

RISK ANALYSIS MANAGEMENT PLAN



Living Springs

Activity	Walk in from Governors Bay	Date	Sept 2011
Location	Starting from Governors Bay School/Jetty – along the Bridle way to Allendale – across Governors Bay Teddington Rd – into Living Springs Farm Park – up the valley walkway to Living Springs Camp. Instructor: Client Ratio 1:50	Other	Roz Potter

Hazards	Significance (1=minor, 2=major, 3=life changing)	Eliminate/Isolate/Minimize
Slippery Tracks	Yes 1	Minimize
Mountain bikers	Yes 2	Minimize
Water	Yes 3	Minimize
Onga Onga	Yes 1	Eliminate
Animals	Yes 1	Isolate
Vehicles	No 3	Minimize
Electric Fence	Yes 1	Minimize
Vegetation	No 1	Minimize

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

1. Injury or death by vehicle
2. Clients getting lost
3. Sprains, brakes
4. Hypothermia
5. Dehydration, Sunburn
6. Stings, allergies
7. Grazes and muscle strains from slipping or falling.

Casual factors (lemons)	Risk reduction strategies
<p>PEOPLE</p> <ul style="list-style-type: none"> • Poor communication between staff and clients • Poor group management • Lack of road safety skills • Students not obeying instructions • Medical / physical or psychological condition • Poor Safety Brief • Slips, trips and falls resulting in breakages, sprains, strains etc 	<ul style="list-style-type: none"> • Staff given in house training and understand systems and procedures. • Systems and procedures available to clients. • A thorough safety briefing must take place immediately before the activity. All hazards are disclosed clearly and effectively to the group before departure. • A buddy system will be utilised where all students buddy up and are required to look out for their allocated buddy. • The instructor must appoint a responsible leader to lead from the back. They will be given a radio to communicate with the instructor at the front. • School groups must have at least one adult supervisor • Clothing/ Footwear/ supplies checked to make sure they are adequate and appropriate before leaving • Poisonous plants are identified and made known to the group including their effects. • Pacing is made appropriate for the group • Potential dangers and any that arise during the duration of the activity are made known and supervision will be made explicit where required. • Adequate resting, drinking and eating spots are taken. • All medical conditions must be made known – double check with the school and make sure it is known who it is and where they are situated in the group during the activity.

<p>EQUIPMENT</p> <ul style="list-style-type: none"> • Insufficient information re: routes and locations • Inappropriate clothing • Inappropriate footwear • Lack of personal medication or support • Insufficient food and drink • Insufficient Safety equipment 	<ul style="list-style-type: none"> • Wear appropriate clothing • Provide clients with appropriate clothing if required. • Instructor to carry a few spare layers of clothing. • Check that all medication required is available. • Instructor checks that all students have water and food. • First aid kits will be carried by instructors as well as a roll mat, 2 radios, a cell phone, and a map and compass where required (important for new staff). • Instructor carries spare food and water preferably a warm sweet drink in colder conditions.
<p>ENVIRONMENT</p> <ul style="list-style-type: none"> • Extremes in weather • Water • Uneven/difficult terrain • Road crossing • Tree roots slippery • Ground conditions slippery • Onga Onga/ Gorse • Slippery Track • Exposed cold area • Earthquakes 	<ul style="list-style-type: none"> • Assess the weather forecast before starting the walk to determine if the walk should go ahead or not. • All environmental hazards must be identified and discussed prior to leaving on the tramp as well as pointed out along the tramp. • Direct clients not to enter water. • The Environmental Care Code is explained to the group before commencing the activity. • Clients must be told what to do in the face of a hazard and supervised accordingly. • Stop all clients before crossing any roads, instructors monitor traffic allow clients to cross when it is deemed safe. This procedure is to be carefully managed by the person in charge, in cooperation with other leaders present. • Monitor track conditions • Onga Onga plant to be pointed out prior to activity and clients told to keep away from it. • Sunblock and hats required in warmer weather. • Clients to be directed/managed in the event of earthquake.

WALK IN FROM GOVERNORS BAY - EMERGENCY MANAGEMENT

Emergency procedures to manage each identified risk. Emergency gear required

1.

Refer to Missing Persons RAMS/ Emergency Procedure Notes	Missing Persons Report, cell phone, First aid kit
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2.

<p>Ensure remainder of group is in a safe location. Instructor to assess injury and provide necessary first aid. Instructor will contact programme manager who will then drive to scene of accident. If the injury is life threatening, outside instructor will contact 111 emergency services. All relevant details of accident to be recorded eg. People involved, contact details, description of events etc.</p>	First aid kit, cell phone.
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3.

<p>Instructor to assess injury and provide necessary first aid. Instructor will contact programme manager to arrange evacuation of client. If the injury is life threatening, instructor will contact 111 emergency services.</p>	First aid kit, cell phone.
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4.

Instructor to assess and monitor client's condition and provide necessary first aid. Instructor will contact programme manager to arrange evacuation of client	First aid kit, cell phone, extra clothing carried by instructor
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5.

Instructor to assess and monitor client's condition and provide necessary first aid. Shade will be used where possible. Instructor will contact programme manager to arrange evacuation of client if required.	First aid kit, cell phone.
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6.

Instructor to provide clients personal medication if required. Instructor to assess and monitor client's condition and provide necessary first aid. Instructor will contact programme manager to arrange evacuation of client if required.	First aid kit, cell phone, appropriate medication supplied by client prior to trip.
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7.

Instructor will assess injuries and provide first aid as deemed necessary	First aid kit, cell phone.
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National standards applicable

NZOIA Outdoor Leader

Policies and guidelines recommended (programme specific)

Living Springs Adventure Camp Policy Staff Training Manual Peninsula Adventures Camp RAMS Overview Mountain safety Council Bush craft manual

Minimum skills required by staff/volunteers

Risk Management Knowledge of the activity/ navigation skills Group management skills First Aid Weather interpretation skills
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Final approval

Accept

Reject

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Comments: