

RAMS FORM

School Name:	The Singapore Scout Association	RAMS Team Leader:	Mah Wei Siang	Vetted By:	Lam Tat Wai	Approved By:	Serene Tan
Location:	MACAU, CHINA SPECIAL ADMINISTRATIVE REGION	Member(s):	Lawrence Tan	Designation:	Contingent Admin	Designation:	Contingent Leader
Activity:	WEST AREA MACAU CAMPOREE 2019		Jeremy Yong	Date:	16 Nov 2019	Date:	16 Nov 2019
CCA/Dept:	SCOUTS		Iris Ng	Signature:		Signature:	
Last Review:							
Next Review Date:		Mode of transport:	AIRPLANE, COACH	No of participants:	87 pax, 72 Students; 15 Adults	Documents to be attached: a) Program (Annex A) b) Route to Medical facilities (Annex B)	

ACTIVITY / PROCESSES

DATE / DURATION	28 NOV TO 5 DEC 8D7N	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 Macau culture and traditions, as well as Scouting Life in Macau f) Participate in unique outdoor activities
TIME OF ARRIVAL	28 NOV 2019 @ 2300HRS		
TIME OF DEPARTURE	5 DEC 2019 @ 1500 HRS		
ORGANIZER CONTACT DETAILS			
NUMBER OF PARTICIPANTS AND STAFF WITH DETAILS	SCOUTS/VENTURES: 72 STAFF: 15 (NAME): Lam Tat Wai Jacob; Tan Mei Yan Serene; Mah Wei Siang; Shirley Neo Suat Li; Lawrence Tan Eng Chuan; Tan Jee Kok Seth; Jasper Ting Xiang Rong; Chan Hwee Boon; Lim Miao Jing; Yong Wei Yao, Jeremy; Ong Cheng Guan Timothy; Choo Hui En; Ng Siew Bee; Mohammad Suffian Bin Roseli; Lim Wei Yung	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	Severity	Likelihood	Risk Level	Risk Control	Action Officer, Designation (Follow-up date)	Remarks
1	Medical (Pre-existing condition of student, contact number of students 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 (e.g. Scouts with asthma to avoid hiking activity) • Maintain a list of participants' 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 participants) • Leaders/teachers to accompany participants who are injured or unwell • Safety briefing for participants (Done at Pre-camp briefing on 19 Oct) 	<p style="text-align: center;">Organizer 28 Nov – 5 DEC</p>	

							<ul style="list-style-type: none"> ● 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 available) ● Medical travel insurance has been purchased based on MOE guidelines and MOE approved insurer. 		
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 school, 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 	<p style="text-align: center;">Organizer/ All adult staff 28 Nov – 5 DEC</p>	

							<ul style="list-style-type: none"> • All these to be communicated during teachers' briefing 		
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 local Company prior to trip • If bus breaks down, a replacement will be sent immediately with participants disembarking only when replacement arrives. 	<p align="center">Organizer/ All adult staff 28 Nov – 5 DEC</p>	
4	Weather	<ul style="list-style-type: none"> • Temperature extremes • Lightning • Sunburn 	<ul style="list-style-type: none"> • Injuries or illness • Dehydration • Asthma • Hypothermia 	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 Macau is low so to ensure enough clothing is worn to prevent hypothermia, especially at night 	<p align="center">Organizer/ All adult staff 28 Nov – 5 DEC</p>	
5	Condition and use of Equipment	<ul style="list-style-type: none"> • Mishandling of equipment 	<ul style="list-style-type: none"> • Injuries sustained by participants • Equipment damaged by participants 	3	1	3	<ul style="list-style-type: none"> • Brief participants on proper usage prior to usage / activity. • Ensure the condition of equipment is good and usable before activity by action officer. 	<p align="center">Organizer/ All adult staff 28 Nov – 5 DEC</p>	

							<ul style="list-style-type: none"> Ensure participants can handle the equipment provided for the activities. 		
6	<p>Venue</p> <p>Accommodation is adequate and safe</p>	<ul style="list-style-type: none"> Cramped sleeping spaces Intruders to premises 	<ul style="list-style-type: none"> Injuries sustained at night Intruders at night compromising safety and security 	2	2	4	<ul style="list-style-type: none"> Female leaders are not to share the same sleeping space with female participants, unless participant report sick, but will be near to female participants to render assistance is necessary. Male leaders will sleep separately but close to the male participants. Participants are made known of sleeping arrangement so that leaders are easily contactable. Enough tents for all students to camp in without overcrowding. Ensure all students have necessary sleeping bag and sleeping mat to have enough warmth; to monitor the well-being of scouts during the night to ensure no untoward incidents of hypothermia. 	<p>Organizer/ All adult staff 28 Nov – 5 DEC</p>	
	<p>Fire safety and evacuation route is communicated to all.</p>	<ul style="list-style-type: none"> Emergency such as fire on campsite 	<ul style="list-style-type: none"> Participants trapped/ injured/lost without teacher's knowledge 	3	2	6	<ul style="list-style-type: none"> 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. 		<p>Organizer/ All adult staff 28 Nov – 5 DEC</p>

	In-country authorities and facilities (e.g. police, hospital) are accessible and/or contactable for assistance and support in the event of an emergency.	<ul style="list-style-type: none"> • Authorities are unaware of event 	<ul style="list-style-type: none"> • Leaders are unable to seek assistance on time in emergency 	4	1	4	<ul style="list-style-type: none"> • MFA, SSA and Macau Scout HQ informed prior to the trip • To monitor MFA travel advisories prior to trip. 	<p align="center">Organizer 28 Nov – 5 DEC</p>	
7	<p>Program</p> <p>Duration and timing of activity is appropriate</p>	<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	<p><u>General</u></p> <ul style="list-style-type: none"> • Participants are monitored constantly for physical well-being and verbally checked. Breaks are given for long periods of activity time. • ISOS app is downloaded by at least 1 adult leader to keep track any events in Macau or travel advisory <p><u>Day 1:</u> <u>Visits to Macau Scout HQ</u></p> <ul style="list-style-type: none"> • To ensure traffic safety rules are always adhered to. • To move in patrols and ensure Whatsapp is available for each leader leading the patrol. • To ensure visibility of all members. • To ensure the scouts know the evacuation routes of the venue. • To maintain communication with the whole group always. 	<p align="center">Organizer/ All adult staff 28 Nov – 5 DEC</p> <p align="center">Organizer/ All adult staff 28 Nov – 5 DEC</p>	

						<p><u>Day 2:</u> <u>Macau Science Center</u></p> <ul style="list-style-type: none"> ● To ensure no horseplay at the venue ● Adults to supervise and always monitor the behaviour of scouts and to keep them within sight. ● To ensure scouts are aware of emergency evacuation procedures. <p><u>Yuet Wah College</u></p> <ul style="list-style-type: none"> ● To ensure no horseplay at the venue ● Adults to supervise and always monitor the behaviour of scouts and to keep them within sight. ● To ensure scouts are aware of emergency evacuation procedures. <p><u>Day 3:</u> <u>Macau Food and History Exchange Trail</u></p> <ul style="list-style-type: none"> ● Ensure participants are always wearing covered footwear. ● Ensure participants have enough water with them and to keep hydrated every 15-20 mins of walking ● To have enough rest stops for the participants 	<p>Organizer/ All adult staff 28 Nov – 5 DEC</p>	
--	--	--	--	--	--	--	---	--

						<ul style="list-style-type: none"> • Ensure participants 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) • To have enough first aid kit for each group <p><u>Taipa Old Town</u></p> <ul style="list-style-type: none"> • Adults to supervise and always monitor the behaviour and condition of scouts • Ensure participants are always wearing covered footwear. • Ensure participants have enough water with them and to keep hydrated every 15-20 mins of walking • To have enough rest stops for the participants 	<p>Organizer/ All adult staff 28 Nov – 5 DEC</p>	
--	--	--	--	--	--	--	---	--

						<ul style="list-style-type: none"> • 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) • To have enough first aid kit for each group <p><u>Day 5:</u> <u>Zhuhai Henggin Chimelong Ocean Kingdom</u></p> <ul style="list-style-type: none"> • Ocean Kingdom activities - To ensure no horseplay at the venue • Adults to supervise and always monitor the behaviour of scouts and to keep them within sight • To ensure scouts are aware of emergency evacuation procedures • Ensure participants are always wearing covered footwear. • Ensure participants have enough water with them and to keep hydrated every 15-20 mins of walking 	<p>Organizer/ All adult staff 28 Nov – 5 DEC</p>	
--	--	--	--	--	--	---	---	--

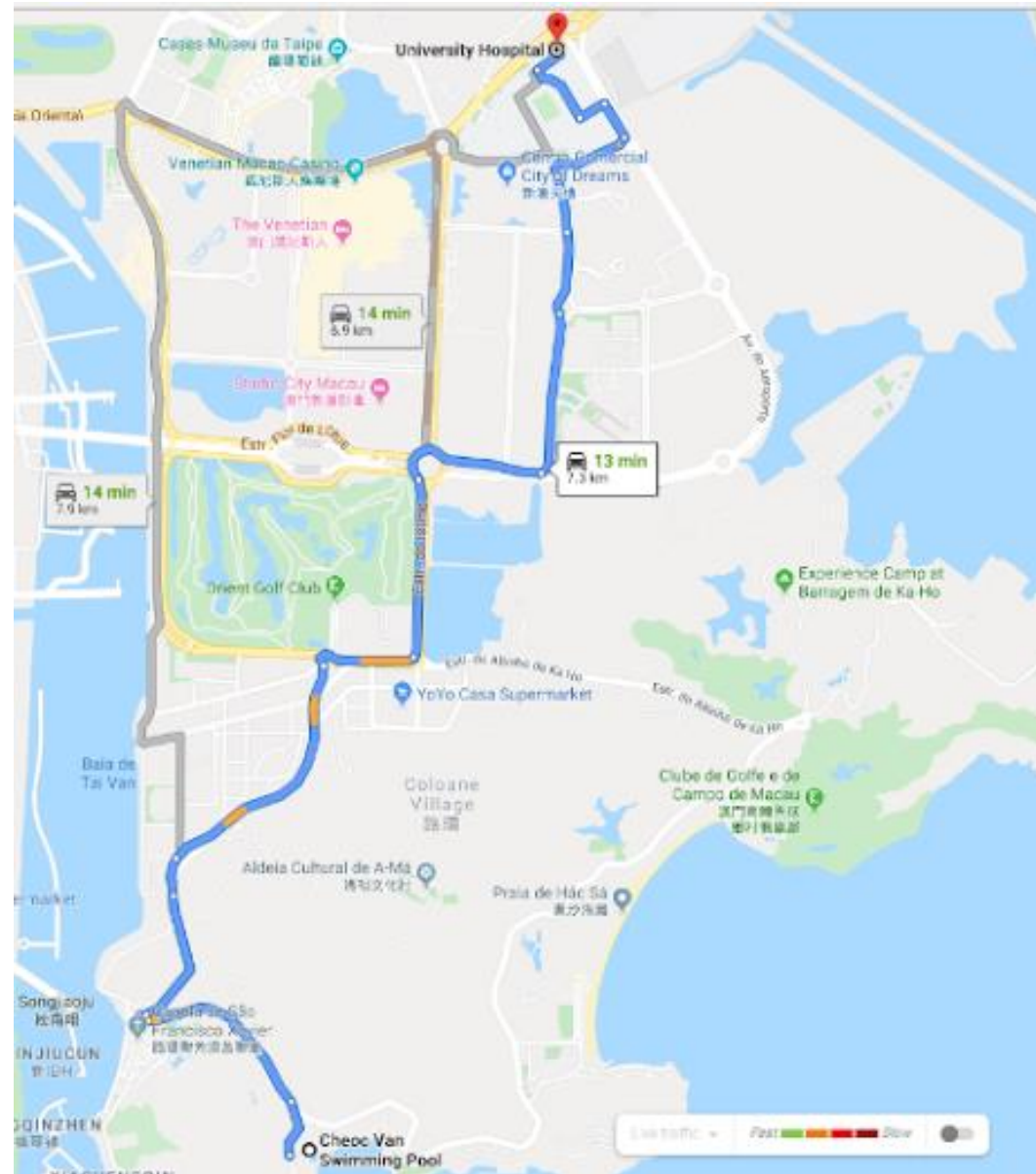
						<p><u>Day 6:</u> <u>Macau Tower – Observation deck and Skywalk</u></p> <ul style="list-style-type: none"> ● To ensure no horseplay at the venue ● Adults to supervise and always monitor the behaviour of scouts and to keep them within sight ● Instructor’s instructions are clearly and succinctly conveyed ● To attend to the medical needs of participants whenever it arises ● To stop the activity when it becomes too demanding or dangerous for the scouts ● To ensure scouts are aware of emergency evacuation procedures ● To ensure rules and regulations on safety is obeyed ● To wear safety harness, helmets and other safety implements as regulated by the Macau instructor of the activity ● To ensure proper clothing and footwear during the activity ● To ensure scouts are aware of emergency evacuation procedures 	<p>Organizer/ All adult staff 28 Nov – 5 DEC</p>	
							<p>Organizer/</p>	

							<ul style="list-style-type: none"> • Adults to supervise and always monitor the behaviour of scouts and to keep them within sight • To move in patrols and ensure Whatsapp is available for each leader leading the patrol • To maintain communication with the whole group always 		
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>	<ul style="list-style-type: none"> • Insufficient rest • Participants lose focus in the tasks or engage in excessive horseplay 	<ul style="list-style-type: none"> • Fatigue leading to poor focus during activities and even accidents • All injuries such as cuts and grazes related to falls 	2	3	6	<ul style="list-style-type: none"> • Programme must have reasonable time and tasks (2 hours 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>Organizer/ All adult staff 28 Nov – 5 DEC</p>	

9	Food Food is provided by licensed caterer	<ul style="list-style-type: none"> Unreliable caterer 	<ul style="list-style-type: none"> Mass acute food poisoning 	3	2	6	<ul style="list-style-type: none"> 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 considered. Participants are reminded of good hygiene practices. 	Organizer/ All adult staff 28 Nov – 5 DEC	
	Nutrition is appropriate	<ul style="list-style-type: none"> Low glycaemic index 	<ul style="list-style-type: none"> Giddiness, fainting 	3	2	6	<ul style="list-style-type: none"> Have sweets, instant porridge/noodles and biscuits on standby. Participants are reminded to hydrate regularly and finish their meals. 		
	Special dietary needs are met	<ul style="list-style-type: none"> Food allergy 	<ul style="list-style-type: none"> Swelling, rashes 	3	2	6	<ul style="list-style-type: none"> Medical / Diet Checklist is closely monitored for allergies and special requirements. 		
	Water is potable	<ul style="list-style-type: none"> Contaminated water 	<ul style="list-style-type: none"> Stomach upset 	3	2	6	<ul style="list-style-type: none"> Check for water points at outdoor venues; bring water where safe and clean water is not available. Macau provides potable water at taps Participants are reminded to refill their water bottles before setting off. 		
	Hydration is adequate	<ul style="list-style-type: none"> Dehydration 	<ul style="list-style-type: none"> Heat stroke 	3	2	6	<ul style="list-style-type: none"> Activity facilitators to conduct regular water parade during outdoor activities (approximately every 30 mins) Ensure all students fill up their water bottles before leaving campsite every day. 		

ANNEX B – Campsite to Hospital

- Campsite. Macau Vila Mateus Ricci, Estrada de Cheoc Van, Coloane, Macao
- Head north on Estr. da Aldeia toward Estr. de Cheoc Van. (250 m)
- Continue on Estr. de Cheoc Van. Take R. de Entre-Campos, Estr. de Seac Pai Van, Estr. do Istmo and Estr. Flor de Lótus to Av. da Nave Desportiva in Cotai (4.7 km)
- Continue on Av. da Nave Desportiva to Av. do Aeroporto (1.7 km)
- Use any lane to turn left onto Av. do Aeroporto (170 m)
- Drive to your destination in Taipa (500 m)
- University Hospital. Macao, Block H, Macau University of Science and Technology, Avenida Wai Long, Taipa, Macau



ANNEX B – Zhuhai Hengqin Chimelong Ocean Kingdom to Hospital

- Chimelong Ocean Kingdom 长隆海洋王国China, Guangdong, Zhuhai, Xiangzhou
- Get on 长隆大道 (950 m)
- Continue on 长隆大道. Take 环岛路 and G94珠三角环线高速 to 屏湾一路 (18.2 km)
- Continue on 屏湾一路 to 港昌路 (2.1 km)
- Drive along 粤华路 (1.7 km)
- Drive to your destination (150 m) 珠海市第二人民医院China, Guangdong, Zhuhai, Xiangzhou, Yuehua Rd, 208号



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	<p>Immediate action required. Terminate the activity if additional control measures do not lower the Risk Level.</p> <p>High Risk level must be reduced to at least Medium Risk before activity commences.</p> <p>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.</p> <p>Immediate management intervention is required before activity commences.</p>
4-14	Medium Risk	Tolerable	<p>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.</p> <p>Interim risk control measures, such as administrative controls, may be implemented.</p> <p>Management attention is required.</p>
1-3	Low Risk	Acceptable	<p>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.</p>