

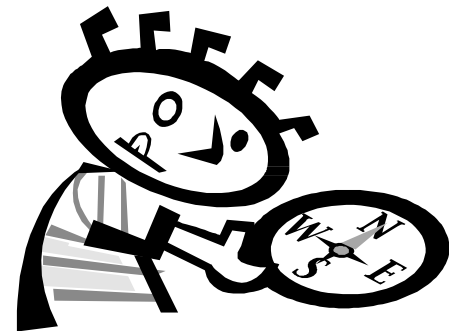
RISK ANALYSIS MANAGEMENT PLAN

Activity	Orienteering	Date	October 09
Location	Living Springs	Instructor : Client Ratio 1:60 (+ 2 adults)	Other Grant Whitehead
Hazards	Significance (1=minor, 2=major, 3=life changing)	Eliminate/Isolate/Minimize	
Uneven ground	Yes 1	Minimize	
Onga Onga	Yes 1	Minimize/Eliminate	
Vehicles	Yes 2	Minimize	

Risks specific to activity:

(potential losses, accidents, injury, other forms of damage, risk).

1. Grazes, cuts and bruises, dislocations
2. Burns
3. Hypothermia
4. Emotional Trauma
5. Stings and allergies
6. Getting Lost
7. Dehydration, Sun burn



Casual factors (lemons)	Risk reduction strategies
PEOPLE Falling over Getting lost Poor communication between staff and clients Poor group management Clients not following instructions	Instructors given in house training and understand systems and procedures. Systems and procedures available to clients. Instructor ratio 1/60 Instructors to give clear instructions of boundaries and trails Sturdy shoes/boots recommended No pushing
EQUIPMENT Insufficient information re: routes and locations Inappropriate clothing Inappropriate footwear Lack of medication Insufficient drink Orienteering markers not in correct location Orienteering maps not correct	Clients and instructors to wear or carry appropriate clothing Provide clients with appropriate clothing if required. Instructor to carry a few spare layers of clothing if cold Check that all medication required is available. First aid kits will be carried by instructors Marker placement checked on regular basis, well placed in ground. Clear instructions on map reading is communicated, maps are updated carefully.
ENVIRONMENT Extremes in weather Uneven/difficult terrain Tree roots slippery Ground conditions slippery Onga Onga Stings & Swelling	Assess the weather forecast before starting the walk to determine if the activity should go ahead or not. Instructors to give clear instructions of boundaries and trails Sturdy shoes/boots recommended Onga Onga plant to be pointed out prior to activity and clients told to keep away from it. First Aid kit is on hand and radio for any communication to base. Any Bees nests are exterminated by property manager.

Orienteering - EMERGENCY MANAGEMENT

Emergency procedures to manage each identified risk. Emergency gear required

1.

Instructor will assess situation and deliver appropriate first aid	First aid kits
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2.

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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3.

Remove injured from further danger and eliminate any further risks. Begin first aid and if instructor deems necessary follow the 'Injury or illness requiring evacuation to hospital' procedures outlined in the RAMS Overview.	First aid kit (back at base), cold water, cell phone/ Radio
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4.

Refer to Missing Persons RAMS	Missing Persons Report, cell phone, First aid kit
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5.

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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6.

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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7.

Provide a suitable environment for client, comfort and provide outside help if necessary (counselor)	Cell phone, clients contacts next of kin, notebook and pen
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National standards applicable

Outdoor Leader Award, NZOIA Award, Unit Standard 451 Manage an outdoor activity

Policies and guidelines recommended (programme specific)

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

Minimum skills required by staff/volunteers

Risk Management skills Knowledge of the activity Group management skills Current First Aid

Final approval

Accept

Reject

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Comments

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