

# RISK ANALYSIS AND MANAGEMENT

## **H & S MANUAL - RAMS**

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# RISK ANALYSIS AND MANAGEMENT

## INTRODUCTION TO RISK ANALYSIS MANAGEMENT SHEETS.

All activities are defined as:  or  or 



Means: **A STAFF MEMBER OR TRAINED SUPERVISOR MUST BE PRESENT.**

- \* By definition these activities are High risk, that is, they have a higher intent of controlled risk or perceived a danger.
- \* High risk activities will be checked regularly (weekly when in use). This will include a general perusal of the activity for ordinary wear and tear, or minor repairs required.
- \* A thorough and complete maintenance and repair inspection will be carried out every 6 months and the necessary changes, replacements or deactivation will be undertaken.
- \* If there are any deficiencies that put either employees, campers, or supervisors in any way at risk, **at any time** that particular activity will be deactivated until the particular risk is rectified or eliminated.
- \* A log book will be maintained for all high risk activities. The following must be recorded in it:
  - All repairs under weekly/monthly check
  - All repairs under 6 monthly check
  - Dates of 6 monthly check
  - All periods of use
  - All accidents/incidents/near misses during or on the activity must be recorded in the accident/ incident register.
- \* Safety rules and regulations must be adhered to at all times. Refer to the individual RAMS sheets for operating procedures.



Means: **WAIT FOR A SUITABLE ADULT TO BE PRESENT.**




- \* Low risk activities are by definition those with a lower intent of controlled risk or perceived danger but are still likely to cause serious injury/illness if not controlled.
- \* Low risk activities will be checked regularly. This will include a thorough perusal of the activity and necessary repairs and replacements carried out.
- \* A thorough and complete maintenance and repair inspection will be carried out every 6 months and the necessary changes, replacements or deactivation will be undertaken.
- \* If there are any deficiencies that put either employees, campers, or supervisors in any way at risk, **at any time** that particular activity will be deactivated until the particular risk is rectified or eliminated.
- \* A log book will be maintained for all low risk activities. The following must be recorded in it:
  - All repairs under monthly check
  - All repairs under 6 monthly check
  - Dates of 6 monthly check
  - All accidents/incidents/near misses during or on the activity must be recorded in the accident/incident register.
- \* Safety rules and regulations must be adhered to at all times. Refer to the individual RAMS sheets for operating procedures.




Means: **GO AHEAD WITHOUT AN ADULT.**


## RISK ANALYSIS AND MANAGEMENT

**INTRODUCTION TO RISK ANALYSIS MANAGEMENT SYSTEMS SHEETS.**


All activities are defined as:  or  or 

 Means: **TRAINED SUPERVISOR MUST BE PRESENT.**

\* By definition these activities are High risk, that is, they have a higher intent of controlled risk or perceived danger.

 Means: **WAIT FOR A SUITABLE ADULT TO BE PRESENT.**

\* Low risk activities are by definition those with a lower intent of controlled risk or perceived danger but are still likely to cause serious injury/illness if not controlled.

 Means: **GO AHEAD WITHOUT AN ADULT.**

### EMERGENCY PROCEDURE POLICY FOR ACCIDENTS AND EMERGENCIES

The following procedures are to take place in the event of an accident or emergency and should be read in conjunction with the Emergency Section of the RAMS sheets.

1. When an accident or emergency occurs on-site or off-site, it is the responsibility of the instructor/supervisor/leader on hand to take the steps necessary to bring the situation under control, or to get the First Aider.
2. **Account for all persons under supervision/ at camp, e.g. do a roll call.**
3. Where the situation is beyond the skills, experience and resources at hand of the first aider or instructor/supervisor/leader, emergency services should be called in. You must see the Camp Manager first if practicable.
4. When emergency services have been called in prior to the Camp manager's knowledge, the instructor/supervisor/leader must advise the Camp Director of the situation at the earliest possible time.
5. Staff are requested to make notes of the chain of events (including times) and on return to the office should fill out the accident/incident register. A report may also be requested by the Camp Director.
6. First Aid supplies are stored at the Camp First Aid cupboard. It is the responsibility of the person using the first aid kits to replenish the kit with the necessary items and to report what needs to be restocked in the First Aid room to camp manager.
7. Off-site groups must carry adequate First Aid supplies and emergency supplies relevant to the activity being undertaken.
8. All injuries requiring First Aid must be recorded in the accident/incident register.
9. Incidents and near misses having potentially serious consequences should be brought to the notice of the Camp Manager and recorded in the accident/incident register.

### CAMP EMERGENCY ASSEMBLY POINT

**THE GENERAL ASSEMBLY POINT IS THE FRONT ENTRANCE TO THE SCHOOL, AT THE LETTERBOX**

- A. Immediately activate the fire alarm.
- B. Assemble all persons at the assembly area and **Account for everyone** (do a roll call)
- C. Call emergency service needed:

*In case of an emergency/fire: Inform camp manager/staff ASAP*



# RISK ANALYSIS AND MANAGEMENT

**Activity / Situation** - Swimming

**RM / Area in the camp** - School pool, identified swimming hole area, Kaniwhaniwha Reserve, Hoffman's Pool, other named swimming location.

**Date** - 26/8/2013

**Date used** -

**Risk Symbol** -



| <b>Analysis</b>   | <b>Description</b>                                 |   |
|---|--|---|
| <b>Risks</b> - Accident, Injury and other forms of loss | ⇒ Neck Injury<br>⇒ Cuts<br>⇒ Bruises<br>⇒ Drowning | ⇒ Hypothermia<br>⇒ Sunburn<br>⇒ Sunstroke<br>⇒ Sickness |

|   | <b>People</b>   | <b>Equipment</b>  | <b>Environment</b>   |
|---|---|---|--|
| <b>Casual Factors</b> - Hazards, Perils and Dangers | ⇒ Diving into water.<br>⇒ Inadequate or inappropriate clothing.<br>⇒ No or inadequate adult supervision.<br>⇒ Running around swimming area. | ⇒ Filter & treatment not adequate.<br>⇒ Play equipment inappropriate. | ⇒ Raining<br>⇒ Cold<br>⇒ Wind<br>⇒ Objects left in pool<br>⇒ Slippery surrounding<br>⇒ Logs and debris<br>⇒ Flooding |

### Risk Management Strategies

|                         |   |   |   |
|-------------------------|---|---|---|
| <b>Normal Operation</b> | ⇒ Must have adequate adult / leader supervision. No more than ratio 5 swimmers to 1 supervisor, with a minimum of 2 supervisors.<br>⇒ All areas of swimming used is supervised.<br>⇒ Have a knowledge of hypothermic conditions.<br>⇒ If person cannot touch the bottom, make sure person can swim. If they cannot swim have one on one supervision.<br>⇒ Inform people to use sun block on hot days. | ⇒ Check what equipment is available and whether or not they are suitable before campers enter swimming area.<br>⇒ Take first aid kit. | ⇒ Check pool before use.<br>⇒ Assess weather conditions and cancel water related activities if necessary.<br>⇒ Read any relevant signs at specific locations. |
| <b>Emergency</b>        | ⇒ See emergency procedure policy<br>⇒ If suspected neck injury do not move unless risk of drowning is inevitable  |   |   |

# RISK ANALYSIS AND MANAGEMENT

**Activity / Situation** - Mountain Biking-

**RM / Area in the camp** - On Site, MTB Track

**Date** - 26/8/2013

**Date used** -

**Risk Symbol** -



| <b>Analysis</b>   | <b>Description</b>  |  |
|---|---|--|
| <b>Risks</b> - Accident, Injury and other forms of loss | <ul style="list-style-type: none"> <li>⇒ Cuts</li> <li>⇒ Grazes</li> <li>⇒ Punctures</li> <li>⇒ Bruising</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Damage to bikes</li> <li>⇒ Neck injury</li> <li>⇒ Concussion</li> </ul> |

|   | <b>People</b>  | <b>Equipment</b>  | <b>Environment</b>  |
|---|--|---|---|
| <b>Casual Factors</b> - Hazards, Perils and Dangers | <ul style="list-style-type: none"> <li>⇒ Falling off bikes</li> <li>⇒ Crashing into objects</li> <li>⇒ Crashing into other people</li> <li>⇒ Loose clothing</li> <li>⇒ Other users of the specified area.</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Gear failure</li> <li>⇒ Brake failure</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Foreign objects on track</li> <li>⇒ Animals</li> <li>⇒ Tyres coming out</li> <li>⇒ Long grass</li> <li>⇒ Wet, muddy track</li> </ul> |

### Risk Management Strategies

|                         |  |  |  |
|-------------------------|--|--|--|
| <b>Normal Operation</b> | <ul style="list-style-type: none"> <li>⇒ Helmets must be worn correctly.</li> <li>⇒ No loose clothing.</li> <li>⇒ Adult supervision.</li> <li>⇒ Shoes must be worn.</li> <li>⇒ Use bikes in designated area only.</li> <li>⇒ Those not on a bike to stay off the track.</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Regular maintenance checks on wheels, brakes, steering, pedals, handgrips, frame, chains, seat, tyres, wheel alignment, wheel nuts.</li> <li>⇒ Check helmets for wear and tear.</li> <li>⇒ Take first aid kit.</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Remove unwanted objects from track.</li> <li>⇒ Make sure animals are clear from track.</li> <li>⇒ Keep long grass to a minimum.</li> <li>⇒ Check tyres are secure in ground.</li> </ul> |
| <b>Emergency</b>        | <ul style="list-style-type: none"> <li>⇒ See emergency procedure policy</li> <li>⇒ If suspected neck injury do not move them, call first aider to the scene</li> </ul>   |  |  |

# RISK ANALYSIS AND MANAGEMENT

**Activity / Situation** - Outdoor Sports

**RM / Area in the camp** - Playing fields and courts

**Date** - 26/8/2013

**Date used** -

**Risk Symbol** -



| <b>Analysis</b>   | <b>Description</b>  |  |
|---|---|--|
| <b>Risks</b> - Accident, Injury and other forms of loss | <ul style="list-style-type: none"> <li>⇒ Strains</li> <li>⇒ Sprains</li> <li>⇒ Bruises</li> <li>⇒ Grazes</li> <li>⇒ Broken bones</li> <li>⇒ Dislocations</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Concussion</li> <li>⇒ Contusion</li> <li>⇒ Sunburn</li> <li>⇒ Fainting</li> <li>⇒ Electric Shock</li> </ul> |

|  | <b>People</b>  | <b>Equipment</b>   | <b>Environment</b>   |
|--|--|--|--|
| <b>Casual Factors</b><br>- Hazards, Perils and Dangers | <ul style="list-style-type: none"> <li>⇒ Inappropriate clothing/footwear.</li> <li>⇒ Inadequate supervision.</li> <li>⇒ Wrong assessment of ability to play particular sport.</li> <li>⇒ Mismatch of teams - weight, size.</li> <li>⇒ Poor instructions.</li> <li>⇒ Inappropriate equipment for particular sport.</li> <li>⇒ Medical information not supplied.</li> <li>⇒ Overexertion.</li> <li>⇒ Dangerous play.</li> <li>⇒ Hit by equipment.</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Misuse of equipment</li> <li>⇒ Disrepair</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Uneven surface</li> <li>⇒ Slippery, wet ground</li> </ul> |

## Risk Management Strategies

|                         |  |   |  |
|-------------------------|--|---|--|
| <b>Normal Operation</b> | <ul style="list-style-type: none"> <li>⇒ Check clothing/footwear is suitable for sport and weather conditions</li> <li>⇒ Adequate supervision</li> <li>⇒ Adapt rules to suit ability/size/weight</li> <li>⇒ Give correct &amp; clear instructions</li> <li>⇒ Give correct gear</li> <li>⇒ Check medical conditions and have extra medication on hand</li> <li>⇒ Advise to wear sun block/hat on hot days</li> <li>⇒ Adequate warm up exercises</li> <li>⇒ Use suitable people to control game and spectators</li> <li>⇒ Establish and control rules</li> <li>⇒ Provide access to water on hot days.</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Regular checks of all equipment used for outdoor sports</li> <li>⇒ First aid kit on site.</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Check fields/courts for foreign objects</li> <li>⇒ Check evenness of playing surface</li> </ul> |
| <b>Emergency</b>        | ⇒ See emergency procedure policy   |   |  |

# RISK ANALYSIS AND MANAGEMENT

**Activity / Situation** - Indoor Games

**RM / Area in the camp** - Hall

**Date** - 26/8/2013

**Date used** -

**Risk Symbol** -



| <b>Analysis</b>   | <b>Description</b>   |   |
|---|--|---|
| <b>Risks</b> - Accident, Injury and other forms of loss | <ul style="list-style-type: none"> <li>⇒ Grazes</li> <li>⇒ Bruising</li> <li>⇒ Fractures</li> <li>⇒ Cuts</li> <li>⇒ Severe cuts</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Deafness</li> <li>⇒ Fainting</li> <li>⇒ Headaches</li> </ul> |

|  | <b>People</b>   | <b>Equipment</b>  | <b>Environment</b>   |
|--|---|---|--|
| <b>Casual Factors</b><br>- Hazards, Perils and Dangers | <ul style="list-style-type: none"> <li>⇒ Inappropriate activity for group size.</li> <li>⇒ Unclear/ inadequate instructions.</li> <li>⇒ Falling over while playing games.</li> <li>⇒ Fooling around with equipment.</li> <li>⇒ Hit by objects/equipment.</li> <li>⇒ Lack of noise control.</li> <li>⇒ Misuse of equipment.</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Unnecessary equipment/ furniture in the way.</li> </ul>  | <ul style="list-style-type: none"> <li>⇒ Moisture on the concrete floor.</li> <li>⇒ Glass windows breaking.</li> <li>⇒ Lack of ventilation.</li> <li>⇒ Sharp corners of furniture left out.</li> </ul>   |
| <b><u>Risk Management Strategies</u></b>               |   |   |  |
| <b>Normal Operation</b>                                | <ul style="list-style-type: none"> <li>⇒ Choose appropriate activity for group size.</li> <li>⇒ Give clear instructions.</li> <li>⇒ No fooling.</li> <li>⇒ Adequate supervision if necessary.</li> <li>⇒ No throwing of equipment.</li> <li>⇒ Control noise level if applicable.</li> </ul>   | <ul style="list-style-type: none"> <li>⇒ Pre-check of all equipment used for indoor games.</li> <li>⇒ Remove all unnecessary equipment/ furniture.</li> <li>⇒ First aid kit on site.</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Remove all unnecessary furniture</li> <li>⇒ Remove moisture on concrete floor if necessary</li> <li>⇒ Place physical barriers in front of glass areas</li> <li>⇒ Open windows and doors to provide adequate ventilation.</li> </ul> |
| <b>Emergency</b>                                       | <ul style="list-style-type: none"> <li>⇒ See emergency procedure policy</li> </ul>  |   |  |



# RISK ANALYSIS AND MANAGEMENT

**Activity / Situation** - Playground

**RM / Area in the camp** - Playground

**Date** - 26/8/2013

**Date used** -

**Risk Symbol** -



| <u>Analysis</u>   | <u>Description</u>     |                       |
|---|------------------------|-----------------------|
| <b>Risks</b> - Accident, Injury and other forms of loss | ⇒ Grazes<br>⇒ Bruising | ⇒ Fractures<br>⇒ Cuts |

|  | <u>People</u>  | <u>Equipment</u>   | <u>Environment</u>          |
|--|--|--|-----------------------------|
| <b>Casual Factors</b><br>- Hazards, Perils and Dangers | ⇒ Bystanders in the way.<br>⇒ Stunts on the equipment.<br>⇒ Inadequate supervision of young children.<br>⇒ Misuse of equipment.  | ⇒ Swinging log<br>⇒ Climbing frame, rope net, tires<br>⇒ Platform, beams | ⇒ Hard ground               |
| <b><u>Risk Management Strategies</u></b>               |  |  |                             |
| <b>Normal Operation</b>                                | ⇒ Suitable Adult/Leader to supervise activities. At least one supervisor per activity set being used.<br>⇒ Keep activity within ability of child, help where needed<br>⇒ rules abided by<br>⇒ Stay clear of swinging Log | ⇒ Regular checks of equipment<br>⇒ First aid kit on site                 | ⇒ Bark layer is inadequate. |
| <b>Emergency</b>                                       | ⇒ See emergency procedure policy   |  |                             |



# RISK ANALYSIS AND MANAGEMENT

**Activity / Situation** - Fire Pit

**RM / Area in the camp** - Kaniwhaniwha Reserve, Campsite Areas

**Date** - 26/8/2013

**Date used** -

**Risk Symbol** -



| <u>Analysis</u>   | <u>Description</u>                        |  |
|---|---|--|
| <b>Risks</b> - Accident, Injury and other forms of loss | ⇒ Falling or pushed into fire.<br>⇒ Burns | ⇒ Injuries from cooking equipment.<br>⇒ Fire getting out of control. |

|  | <u>People</u>   | <u>Equipment</u>  | <u>Environment</u>  |
|--|---|---|---|
| <b>Casual Factors</b><br>- Hazards, Perils and Dangers | ⇒ Poor supervision.<br>⇒ Running around fire pit.<br>⇒ Playing Sword Fights etc with marshmallow forks/sticks.<br>⇒ Carelessness in adding wood to the fire.<br>⇒ Other site users may be present.  | ⇒ Wire marshmallow forks/sticks.  | ⇒ Slippery grass<br>⇒ Rough firewood-splinter<br>⇒ Hot coals<br>⇒ Surrounding sticks and burnable objects.  |
| <b><u>Risk Management Strategies</u></b>               |   |   |   |
| <b>Normal Operation</b>                                | ⇒ Suitable Adult/Leader supervision.<br>⇒ Get clear safety instructions about roasting marshmallows etc.<br>⇒ No running, pushing, fighting around fire.<br>⇒ Keep people a safe distance from the fire.<br>⇒ Keep fire within concrete tub and at a suitable size. | ⇒ Stop any dangerous play with the forks/sticks.<br>⇒ Take first aid kit. | ⇒ Leaders to put wood on fire.<br>⇒ Keep fire within concrete tub and at a suitable size.<br>⇒ Keep water close by.<br>⇒ Extinguish fire when finished. |
| <b>Emergency</b>                                       | ⇒ See emergency procedure policy  |   |   |

# RISK ANALYSIS AND MANAGEMENT

**Activity / Situation** - Burma Trail

**RM / Area in the camp** - Off Site, any location

**Date** - 26/8/2013

**Date used** -

**Risk Symbol** -



| <u>Analysis</u>   | <u>Description</u>   |   |
|---|--|---|
| <b>Risks</b> - Accident, Injury and other forms of loss | <ul style="list-style-type: none"> <li>⇒ Getting lost</li> <li>⇒ Fear related conditions</li> <li>⇒ Broken bones/sprains/strains</li> <li>⇒ Asthma/other medical conditions</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Grazes, bruising, cuts</li> <li>⇒ Collisions with other people/object.</li> <li>⇒ Road traffic on walk to and from Burma trail.</li> </ul> |

|  | <u>People</u>  | <u>Equipment</u>   | <u>Environment</u>  |
|--|--|--|---|
| <b>Casual Factors</b><br>- Hazards, Perils and Dangers | <ul style="list-style-type: none"> <li>⇒ Group splitting up</li> <li>⇒ Poor assessment of fears</li> <li>⇒ Inadequate clothing/footwear</li> <li>⇒ Slipping/falling</li> <li>⇒ Leader incapacitated</li> <li>⇒ Unclear instructions</li> <li>⇒ Medical Conditions</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Lights/torches failing</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Tree branches etc at head height.</li> <li>⇒ Unstable ground</li> <li>⇒ Uneven ground</li> <li>⇒ Falling debris from trees</li> <li>⇒ Heavy showers</li> <li>⇒ Sharp sticks sticking out on ground.</li> </ul> |

### Risk Management Strategies

|                         |  |   |  |
|-------------------------|--|---|--|
| <b>Normal Operation</b> | <ul style="list-style-type: none"> <li>⇒ Minimum two adult/leader supervision with at least 1 adult/leader to 5 children.</li> <li>⇒ Warn of uneven ground</li> <li>⇒ Check that clothing/footwear is adequate</li> <li>⇒ First Aider</li> <li>⇒ Safety covered prior to walk to site.</li> <li>⇒ Adjust trail route to suit conditions, numbers and age of group.</li> <li>⇒ Monitor people for risk of Hypothermia/injury. Abort if necessary</li> <li>⇒ When walking along road stay together at the side of the road, with leaders at front and back. Move off the road if safe when traffic comes along.</li> </ul> | <ul style="list-style-type: none"> <li>⇒ If walking along road at night, have a car front and back as well as leaders/adults with lights to warn traffic traveling along road.</li> <li>⇒ First aid kit carried.</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Burma Trail setup to minimize risks. E.g. No pointed branches/twigs at head/eye height, not near unstable banks/ deep water.</li> <li>⇒ Place Adults/leaders at higher risk areas</li> <li>⇒ Avoid unstable environment - i.e: flooding, heavy rain.</li> </ul> |
| <b>Emergency</b>        | ⇒ See emergency procedure policy   |   |  |



# RISK ANALYSIS AND MANAGEMENT

**Activity / Situation** - Transport  
**RM / Area in the camp** - Off Site  
**Date** - 26/8/2013

**Date used** -

**Risk Symbol** -



| <u>Analysis</u>   | <u>Description</u>                          |                        |
|---|---|------------------------|
| <b>Risks</b> - Accident, Injury and other forms of loss | ⇒ People left behind<br>⇒ Vehicle accidents | ⇒ Delays or breakdowns |

|  | <u>People</u>  | <u>Equipment</u>   | <u>Environment</u>   |
|--|--|--|--|
| <b>Casual Factors</b><br>- Hazards, Perils and Dangers | ⇒ Failing to account for all members of the group before going to or departing any site.<br>⇒ People alternating between vehicles.<br>⇒ Careless or inexperienced drivers.<br>⇒ Distractions | ⇒ Unroadworthy vehicles<br>⇒ Maintenance not done regularly.<br>⇒ Seat-belts not used. | ⇒ Dangerous driving conditions<br>⇒ Other drivers on the road. |

### Risk Management Strategies

|                         |  |  |  |
|-------------------------|--|--|--|
| <b>Normal Operation</b> | ⇒ Driver to be over 20 years and all drivers must hold a current, full, driver's licence appropriate to the class of vehicle being.<br>⇒ Driver to account for all passengers before departing any site.<br>⇒ Passengers are to return in the vehicle in which they departed camp.<br>⇒ Vehicles must not be overloaded.<br>⇒ Passengers are to remain seated while the vehicle is moving.<br>⇒ Passengers must not interfere with the driver while the vehicle is moving. | ⇒ All vehicles used for camp purposes must be roadworthy, have current registrations and WOF.<br>⇒ All vehicles must be regularly maintained.<br>⇒ If seat-belts are available they must be used.<br>⇒ A first aid kit must be available in all vehicles used for camp purposes.<br>⇒ All children under 7 or if highlighted by a parent, must use an approved booster seat. | ⇒ Driver must adapt speed according to the road or weather conditions. |
|-------------------------|--|--|--|

|                  |  |
|------------------|--|
| <b>Emergency</b> | ⇒ See emergency procedure policy of - also vehicle and transport policy.<br>⇒ The driver of the vehicle is responsible for the group |
|------------------|--|



# RISK ANALYSIS AND MANAGEMENT

**Activity / Situation** - Wild Swimming: Creek, Waterfall, Waterhole

**RM / Area in the camp** - Creek / River, Tapu Reserve, Kaniwhaniwha Reserve, Hoffman's Pool, other specified locations

**Date** - 26/8/2013

**Date used** -

**Risk Symbol** -



| <b>Analysis</b>   | <b>Description</b>  |  |
|---|---|--|
| <b>Risks</b> - Accident, Injury and other forms of loss | <ul style="list-style-type: none"> <li>⇒ Neck Injury</li> <li>⇒ Cuts</li> <li>⇒ Bruises</li> <li>⇒ Drowning</li> <li>⇒ Twisted Ankle</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Fractures</li> <li>⇒ Hypothermia</li> <li>⇒ Sunburn</li> <li>⇒ Sunstroke</li> <li>⇒ Sickness</li> </ul> |

|  | <b>People</b>   | <b>Equipment</b> | <b>Environment</b>   |
|--|---|------------------|--|
| <b>Casual Factors</b><br>- Hazards, Perils and Dangers | <ul style="list-style-type: none"> <li>⇒ Diving into pool of water.</li> <li>⇒ Inadequate or inappropriate clothing.</li> <li>⇒ No or inadequate adult supervision.</li> <li>⇒ Throwing stones in the creek.</li> <li>⇒ Not listening to instructions.</li> <li>⇒ Swimming</li> </ul> |                  | <ul style="list-style-type: none"> <li>⇒ Raining</li> <li>⇒ Cold</li> <li>⇒ Wind</li> <li>⇒ Slippery waterfall face</li> <li>⇒ Flooded stream</li> </ul> |

### Risk Management Strategies

|                         |   |   |   |
|-------------------------|---|---|---|
| <b>Normal Operation</b> | <ul style="list-style-type: none"> <li>⇒ Must have adequate adult supervision. 1:5 with a minimum of 2 adults.</li> <li>⇒ Make continuous head counts.</li> <li>⇒ All areas of swimming hole used needs to be supervised.</li> <li>⇒ Have a knowledge of hypothermic conditions.</li> <li>⇒ Only swim in designated area.</li> <li>⇒ Make sure people can swim if water is over their head.</li> <li>⇒ Non &amp; poor swimmers to stay in shallow water .</li> <li>⇒ Inform people to use sun block on hot days.</li> <li>⇒ Have suitable supervision for those not swimming.</li> <li>⇒ Inform people to use sun block on hot days.</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Take first aid kit.</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Check swimming hole before use for depth and objects.</li> <li>⇒ Assess weather conditions and cancel water related activities if necessary</li> <li>⇒ Have supervisor on waterfall face to observe and help children on waterfall.</li> </ul> |
| <b>Emergency</b>        | <ul style="list-style-type: none"> <li>⇒ See emergency procedure policy.</li> <li>⇒ If suspected neck injury do not move unless risk of drowning is inevitable.</li> </ul>  |   |   |

# RISK ANALYSIS AND MANAGEMENT

**Activity / Situation** - Tramping: Day Trips

**RM / Area in the camp** - Off site, Various specified Locations

**Date** - 26/8/2013

**Date used** -

**Risk Symbol** -



| <u>Analysis</u>   | <u>Description</u>  |  |
|---|---|--|
| <b>Risks</b> - Accident, Injury and other forms of loss | ⇒ People getting lost or left behind<br>⇒ Broken Bones<br>⇒ Sprains / Strains<br>⇒ Bruising | ⇒ Blisters<br>⇒ Sunburn<br>⇒ Hypothermia<br>⇒ Bee Stings |

|   | <u>People</u>   | <u>Equipment</u>   | <u>Environment</u>  |
|---|---|--|---|
| <b>Casual Factors</b> - Hazards, Perils and Dangers | ⇒ Falling while tramping<br>⇒ Inadequate clothing/footwear<br>⇒ People wandering off the track or getting left behind   |  | ⇒ Lack of knowledge of area<br>⇒ Trees/rock falls in path<br>⇒ Weather conditions<br>⇒ Wasp/bee nests   |
| <b><u>Risk Management Strategies</u></b>            |   |  |   |
| <b>Normal Operation</b>                             | ⇒ Correct footwear and clothing for situation.<br>⇒ Must carry or wear a jacket<br>⇒ Sun block<br>⇒ Adults and leaders spaced between children at correct ratio<br>⇒ No pushing<br>⇒ When tramping, know numbers in group before leaving, and check frequently while tramping, at every stop, and before leaving e.g. 'number off' trampers, also a 'buddy system' is advisable<br>⇒ If using more than one vehicle for transport, driver is responsible for ensuring that all members transported to the site in their van are also accounted for on the return trip.<br>⇒ Person not in the group is aware of the location, route, party number and expected exit time. Will report when party has not returned one hour after exit time. | ⇒ Carry first aid kit with survival equipment<br>⇒ Take required medication<br>⇒ Take cell phone | ⇒ Check area before trip<br>⇒ Assess weather forecasts and conditions prior to tramping<br>⇒ Check for bee/wasp sting allergies & take appropriate medication |
| <b>Emergency</b>                                    | ⇒ See emergency procedure.<br>⇒ Estimated time of arrival known by someone outside of party - to ring police if not turned up one hour from eta.<br>⇒ Use cell phone to raise help, if no reception send adult for help.<br>⇒ Wait for help to arrive.  |  |   |

# RISK ANALYSIS AND MANAGEMENT

**Activity / Situation** - Caving

**RM / Area in the camp** - Karamu Cave, Kaniwhaniwha Cave

**Date** - 26/8/2013

**Date used** -

**Risk Symbol** -



| <b>Analysis</b>   | <b>Description</b>   |   |
|---|--|---|
| <b>Risks</b> - Accident, Injury and other forms of loss | <ul style="list-style-type: none"> <li>⇒ Getting lost</li> <li>⇒ Fear related conditions</li> <li>⇒ Hypothermia</li> <li>⇒ Broken bones/sprains/strains</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Grazes</li> <li>⇒ Asthma/other medical conditions</li> <li>⇒ Drowning</li> </ul> |

|   | <b>People</b>   | <b>Equipment</b>  | <b>Environment</b>   |
|---|---|---|--|
| <b>Casual Factors</b> - Hazards, Perils and Dangers | <ul style="list-style-type: none"> <li>⇒ Group splitting up</li> <li>⇒ Poor assessment of fears</li> <li>⇒ Inadequate clothing/footwear</li> <li>⇒ Slipping/falling</li> <li>⇒ Leader incapacitated</li> <li>⇒ Unclear instructions</li> <li>⇒ Clients not listening</li> <li>⇒ Medical Conditions</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Lights failing</li> <li>⇒ Hard hats not fitting</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Falling debris</li> <li>⇒ Flooded streams</li> <li>⇒ Heavy showers</li> </ul> |

### Risk Management Strategies

|                         |  |  |   |
|-------------------------|--|--|---|
| <b>Normal Operation</b> | <ul style="list-style-type: none"> <li>⇒ Minimum 1 experienced Guide.</li> <li>⇒ Guide leading &amp; 'Tail end Charlie' at back</li> <li>⇒ Adult /child supervision ratio of 1:8</li> <li>⇒ Check clothing/footwear and that safety gear is adequate.</li> <li>⇒ Certified First Aider</li> <li>⇒ Safety covered prior to trip into cave</li> <li>⇒ Adjust caving route to suit conditions, numbers and experienced guides.</li> <li>⇒ While caving monitor for people for risk of Hypothermia/injury. Abort if necessary.</li> <li>⇒ Person not in the group is aware of the location, route, party number and expected exit time. Will report when party has not returned one hour after exit time.</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Caving lights and helmets to be worn.</li> <li>⇒ First aid kit carried with survival blanket.</li> <li>⇒ Take any medication needed.</li> <li>⇒ Vehicle left at road with a cell phone to raise alarm if needed.</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Avoid unstable environment - i.e. - rocks, flooding, heavy rain</li> </ul> |
| <b>Emergency</b>        | <ul style="list-style-type: none"> <li>⇒ Safely Exit cave or if unable stay put.</li> <li>⇒ If appropriate send someone to raise the alarm or wait till Contact person informs search and rescue.</li> <li>⇒ Survival blankets used</li> <li>⇒ Share remaining lights and be economical with them.</li> <li>⇒ First Aider carries out necessary first aid.</li> <li>⇒ Find high dry ground</li> <li>⇒ Contact person will inform search and rescue if group late.</li> <li>⇒ See emergency procedure policy</li> </ul>   |  |   |

# RISK ANALYSIS AND MANAGEMENT

**Activity / Situation** - Camp Outs

**RM / Area in the camp** - Off Site

**Date** - 26/8/2013

**Date used** -

**Risk Symbol** -



| <b>Analysis</b>   | <b>Description</b>   |  |
|---|--|--|
| <b>Risks</b> - Accident, Injury and other forms of loss | <ul style="list-style-type: none"> <li>⇒ Broken Bones</li> <li>⇒ Sprains/Strains</li> <li>⇒ Bruising</li> <li>⇒ Blisters</li> <li>⇒ Sunburn</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Burns</li> <li>⇒ Hypothermia</li> <li>⇒ People getting lost or left behind</li> <li>⇒ Bee Stings</li> <li>⇒ Sickness, Food Poisoning</li> </ul> |

|   | <b>People</b>   | <b>Equipment</b>   | <b>Environment</b>   |
|---|---|--|--|
| <b>Casual Factors</b> - Hazards, Perils and Dangers | <ul style="list-style-type: none"> <li>⇒ Falling while tramping</li> <li>⇒ Inadequate clothing/footwear</li> <li>⇒ Burns from fire or cooking</li> <li>⇒ Burns from stove, hot water etc.</li> <li>⇒ People wandering off the track or getting left behind</li> <li>⇒ Lack of hygiene</li> <li>⇒ Other people may be camping in the same area.</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Faulty cooking equipment</li> <li>⇒ Poor tents/sleeping bags etc</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Lack of knowledge of area</li> <li>⇒ Trees/rock falls in path</li> <li>⇒ Fires too big</li> <li>⇒ Weather conditions</li> <li>⇒ Wasp/bee nests</li> </ul> |

### **Risk Management Strategies**

|                         |  |   |  |
|-------------------------|--|---|--|
| <b>Normal Operation</b> | <ul style="list-style-type: none"> <li>⇒ As per Tramping—Day trip</li> <li>⇒ Must carry extra warm clothing &amp; jacket</li> <li>⇒ Keep areas around fires clean and tidy</li> <li>⇒ Know numbers in group before leaving, and check frequently while at site and before leaving e.g. 'number off' campers, also a 'buddy system' is advisable</li> <li>⇒ Check for Bee/Wasp sting allergies &amp; take appropriate medication.</li> <li>⇒ Have backup plan if wet</li> <li>⇒ Give correct &amp; clear instructions setting boundaries and covering Safety and Hygiene.</li> <li>⇒ Have suitable toileting facilities including disinfectant &amp; hand wash</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Carry first aid kit &amp; medication required</li> <li>⇒ Carry fly sheets and survival equipment</li> <li>⇒ Check that everyone has suitable sleeping bag or bedding.</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Check area before trip</li> <li>⇒ Keep fires under control</li> <li>⇒ Assess weather forecasts and conditions prior to tramping</li> <li>⇒ If other campers are using the area, cordon off a specific area for our equipment and inform other users.</li> </ul> |
| <b>Emergency</b>        | <ul style="list-style-type: none"> <li>⇒ See emergency procedure.</li> <li>⇒ Estimated time of arrival known by someone outside of party - to ring police if not turned up one hour from eta.</li> <li>⇒ Take cell phone/radio.</li> <li>⇒ Wait for help to arrive.</li> </ul>   |   |  |

# RISK ANALYSIS AND MANAGEMENT

**Activity / Situation** - Swimming in the sea / surfing

**RM / Area in the camp** - Off Site, Location specified

**Date** - 26/8/2013

**Date used** -

**Risk Symbol** -



| <b>Analysis</b>   | <b>Description</b>   |  |
|---|--|--|
| <b>Risks</b> - Accident, Injury and other forms of loss | <ul style="list-style-type: none"> <li>⇒ Drowning</li> <li>⇒ Shark / Animal Attack / Jellyfish stings</li> <li>⇒ Grazes</li> <li>⇒ Cuts</li> <li>⇒ Broken Bones</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Neck Injuries</li> <li>⇒ Sunburn</li> <li>⇒ Sunstroke</li> <li>⇒ Hypothermia</li> </ul> |

|  | <b>People</b>   | <b>Equipment</b>  | <b>Environment</b>  |
|--|---|---|---|
| <b>Casual Factors</b><br>- Hazards, Perils and Dangers | <ul style="list-style-type: none"> <li>⇒ People being silly</li> <li>⇒ Falling over</li> <li>⇒ Diving</li> <li>⇒ Inappropriate or inadequate clothing</li> <li>⇒ No or inadequate adult supervision</li> <li>⇒ Not obeying rules and regulations</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Incorrect boards for conditions</li> <li>⇒ Leg ropes not worn</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Rips</li> <li>⇒ Sharks</li> <li>⇒ Rocks</li> <li>⇒ Freak conditions</li> <li>⇒ Rough ground</li> </ul> |

### Risk Management Strategies

|                         |  |   |   |
|-------------------------|--|---|---|
| <b>Normal Operation</b> | <ul style="list-style-type: none"> <li>⇒ Obey any given rules laid down at swimming areas.</li> <li>⇒ Swim between flags if appropriate</li> <li>⇒ Must have adult supervision. Ratio 1: 5. With a minimum of 2 Adults.</li> <li>⇒ Stay together and make continuous head counts.</li> <li>⇒ Have a knowledge of hypothermic conditions.</li> <li>⇒ Make sure people can swim. All poor or non swimmers are to stay in shallow water. Have ratio 1 supervisor to non-swimmers.</li> <li>⇒ Inform people to use sunblock cream in hot weather.</li> <li>⇒ Wear wetsuits when surfing in cold conditions.</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Use correct boards.</li> <li>⇒ Wear leg ropes.</li> <li>⇒ Take a first aid kit.</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Be aware of dangers.</li> <li>⇒ Consult locals if in doubt of safety in the swimming area.</li> <li>⇒ Assess weather conditions and cancel water related activities if necessary.</li> </ul> |
| <b>Emergency</b>        | <ul style="list-style-type: none"> <li>⇒ See emergency procedure policy.</li> <li>⇒ If suspected neck injury do not move unless risk of drowning is inevitable.</li> </ul>   |   |   |



# RISK ANALYSIS AND MANAGEMENT

**Activity / Situation** - Crossing the road

**RM / Area in the camp** - Outings that require road crossings

**Date** - 26/8/2013

**Date used** -

**Risk Symbol** -



| <u>Analysis</u>   | <u>Description</u>                    |   |
|---|---------------------------------------|---|
| <b>Risks</b> - Accident, Injury and other forms of loss | ⇒ Hit by oncoming traffic<br>⇒ Grazes | ⇒ Broken bones/sprains/strains<br>⇒ Death |

|  | <u>People</u>   | <u>Equipment</u>  | <u>Environment</u>   |
|--|---|---|--|
| <b>Casual Factors</b><br>- Hazards,<br>Perils and<br>Dangers | ⇒ Poor instructions.<br>⇒ Not following instructions.<br>⇒ Hit by oncoming traffic.<br>⇒ Running on road.   | ⇒ Children crossing,<br>warning road sign<br>covered by plant growth.                   | ⇒ Road traffic   |
| <b><u>Risk Management Strategies</u></b>                     |   |   |  |
| <b>Normal Operation</b>                                      | ⇒ Adequate safety instructions given.<br>⇒ At least one supervisor to oversee crossing of road.<br>⇒ One supervisor to check edge of hill for oncoming traffic.<br>⇒ Wait for whole group to cross at once. | ⇒ Children Crossing sign 100m down the road to warn traffic.<br>⇒ Take a first aid kit. | ⇒ Be aware of traffic and other pedestrians.<br>⇒ Cross children together. |
| <b>Emergency</b>   | ⇒ See emergency procedure policy.   |   |  |



# RISK ANALYSIS AND MANAGEMENT

**Activity / Situation** - In Town  
**RM / Area in the camp** - Off Site  
**Date** - 26/8/2013

**Date used** -

**Risk Symbol** -



| <u>Analysis</u>   | <u>Description</u>  |   |
|---|---|---|
| <b>Risks</b> - Accident, Injury and other forms of loss | <ul style="list-style-type: none"> <li>⇒ Hit by traffic</li> <li>⇒ Grazes</li> <li>⇒ Broken bones/sprains/strains</li> <li>⇒ Asthma/other medical conditions</li> </ul> | <ul style="list-style-type: none"> <li>⇒ People getting left behind</li> <li>⇒ People getting lost</li> <li>⇒ Hypothermia</li> <li>⇒ Bee Stings</li> <li>⇒ Falls</li> </ul> |

|  | <u>People</u>  | <u>Equipment</u>   | <u>Environment</u>  |
|--|--|--|---|
| <b>Casual Factors</b><br>- Hazards, Perils and Dangers | <ul style="list-style-type: none"> <li>⇒ Group splitting up</li> <li>⇒ Not following instructions</li> <li>⇒ Walking into traffic</li> <li>⇒ Running out onto road</li> <li>⇒ Inadequate clothing/ footwear</li> <li>⇒ Slipping/ falling</li> <li>⇒ Medical Conditions</li> <li>⇒ Inadequate supervision ratio</li> <li>⇒ Walking away from rest of group</li> <li>⇒ Falling off playground</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Vehicle breaking down</li> <li>⇒ Cell phones/ walkie talkies running out of battery</li> <li>⇒ Leaving medication behind</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Road traffic</li> <li>⇒ Harsh weather conditions</li> <li>⇒ Other groups of people about</li> <li>⇒ People not familiar with the surroundings</li> </ul> |

### Risk Management Strategies

|                         |  |  |   |
|-------------------------|--|--|---|
| <b>Normal Operation</b> | <ul style="list-style-type: none"> <li>⇒ Teams stay together at all times</li> <li>⇒ Use name and group Tags e.g. <i>Lucy Betterworth Karakariki Christian Camp 07 8298665</i></li> <li>⇒ Roll check at each new place</li> <li>⇒ Roll check before getting on the bus/ into cars</li> <li>⇒ Minimum 1 adult to 5 children.</li> <li>⇒ Check that footwear and clothing is adequate</li> <li>⇒ Safety covered prior to trip</li> </ul> | <ul style="list-style-type: none"> <li>⇒ First aid kit carried</li> <li>⇒ Take at least one extra vehicle in case of injury</li> <li>⇒ Each team/ group leader has a charged cell phone for emergency contact</li> <li>⇒ Take any medication needed</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Be aware of weather/ road conditions. Abort if deemed necessary</li> <li>⇒ Give out maps of both the lake and gardens</li> </ul> |
| <b>Emergency</b>        | <ul style="list-style-type: none"> <li>⇒ See emergency procedure policy</li> <li>⇒ Cell phone contact</li> <li>⇒ Regroup/ do a roll call</li> <li>⇒ Use emergency services if necessary (dial 111)</li> </ul>  |  |   |

# RISK ANALYSIS AND MANAGEMENT

**Activity / Situation** -Fishing, Surfcasting, River Fishing

**RM / Area in the camp** -

**Date** -

**Date used** -

**Risk Symbol** -



| <u>Analysis</u>   | <u>Description</u>                              |   |
|---|---|---|
| <b>Risks</b> - Accident, Injury and other forms of loss | ⇒ Cuts<br>⇒ Bruises<br>⇒ Drowning<br>⇒ Sickness | ⇒ Hypothermia<br>⇒ Sunburn<br>⇒ Sunstroke |

|  | <u>People</u>   | <u>Equipment</u>  | <u>Environment</u>   |
|--|---|---|--|
| <b>Casual Factors</b><br>- Hazards, Perils and Dangers | ⇒ Casting, fishing rod useage<br>⇒ Inadequate or inappropriate clothing.<br>⇒ No or inadequate adult supervision.<br>⇒ Fall into water. | ⇒ Misuse of rods, knife and other fishing equipment.<br>⇒ Play equipment inappropriate.<br>⇒ Lifejackets to be worn on boats. | ⇒ Road traffic<br>⇒ Harsh weather conditions.<br>⇒ Other groups of people about.<br>⇒ People not familiar with the surroundings. |

| <u>Risk Management Strategies</u> |   |  |  |
|-----------------------------------|---|--|--|
| <b>Normal Operation</b>           | ⇒ Must have adequate adult/Leader 1;10 with a Minimum of 2 Supervisors.<br>⇒ All areas around water are to be actively supervised.<br>⇒ Have a knowledge of hypothermic conditions.<br>⇒ Inform people to use sun block on hot days.<br>⇒ Correct instruction when using equipment. | ⇒ Check what equipment is available and whether or not they are suitable before children use them. | ⇒ Check fishing areas before use.<br>⇒ Assess weather conditions and cancel water related activities if necessary. |
| <b>Emergency</b>                  | ⇒ See emergency procedure policy .  |  |  |

# RISK ANALYSIS AND MANAGEMENT

**Activity / Situation** - Archery and Target Shooting

**RM / Area in the camp** - Off Site

**Date** - 26/8/2013

**Date used** -

**Risk Symbol** -



| <u>Analysis</u>   | <u>Description</u>   |   |
|---|--|---|
| <b>Risks</b> - Accident, Injury and other forms of loss | <ul style="list-style-type: none"> <li>⇒ Cuts</li> <li>⇒ Bruises</li> <li>⇒ Sprained Ankle</li> <li>⇒ Injuries sustained from bo and arrow or slug gun.</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Hypothermia</li> <li>⇒ Sunburn</li> <li>⇒ sunstroke</li> <li>⇒ Sickness</li> </ul> |

|  | <u>People</u>  | <u>Equipment</u>   | <u>Environment</u>   |
|--|--|--|--|
| <b>Casual Factors</b><br>- Hazards, Perils and Dangers | <ul style="list-style-type: none"> <li>⇒ Incorrect use of equipment</li> <li>⇒ Incorrect instruction or guidance of activity.</li> <li>⇒ Inadequate or inappropriate clothing.</li> <li>⇒ No or inadequate adult supervision.</li> <li>⇒ Farm workers or subcontractors working onsite.</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Equipment maintained and checked prior to use.</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Raining</li> <li>⇒ Cold</li> <li>⇒ Wind</li> <li>⇒ Flooding</li> <li>⇒ Uneven surface</li> <li>⇒ Wandering farm stock</li> <li>⇒ Electric fences</li> <li>⇒ Sprays / poisons used on farm.</li> </ul> |

| <u>Risk Management Strategies</u> |  |   |   |
|-----------------------------------|--|---|---|
| <b>Normal Operation</b>           | <ul style="list-style-type: none"> <li>⇒ Must have adequate adult/Leader 1:5 with a Minimum of 2 Supervisors, With 1:1 ratio while using Air Rifle.</li> <li>⇒ Inform people to use sun block on hot days.</li> <li>⇒ Correct instruction when using equipment.</li> <li>⇒ Maintain communication with farmer prior to visit to double check sprays, poison, stock movement and contractors that may be onsite.</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Check what equipment is available and whether or not they are suitable before children use them.</li> <li>⇒ First aid kit</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Check areas before use</li> <li>⇒ Assess weather conditions and cancel water related activities if necessary.</li> <li>⇒ Check farm register and with farmer for sprays / poisons currently in use.</li> </ul> |
| <b>Emergency</b>                  | <ul style="list-style-type: none"> <li>⇒ See emergency procedure policy .</li> </ul>   |   |   |



# RISK ANALYSIS AND MANAGEMENT

**Activity / Situation** -Snorkelling

**RM / Area in the camp** - Off Site

**Date** - 16/02/2016

**Date used** -

**Risk Symbol** -



| <u>Analysis</u>   | <u>Description</u>  |   |
|---|---|---|
| <b>Risks</b> - Accident, Injury and other forms of loss | <ul style="list-style-type: none"> <li>⇒ Drowning</li> <li>⇒ Grazes from nearby rocks/coral</li> <li>⇒ Shark / animal attack</li> <li>⇒ Sunburn</li> <li>⇒ Neck injuries</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Sunburn</li> <li>⇒ Sunstroke</li> <li>⇒ Hypothermia</li> </ul> |

|  | <u>People</u>  | <u>Equipment</u>  | <u>Environment</u>  |
|--|--|---|---|
| <b>Casual Factors</b><br>- Hazards, Perils and Dangers | <ul style="list-style-type: none"> <li>⇒ Poor instructions</li> <li>⇒ Not following instructions</li> <li>⇒ People being silly</li> <li>⇒ Inappropriate or inadequate clothing</li> <li>⇒ No or inadequate adult supervision</li> <li>⇒ Not obeying rules and regulations</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Holes in mask and snorkel</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Rips</li> <li>⇒ Sharks</li> <li>⇒ Rocks</li> <li>⇒ Freak conditions</li> <li>⇒ Rough Ground</li> </ul> |

## Risk Management Strategies

|                         |   |  |  |
|-------------------------|---|--|--|
| <b>Normal Operation</b> | <ul style="list-style-type: none"> <li>⇒ Adequate safety instructions given</li> <li>⇒ Obey any given rules laid down at swimming areas</li> <li>⇒ Must have adult supervision. Ratio 1: 5. With a minimum of 2 Adults.</li> <li>⇒ Stay together and make continuous head counts.</li> <li>⇒ Make sure people can swim. All poor or non swimmers are to stay in shallow water. Have ratio 1 supervisor to non-swimmers.</li> <li>⇒ Inform people to use sunblock cream in hot weather.</li> <li>⇒ Wear wetsuits when snorkelling in cold conditions.</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Use correct snorkel and mask</li> <li>⇒ Take a first aid kit</li> </ul> | <ul style="list-style-type: none"> <li>⇒ Be aware of dangers</li> <li>⇒ Consult locals if in doubt of safety in the swimming area.</li> <li>⇒ Assess weather conditions and cancel water related activities if necessary.</li> </ul> |
|-------------------------|---|--|--|

|                  |  |
|------------------|--|
| <b>Emergency</b> | <ul style="list-style-type: none"> <li>⇒ See emergency procedure policy .</li> </ul> |
|------------------|--|

**Activity / Situation** -Sailing

# RISK ANALYSIS AND MANAGEMENT

**RM / Area in the camp** - Off Site

**Date** - 16/02/2016

**Date used** -

**Risk Symbol** -



| <u>Analysis</u>   | <u>Description</u>                                 |   |
|---|--|---|
| <b>Risks</b> - Accident, Injury and other forms of loss | ⇒ Drowning<br>⇒ Shark / animal attack<br>⇒ Sunburn | ⇒ Sunstroke<br>⇒ Hypothermia<br>⇒ Sunburn |

|  | <u>People</u>   | <u>Equipment</u>  | <u>Environment</u>  |
|--|---|---|---|
| <b>Casual Factors</b><br>- Hazards, Perils and Dangers | ⇒ Poor instructions<br>⇒ Not following instructions<br>⇒ People being silly<br>⇒ Inappropriate or inadequate clothing.<br>⇒ No or inadequate supervision.<br>⇒ Not obeying rules and regulations. | ⇒ Misuse of sail boats<br>⇒ Lifejackets to be worn on boats | ⇒ Rips<br>⇒ Sharks<br>⇒ Rocks<br>⇒ Freak conditions<br>⇒ Rough Ground |

### Risk Management Strategies

|                         |   |  |   |
|-------------------------|---|--|---|
| <b>Normal Operation</b> | ⇒ Adequate safety instructions given<br>⇒ Obey any given rules laid down at swimming areas<br>⇒ Must have adult supervision. Ratio 1: 5. With a minimum of 2 Adults.<br>⇒ Stay together and make continuous head counts.<br>⇒ Make sure people can swim. All poor or non swimmers are to stay in shallow water. Have ratio 1 supervisor to non-swimmers.<br>⇒ Inform people to use sunblock cream in hot weather.<br>⇒ Wear wetsuits when snorkelling in cold conditions. | ⇒ Have instructors inspect sail boats to ensure they are safe and working properly.<br>⇒ Take a first aid kit. | ⇒ Be aware of dangers<br>⇒ Consult locals if in doubt of safety in the sailing area.<br>⇒ Assess weather conditions and cancel water related activities if necessary. |
| <b>Emergency</b>        | ⇒ See emergency procedure policy .  |  |   |

# RISK ANALYSIS AND MANAGEMENT

**Activity / Situation** -Dog

**RM / Area in the camp** - On Site and off Site

**Date** - 16/02/2016

**Date used** -

**Risk Symbol** -



| <u>Analysis</u>   | <u>Description</u>     |                           |
|---|------------------------|---------------------------|
| <b>Risks</b> - Accident, Injury and other forms of loss | ⇒ Bites<br>⇒ Scratches | ⇒ Broken bones<br>⇒ Death |

|  | <u>People</u>  | <u>Equipment</u>   | <u>Environment</u>  |
|--|--|--|---|
| <b>Casual Factors</b><br>- Hazards,<br>Perils and<br>Dangers | ⇒ Poor instructions<br>⇒ Children rushing up to the dog.<br>⇒ Misunderstanding signs of distress from the dog.<br>⇒ Bring rough  | ⇒ Faulty lead and collar on the dog.   | ⇒ Rough winds that will frighten the dog.<br>⇒ Harsh sun's and too much exposure outside.   |
| <b><u>Risk Management Strategies</u></b>                     |  |  |   |
| <b>Normal Operation</b>                                      | ⇒ Adequate safety instructions given when nearing the dog.<br>⇒ Take turns to approach the dog.<br>⇒ Must have an adult holding the dog.<br>⇒ Hands out first for dog to sniff. When he licks then approach the dog.<br>⇒ Gentle pats on the head and the the boyd if the owner says it is ok. | ⇒ Have adult check that the dog is securely tied to his collar.<br>⇒ Ensure adult has firm grip on the lead. | ⇒ Be aware of dangers<br>⇒ On windy days owner needs to check that the dog is ok with being outside.<br>⇒ Be considerate of the dog spending too much time in the sun, opt for shade. |
| <b>Emergency</b>   | ⇒ See emergency procedure policy .   |  |   |



# RISK ANALYSIS AND MANAGEMENT

## Tapu Camp: Outlined activities and details

### *Pick up and Drop off points:*

- Hamilton - Hamilton West School
- Papakura - SH1 Service Centre car park. See Map.
- Northshore - Fish City, Albany
- Morrinsville
- Matamata
- Tauranga - Tauriko School
- Thames - BP

### *Activity Zones:*

#### Onsite Tapu School (see map)

- Tenting Area
- Swimming Pool
- Town Hall
- School playing field and playground
- Toilets
- Showers

*Sailing and Kayaking zone highlighted in map below.*

*Beyond this they can have 5 knot tidal current.*

*Safety boat must be available as highlighted in RAMs.*

- Public Toilets
- Playing tree and activity area

### Map of SH1 off ramp south of Papakura turn off.



### Tapu sailing area 300m south of Tapu School



### Tapu School Grounds





## RISK ANALYSIS AND MANAGEMENT

### Kaniwhaniwha Reserve

#### Nikau Walk

**Walking time:** 2 hr 30 min return **Distance:** 7 km

The track starts from the Kaniwhaniwha car park. It passes through a recently planted area, then follows along the stream to a loop walk, lush with nikau palms and tree ferns. There are opportunities for swimming and picnicking along the stream, and a picnic/campsite with toilets is a short distance off the track (this is accessible by wheelchair, but the loop track is not). This walk can be combined with the Kaniwhaniwha Caves adding 30 minutes to the walking time.

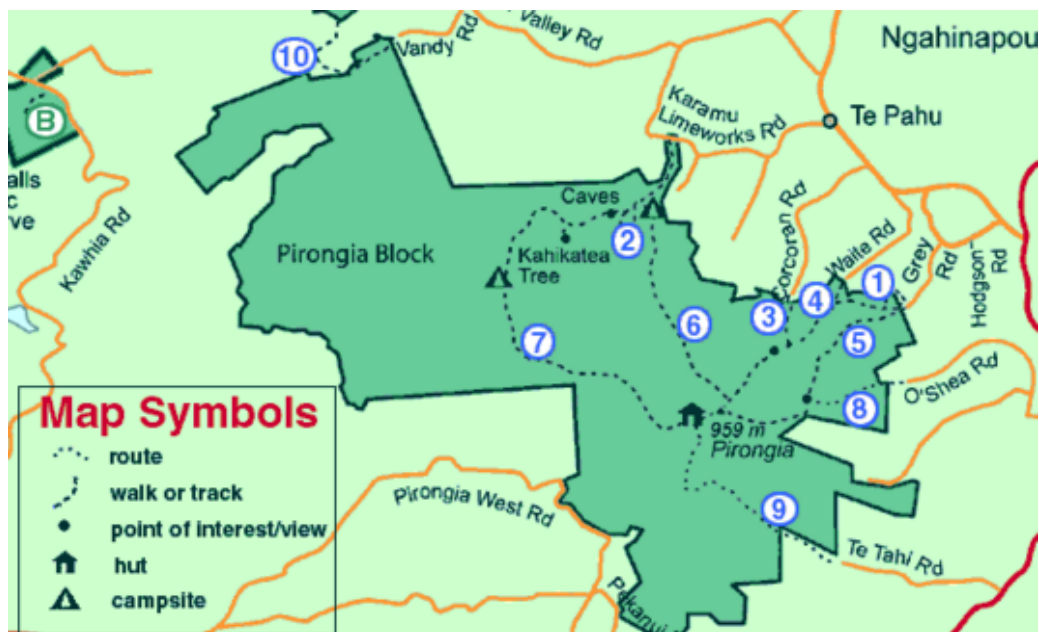
**Mountain biking** The track is ideal for family cycling but do follow directional signs around the loop track. **This is a shared-use track.** Follow the [mountain bikers code](#): respect others, respect the rules, respect the track.

#### Kaniwhaniwha Caves

**Walking time:** 2 hr 30 min return **Distance:** 7 km

The two limestone caves are near the start of the Bell Track, 5 minutes from the junction with the Nikau Walk. You can walk through the 20 metre long main cave, but note there is a short hands-and-knees crawl. The cave is wet underfoot and torches are required. The second smaller cave is tight and narrow.

**Getting there:** These tracks are accessed from Limeworks Loop Road. From Hamilton take SH23 to Whatawhata. Turn left onto Te Pahu Road after the bridge over the Waipa River. Limeworks Loop Road is about 10.6 km on the right.



## RISK ANALYSIS AND MANAGEMENT

### Richards Farm - 10 Waitetuna Valley Road SH 23 Raglan

- Paddock reserved for archery and slug shooting (see map below,) stock to be moved prior to arrival. Sign in sheet and up to date farm records available at woolshed, post box.
- Additional Hazards:
- Roaming stock, electric fences
- uneven territory, bus/van to be parked in bay close to main road.
- No toilet on site (unless emergency at Richards farm house).
- Landline phone available at Richards farm house.

#### Richards Farm Other Notes:

- Always position targets in front of or on a hill.
- Only collect arrows once everybody has had their shot.
- Everybody behind the shooter.

#### Richards Farm Activity Areas:

1. Richards farm house
2. Farm forms/sign in
3. Car.bus parking bay
4. Allocated paddock



## RISK ANALYSIS AND MANAGEMENT

### Hamilton West School



#### Hamilton West School Activity Areas:

1. Hall
2. Fow Street Entrance
3. Library
4. Play grounds
5. Evacuation Meeting Area
6. Swimming Pool
7. Pedestrian Crossing
8. Hammond Street



#### Hamilton West School Other Notes:

- Be cautious of other area users including children using courts and play areas, contractors /caretaker working on school facilities and buildings, general people passing by and teachers driving into school grounds to access their classrooms.
- A report is required by email with the school principal before and after each holiday period to help maintain communication for general purposes and to alert or inform of any matters arising

#### Hamilton West School Contacts:

- Mark Penman, mark@hamwest.school.nz 0274810432
- School office office@hamwest.school.nz (07) 8394911



# RISK ANALYSIS AND MANAGEMENT