



RAMS FORM

School Name:	Umar Pulavar Tamil Language Centre/MOE	RAMS Team Leader:	Mdm.D Amuda	Vetted by:	Mdm.Malarvizhi Anjappan	Approved by:	Mr.R.Anbarasu (Anbu)
Location:	2, Beatty Road,S(209954)		Mr.G Santhanraj	Designation:	Head of Dept	Designation:	Centre Director, UPTLC
Activity/Process:	TamilFest 2016		Mr.C Gurusamy	Date:	27 July 2016	Date:	27 July 2016
Last Review Date:			Mr.S Samikannu	Signature:		Signature:	
Next Review Date:			Ms.V Vijayabharathy				

A) Why

[State Learning Objectives]

Cultural Showcase:

- Through the cultural showcase items, students to be able to have a first-hand experience in understanding and appreciating various cultural components (Cultural Showcase items: ***Karakattam, Puliyaattam, Kaalaiyaattam, Urumi Melam, Aanandhakoothu, Traditional Arts Performance, Fabric Design Printing, Indian Folk Games***)
- Through students participating via hands-on activities, students will further have an in-depth understanding of the cultural showcase items and be more informed.

Note: UPTLC has taken all efforts to ensure that the indicated programmes and items to be on showcase for TamilFest 2016 will be showcased. Changes to the programme may arise to the unavailability of some of the vendors. Participating schools are to refer to UPTLC's website for updates.

Hazard Identification (Refer to 'W' Checklist in Chapter 2 of the School Safety Handbook)									Risk Evaluation			Implementation		
No.	Description of Activities/Work Processes	Hazard	Possible Accident /Ill-health	Severity (A)	Likelihood (B)	Risk Level (AxB)	Risk Control	Action Officer, Designation (Follow-up date)	Remarks					
	WHAT													
1	EQUIPMENT													
	A) Appropriate Equipments are available for the various activities	Malfunction of equipments	Physical injuries	1	1	1	<ul style="list-style-type: none"> Service providers have been reminded on ensuring that the equipments being used are safe. UPTLC will be doing a pre inspection and also on-site inspection to ensure that there is no safety breach. 	TamilFest 2016 Organising Committee						
	B) Equipments are of approved standards	Malfunction of equipments	Physical injuries	1	1	1								
	C) Equipments checked for usability	Malfunction of equipments	Physical injuries	1	1	1								
2	TRANSPORTATION													
Note : No Transportation is provided by UPTLC. Participating schools to provide their own transportation.														
3	FOOD													
	A) Food is provided by licensed caterer	Unhygienic Food Preparation	Food poisoning	2	1	2	<ul style="list-style-type: none"> Packet drinks and buns are given to participants Food stalls are licensed vendors No pork /lard/beef will be used Teachers accompanying students will manage the dietary requirements of their students. Packet Milo will be provided. Vending machine are available 	<ul style="list-style-type: none"> TamilFest 2016 Organising Committee Teachers accompanying students 						
	B) Special Dietary needs are met	Inclusion of Allergic components	Allergic reaction	1	1	1								
	C) Drinking water is provided.	Unclean water	Diarrhoea	1	1	1								

	C) Others:	Insufficient Food	Hungry Participants	1	1	1	<ul style="list-style-type: none"> Number of food is ordered as per the number of participants. Stalls selling food will be in operation. 			
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	WHEN(Timing)									
4	PROGRAMME									
	A) Duration of activities are appropriate	1) Insufficient Activities time 2) Physical exhaustion	1) Students not able to appreciate and partake in all activities 2) Fainting/ Giddy spells	1	1	1	<ul style="list-style-type: none"> Variety of activities have been planned Sufficient duration between activities have been planned Re-run of similar activities have been planned 	<ul style="list-style-type: none"> TamilFest 2016 Organising Committee 		
	B) Timing of activities are appropriate	1) Insufficient Activities time 2) Physical exhaustion	1) Students not able to appreciate and partake in all activities 2) Fainting/ Giddy spells	1	1	1	<ul style="list-style-type: none"> Sufficient intervals have been provided between each activities Re-run of similar activities have been factored in. 			
	C) Possibilities in delay in activities	Students not able to participate in all activities	-Nil-	1	1	1	Minimal possibilities in any delays.			
	D) Others	Dehydration	Fainting/ Giddy Spells	2	1	2	Students and teachers are given refreshments and stalls selling drinks are also factored in.			
	WHO(PEOPLE)									
5	TEACHERS AND ADULT SUPERVISORS									
	A) Teachers/Adult supervisors are competent to supervise activities and manage participants	Insufficient Student – Teachers ratio to supervise students	Injuries due to lack of supervision	2	1	2	<ul style="list-style-type: none"> Staff from UPTLC will be on duty. Participating schools teachers will also be with their students. Student leaders from UPTLC will also be there to supervise Adult trainers will be at each station 	<ul style="list-style-type: none"> TamilFest 2016 Organising Committee 		
	B) Personnel are certified and competent to conduct activities	Activities deliverable not being able to achieve	Injuries due to lack of supervision	2	1	2	<ul style="list-style-type: none"> Trained and experienced trainers and vendors have been selected 			
	C) Certified First Aider or paramedic is on site	No First Aider	No trained personnel to manage accidents	4	1	4	A commercial Ambulance will be on standby within UPTLC throughout the event day.			
	D) Personnel are competent to	1) Incompletion of progs/activities 2) Massive chaos	Injuries and chaos due to unclear processes	2	1	2	<ul style="list-style-type: none"> Organising committee members are aware of the evacuation drill. In case of evacuations, students will move to 			

	coordinate/execute emergency evacuations						the open ground behind UPTLC.		
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	E) Others: Dehydration of teachers and supervisors	Dehydration	Teachers and Adult Supervisors falling sick	2	1	2	Teachers will be able to patronise from the food and drinks stall, which are part of the TamilFest	<ul style="list-style-type: none"> TamilFest Organising Committee 	
6	PARTICIPANTS								
	A) Participants understand the objectives of the activities	Unclear of the activities and prog	Compromise on the safety for self and others	1	1	1			
	B) Participants are competent for activities	Unwell	Compromise on the safety for self and others	1	1	1			
	C) Participants are aware of and able to adhere to safety requirements of the activities	Participants unaware of safety and other related SOPs	<ul style="list-style-type: none"> Compromise on the safety for self and others Accidents 	2	1	2			
	D) Special needs of the participants are met.	Students not bringing their own medications	Not able to assist during emergencies	2	1	2			
	E) Medical declaration and information of participants are documented and disseminated to relevant personnel.	Students not declaring their medical status to their teachers	Not able to assist effectively during emergencies	2	1	2	<ul style="list-style-type: none"> Each student will be briefed on the objectives when he/she goes to the stations Before any physical activities, teachers and trainers will ensure that the students are well. Unwell students will not be allowed to take part in strenuous activities. 	<ul style="list-style-type: none"> TamilFest 2016 Organising Committee Teachers accompanying students 	

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	WHERE								
7	VENUE								
	A) Accommodation is adequate (e.g.no of rooms)	Insufficient rooms and areas for activities	Overcrowding	3	1	3	<ul style="list-style-type: none"> No of participants have been pegged to the expected size in accordance with safety procedures. No excess students will be admitted to the event, if the target numbers are achieved. Students will be briefed on evacuation details when they are at UPTLC 	<ul style="list-style-type: none"> TamilFest 2016 Organising Committee 	
	B) Fire Safety and evacuation route is communicated to all	None is aware during fire evacuations	Lack of Orderliness and injuries during real situations	3	1	3			
	C) Area map is available for use during activities	Students and teachers uncertain on evacuation	Injuries	2	1	2			
	D) Others						Nearest Hospital: Tan Tock Seng Hospital Nearest Police Post/Station: Kampong Kapor Police Post		
	WEATHER								
8	INCLEMENT WEATHER								
		Heavy Rain	Slip and Fall	3	1	3	<ul style="list-style-type: none"> Activities to be conducted in classrooms are not affected by heavy rain. For courtyard activities, tentages will be erected and thus, activities will still proceed as planned. 	<ul style="list-style-type: none"> TamilFest 2016 Organising Committee 	
		Fire	Dry Spells	3	1	3	<ul style="list-style-type: none"> Fire safety mechanisms are in place 		
		Haze	Breathing Difficulties	3	3	9	<ul style="list-style-type: none"> Haze monitoring will be done and nec measures will be taken based on MOE guidelines in managing Haze situations. 		