

APPENDICES

APPENDIX D

Risk Analysis and Management System (RAMS) National Council for Young Catholics **FORM I**

D

RAMS

Name/Group:	<input type="text"/>	Date(s) of Event:	<input type="text"/>
Location:	<input type="text"/>	Start Time:	<input type="text"/> End Time: <input type="text"/>
Activity:	<input type="text"/>	Fax/Send to:	<input type="text"/>

LEADERSHIP TEAM: Employed Staff:

Volunteers:

First Aid:

RATIO USED:

		Analysis	Management
Defined Risks	1		
	2		
	3		
Emergency Procedures, Plan, Equipment, etc...			
Casual Risks			
People Skills, Attitudes, Age, Fitness, Ratios, Experience, Health, Disability, etc...	1		
	2		
	3		
	4		
	5		
Equipment Clothing, Shelter, Transport, Activity, Specific Gear, Safety Gear, etc...	1		
	2		
	3		
	4		
	5		
Environment Weather, Terrain, Season, Water, Facility, etc...	1		
	2		
	3		
	4		
	5		



Risk Analysis and Management System (RAMS)

National Council for Young Catholics

FORM I**D**

RAMS

Name/Group:	Citywide Youth Group	Date(s) of Event:	January Fri 28- Sun 30
Location:	PN – Hamilton - PN	Start Time:	Fri 7 am
		End Time:	Sun 5pm
Activity:	Travel to-from Parachute Attend Parachute	Fax/Send to:	Coordinator Citywide info@dvc.net.nz or 06 357 3624

LEADERSHIP TEAM: Employed Staff: Robert Dylan, Julie Roberts, Jonathon Cash, Norma Baker
 Volunteers: Paul Hewson, Marion Morrison, William Joel
 First Aid: At Venue + Jonathon Cash, Norma Baker
RATIO USED: 4:1

		Analysis	Management
Defined Risks	1	Travel accident/Vehicle breakdown	Buddy System Credit Card for repairs
	2	Participant getting lost at venue	Find venue system upon arrival. Inform participants of meeting point and have central points for roll check at defined times
	3	Illness	Find and inform participants of First Aid facilities upon arrival. Have up-to-date First Aid Kit and two leaders with First Aid Certificates
Emergency Procedures, Plan, Equipment, etc...		A good plan in place	Plan includes – cell phone, emergency credit card, car equipment, Parents' names and numbers, Participants' names and cell phone numbers
Casual Risks			
People Skills, Attitudes, Age, Fitness, Ratios, Experience, Health, Disability, etc...	1	28 Teenagers	The social needs catered for
	2	Inexperienced Drivers	Pre-drive briefing regarding route and convey/buddy car system established
	3	Food and Drink	Based on three major meals per day per person. Some reserve cash for other items
	4	Medication needs	A medication checklist has been developed based on rego form info
	5	Supervision	A minimum ratio of 4:1 has been established; at times 5:1
Equipment Clothing, Shelter, Transport, Activity, Specific Gear, Safety Gear, etc...	1	Possible lack of shelter	8 tents; leaders experienced in setting up and taking down
	2	Cooking	Leaders responsible for providing three main meals. Gas cookers, two BBQs, gas bottles filled
	3	Transport	Four cars and one van. All rego'd & current WOF.
	4		
	5		
Environment Weather, Terrain, Season, Water, Facility, etc...	1	Weather	All tents to have channel dug and fly attached
	2	Heat	Sunscreen and water available at all times
	3		
	4		
	5		



Risk Analysis and Management System (RAMS)
National Council for Young Catholics
FORM II

D

RAMS

Name/Group:
Date(s) of Event:
Activity:

Person/s in Charge:
Employed Leaders:
Volunteer Leaders:
First Aid:
Ratio Used:

Fax/Send to:

1. What are some of the undesirable / unplanned situations that I / we may have to deal with? List here any undesired events where accident, injury, or loss could occur.

2. What are some of the causal factors in these situations? Consider the people, the equipment, and the environment.

3. What precautions have I/we taken to prevent the above?

4. What will I/we do if any of the above occur? (Emergency planning)



Risk Analysis and Management System (RAMS)
National Council for Young Catholics
FORM II

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RAMS

Name/Group: Citywide Youth Group
Date(s) of Event: Friday 28-Sunday 30 January
Activity: Travel to-from Parachute & Attendance at Parachute
Person/s in Charge: Robert Dylan, Julie Roberts
Employed Leaders: Robert Dylan, Julie Roberts, Jonathon Cash, Norma Baker
Volunteer Leaders: Paul Hewson, Marion Morrison, William Joel
First Aid: At Venue + Jonathon Cash, Norma Baker
Ratio Used: 4:1
Fax/Send to: Co-ordinator Citywide: info@dyc.net.nz or 06 357 3624

1. What are some of the undesirable / unplanned situations that I / we may have to deal with? List here any undesired events where accident, injury, or loss could occur.

- Participant accident / injury / illness
- Leader accident / injury / illness
- Participants consuming alcohol
- Drivers assisting with transport without appropriate licence
- Participant involved in misdemeanours
- Participants leaving grounds of Mystery Creek
- Participants getting lost at venue
- Damage to property
- Thief of property
- Travel accident or Vehicle breakdown/accident/damage
- Natural disasters or fire

2. What are some of the causal factors in these situations? Consider the people, the equipment, and the environment.

- Poor instructions
- Unnecessary risk-taking
- Inexperienced drivers
- Drivers' licences/vehicles not checked
- Vehicles not up to scratch
- Poor supervision
- Unattended possessions
- 28 Participants & 7 Leaders
- Food and Drink
- Medication Needs
- Possible lack of shelter
- Weather (includes heat)

3. What precautions have I/we taken to prevent the above?

- Briefing of key leaders
- Briefing of small group leaders
- Current drivers licences/up-to-date WOF
- Up-to-date First Aid Kit & 2 leaders with First Aid Certificate present
- Team cell phones on at all times
- Clear run through of ground rules/expectations & safety/emergency procedures before leaving Palmerston North (reiterated when arrive at Mystery Creek & where necessary)
- Letter of expectations sent to participants & parents/whanau
- List of camp needs included (suggested/necessary equipment, items brought at own risk and disallowed items)
- Check with Parachute re emergency procedure/fire wardens/fire extinguishers
- Getting alongside and talking to individual concerned



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- Sign-in/out sheets (for students who may have to leave the grounds) taken care of by one leader.
- Consider cultural makeup and implications of group and discuss with leadership team
- Check weather forecast
- Talk to site hosts regarding safety of activities and safety expectations of camp site and whether any areas are currently tapu

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RAMS

4. What will I/we do if any of the above occur? (Emergency planning)

- Assess damage, talk to individual(s) concerned; (possibly address issue with entire group & site host).
- Ensure that attend to individual concerned & that remainder of group is also attended to
- Contingency plans/possible alternatives in case of interruption
- Check lists of small groups to identify any absences
- If any participants do not show up, check out why
- Have medical requirements/emergency contact numbers noted (from rego forms) if needed in an emergency
- Be prepared to notify parents/send Participants home
- Follow emergency procedure
- Have Emergency Plan (Plan includes – cell phone, emergency credit card, car equipment, Parents' names and numbers, Participants' names and cell phone numbers)

