

Recommended Timeline

TIME-LINE	PREPARATION	REFERENCE
6 months prior	<ul style="list-style-type: none"> • Contact the vendor and set a date for the trail 	<ul style="list-style-type: none"> • enquiries@ldr.sg • 6255 4645, LDR
2 months prior	<ul style="list-style-type: none"> • Prepare and collect consent and Edusave forms and / or collect cash • Make transportation arrangements • Email organisations that will be visited during the trail 	<ul style="list-style-type: none"> • Annex 2.2
1 month prior	<ul style="list-style-type: none"> • Prepare and submit RAMs form to SLs • Inform OM of the trail and to send lightning warning alerts to teachers 	<ul style="list-style-type: none"> • Annex 2.1
1-2 weeks prior	<ul style="list-style-type: none"> • Read the User Interface Guide[†] • Conduct pre-trail briefing for students • Consolidate emergency contact list • Prepare evaluation forms for students[†] 	<ul style="list-style-type: none"> • Annex 2.1-2.5 • Annex 2.3
Day of the trail	<ul style="list-style-type: none"> • Complete teachers' evaluation form given by the vendor 	
Within 30 days after the trail	<ul style="list-style-type: none"> • Collate evaluation form[†] • Submit payment to the vendor 	

[†] Optional, as according to school needs

Annex 2.2: Contact Information

A. Vendor Contact Information

Name of Company:	
License No:	
Address:	
Telephone/Fax:	
Email:	

B. Contact Information of Partners for Permission to Access Sites

Establishment	Contact No	Email	Opening Hours	Remarks
		Nil		

Annex 2.3: Template to Capture Students' Information

	Name of Student	Medical Conditions (if any)	Handphone No	Parents' Contact
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Annex 2.5: Suggested Pack List for Students

1. Small backpack
2. Mobile phone for emergency contact purposes (as according to school policy)
3. 1litre or 1.5 litre water bottle
4. Light snacks for break time (snacks, bread, sandwiches, cereal bars etc)
5. Poncho or umbrella
6. Mosquito patch/repellent

-End of Trail Package-

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Annex 2.1: Risk Assessment Management System (RAMS)

'W' Checklist

Activity:	<i>Field-based Learning Trip</i>	Venue:	<i>Singapore River</i>
Outgoing		Returning	
Date:		Date:	
Estimated Time of Departure:		Estimated Time of Arrival:	
Person-in-charge:		Assistant(s):	

LOCAL VENDOR CONTACT DETAILS (IF ANY)			
Company name & full address:			
Office number:		Mobile number:	
Contact Person:			

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WHY
Does the activity meet learning objectives?

Note:

1. Recommendations made here are **not exhaustive**. Participating schools are responsible for checking through the RAMs form to include other necessary information in order to meet the needs of their school and students.
2. Please indicate 'N.A.' in cells that are not applicable.

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No	Categories to consider:	Hazards Identification		Risk Evaluation Score			Risk Control: Strategies to reduce risk to an acceptable level	Implementation	
		Possible hazards	Potential incidents/accidents	Severity (a)	Likelihood (b)	Risk level (a) + (b)	Action Officer	Follow-Up Date	
	WHAT								
1.	Equipment								
	a) Appropriate equipment is available.	NA							
	b) Appropriate equipment is serviceable.		Batteries are not fully charged	1	2	3 (L)	<p>Technical Facilitator to ensure that a technical brief is carried out prior to the students setting out on their Trail.</p> <p>The Facilitator is trained to handle any technical problems related to the Mobile Device.</p> <p>The Facilitator will ensure that he carries spare batteries with him and to provide to the students if the need arises.</p> <p>Students to check that all devices are fully charged before embarking on the trail.</p>		

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	c) Others :	Students are enraptured by information presented to them on the device as they are moving around	Students do not take sufficient care when walking or crossing roads	5	3	8 (H)	Teachers need to ensure that students go through a safety briefing before embarking on the trail. Teachers need to encourage students to look out for one another and take care of each other, reminding each other not to use the device while moving.		
2.	Transport								
	a) Transportation service is reliable (e.g. driver, vehicle).								
	b) Chartered vehicle is appropriate (e.g. using a 4WD for off-road terrain).	Bus driver is unsure of directions	Students are dropped off at the wrong point	1	1	(L)	The students will be transported to Singapore River by coaches indented by the school. The bus drivers will be briefed on the route to be taken to the destination and will also be given a safety brief to follow speed limits of the road and the loading capacity of their buses.		
	c) Others :	NA							
3.	Food								
	a) Food is provided by licensed caterer / restaurants.	NA							
	b) Nutrition is appropriate.	NA							
	c) Special dietary needs are met.	NA							

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	d) If self-catering, additional hygiene measures are in place.	NA							
	e) Water is potable.	NA							
	f) Others :		Food and drink which the students wish to purchase as part of the trail may cause stomach upset	3	1	4 (L)	Teachers should be contacted should students feel any discomfort as a result of ingesting 'bad' food and attend to them wherever they are immediately.		
	WHEN (TIMING)								
4.	Programme								
	a) Duration of activity is appropriate (e.g. start/stop/rest time).	Students may not stop to take necessary breaks along the trail	Weakness, fainting spells	3	3	6 (M)	As part of the safety briefing, teachers must remind students to take short water breaks and rests. This is to prevent students from exhausting themselves. Teachers should also be on call to assist students who are not well at any point in time immediately. Teachers' hand phone numbers to be given to group leaders for emergency.		
	b) Timing of activity is appropriate (e.g. 5km run conducted before 10.30am or after 3.30pm).	NA							

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	c) Possible delay in activity (e.g. day hike extended into night).	NA							
	d) Others :	NA							
	WHO (PEOPLE)								
5.	Teachers and Adult Supervisors								
	a) 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).	A teacher falls ill prior to activity, being unable to accompany the students.	Teacher : Student ratio decreases	2	2	4 (L)	An additional teacher should be placed on stand-by should the teacher involved not be able to make it. Parent volunteers, AEDs may come in to support the teachers and reduce the teacher-pupil ratio.		
	b) Personnel is certified and competent to conduct activity.	NA							
	c) Certified First Aider or paramedic is on site.	Absence of a certified First Aider	Delay in providing First Aid immediately after an incident	5	3	8 (H)	A teacher who is trained in first aid must accompany the students on the trail.		

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	d) Personnel is competent to co-ordinate/execute emergency evacuation plan (e.g. search and rescue).						Teacher to keep a list of contact numbers of next of kin of students' for emergency.		
	e) Others :								
6.	Participants								
	a) Participants understand the objectives of activity.	Lack of understanding of objectives	Unaware of expectations leading to misbehaviour and accidents	3	3	6 (M)	Teacher in charge must conduct a pre-trip briefing for the students.		
	b) Participants are competent for activity (e.g. participate in pre-activity training).	Lack of physical endurance	Physical exhaustion	2	1	3 (L)	Students should be told as part of their pre-trip briefing to bring along water and snacks to sustain them during the course of the trail.		
	c) Participants are aware of and adhere to safety requirements of activity.	Small roads in Singapore River which does not have pedestrian crossings	Students meet with road accidents	5	4	9 (H)	For Primary school trails, it is suggested that a teacher accompany a few groups as they move around to watch, caution and guide them. The teacher would be able to help children cross the roads.		
	d) Special needs of participants are met.	Students with special needs may not have their individual needs met	Anxiety, stress for the child and others				If students with special needs are on the trail, parental consent and adult supervision must be ensured.		

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	e) Medical declaration and information of participants are documented and disseminated to relevant personnel.	Students with special needs may not have their individual needs met	Anxiety, stress for the child and others				An indemnity form must be signed by parents and must be asked to identify any medical issues so that appropriate care can be given to students.		
	f) Others :	NA							
	WHERE								
7.	Venue								
	a) Accommodation is adequate (e.g. number of rooms).	NA							
	b) Fire safety and evacuation route is communicated to all.	Students are hurt, lost or become disorientated when disaster strikes	Fire or natural disasters	(4)	(1)	5 (M)	Teachers should designate a place to gather in the case of an emergency and communicate this to the students.		
	c) Area map is available for use during activity.	Device does not show the map	Students get lost	(3)	(1)	4 (L)	Students must ensure that the devices are fully charged before embarking on the trail.		
	d) Reconnaissance of area is conducted.	Teacher selects hotspots that are very far apart	Students are unable to navigate among the different hotspots	(3)	(2)	5 (M)	Teachers should ensure that students are equipped with basic map reading skills and should allow him / herself to be contacted should assistance be required.		
	e) In-country authorities and facilities (e.g. police, national	NA							

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	park rangers, hospital) are accessible and/or contactable for assistance in the event of an emergency.								
	f) Water conditions (e.g. tides, currents, flash floods) and traffic (e.g. ships, power boats).	NA							
	g) Others :	NA							
	WEATHER								
8.	Inclement Weather								
	a) Weather forecast and warning (e.g. lightning, flash flood, hot or cold spell, haze).	Thunderstorms, Blazing sun	Lightning incidents, heat stroke	(5)	(3)	8(M)	As part of the pre-trail briefing, students will be told to bring a cap and umbrella/poncho a. If the rain is just a slight drizzle, the outdoor activity will be continued at the decision of the Facilitator. If possible the students are to be equipped with an umbrella or a cap. b. For heavy rain with lightning, students will be told to suspend all activities and seek shelter indoors in the case of bad weather c. For extremely hot weather conditions, students should also ensure that they are hydrated during the course of the trail to prevent heat-strokes.		
	b) Others :	NA							

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Excursion Checklist		Action Plan	Implementation	
			Action Officer	Follow-up Date
9.	Communication			
	a) Establish communication with school and service provider via hand phone, satellite phone and/or other appropriate devices.	Ensure communication between teachers, officers and students are available through means of a contact list.		
	b) Establish communication with in-country authorities and facilities (e.g. police, national park rangers, hospital) for assistance and support in the event of an emergency.	NA		
	c) Compile contact list of stakeholders (e.g. parents, MFA Duty Office, and in-country medical facilities).	Teachers to ensure that in their consent forms, details of the students' guardians and next-of-kin are included.		
10.	Medical			
	a) Arrange for medical screening and vaccinations for teachers /adult supervisors and participants (if necessary).	NA		
	b) Procure comprehensive travel insurance for all (e.g. International SOS for emergency evacuation).	NA		
	c) Ensure availability of in-country medical facilities or personnel.	NA		
	d) Ensure accessibility to medical facilities or personnel in the event of an emergency.	Teacher to have a clear plan on where the nearest medical facilities are located and how to reach there in case of an emergency.		
11.	Overseas Travel			
	a) E-register with MFA at least 3 days before departure.	NA		
	b) Monitor and comply with MFA travel advisory on natural disasters, pandemic outbreak, social-political unrest.	NA		
12.	Others	NA		

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Risk Assessment Team comprises:

Name of Officer(s)	Designation	
Name of Person-in-charge	Signature	Date

Vetted by:

Name of HOD	Signature	Date

Chief Safety Officer/Principal Checklist

To ensure that the following are completed prior to the programme:

- Communicate programme details to parents and participants.
- Compile medical information and consent forms.
- Ensure that personnel conducting activity is qualified.
- Ensure that pre-activity training is carried out.
- Ensure that relevant safety and emergency procedures are in place.

Submission of Overseas Excursion details to MFA via MFA eRegister (if applicable):

- Prepare details of itinerary and participants for overseas excursion.
- Enter details for BF01_MFA-MOE form via the Overseas Excursion Management (OEM) Module in the School Cockpit.
- Generate the BF01_MFA-MOE form from the Reports Portal in the School Cockpit.
- Submit BF01_MFA-MOE form as an attachment at www.mfa.gov.sg at least 3 days before departure.

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Approved by:

Name of Chief Safety Officer/Principal	Signature	Date
Comments:		

Assessment Review

Name of Person-in-charge	Signature	Date