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|  **RAMS FORM****WEST Area Scout Leadership Camp** |
| **Part A: Details of CCA/Activity (to be completed BEFORE activity)** | ***Vetting Officer*** | ***Approving Officer*** |
| **RAMS Team****Leader:** |  | **Member(s):** |  | ***Vetted By:*** |  | ***Approved By:******(Chief Safety Officer)*** |  |
| **Name of CCA/Class (if applicable):** |  | **Name of Activity:** | West Area SLC | ***Designation:******(VP/HOD)*** |  | ***Designation:*** |  |
| **Date & Time of Activity:** | 23 – 25 June 2016 | **Venue of Activity:** | Jalan Bahtera Scouts Camp | ***Signature:*** |  | ***Signature:*** |  |
| **Name of Vendor/Instructor (If applicable):** | Nil | **Contact No. of Vendor/Instructor (If applicable):** | Nil | ***Date:*** |  | ***Date:*** |  |
| **Vendor/Instructor’s Address (If applicable):** | Nil | ***Remark:*** |  | ***Remark:*** |  |
| **Signature of RAMS Team Leader:** |  | **Date of Assessment:** |  |
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| **Part B: Programme Details (to be completed BEFORE activity)****(Fill in below or attach document as Annex)** |
| **Description of Event** | **Learning Objectives** | **No. of Participant** |
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| **Part C: Assessment Review****(Assessment Review must be completed after each activity/cycle)** |
| **Last Review Date:** |  | **Next Review Date:** |  |
| **Assessment Review Comment:** |
|  |
| **Name of Officer-in-charge:** |  | **Signature:** |  | **Date:** |  |
| **Vetted/approved by:****(VP/HOD)** |  | **Signature:** |  | **Date:** |  |

| **Hazard Identification*****(Refer to ‘W’ Checklist in Chapter 2 of the School Safety Handbook)*** | **Risk Evaluation** | **Implementation** |
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| **No.** | **Description of Activities/ Work Processes** | **Hazard** | **Possible Accident /****Ill Health** | **Severity** | **Likelihood** | **Risk Level** | **Risk Control**  | **Action Officer, Designation****(Follow-up date)** | **Remarks** |
| 1 | Outdoor Cooking | * Handling Fire
* Handling hot

 Water* Dusty/smoky

 environment | * Fire
* Burns
* Scald
* asthma
 | 3 | 3 | 9 | * Ensure that venue/site is suitable for outdoor cooking.
* Remind teachers and trainers to check on students when starting fire and handling hot water.
* Caution asthmatic students to keep clear from dusty or smoky area.
* Standby fire-extinguishers during the activity.
 | Camp Chief/ Facilitators23 – 25 Jun 2016 |  |
| 2 | Food preparation | Food contamination | Food poisoning | 3 | 3 | 9 | * Remind students to observe hygiene during food preparation.
 | Camp Chief/ Facilitators23 – 25 Jun 2016 |  |
|  | Food is provided by licensed caterer/restaurants | Unhygienic food/ Food poisoning | * Stomach upset
* Diarrhea
 | 3 | 2 | 6 | * Ensure food is served fresh

(check that there is a time stamp/ stickers-served food within the 4 hours’ time frame)* Check that students wash their hands before and after activities
 | Teacher in charge of respective school/ Camp Chief/ Facilitators23 – 25 Jun 2016 |  |
|  | Nutrition is appropriate | Unbalanced meal leading to digestion problem | * Giddiness
* fainting
 | 3 | 1 | 3 | * Ensure nutrition of meals provided is appropriate.

(Preferably 1 vege+1 meat+ Rice / Noodles-Standard Means/ Protein and Dietary Fibre are included for vegetarian meals) | Teacher in charge of respective school/ Camp Chief/ Facilitators23 – 25 Jun 2016 |  |
|  | Special Dietary needs are met | Pupils required special diet are given appropriate food | * Skin rashes
* breathing difficulties
 | 3 | 1 | 3 | * TIC to gather information on the number of pupils who need special attention on diet.
 | Teacher in charge of respective school/ Camp Chief/ Facilitators23 – 25 Jun 2016 |  |
| 3 | TransportAdequate and reliable transportation service | * Driver driving recklessly
* Vehicle lacks of maintenance.
 | * Sprains, fracture
* Abrasion. Cuts and Head Injury.
 | 2 | 2 | 4 | 3 days before the camp* Hire bus from MOE approved/ registered bus companies.

On Actual Day* Teacher to sit beside bus driver to ensure the driver is not driving recklessly.
* Ensure students fasten their seat belts all the time in vehicle.
 | Teacher in charge of respective school23 and 25 Jun 2016 |  |
|  | Bus breakdownAccident on the road. | Students fall from their seats | • Sprains, fracture• Abrasion. Cuts  and Head Injury. | 2 | 2 | 4 | • Remind students to fasten their safety belts during the journey.• Leave the school early to avoid traffic delays. | Teacher in charge of respective school23 and 25 Jun 2016 |  |
| 4 | Setting–up camp tents | * Trip & Fall over a guyline/ pegs of the tent
 | * Fracture
* Injuries
 | 4 | 3 | 12 | * Remind students not to walk across the guyline/pegs of the tents and take safety precaution when moving in & out of the tent.
 | Teacher in charge of respective school/ Camp Chief/ Facilitators23 – 25 Jun 2016 |  |
| 5 | Teacher(s)/adult supervisor(s) arecompetent to supervise activity and manage participants (e.g. teacher/adult supervisor: participant ratio met for specific activity, female adult supervisor present for overnight activity involving female participants). | Adult to student ratio may be too low. There may not be enough adults to closely monitoring pupils. Increase risk level | • Sprains, fracture• Abrasion. Cuts  and Head Injury. | 3 | 2 | 6 | * Participant ratio is met / Adult to student ratio is 1:8
* Female teacher is

available for female participants* Facilitators have experienced

conducting similar activity | Teacher in charge of respective school23 – 25 Jun 2016Facilitator of respective eight23 – 25 Jun 2016 |  |
| 6 | Water-based activity (e.g. kayaking, improvised rafting, dragon boating, sailing etc.).  | NA | * NA
 |  |  |  | * NA
 | NA | NA |
| 7 | Trekking/ Orienteering | * Fatigue.
* Lack of

physical preparation * Distracted

when walking  on the road.  | * Faint and collapse
* Sore feet/ Blisters
* Heat injuries
* Road accidents
 | 3 | 3 | 9 | * Instructors/teachers to walk the ground prior to the activity.
* Ensure that the route of the trek is manageable for the students.
* Safety briefing should be given before the activity.

 * Ensure that students wear proper shoes and socks.
* Ensure students carry sufficient water during the walk.
* Safety vehicle must follow and on standby.
 | Camp Chief/ Facilitators23 – 25 Jun 2016 |  |
| 8 | Night trail | Lost in the trail, fall or trip over uneven ground due to poor visibility.  | * Shock
* Injuries
 | 4 | 3 | 12 | * Instructors/Teachers to walk the ground prior to activity.

 * Ensure route is manageable for students (e.g. sharp objects, wildlife.
* Brief students on emergency procedures.
 | Camp Chief/ Facilitators23 – 25 Jun 2016 |  |
| 9 | Campfire | * Fire breakout
* Smoky condition
 | * Burn
* Asthma
 | 3 | 3 | 9 | * Ensure fire is put out completely and combustibles are disposed of properly after the campfire.
* Set safety boundaries for students not to get too close to fire.
* Remind students with asthma to keep clear from smoke/dust.
* There should be controlled movement to ensure student’s safety throughout the campfire e.g. while performing skits around the fire pit.
* Standby fire-extinguishers when setting up and during the campfire.
* Students handling the preparation must be supervised by teachers/trainers
 | Camp Chief/ Facilitators23 – 25 Jun 2016 |  |
| 10 | Outdoor adventure activities e.g. climbing, high challenge courses, team-building stations, abseiling, zip line etc.  | * Fall from height
* Trip and fall
 | * Multiple injuries
* Fractures
* Head injuries
* Spinal injuries
 | 3 | 3 | 9 | * Ensure that only competent and qualified instructors are conducting the activities.
* Ensure adequate supervision.
* Be familiar with the SOP and adhere to them.
 | Camp Chief/ Facilitators23 – 25 Jun 2016 |  |
| 11 | Weather | * Temperature extremes
* Lightning
* Flooding
* Haze
* Fire
 | * Injuries or illness
* Choking/asthma
* Shock or Mass Hysteria
 | 5 | 2 | 10 | * Instructors/teachers to be familiar with emergency evacuation plans and safety procedures during emergencies.
* Safety briefing to students at the start of the camp.
* Monitor weather condition.
* Remind students of appropriate clothing for extreme temperatures.
* Remind students of safety precautions for lightning and flood.
* Brief students on safety procedures in the event of inclement weather for respective activities.
* For haze management, MOE guidelines and protocol will be adhered to.
* In extreme heat conditions, activities outdoors and physical activities cannot exceed 1hr without rest and hydration.
 | Camp Chief/ Facilitators23 – 25 Jun 2016 |  |
| 12 | Medical | * Pre-existing medical conditions
* Falling ill during camp
* Accidents
 | * Injuries
* Illnesses
 | 3 | 3 | 9 | * Maintain a list of participants’ particulars, family contacts and medical conditions.
* Remind participants to bring along medicine prescribed by doctors for pre-existing medical conditions. Ask the students to pack them in transparent zip loc bags and label their medication clearly (with names, NOK details and prescription etc.).
* Standby a certified First-aider among the adult supervisors.
* Ensure that a first-aid room with a serviceable first-aid kit is available at the campsite

 * Be familiar with the locations of the phones and the contact numbers of ambulances and nearby clinics/ hospitals.
* Nearest 24hr clinic is CCK 24hr family clinic (304 Choa Chu Kang Ave 4 #01-653)
* Nearest A&E hospital is Ng Teng Fong
 | Camp Chief/ Ops/ Teacher in charge of respective school23 – 25 Jun 2016 |  |