# RISK MANAGEMENT METHOD STATEMENT - GO CAREER EXPO RAROTONGA, COOK ISLANDS THURSDAY 13TH JUNE 2024 - COOK ISLANDS NATIONAL AUDITORIUM, AVARUA

| RAMs prepared by:                      | Teacher Name:  |              |  |  |  |
|--|--|--------------|--|--|--|
| Visit Details:                         | Go Career Expo Cook Islands 2024 Jesse Sword: Director - 55242 Tereora College - Attached info (See lists below) Teachers and Teacher Aids/Representatives, NAME AND MOBILE Secondary school students Roll ,ABSENCE NOTE, NAME, ANAU CLASS, EMERGENCY CONTACT, MEDICAL AND LEARNING ISSUES, PERMISSION FORM CONFIRMATION Risks and Risk Factor chart and strategies Secondary school students permission forms - (signed and attached) |              |  |  |  |
| Relevant industry standards applicable | Contract and accredited provider for this trip Go Career Expo Cook Islands operates their own safety procedures/policies(available upon request)  Tereora College (only applies for transport to industry visit)  Current first aid certificate preferred  |              |  |  |  |
| Policy and guidelines recommended      | Make sure all students are well-dressed and count in and out of Expo. Active supervision during visit. Ensure safety of students and equipment they use onsite at all times.   |              |  |  |  |
| Skills required by staff               | Contract and accredited provider for this trip Industry accredited professionals (Expo exhibitors) Tereora College supervision of students Mobile phones to communicate between staff, student emergency contacts and emergency services   |              |  |  |  |
| FINAL DECISION ON EOTC ACTIVITY        | CHOOSE ONE (Circle)  |              |  |  |  |
|  | Name: Position: Signature:   | REJECT Date: |  |  |  |

#### TEACHERS, TEACHER AIDS/REPRESENTATIVES ATTENDING

# TEREORA COLLEGE

| Teachers Name:     | Mobile:                                    |
|--------------------|--|
| Teachers Name:     | Mobile:                                    |
| Teacher Aids Name: | Mobile:<br>Teacher Aid for (student name): |
| Teacher Aids Name: | Mobile:<br>Teacher Aid for (student name): |

## SECONDARY SCHOOL STUDENTS ROLL AND INFORMATION

## TEREORA COLLEGE

#### NAME OF CLASS/GROUP:

| The following                                      | ng stude | nts will be away Thursday 13th June 2024 |  |  |  |
|--|----------|--|--|--|--|
| Periods  | and      | at the Go Careers Expo Cook Islands.     |  |  |  |
| My apologies for any inconvenience this may cause. |          |  |  |  |  |

| First Name: | Surname: | Anau<br>Class: | Emergency contact: | Medical and Learning issues (if any) N/A, Dyslexic, Blind, ADHD, Autistic, Allergies, Medical conditions, etc. | Permission<br>form<br>returned: |
|-------------|----------|----------------|--------------------|--|---------------------------------|
|             |          |                |                    |  |                                 |
|             |          |                |                    |  |                                 |
|             |          |                |                    |  |                                 |
|             |          |                |                    |  |                                 |
|             |          |                |                    |  |                                 |
|             |          |                |                    |  |                                 |
|             |          |                |                    |  |                                 |
|             |          |                |                    |  |                                 |
|             |          |                |                    |  |                                 |

#### EXTRA SPACE IF NEEDED:

| First Name: | Surname: | Anau<br>Class: | Emergency contact: | Medical and Learning issues (if any) N/A, Dyslexic, Blind, ADHD, Autistic, Allergies, Medical conditions, etc. | Permission<br>form<br>returned: |
|-------------|----------|----------------|--------------------|--|---------------------------------|
|             |          |                |                    |  |                                 |
|             |          |                |                    |  |                                 |
|             |          |                |                    |  |                                 |
|             |          |                |                    |  |                                 |
|             |          |                |                    |  |                                 |
|             |          |                |                    |  |                                 |
|             |          |                |                    |  |                                 |
|             |          |                |                    |  |                                 |
|             |          |                |                    |  |                                 |
|             |          |                |                    |  |                                 |
|             |          |                |                    |  |                                 |

#### RISKS AND RISK FACTOR CHART AND STRATEGIES TO DIFFUSE THE SITUATION

## TEREORA COLLEGE

| RISK              |   | RISK FACTOR | KEY: 1 Low 2 Possible 3 Likely 4 Will Happen |  |  |
|-------------------|---|-------------|--|--|--|
| Activity          | Undesired Events                            |             | Casual Factors                               | Strategy   |  |
| Bus Travel        | Accident, getting lost or lack of transport | 1           | Lack of experience                           | <ul> <li>Book Bus</li> <li>Trauma plan for accidents</li> <li>Seatbelts and safety</li> <li>expectations discussed</li> </ul>  |  |
| Bus Travel        | Student absent when due to leave            | 2           | Sickness or personal transport delay         | <ul> <li>Contact Student/Parent</li> <li>Contact Emergency contact</li> <li>Number-off students when leaving</li> <li>Provide good instructions on meeting times and locations</li> </ul>  |  |
| Student Behaviour | Negative student behaviour                  | 3           | Student Cohort, situation, environment       | <ul> <li>Teachers to explain expectations before departure</li> <li>School rules apply</li> <li>Deputy Principal to share number with supervisors on the trip</li> <li>Parents and Deputy contacted and student(s) taken back to school if required</li> <li>Teachers ro remain active and on site throughout event</li> <li>Have a Teacher-Aid accompany any students with Special Needs (and to be recorded on Teacher Aid attendee form)</li> </ul> |  |