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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:** | | | |  |
|  | | | | | | | | | | | |
| **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/ Facilitators  23 – 25 Jun 2016 |  |
| 2 | Food preparation | Food contamination | Food poisoning | 3 | 3 | 9 | * Remind students to observe hygiene during food preparation. | Camp Chief/ Facilitators  23 – 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/ Facilitators  23 – 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/ Facilitators  23 – 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/ Facilitators  23 – 25 Jun 2016 |  |
| 3 | Transport  Adequate 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 school  23 and 25 Jun 2016 |  |
|  | Bus breakdown  Accident 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 school  23 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/ Facilitators  23 – 25 Jun 2016 |  |
| 5 | Teacher(s)/adult  supervisor(s) are  competent 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 school  23 – 25 Jun 2016  Facilitator of respective eight  23 – 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/ Facilitators  23 – 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/ Facilitators  23 – 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/ Facilitators  23 – 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/ Facilitators  23 – 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/ Facilitators  23 – 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 school  23 – 25 Jun 2016 |  |