are representing the school. Standard school rules and behaviour expectations still apply. Follow all instructions carefully—do not stray from the planned activity or directions given. Always stop, look both ways, and listen before crossing any roads. Stay aware of vehicles, cyclists, and pedestrians at all times. 		