



# RISK ANALYSIS MANAGEMENT PLAN

|                 |   |  |              |             |
|-----------------|---|--|--------------|-------------|
| <b>Activity</b> | <b>Camp Craft/ Outdoor Living Skills/ Bush craft/<br/>Environmental Studies/ Camp Fire/ Burma Trail</b> |  | <b>Date</b>  | Jan 2011    |
| <b>Location</b> | Outdoor Camping Centre<br>Bush Camp Site  | Instructor : Client Ratio 1: 50+2 adults<br>Instructor : Client Ratio 1: 30+2 adults | <b>Other</b> | Dave Taylor |

| Hazards        | Significance (1=minor, 2=major, 3=life changing) | Eliminate/Isolate/Minimize |
|----------------|--|----------------------------|
| Slippery Track | Yes 1  | Minimize                   |
| Onga Onga      | Yes 1  | Minimize                   |
| Fire           | Yes 2  | Minimize                   |
| Uneven Ground  | Yes 2  | Minimize                   |

**Risks specific to activity:** (potential losses, accidents, injury, other forms of damage, risk).

1. Bad weather/ loss of process
2. Tent damaged
3. Environment damaged
4. Cuts and grazes
5. Sprains or brakes
6. Stings or allergies and Burns

| Casual factors (lemons)  | Risk reduction strategies   |
|--|---|
| <b>PEOPLE</b><br>Inappropriate clothing<br>Inappropriate sleeping gear<br>Misuse of equipment<br>Damaging environment<br>Falling over<br>No Respect for Fire<br>Loss of programme<br>Lost person | Adequate Instructor to students (above)<br>Provide all groups have a gear list of what to bring to camp.<br>Instructor to talk about layering of clothes and how to make the best use of available clothes<br>Instructor to provide clear details on how to use equipment<br>Instructor to provide clear details on how to treat the environment eg. Environmental Care Code.<br>Instructor to inform of hazards of any camp site area. Fire/ Water/Toileting etc |
| <b>EQUIPMENT</b><br>Faulty equipment<br>Inappropriate clothing & footwear<br>Insufficient amount of equipment for activity<br>Radio/ Cell phone not working                                      | All LS equipment to have an up to date log book.<br>All LS equipment to be stored correctly when not in use eg. Tents dry, ropes, raincoats etc.<br>LS can provide appropriate clothing items if required from our gear pool. (parka, thermals, packs, fleeces)<br>Hard soled footwear to be worn during camp<br>Enough equipment on hand for all activities<br>Communication working properly  |
| <b>ENVIRONMENT</b><br>Weather is not suitable for tenting eg. Wet, cold, windy, etc<br><br>Onga Onga<br><br>Stings or swelling<br><br>Uneven terrain   | On site tenting programs will be subject to change over winter months due to unstablness of weather.<br><br>Group will be moved to a safe location in the main Living Springs camp ground.<br><br>Onga Onga plant to be pointed out prior to activity and clients told to keep away from it.<br><br>First Aid kits on hand<br><br>If any nests are found they will be terminated by staff.<br><br>Terrain/ route to be chosen appropriately to group              |

## CAMP CRAFT - EMERGENCY MANAGEMENT

### Emergency procedures to manage each identified risk.      Emergency gear required

1.

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| Group to be evacuated from the dangerous weather. | Depending on the size of the group and what is available: the kiosk, the auditorium, dinning hall, shearing shed, bunkrooms, Harbour View, Bell Bird Heights. |
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2.

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| If possible eg. caught zip, instructor will fix the damage. If not the instructor will alert the programme manager who will find a spare tent. | Cell phone, spare tent |
|--|------------------------|

3.

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| Remove the culprits from the damage and if it is a school group inform the teacher. Instructor will confront and deal with the inappropriate behaviour with the support of the teacher where appropriate. Instructor and or culprits will attempt to fix any damage. | Behaviour management skills |
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4.

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| Instructor will assess injury and apply first aid where necessary. | First aid kit |
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5.

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|---|-----------------------------|
| Instructor to assess injury and provide necessary first aid.<br>Instructor will contact programme manager to arrange evacuation of client if required<br>If the injury is life threatening, instructor will contact 111 emergency services. | First aid kit<br>Cell phone |
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6.

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|--|------------------------------|
| Clients will be removed from any dangerous sites. First aid will be administered if required. Emergency services will be contacted if necessary. | First Aid Kits<br>Cell Phone |
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#### National standards applicable

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| Outdoor Leader Award, NZOIA Bush award |
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#### Policies and guidelines recommended (programme specific)

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| Living Springs Camp Policy<br>Living Springs Staff Training Manual<br>Living Springs RAMS Overview |
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#### Minimum skills required by staff/volunteers

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| Risk Management<br>Group management skills<br>Current First Aid<br>Weather interpretation skills |
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**Accept**

**Reject**

**Final approval**

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**Comments**

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