
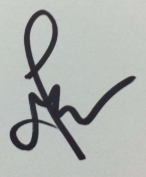


RAMS FORM

School Name:		RAMS Team Leader:		Vetted By:	ANG WEE JIN	Approved By:	LAM TAT WAI
Location:	SHIZUOKA, HAMAMATSU, TOKYO, JAPAN	Member(s):		Designation:	NORTH AREA DEVELOPMENT LEADER, ASSISTANT AIR PROGRAM COMMISSIONER	Designation:	WEST AREA ASSISTANT AREA COMMISSIONER
Activity:	WEST AREA NORTH AREA JAPAN CAMPOREE 2017			Date:		Date:	
CCA/Dept:	SCOUTS			Signature:		Signature:	
Last Review:							
Next Review Date:		Mode of transport:	AIRPLANE, COACH	No of pupils:		Documents to be attached: a) Program (Annex A) b) Route to Medical facilities (Annex B)	

ACTIVITY / PROCESSES			
DATE / DURATION	2 DEC TO 11 DEC 10D9N	LEARNING OBJECTIVES	At the end of the trip, scouts will be able to: a) Develop self-reliance and resourcefulness through experiences in which they acquire knowledge, skills and attitudes essential to their well-being. b) learn to relate better to others and work collaboratively in groups to solve and handle situations c) build friendships with scouts from other countries d) learn to appreciate nature and its diversity e) learn about Japanese culture and traditions, as well as Scouting Life in Japan f) Participate in unique outdoor activities
TIME OF ARRIVAL	2 DEC 2017 @ 0115HRS		
TIME OF DEPARTURE	11 DEC 2017 @ 1325 HRS		
ORGANIZER CONTACT DETAILS	Ms Jessica Wang Jessica.Wang@st atavel.com		
NUMBER OF PARTICIPANTS AND STAFF WITH DETAILS	CUBS/SCOUTS:		
	STAFF (NAME):		
		DOES THE ACTIVITY MEET THE LEARNING OBJECTIVES	Yes

Hazard Identification <i>(Refer to 'W' Checklist in Chapter 2 of the School Safety Handbook)</i>				Risk Evaluation			Implementation		
No.	Description of Activities/ Work Processes	Hazard	Possible Accident / Ill Health	S e v e r i t y	L i k e l i h o o d	R i s k L e v e l	Risk Control	Action Officer, Designation (Follow-up date)	Remarks
1	Medical (Pre-existing condition of child, contact number of child etc)	<ul style="list-style-type: none"> • Pre-existing medical Conditions • Falling ill during trip • Accidents (minor and major) • Mosquito bites 	<ul style="list-style-type: none"> • Injuries or illness 	3	2	6	<ul style="list-style-type: none"> • Plan for injury management procedures (e.g. route to nearest medical facility, available vehicles to transport injured persons to the hospital, translators on standby to facilitate communication) (PLEASE REFER TO ANNEX B) • Ensure activities are within the physical ability of the participants (eg. Scouts with asthma to avoid hiking activity) • Maintain a list of participants' particulars and medical conditions –. (teacher to furnish a copy to organizer and keep a copy) • Remind participants to bring along medicine prescribed by doctors for medical conditions (teachers are not to medicate for pupils) • Leaders/teachers to accompany pupils who are injured or unwell • Safety briefing for pupils (Done at Pre-camp briefing on 4 Nov) • First aid equipment maintained in good condition and well stocked with relevant items. First Aid Trained Leaders available • Ensure communication channels are available and open (Whatsapp group set up, WIFI) 	Organizer 2 – 11 DEC	

							available) • Comprehensive Medical Travel insurance bought		
2	Adult supervision	<ul style="list-style-type: none"> • Inadequate supervision ratio • Inexperienced adult supervisors • Insufficient communication between leaders 	<ul style="list-style-type: none"> • Injuries or illness • Participants not accounted for • Leaders are unaware of the situation and make ill-informed decisions during emergencies 	3	2	6	<ul style="list-style-type: none"> • All schools to ensure before registering: <ul style="list-style-type: none"> - Adequate adult chaperons(s) for each schools, including female adult chaperons(s) if there are female participants. - Maintain a ratio of 1:10 or below. • Roles of adult supervisors are clearly defined (indicated in pre-camp briefing) • Brief students on safety rules and procedure if lost. (To reiterate during trip) • Teachers will be updated of progress of activities at 4 hour intervals, personal, or whatsapp. • Instructors/Leaders will be around when the activities are active and they will supervise and guide the participants to ensure the safety of activities • All teachers/leaders reserve the prerogatives to halt activities if deemed unsafe or otherwise • All these to be communicated during teachers' briefing 	Organizer/ All adult staff 2 – 11 DEC	
3	Transport	<ul style="list-style-type: none"> • Poor condition of bus • Reckless driving • Vehicle breakdown 	<ul style="list-style-type: none"> • Traffic accident resulting in death or injuries 	3	1	3	<ul style="list-style-type: none"> • Conduct visual check on the condition of the vehicles • Ensure drivers observe safe driving • Check on driver's alertness from time to time • Ensure that the drivers know the route and are licensed to drive by checking with STA Travel Company prior to trip 	Organizer/ All adult staff 2 – 11 DEC	

							<ul style="list-style-type: none"> If bus breaks down, a replacement will be sent immediately with participants disembarking only when replacement arrives. 		
4	Weather	<ul style="list-style-type: none"> Temperature extremes Lightning Sunburn 	<ul style="list-style-type: none"> Injuries or illness Dehydration Choking/asthma Shock or Mass Hysteria 	3	2	6	<ul style="list-style-type: none"> Monitor weather condition via local weather forecast news. Remind participants of safety precautions for lightning risks. To evacuate to indoor areas when lightning or inclement weather is imminent Implement sun protection measures for activities from 11am to 2 pm (sun block) Temperatures in Japan is low so to ensure enough clothing is worn to prevent hypothermia, especially at night 	Organizer/ All adult staff 2 – 11 DEC	
5	Condition and use of Equipment	Mishandling of equipment	Injuries sustained by participants Equipment damaged by participants	3	1	3	<p>Brief participants on proper usage prior to usage / activity.</p> <p>Ensure the condition of equipment is good and usable before activity by action officer</p> <p>Ensure pupils are able to handle the equipment provided for the activities</p>	Organizer/ All adult staff 2 – 11 DEC	
6	Venue Accommodation is adequate and safe	Cramped sleeping spaces Intruders to premises	Injuries sustained at night Intruders at night compromising safety and security	2	2	4	<p>Female leaders may or may not share sleeping space with female participants</p> <p>Male leaders will sleep separately but close to the male participants</p> <p>Participants are made known of sleeping arrangement so that leaders are easily contactable</p> <p>Accommodation is spacious and adequate, provides sufficient warmth; to monitor the well-being of scouts during the night to ensure no untoward incidents of hypothermia</p>	Organizer/ All adult staff 2 – 11 DEC	

	Fire safety and evacuation route is communicated to all.	Emergency such as fire on campsite	Participants trapped/injured/lost without teacher's knowledge	3	2	6	All adult staff will walk the site on at the start of each new location of the activity, always be ready to assist in evacuation and have on hand respective schools' name list for roll call. Participants briefed on fire evacuation routes at each location of accommodation or activity Participants are required to inform any adult staff of whereabouts	Organizer/ All adult staff 2 – 11 DEC	
	In-country authorities and facilities (e.g. police, hospital) are accessible and/or contactable for assistance and support in the event of an emergency.	Authorities are unaware of event	Leaders are unable to seek assistance on time in emergency	4	1	4	MFA and SSA informed prior to the trip To monitor MFA travel advisories prior to trip	Organizer 2 – 11 DEC	
7	Program Duration and timing of activity is appropriate	<ul style="list-style-type: none"> Poor safety standard of facilities or equipment Incompetent instructors Ill-prepared participants (teachers and students) Insufficient rest 	<ul style="list-style-type: none"> Injuries or illness Fatigue leading to poor participation or accidents 	3	2	6	<u>General</u> Participants are monitored constantly for physical well-being and verbally checked. Breaks are given for long periods of activity time. <u>Day 2:</u> <u>Visits to various museums on Odaiba – Car museum, Panasonic Showroom, TV station, Samurai Museum (indoor museums)</u> To ensure traffic safety rules are adhered to at all times To move in patrols and ensure whatsapp is available for each leader leading the patrol To ensure visibility of all members	Organizer/ All adult staff 2 – 11 DEC	

						<p>To ensure the scouts know the evacuation routes of each venue</p> <p>To maintain communication with the whole group at all times</p> <p><u>Day 3:</u></p> <p><u>Mt Fuji Children's Park</u></p> <p>To ensure no horseplaying at the venue</p> <p>Adults to supervise and monitor the behaviour of scouts at all times and to keep them within sight</p> <p>To ensure scouts are aware of emergency evacuation procedures</p> <p><u>Hike</u></p> <ul style="list-style-type: none"> ● Ensure pupils are wearing covered footwear at all times. ● Ensure pupils have enough water with them and to keep hydrated every 15-20 mins of walking ● To have enough rest stops for the participants ● Ensure traffic safety rules are adhered to ● Enforce wet weather preparations – ponchos etc, and to activate wet weather plans during imminent inclement weather ● Monitor weather situations and evacuate to shelters whenever necessary (lightning, rain) 	<p>Organizer/ All adult staff 2 – 11 DEC</p>	
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						<p><u>Day 4:</u></p> <p><u>Makaino Farm visit</u></p> <p>To ensure no horseplaying at the venue</p> <p>Adults to supervise and monitor the behaviour of scouts at all times and to keep them within sight</p> <p>To ensure scouts are aware of emergency evacuation procedures</p> <p>To maintain good hygiene upon contact with animals; washing hands after touching</p> <p><u>Skating</u></p> <p>To ensure rules and regulations on safety is obeyed Adults to supervise and monitor the behaviour and condition of scouts at all times</p> <p>Instructor's instructions are clearly and succinctly conveyed</p> <p>To attend to the medical needs of participants whenever it arises</p> <p>To stop the activity when it becomes too demanding for the scouts (differs for each individual)</p> <p><u>Day 6</u></p> <p><u>Wasabida Farm</u></p> <p>Wasabi Farm activities - To ensure no horseplaying at the venue</p> <p>Adults to supervise and monitor the behaviour of scouts at all times and to keep them within sight</p>	<p>Organizer/ All adult staff 2 – 11 DEC</p>	
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					<p>To ensure scouts are aware of emergency evacuation procedures</p> <p>To maintain good hygiene upon contact with soil and plants; washing hands after touching and before consuming food</p> <p><u>Mt Fuji Caving (Low level Caving suitable for the age group – short distance)</u></p> <p>To ensure no horseplaying at the venue</p> <p>Adults to supervise and monitor the behaviour of scouts at all times and to keep them within sight</p> <p>Instructor’s instructions are clearly and succinctly conveyed</p> <p>To attend to the medical needs of participants whenever it arises</p> <p>To stop the activity when it becomes too demanding or dangerous for the scouts</p> <p>To ensure scouts are aware of emergency evacuation procedures</p> <p>To ensure rules and regulations on safety is obeyed</p> <p>To wear safety helmets and headlamps and other safety implements as regulated by the Japanese staff of the activity</p> <p>To ensure proper clothings and footwear during the activity</p> <p>To ensure scouts are aware of emergency evacuation procedures</p>	<p>Organizer/ All adult staff 2 – 11 DEC</p>	
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						<p><u>Waterfall sightseeing</u></p> <p>To ensure participants adhere to safety regulations; stay within cordoned areas, etc)</p> <p>To ensure no horseplaying at the venue</p> <p>Adults to supervise and monitor the behaviour of scouts at all times and to keep them within sight</p> <p>To attend to the medical needs of participants whenever it arises</p> <p>To stop the activity when it becomes too demanding or dangerous for the scouts</p> <p>To ensure scouts are aware of emergency evacuation procedures</p> <p>To ensure proper clothings and footwear during the activity</p> <p><u>Day 7/8:</u></p> <p><u>Air Plane Museum visit/Hamamatsu Castle/Earthquake Center (Indoor Museums)</u></p> <p>To move in patrols and ensure whatsapp is available for each leader leading the patrol</p> <p>To ensure visibility of all members</p> <p>To ensure the scouts know the evacuation routes</p> <p>To maintain communication with the whole group at all times</p> <p><u>Small-scale pioneering/Takumi Craftwork (indoor)</u></p>	<p>Organizer/ All adult staff 2 – 11 DEC</p>	
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						<p>To ensure equipment is usable and safe</p> <p>To ensure the task is within the capability of the scouts/cubs</p> <p>To ensure visibility of all members</p> <p>To ensure the scouts know the evacuation routes</p> <p>To maintain communication with the whole group at all time</p> <p><u>Day 9:</u></p> <p><u>Hike/Orange picking:</u></p> <p>Ensure pupils are wearing covered footwear at all times.</p> <p>Ensure pupils have enough water with them and to keep hydrated every 15-20 mins of walking</p> <p>To have enough rest stops for the participants</p> <p>Ensure traffic safety rules are adhered to</p> <p>Enforce wet weather preparations – ponchos etc, and to activate wet weather plans during imminent inclement weather</p> <p>Monitor weather situations and evacuate to shelters whenever necessary (lightning, rain)</p> <p><u>Outdoor Cooking</u></p> <p>Participants are briefed on fire safety precautions and what to do when handling a flame and hot mess tins.</p> <p>Adults on standby at all times, with close</p>	<p>Organizer/ All adult staff 2 – 11 DEC</p>	
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						<p>supervision</p> <p>Each cooking group is supervised by an adult to check for safety violations</p> <p>Materials like cloths and gloves issued</p> <p>Fire extinguisher is on stand-by next to cooking area</p> <p>Cooking is done at an open space</p> <p>Food hygiene to be reiterated before the start and monitored throughout</p> <p><u>Wide Game</u> Facilitators have run through pilot program previously with organizer</p> <p>Check facilities have adequate space for activity and ensure usability of equipment.</p> <p>Check suitability of programmes vis-à-vis the physical condition of participants.</p> <p>Check the adequacy of safety precautions (e.g. ensure proper footwear by participants)</p> <p><u>Campfire</u></p> <p>Scouts advised to stay a safe distance from fire</p> <p>Adults to ensure compliance of safety regulations</p> <p>Briefing of safety rule to be conducted prior to the event</p> <p>Fire to be controlled and tended by service staff (Adults)</p>	<p>Organizer/ All adult staff 2 – 11 DEC</p>	
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						<p><u>Day 10:</u> Amazing Race To ensure traffic safety rules are adhered to at all times</p> <p>To move in patrols and ensure whatsapp is available for each leader leading the patrol</p> <p>To ensure visibility of all members</p> <p>To ensure the scouts know the evacuation routes of each venue</p> <p>To maintain communication with the whole group at all times</p>	<p>Organizer/ All adult staff 2 – 11 DEC</p>		
8	<p>Conduct during Trip</p> <p>Participants understand the objectives of activity.</p> <p>Participants are competent for activity</p> <p>Participants are aware of and adhere to safety requirements of activity.</p>	<p>Insufficient rest Participants lose focus in the tasks or engage in excessive horseplay</p>	<p>Fatigue leading to poor focus during activities and even accidents All injuries such as cuts and grazes related to falls</p>	2	3	6	<p>Programme must have reasonable time and tasks (2 hour with short breaks) Keep track of time and monitor participants progress Activate contingency plans where necessary (wet weather program with itinerary) Adult staff will be on hand to assist in discipline and keeping participants on task. Adult staff should monitor for disruptive participants; more attention will be devoted to these participants A safety briefing and debrief will be conducted at the start and end of each day and before the commencement of each activity, in addition to rules and regulations.</p>	<p>Organizer/ All adult staff 2 – 11 DEC</p>	

9	Food							
	Food is provided by licensed caterer	Unreliable caterer	Mass acute food poisoning	3	2	6	Ensure that caterer has relevant licences and good hygiene rating. Food is delivered and consumed within 2 hours of packing. Food is halal wherever possible (according to Islamic restrictions and preparations) and to prepare emergency halal food in case of unavailability, and vegetarian diet taken into account Participants are reminded of good hygiene practices	Organizer/ All adult staff 2 – 11 DEC
	Nutrition is appropriate	Low glycaemic index	Giddiness, fainting	3	2	6	Have candy/Oreos and instant porridge/noodles, biscuits on standby. Participants are reminded to hydrate regularly and finish their meals.	
	Special dietary needs are met	Food allergy	Swelling, rashes	3	2	6	Medical / Diet Checklist is closely monitored for allergies and special requirements	
	Water is potable	Contaminated water	Stomach upset	3	2	6	Check for water points at outdoor venues; bring water where safe and clean water is not available. Japan provides potable water at taps Participants are reminded to refill their water bottles before setting off.	
Hydration is adequate	Dehydration	Heat stroke	3	2	6	Activity facilitators to conduct regular water parade during outdoor activities (approximately every 30 mins)		

Table 1. Severity of injury, risk score and description

Severity	Risk Score	Description
Insignificant	1	No injuries, incur low financial loss, low environmental impact
Minor	2	Injury requiring first aid treatment, incur some financial loss/ some environmental impact
Moderate	3	Injury requiring medical treatment or ill-health leading to disability (e.g. lacerations, burns, stains, minor fractures, dermatitis, deafness, work-related upper limb disorders), incur high financial loss, high environmental impact
Major	4	Serious/extensive injury (e.g. amputations, major fractures, multiple injuries, acute poisoning and fatal diseases), incur major financial loss, severe environmental damage
Catastrophic	5	May result in death or large number of serious injuries, incur huge financial loss, environmental disaster

Table 2. Likelihood of occurrence, risk score and description

Likelihood	Risk Score	Description
Unlikely	1	Unlikely to occur
Seldom	2	Not likely to occur but possible
Occasional	3	May occur in time
Likely	4	Quite likely to occur in time
Frequent	5	Expected to occur frequently

Table 3: Risk matrix to determine risk level

Severity \ Likelihood	Catastrophic (5)	Major (4)	Moderate (3)	Minor (2)	Insignificant (1)
Frequent (5)	25 High	20 High	15 High	10 Medium	5 Medium
Likely (4)	20 High	16 High	12 Medium	8 Medium	4 Medium
Occasional (3)	15 High	12 Medium	9 Medium	6 Medium	3 Low
Seldom (2)	10 Medium	8 Medium	6 Medium	4 Medium	2 Low
Unlikely (1)	5 Medium	4 Medium	3 Low	2 Low	1 Low

Table 4: Risk score, risk level, risk acceptability and recommended actions

Risk Score	Risk Level	Risk Acceptability	Recommended actions
15-25	High Risk	Not acceptable	Immediate action required. Terminate the activity if additional control measures do not lower the Risk Level. High Risk level must be reduced to at least Medium Risk before activity commences. Risk control measures should not be interim and should not be overly dependent on personal protective equipment or appliances. If need be, the hazard should be eliminated before activity commences. Immediate management intervention is required before activity commences.
4-14	Medium Risk	Tolerable	A careful evaluation of the hazards should be carried out to ensure that the risk level is reduced to as low as is practicable within a defined time period. Interim risk control measures, such as administrative controls, may be implemented. Management attention is required.
1-3	Low Risk	Acceptable	No additional risk control measures may be needed. However, frequent review may be needed to ensure that the risk level assigned is accurate and does not increase over time.