

What could go wrong?

1. Accident, injury, illness
2. Student lost
3. Student misbehaviour
4. Facilities or equipment damaged
5. Damage to environment

Risk Reduction Strategies

Before Trip:

- Staff experience appropriate to activity
- Staff student ratio appropriate to activity and students (:)
- Gear list appropriate for activity and emergency
- Outside Provider Forms completed when another provider used.
- Brief students on trip responsibilities and expectations e.g. environmental care code; challenge by choice.
- Identify risks amongst students before trip (e.g. fitness)– mitigate if necessary
- Non-staff adults complete Volunteer Agreement form
- Discuss emergency processes with students e.g. what to do if lost
- Check weather forecast and current local conditions
- Check student gear prior to departure

During Trip:

- Regular monitoring of students – take roll calls, monitor health
- Regularly monitor objective risks – consult with other staff
- Students in buddy pairs
- Enforce expectations
- Note existing damage / new damage
- Means of communication carried e.g. cell phone, mountain radio
- First Aid Kit and Health Profiles carried
- One person with current first aid training
- Consider sending student home if a risk to safety of trip
- Carry SAP, and school and transport company contact numbers.

After Trip

- Inform office of return
- Return First Aid Kit and other equipment

In an emergency

Serious injury accident:

- Render first aid – make sure rest of group is safe.
- Contact Police (for SAR) or ambulance (111).
- Contact school if possible (stop any calls by students); 04 478 8189 or after hours:

Student lost:

- Gather group (three whistles). Check who is absent. Establish last sighting.
- One adult stay with group (keep them quiet). Other adults do search (calling and listening for response) of tracks in close proximity then return to group.
- Call police. Call school.

I have read, amended as appropriate, and understand this SAP.

Signed:

(Trip organiser)