

| **2. EOTC Risk Assessment and Supervision:** | Room | Room 11, 12, 14, 15 | Date | 12 - 15 March 2024 |
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| **Nature of activity/ visit:** Kawau Island Senior Camp | No. of chn | 107 | Time | 6am Tuesday - 6pm Friday |
| **Where:** Camp Bentzon - Kawau Island |
|  | No. of staff | 6 | No. of Helpers | 27 |

|  Check ✓ |  **Health and Safety Policy Checks** |  Check ✓ |  **EOTC Steps** |
| --- | --- | --- | --- |
|  | Any organisation sending staff with our students must send attestation to their staff being Fully Safety Checked. |  ✓ | Permission from Senior Leadership granted PRIOR to organisation |
| ✓ | All Adults (other than School Staff) staying overnight must be fully Safety Checked. (Note this can take up to 4 weeks) |  ✓ | EOTC Event Proposal completed  |
|  |  |  | RAMS forms completed - signed off by Senior Leader |

| **Harm**What could go wrong? | **Hazard**Why would this happen? | [**Risk Rating**](https://drive.google.com/file/d/164_81LU6GLFsVSAHpF_fAkQhQUPIRMGT/view?usp=sharing)High, Medium, Low | **Controls**How can it be prevented? First try to eliminate, then minimise the risk | **Check**Controls implemented?By who? | **Residual Risk Rating?** | **Emergency Procedures** |
| --- | --- | --- | --- | --- | --- | --- |
| **Before Leaving** |
| **Bus Breakdown**  | Low maintenance from bus company | Low | Bus provider to maintain their fleet | Bus Provider | Low | Replacement bus provided.  |
| **Lack of Parent Helpers** | - Sickness- Other commitments | Med | - Lots of prior communication- Pre-filled parent helper forms.  | Andi & Cassandra  | Low | - Postponement of trip to new date- Back up parent helpers to ensure the ratio is met.  |
| **Weather Events** | - Natural weather events | Med | - Stay up to date with forecast prior to trip | Andi, Cassandra & Claire | Low | - Postponement date if very poor weather - Communication with whanau. |
| **Injury of students** | - Slip over as they hop onto the bus- Lack of supervision- Children not following instructions- Cars moving in carpark around the parked bus | High | - Correct Supervision- Orderly organisation of where tamariki wait before hopping onto the bus.- Support tamariki moving from their own transport to the bus.  | Senior Teachers | Med | - First Aid- Seek medical assistance if required |
| **Children missed the bus / left behind** | - Late arrivals- Children bringing themselves to school without whanau- Traffic | Medium | - Contact with whanau night before about arrival times- Roll call before leaving- Phone whanau to query children not at school.Head count on the bus | Senior Teachers | Low | - Phone Whanau before departure- Have backup staff on site for late arrivals to ensure children are not left on their own- Any children who missed the bus remain at school in another classroom for the school day. |
| **During the Journey** |
| **Car Sickness** | Windy roadsChildren sitting at the back | Med | - Medical forms completed prior to trip informing if prone to car sickness & seat accordingly on the bus.- Seating arrangements- Airflow- Regular stops- Parents administer car sickness medication prior to leaving.  | - Teachers & Parent Volunteers. | Low | - Car sickness containers on board the bus- Towels / baby wipes to help clean up any accidents- Move children to the front of the bus for the rest of the trip (Less sway)- Change of clothes if required- Inform whanau of the child if car sickness occurs.  |
| **Vehicle Accident -** **Minor / Serious Injury or fatality** | - Lack of focus by the driver- Irresponsible driving- Road conditions- Weather conditions- Tiredness- Medical event (Driver)- Mechanical Fault / breakage | High | - Check current driver licencing- Ensure quiet / sensible bus behaviour to not distract bus driver- Check the weather forecast- Drive to the conditions- Stay up to date with roading conditions with NZTA | - Bus Driver- Bus Company- Parent Volunteers who are taking their own transport- Teachers & Volunteers on the bus to monitor behaviour at all times.  | Med | - Seek immediate medical assistance from Emergency Services if required. - Apply first aid if necessary.- Inform the school / Principal and contact made with whanau- Reassure students and keep them calm- Teachers will accompany any students to medical providers / facilities if required. - Children remain with teachers / volunteers until suitable arrangements are made - unless this is a greater risk. - Principal / Teachers to make contact with parentsRemove children if appropriate and wait in a safe area.  |
| **Bus Breakdown** | - Lack of maintenance- Mechanical fault | Medium | - Up to date maintenance of bus- Current COF | - Bus Company / Bus Driver | Low | - Bus provider to send a replacement bus- Inform Principal of bus breakdown- Inform whanau of breakdown and the plan. - Have a kit on the bus incase of breakdown (Bucket / bags for makeshift toilet), extra food supplies, water, story books for keeping children calm. |
| **Missing Child** | - Stopping for toilet stops and child wanders off- Child not listening & following instructions- Lack of supervision | High | - Correct ratios adhered to- 1:1 ratio for children who require extra support.- Head count of children before the bus leaves the stop to ensure all children accounted for. | - Teachers in charge and parent volunteers. | Med | - Inform police of missing child- Keep children on the bus with ratio and extra volunteers search the surrounding areas- Inform School / Principal of missing child |
| **Minor / Serious Injury** | - Children not sitting on the bus correctly causing injury- Slipping while moving when the bus is stopped- Tripping on the stairs of the bus- Hopping on and off the bus- Falling over while at toilet stops - Walking out in front of moving vehicles during bus stops (toilet breaks)- Children not listening to instructions.  | High | - Correct ratios - Have adults sitting throughout the bus to monitor sitting / behaviour- Mop up any wet areas with towels to prevent slips- Help children get on and off the bus- Walk children to and from the bus on correct walking areas (Footpaths, pedestrian crossings)  | - Teachers / Parent volunteers.  | Med | - Administer first aid- Call for medical assistance if required- Inform school / principal of serious injury |
| **Route Detour** | - Accident blocking road- Roadworks- Weather event / Flooding | Medium | - Monitor weather before leaving on the trip- Check NZTA regularly for updates throughout trip | - Bus Driver- Teachers in Charge | Med | - Inform SMT / Principal of detour causing change of route / timing of the trip- Have a kit on the bus incase of breakdown (Bucket / bags for makeshift toilet), extra food supplies, water.- Check for an appropriate toilet stop for tamariki before the detour or on detour. |

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| **At Venue or event** | **Sandspit Playground / Kawau Island Ferry** |
|  **Sandspit Wharf / Playground** |
| **Injury of student** | Student could fall while walkingFalling from playgroundUneven surfaces on wharf areaHealth Conditions | High | Discuss hazards in the area before leaving school - camp prepEnsure parents / teachers are checking for hazards as we move around.Pre site check of area | Teachers | Med | Administer first aid if requiredCall 111 if serious injuryRecord InjuryIf severe injury inform school and parents are contacted. |
| **Injury caused by moving vehicle** | Students not walking on the footpathVehicles moving by wharf / car park | High | Ensure safe walking practices are in placeCorrect adult / student ratiosAdult supervision of road safety.  | Teachers / Parent Helpers | Med | Call 111 if necessaryAdminister First Aid proceduresRemove other students from accident siteInform school and parents.  |
| **Student is left behind at playground** | Lack of supervisionIncorrect ratiosStudents goes to bathroomStudents move from designated play area | Med | Roll call before leaving parkBuddy SystemCorrect Adult / Student RatiosCheck toilets before leaving playground | Teachers | Low | Do roll call again to confirm numbersUse available parents to scan all areasInform police if necessaryEnlist the help of publicKeep all other students togetherSchool contacted and parents phoned |
| **Person falls into water** | Lack of supervisionLoss of footing on wharfWalking too close to the edge of wharfPlaying by creek at park | High | Boundaries alerted to at the park to keep away from creekAdults ensure students stay in the centre of the wharf when walking to ferry. | Teachers / Parents | Med | Student is retrieved from water by adultEmergency services called if necessaryAdminister first aid / warmthSchool contacted and parents phoned. |
| **Strangers** | The ferry terminal / playground is a public place.  | Med | Children do not go to the toilets aloneChildren stay with teachers | Teachers / Parents | Low | Do roll call again to confirm numbersUse available parents to scan all areasInform police if necessaryEnlist the help of publicKeep all other students togetherSchool contacted and parents phoned |
| **Toilets** | Toilet doors can get stuckFaulty doors / locks | Low | All children and adults are monitored when using the toilets so that no one is left locked in the toilets. | TeachersParentsToilets | Low | Call council / access help from campground or kawau cruises office to open toiletKeep child calm / ReassuranceUsing equipment to open the door and child / adult to rejoin the group. |
|  **Kawau Island Ferry** |
| [Kawau Kat IV Vessel Operations Manual (3) (2) (3).pdf](https://drive.google.com/file/d/1k0dwe_R8Zi7Uea43RTNmuPOdkMj2FXrr/view?usp=sharing) |
| **Motion Sickness** | The child has a predisposition to travel sickness.Rough SeasWinding Road | Med | Children’s medical forms include travel sicknessWipes, bags, water and containers taken in case someone is sick.  | TeachersParents | Low | Make the child comfortableClean up any messRemove other students from the areaEnsure the surface is clean and dry. |
| **Vessel Propulsion** | Boat is moving during sailing | Low | Avoid having persons in water while engine is running | Skipper | Low | Turn the engine off if a person enters the water. Ensure students are safety briefed prior to boarding about remaining seated.  |
| **Embarking /****Disembarking** | Loss of footing during boarding or disembarkingUneven SurfacesMotion of boat | Low | Trip and fall hazard- caution to be taken. Take extra care in adverse weather conditions. | Skipper / Teachers | Low | Administer first aid if required,Report injury to crew and to person in charge of first aid. |
| **Capsize** | Weather ConditionsUneven loading of the boatCollision with another object | High | Ensure the loading of the vessel is understood bySkipper (and crew if carried). Passengers should be advised of any stability issues with all passengers viewing from one side etc. Be on the lookout for other larger vessels and their wake (particularly ferries). | Skipper | Low | Follow advice of the skipper. Ensure even distribution of students when boarding and throughout sailing. Ensure all adults / children know where life jackets or buoyancy equipment is on the boat and how to use them appropriately.School alerted ASAP and parents contacted. |
| **Loose passenger luggage** | Rough Seas and luggage movesUneven loading of luggage. | Low | Crew to assist with the stowage of passengerluggage and provide stowage areas | Skipper / Parents / Teachers | Low | If luggage moves throughout the journey, adults are to ensure luggage is secured.Any injury is attended to and first aid administered if required.  |
| **Slips, trips and falls** | Wet surfacesUneven SurfacesStudents moving around during sailingBoarding and disembarking | Med | Slow vessel in rough conditions. Everyone toremain seated whilst vessel is underway. | Skipper / Crew and Teachers | Low | Administer first aid if requiredReport injuryEnsure the surface that caused the injury is checked for further injuries and precautions taken.If injury is severe call 111,School is notified and parents contacted. |
| **Man Overboard** | Students moving around the vessel during sailingRough Seas | High | Ensure briefings are given to all passengers toremain seated whilst the vessel is underwayBrief all passengers and crew on the procedures for MOB as per the flowchart | Skipper / All adults on board | Med | Follow the advise of skipperTeachers to ensure students on board are kept calmAll students are accounted forIncident is reportedSchool phone to inform of incident and contact with parents made. |
| **Fire** | Faulty equipmentEquipment failureOverheating | High | Ensure all passengers and crew are aware of whatto do in the event of a fire and where to locate thefire extinguishing equipment | Skipper / Teachers | Med | Follow advice of Skipper Activate fire extinguisherEnsure all students are accounted forIf the need to evacuate occurs ensure students have access for buoyancy devices. If an emergency situation unfolds - school is contacted and parents are notified. |
| **Flooding / Taking on Water** | Equipment failureDamage to boat | High | Passenger briefing to be given before each voyage, detailing what to do should the vessel take on water | Skipper / Crew / Teachers | Med | Immediate donning of life jackets Skipper will take measures to pump out the water follow abandon ship procedures if requiredUse of buoyancy devices.Students accounted forIf severe - school is contacted and parents are notified. |

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| **At Venue or event** | **Relevant RAMS FORMS for Camp Bentzon** |
| [CB-AMP-Buildings-and-Equipment-GuestsV5.35.2updates.pdf](https://drive.google.com/file/d/1mCAaQ_QpELkcjMK9op41QsbHXzAnMReR/view?usp=sharing)[ArcheryRAMFeb2022.pdf](https://drive.google.com/file/d/11OeZDYcOnPTlrdLBvvHyJcd630Wi7oeF/view?usp=sharing)[CB-AMP-MarineV5.35.2updates.pdf](https://drive.google.com/file/d/1TwYjOsjO63EbLeVvrywWYDfOWM7j5nF-/view?usp=sharing)[CB-AMPBush-GroundsV5.35.2updates.pdf](https://drive.google.com/file/d/1EgX3bCJBhnV-D_YlBnoVarz_K1z6ZcFT/view?usp=sharing)[CBBushRAMV5.2.pdf](https://drive.google.com/file/d/1trmXaaF2n5YgJ8N8S8WHQfjMJI3XzlZI/view?usp=sharing)[CBConfidenceCourseRAMV5.2.pdf](https://drive.google.com/file/d/1qScMyJ3sP_AeBpOr56gaNAArIaHiE6Ny/view?usp=sharing)[CBKayakingRAMV5.2Oct2022.pdf](https://drive.google.com/file/d/1z_EaKaC5bpgnT7gVjLFKnTj8KJEJkiuo/view?usp=sharing)[CBOrienteeringRAMV5.2.pdf](https://drive.google.com/file/d/14sNoLRO2PCy0sDtczi5CrkkzNAqIb80_/view?usp=sharing)[CBRaftingRAMV5.2.pdf](https://drive.google.com/file/d/1eQ258Yl2eeiOzEuEXN2oxhFN8NTj0Fo7/view?usp=sharing)[Sailing-RAM-2022.pdf](https://drive.google.com/file/d/1Ege8Uf2rMYKIykJoruvLz8tI-1gTB1Le/view?usp=sharing)[ERPActivitySheetSept2023.pdf](https://drive.google.com/file/d/1L8flnlQ8T1mONo-desc6OpDjT4qh8P4K/view?usp=sharing) |
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| **Accidents on the playground and rope swing** | Children running, slipping or falling | Med | Teacher and parent supervision when children are playing there.Behaviour expectations are clearly communicated before camp and again when we arrive at camp. Children are prohibited from using the playground and rope swing unless an adult is present.  | Teachers Parents | Med | Administer first aid if requiredReport injuryEnsure the surface that caused the injury is checked for further injuries and precautions taken.If injury is severe call 111,School is notified and parents contacted in the case of serious injury |
| **Getting lost in the bush** | Children out of boundsChildren participating in orienteering or bush activities | High | Bush is out of bounds when children are not involved with organised activities.Children are supervised when bush activities are taking place.Children do not go into the bush alone. | TeachersParents | Med | Roll check to take place immediatelyAll other students are kept together and returned to camp base to remain supervisedCamp Managers informed Ratio covered at camp with other parents /teachers follow direction of camp managers to safely search surrounding bush area.111 or Search and Rescue advised if necessary.  |
| **Drowning and free swimming activities** | Children in water unsupervised.Getting stuck under the pontoon.Slipping on the pontoon.Banging head on pontoon Children drownHypothermiaCut feet - (wear rock shoes)Children are unable to cope with the water conditionsGetting stuck under the wharfSlipping on the stepsBanging head on wharfBoats coming in to tie up at the wharfJumping onto another person.  | High | Water is out of bounds when children are not involved with organised activities. This includes the sea and creek.All parents and teachers are aware of the swimming ability of the children.Children do not take part in deep water activities such as wharf jumping and swimming to the pontoon if they cannot swim.Comprehensive adult supervision. Only one jumping at a time from the pontoon.Children taught to jump away from the pontoon.Small groups swimming at a time.Adults in water with children and some parents in kayaksSpotter on the beach.Adult on the pontoonAdult on the wharfAdults briefed on safety aspects of pontoon and wharfChildren cold get changed into warm clothes.All children should come out of the water if a boat is coming.Open box shape of adults which children swim within when free swimming | Teachers Parents | Med | All children cleared from water and removed from area while rescue is taking place to give teachers / parents room.Doctors and Nurses on site called to assist with First Aid supportDRS ABC’s First Aid into action immediately111 phoned if requiredIncident form completedSchool informed and parents contactedRoll call and head count of all students.Emotional support provided to other students where necessary.  |
| **Kitchen Accidents** | Children in the kitchen | Med | The kitchen is out of bounds for all children | TeachersParents | Low | Administer first aid if requiredReport injuryEnsure the surface that caused the injury is checked for further injuries and precautions taken.If injury is severe call 111,School is notified and parents contacted in the case of serious injury |
| **Bunk Room Accidents** | Children standing on ledges, standing on bunks, running | Med | Bunks are only for resting and sleeping. No one is to be on ledges. Walking inside only. No running. Children stick to their own bunk rooms. Teachers are the only adults allowed in bunk rooms.  | Teachers | Low | Administer first aid if requiredReport injuryEnsure the surface that caused the injury is checked for further injuries and precautions taken.If injury is severe call 111,School is notified and parents contacted in the case of serious injury |
| **Slipping on deck or in drying room when wet** | Children running in wet conditions | Med | Children supervised while playing outside. Rules about the appropriate use of the drying room. The drying room is to be kept as clean and dry as possible. Parents are designated to keep the drying room floor as dry as possible. | Teachers Parents | Low | Administer first aid if requiredReport injuryEnsure the surface that caused the injury is checked for further injuries and precautions taken.If injury is severe call 111,School is notified and parents contacted in the case of serious injury |
| **Students overheating or becoming dehydrated** | Not drinking enough water.Staying in the sun too long | Med | Children are encouraged to take regular drink breaks and to apply sunscreen.Hats are worn when outside. Regular breaks are timetabled for eating and drinking.Where possible, activities happen in the shade.  | TeachersParents | Low | Rehydrate student and lower body temperatureStudent to get support from First Aid / DoctorRemain under supervision of the First Aider / Doctor and released from supervision when they are happy with Ob’sRecord on incident form.Ensure the surface that caused the injury is checked for further injuries and precautions taken.If dehydration is severe call 111,School is notified and parents contacted in the case of serious injury |

| **Pre-Activity Check List** | **On the Day** | **Comments** |
| --- | --- | --- |
| Off site venue visited by class teacher. ✅Trip application approved Permission slips returned for those students traveling in the van/bus ✅Medical records checked ✅Ram form to all teachers ✅ | Medication ……………………………………..First aid kit ……………………………………...Cell phone ……………………………………...Intentions left at office ………………………...Equipment checked  | **Emergency Vehicle:**  |

**O*n completion of the Ram, does the activity still provide the opportunity to meet your intended outcomes? Yes***

| **Completed by:** |  | **Date:** |  | **Approved:** |  | **Date:** |  |
| --- | --- | --- | --- | --- | --- | --- | --- |