



# RISK ANALYSIS AND MANAGEMENT SYSTEM

## H & S MANUAL - 6 - RAMS

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# RISK ANALYSIS AND MANAGEMENT SYSTEM

## INTRODUCTION TO RISK ANALYSIS MANAGEMENT SYSTEMS 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 weekly as part of the weekly clean up. This will include a general perusal of the activity for ordinary wear and tear, or minor repairs required.
- \* When activities are not in use they will be checked monthly.
- \* 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 monthly. 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.**

- \* As for  activities but will be checked Bi-monthly instead of monthly. The log book will record bi-monthly checks.



# RISK ANALYSIS AND MANAGEMENT SYSTEM

## 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 in Section 4 of this Health and Safety Manual.

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 HARDCOURT AREA ON NORTH SIDE OF PROPERTY**

In case of an emergency/fire

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

Inform camp manager/Staff ASAP

You are at Karakariki Christian Camp, **471 KARAKARIKI ROAD, RD9 HAMILTON**



# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY/SITUATION:** ARCHERY

**RISK SYMBOL:**



**RM/ AREA IN CAMP:** ARCHERY TARGETS, BACK SHED ON FIELD

**DATE:** 00/00/00

**DATE REASSESSED:** AUGUST 2010

ANALYSIS		DESCRIPTION		
<b>RISKS</b>	Accident, injury other forms loss	⇒ Pierced skin	⇒ Loss of arrows	
		⇒ Loss of faculties	⇒ Broken arrows	
		⇒ Burns	⇒ Hitting person behind target	
		⇒ Blisters	⇒ Broken bows	
		⇒ Abrasions		
<b>CAUSAL FACTORS</b>	Hazards, perils, dangers	PEOPLE	EQUIPMENT	ENVIRONMENT
		⇒ Misuse of gear ⇒ arrows hitting bystanders ⇒ burns from bow string ⇒ blisters from bow string ⇒ Abrasions from bow string ⇒ Unclear instructions ⇒ Lack of adherence to instructions	⇒ bows/arrows breaking ⇒ misuse of bows ⇒ misaim of arrows	⇒ wind causes arrows to deviate from target ⇒ Persons or animals behind or near target.
<b>RISK MANAGEMENT STRATEGIES</b>	Normal Operation	⇒ At Least One capable adults/Leader must supervise this activity. ⇒ Correct instruction in use of gear. Bystanders are behind archery shooters. No persons near or behind the targets. ⇒ Safety rules and regulations abided by ⇒ Only aim at targets. Do not shoot up in the air.	⇒ Remove arrows correctly. ⇒ Never leave equipment unattended. ⇒ Return all equipment at end of activity ⇒ Regular maintenance of equipment	⇒ Observe wind direction and adjust targets if necessary or if other activities are being conducted nearby ⇒ Ensure that area behind targets is free from people/animals ⇒ Set clear boundaries
	Emergency	⇒ See emergency procedure policy		



# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY/SITUATION:** AIR RIFLES/ BB GUNS

**RISK SYMBOL:**



**RM/ AREA IN CAMP:** AIR RIFLE RANGE, BACK SHED ON FIELD

**DATE:** 00/00/00

**DATE REASSESSED:** AUGUST 2010

ANALYSIS		DESCRIPTION			
<b>RISKS</b>	Accident, injury other forms loss	<ul style="list-style-type: none"> <li>⇒ Pierced skin</li> <li>⇒ Loss of body part – e.g. eye</li> <li>⇒ Bruising</li> <li>⇒ Air Rifle/ BB Gun Wound</li> </ul>			
		<b>CAUSAL FACTORS</b>	Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>
		<ul style="list-style-type: none"> <li>⇒ Misuse of firearm</li> <li>⇒ Unclear instructions</li> <li>⇒ Lack of adherence to instructions</li> <li>⇒ Inadequate supervision</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Blocked barrel of firearm</li> <li>⇒ misaim of firearm</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Persons or animals in front of barrier or near target.</li> </ul>	
<b>RISK MANAGEMENT STRATEGIES</b>	Normal Operation	<ul style="list-style-type: none"> <li>⇒ Must always have a capable adult/Leader supervision: 18 years or older</li> <li>⇒ Clear instructions in the safety and use of air rifles</li> <li>⇒ Only fire at targets in the Air rifle Range in the back games shed.</li> <li>⇒ No one to cross the barrier when firing in process or guns are loaded</li> <li>⇒ Use of safety goggles when shooting</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Never leave equipment unattended.</li> <li>⇒ Gear returned at end of each activity</li> <li>⇒ Check air rifle before each load for blockages</li> <li>⇒ Regular maintenance checks of equipment</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Ensure that area near &amp; behind target is clear from animals/people</li> <li>⇒ Set clear boundaries</li> </ul>	
	Emergency	<ul style="list-style-type: none"> <li>⇒ See emergency procedure policy</li> </ul>			



# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY/SITUATION:** SWIMMING: KCC POOL

**RISK SYMBOL:**



**RM/ AREA IN CAMP:** CAMP POOL

**DATE:** 00/00/00

**DATE REASSESSED:** AUGUST 2010

ANALYSIS	DESCRIPTION		
<b>RISKS</b> Accident, injury other forms loss	<ul style="list-style-type: none"> <li>⇒ Neck injury</li> <li>⇒ cuts</li> <li>⇒ bruises</li> <li>⇒ drowning</li> </ul>	<ul style="list-style-type: none"> <li>⇒ hypothermia</li> <li>⇒ sunburn</li> <li>⇒ sunstroke</li> <li>⇒ Sickness</li> </ul>	
<b>CAUSAL FACTORS</b> Hazards, perils, dangers	<b>PEOPLE</b> <ul style="list-style-type: none"> <li>⇒ Diving into pool</li> <li>⇒ Inadequate or inappropriate clothing</li> <li>⇒ No or inadequate adult supervision</li> <li>⇒ Running around pool</li> </ul>	<b>EQUIPMENT</b> <ul style="list-style-type: none"> <li>⇒ Filter &amp; treatment not adequate.</li> <li>⇒ Play equipment inappropriate</li> </ul>	<b>ENVIRONMENT</b> <ul style="list-style-type: none"> <li>⇒ Raining</li> <li>⇒ Cold</li> <li>⇒ Wind</li> <li>⇒ Objects left in pool</li> <li>⇒ Slippery surrounding</li> </ul>
<b>RISK MANAGEMENT STRATEGIES</b>	<b>Normal Operation</b> <ul style="list-style-type: none"> <li>⇒ Must have adequate adult/Leader supervision. No more Than Ratio 10 swimmers to 1 Supervisor, with a Minimum of 2 Supervisors.</li> <li>⇒ All areas of swimming used is supervised.</li> <li>⇒ Have a knowledge of hypothermic conditions</li> <li>⇒ If person cannot touch the bottom, make sure person can swim. If they cannot swim have one on one supervision.</li> <li>⇒ Inform people to use sun block on hot days</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Maintain filtration unit</li> <li>⇒ Clean pool regually</li> <li>⇒ Treat and check pool water daily</li> <li>⇒ Check what pool toys are available and whether or not they are suitable before campers enter pool area</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Check pool before use</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 SYSTEM

**ACTIVITY/SITUATION:** INDOOR CLIMBING WALL

**RISK SYMBOL:**



**RM/ AREA IN CAMP:** CAMP HALL

**DATE:** 00/00/00

**DATE REASSESSED:** AUGUST 2010

ANALYSIS		DESCRIPTION		
<b>RISKS</b>	Accident, injury other forms loss	<ul style="list-style-type: none"> <li>⇒ Falls</li> <li>⇒ Clothing or hair caught</li> <li>⇒ Rope Burns</li> <li>⇒ Broken bones/sprains/strains</li> <li>⇒ Bruising</li> <li>⇒ Swinging into window—broken glass, cuts etc</li> </ul>		
<b>CAUSAL FACTORS</b>	Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
		<ul style="list-style-type: none"> <li>⇒ Inexperienced instructors</li> <li>⇒ Loose hair or clothing</li> <li>⇒ Dangling jewellery</li> <li>⇒ People fooling around, walking under climbers etc</li> <li>⇒ Inadequate instruction</li> <li>⇒ Clients not listening</li> <li>⇒ Inadequate adult supervision</li> <li>⇒ People climbing without harness or before instructor ready with safety rope.</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Ropes failing</li> <li>⇒ Karabiners falling/failing</li> <li>⇒ Anchors not secure</li> <li>⇒ Top rail failing</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Hall door near rope anchor etc</li> </ul>
<b>RISK MANAGEMENT STRATEGIES</b>	Normal Operation	<ul style="list-style-type: none"> <li>⇒ Trained Instructor to supervise activity.</li> <li>⇒ Safety instructions covered prior to anyone climbing</li> <li>⇒ Instructor to check every climbers' harnesses prior to climb</li> <li>⇒ Adequate supervision of group waiting</li> <li>⇒ Follow instructions of Instructor</li> <li>⇒ Hair tied back</li> <li>⇒ Clothing tucked in</li> <li>⇒ Maximum of two children or one adult at a time on wall or climbing rope</li> <li>⇒ Use climbing rope on right ( less chance of swinging into window)</li> <li>⇒ Have safety rope running directly above climber (eliminate/reduce swing)</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Thoroughly check equipment before use. Replace when needed</li> <li>⇒ Double check rope set-up before use</li> <li>⇒ Double check harness before climb</li> <li>⇒ Check Rail anchors regularly</li> <li>⇒ Lay mats under wall for added safety</li> <li>⇒ Stool barriers to set up and cut off Wall climbing area</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Shut and lock door to prevent people walking into and on ropes.</li> <li>⇒ Set up clear boundaries</li> </ul>
	Emergency	<ul style="list-style-type: none"> <li>⇒ See emergency procedure policy</li> </ul>		



# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY/SITUATION:** BMX BIKES

**RISK SYMBOL:**



**RM/ AREA IN CAMP:** BMX TRACK, BACKFIELD

**DATE:** 00/00/00

**DATE REASSESSED:** AUGUST 2010

ANALYSIS		DESCRIPTION		
<b>Risks</b>	Accident, injury Other forms loss	⇒ Cuts ⇒ Grazes ⇒ Punctures ⇒ Bruising	⇒ Damage to bikes ⇒ Neck injury ⇒ Concussion	
<b>CAUSAL FACTORS</b>		<b>DESCRIPTION</b>		
		<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
Hazards, perils, dangers		⇒ Falling off bikes ⇒ Crashing into objects ⇒ Crashing into other people ⇒ Loose clothing	⇒ Gear failure ⇒ Brake failure	⇒ Foreign objects on track ⇒ Animals ⇒ Tyres coming out ⇒ Long grass ⇒ Wet, muddy track
<b>RISK MANAGEMENT STRATEGIES</b>		<b>DESCRIPTION</b>		
		<b>Normal Operation</b>		
Normal Operation		⇒ Helmets must be worn correctly ⇒ No loose clothing ⇒ Adult supervision ⇒ Shoes must be worn ⇒ Use bikes in designated area only ⇒ Those not on a bike to stay off the track	⇒ Regular maintenance checks on wheels, brakes, steering, peddles, handgrips, frame, chains, seat, tyres, wheel alignment, wheel nuts ⇒ Check helmets for wear and tear	⇒ Remove unwanted objects from track ⇒ Make sure animals are clear from track ⇒ Keep long grass to a minimum ⇒ Check tyres are secure in ground
Emergency		⇒ See emergency procedure policy ⇒ If suspected neck injury do not move them, call first aider to the scene		



# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY/SITUATION:** OUTDOOR SPORTS

**RISK SYMBOL:**



**RM/ AREA IN CAMP:** PLAYING FIELDS/ COURTS

**DATE:** 00/00/00

**DATE REASSESSED:** AUGUST 2010

ANALYSIS		DESCRIPTION		
<b>Risks</b>	Accident, injury Other forms 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>CAUSAL FACTORS</b>		<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
Hazards, perils, 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>
<b>RISK MANAGEMENT STRATEGIES</b>		<b>Normal Operation</b>	<b>Emergency</b>	
Normal Operation		<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> </ul>	<ul style="list-style-type: none"> <li>⇒ Check fields/courts for foreign objects</li> <li>⇒ Check evenness of playing surface</li> </ul>
Emergency		<ul style="list-style-type: none"> <li>⇒ See emergency procedure policy</li> </ul>		



# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY/SITUATION:** INDOOR GAMES

**RISK SYMBOL:**



**RM/ AREA IN CAMP:** MAIN HALL/ BACK SHED

**DATE:** 00/00/00

**DATE REASSESSED:** AUGUST 2010

ANALYSIS		DESCRIPTION			
<b>Risks</b>	Accident, injury Other forms 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>CAUSAL FACTORS</b>		<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>	
		Hazards, perils, 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>RISK MANAGEMENT STRATEGIES</b>		Normal Operation	<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> </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>
		Emergency	<ul style="list-style-type: none"> <li>⇒ See emergency procedure policy</li> </ul>		



# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY/SITUATION:** PLAYGROUND/ CONFIDENCE COURSE

**RISK SYMBOL:**



**RM/ AREA IN CAMP:** PLAYGROUND/ CONFIDENCE COURSE

**DATE:** 00/00/00

**DATE REASSESSED:** AUGUST 2010

ANALYSIS		DESCRIPTION		
<b>Risks</b>	Accident, injury Other forms loss	<ul style="list-style-type: none"> <li>⇒ Grazes</li> <li>⇒ Bruising</li> <li>⇒ Fractures</li> <li>⇒ Cuts</li> </ul>		
<b>CAUSAL FACTORS</b>	Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
		<ul style="list-style-type: none"> <li>⇒ Bystanders in the way</li> <li>⇒ Stunts on the equipment</li> <li>⇒ Inadequate supervision of young children</li> <li>⇒ Misuse of equipment</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Swinging log</li> <li>⇒ Climbing frame, rope net, tires</li> <li>⇒ Platform, beams</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Hard ground</li> </ul>
<b>RISK MANAGEMENT STRATEGIES</b>	Normal Operation	<ul style="list-style-type: none"> <li>⇒ Suitable Adult/Leader to supervise activities. At least one supervisor per activity set being used.</li> <li>⇒ Keep activity within ability of child, help where needed</li> <li>⇒ rules abided by</li> <li>⇒ Stay clear of swinging Log</li> </ul>	<ul style="list-style-type: none"> <li>⇒ regular checks of equipment</li> </ul>	<ul style="list-style-type: none"> <li>⇒ bark layer is adequate</li> </ul>
	Emergency	<ul style="list-style-type: none"> <li>⇒ See emergency procedure policy</li> </ul>		



# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY/SITUATION:** FIRE PIT

**RISK SYMBOL:**



**RM/ AREA IN CAMP:** KCC TREE GROVE

**DATE:** 00/00/00

**DATE REASSESSED:** AUGUST 2010

ANALYSIS		DESCRIPTION			
<b>Risks</b>	Accident, injury Other forms loss	<ul style="list-style-type: none"> <li>⇒ Falling or pushed into fire</li> <li>⇒ Burns</li> <li>⇒ Injuries from Mush mellow sticks</li> <li>⇒ Fire getting out of control</li> </ul>			
<b>CAUSAL FACTORS</b> Hazards, perils, dangers		<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>	
		<ul style="list-style-type: none"> <li>⇒ Poor supervision</li> <li>⇒ Running around fire pit</li> <li>⇒ Playing Swordfights etc with mush mellow forks/sticks</li> <li>⇒ Carelessness in adding wood to the fire</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Wire mush mellow forks/sticks</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Slippery grass</li> <li>⇒ Rough firewood-splinter</li> <li>⇒ Hot coals</li> <li>⇒ Surrounding sticks and burnable objects</li> </ul>	
<b>RISK MANAGEMENT STRATEGIES</b>		Normal Operation	<ul style="list-style-type: none"> <li>⇒ Suitable Adult/Leader supervision.</li> <li>⇒ Get clear safety instructions about roasting mush mellos etc</li> <li>⇒ No running, pushing, fighting around fire</li> <li>⇒ Keep people a safe distance from the fire.</li> <li>⇒ Keep fire within concrete tub and at a suitable size.</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Stop any dangerous play with the forks/sticks</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Leaders to put wood on fire</li> <li>⇒ Keep fire within concrete tub and at a suitable size.</li> <li>⇒ Keep water close by</li> </ul>
		Emergency	<ul style="list-style-type: none"> <li>⇒ See emergency procedure policy</li> </ul>		



# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY/SITUATION:** BURMA TRAIL

**RISK SYMBOL:**



**RM/ AREA IN CAMP:** OFF SITE- 1KM ALONG ROAD –FARM LAND

**DATE:** 00/00/00

**DATE REASSESSED:** AUGUST 2010

ANALYSIS		DESCRIPTION		
<b>RISKS</b>	Accident, injury Other forms 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> <li>⇒ Grazes, bruising, cuts</li> <li>⇒ Collisions with other people/object</li> </ul>		
		⇒ Road traffic on walk to and from Burma trail.		
<b>CAUSAL FACTORS</b>	Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
		<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>
<b>RISK MANAGEMENT STRATEGIES</b>	Normal Operation	<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 set up 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>
	Emergency	<ul style="list-style-type: none"> <li>⇒ See emergency procedure policy</li> </ul>		



# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY/SITUATION:** KAYAKING

**RISK SYMBOL:**



**RM/ AREA IN CAMP:** FARM POND

**DATE:** 00/00/00

**DATE REASSESSED:** AUGUST 2010

ANALYSIS		DESCRIPTION		
<b>Risks</b>	Accident, injury Other forms loss	<ul style="list-style-type: none"> <li>⇒ Drowning</li> <li>⇒ Hypothermia</li> <li>⇒ Cuts</li> <li>⇒ Bruises</li> <li>⇒ Concussion</li> </ul>		
		<ul style="list-style-type: none"> <li>⇒ Muscle injuries</li> <li>⇒ Skin Rashes</li> <li>⇒ Exhaustion</li> </ul>		
<b>CAUSAL FACTORS</b>	Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
		<ul style="list-style-type: none"> <li>⇒ Overturning in canoe</li> <li>⇒ Unable to exit canoe when upside down</li> <li>⇒ No life jacket</li> <li>⇒ Hit by paddle</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Leaks in canoes</li> <li>⇒ Ill fitting life jackets</li> <li>⇒ Broken paddles</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Sharp objects and rocks in pond</li> <li>⇒ Cold water</li> <li>⇒ Windy day</li> <li>⇒ Dirty &amp; weedy water</li> <li>⇒ Stock in paddocks on way to and at pond.</li> <li>⇒ Road traffic.</li> </ul>
<b>RISK MANAGEMENT STRATEGIES</b>	Normal Operation	<ul style="list-style-type: none"> <li>⇒ At Least two capable adults/Leaders must supervise this activity. Ratio of no more than 4 Children to 1 Adult/Leader.</li> <li>⇒ Life jacket must be worn correctly</li> <li>⇒ Capable Adult/Leaders must be on the lake in row boat or canoe to help children in need.</li> <li>⇒ Adequate safety instructions given</li> <li>⇒ Correct technique on getting in and out of a canoe is taught</li> <li>⇒ Correct canoe and paddling skills taught</li> <li>⇒ Clothing is checked</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Rope on shore and or row boat to help in rescues etc</li> <li>⇒ Regular checks of all canoes and equipment</li> <li>⇒ No broken paddles to be used</li> <li>⇒ Life jackets to be kept dry after use</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Main Supervisor Check and take care crossing the road &amp; paddocks when leading those going canoeing.</li> <li>⇒ Awareness of weather conditions</li> <li>⇒ Awareness of Pond conditions and levels</li> <li>⇒ Once wet and/or cold must come into shore and dry off. Go back to camp and Shower if needed.</li> <li>⇒ Those that fall in or get covered with weed etc must have a shower to reduce risks of rashes.</li> </ul>
	Emergency	<ul style="list-style-type: none"> <li>⇒ See emergency procedure policy</li> </ul>		



# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY/SITUATION:** TRANSPORT

**RISK SYMBOL:**



**RM/ AREA IN CAMP:** OFF SITE

**DATE:** 00/00/00

**DATE REASSESSED:** AUGUST 2010

ANALYSIS		DESCRIPTION		
<b>Risks</b>	Accident, injury Other forms loss	<ul style="list-style-type: none"> <li>⇒ People left behind</li> <li>⇒ Vehicle accidents</li> <li>⇒ Delays or breakdowns</li> </ul>		
		<b>CAUSAL FACTORS</b>	Hazards, perils, dangers	<b>PEOPLE</b>
		<ul style="list-style-type: none"> <li>⇒ Failing to account for all members of the group before going to or departing any site</li> <li>⇒ People alternating between vehicles</li> <li>⇒ Careless or inexperienced drivers</li> <li>⇒ Distractions</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Unroadworthy vehicles</li> <li>⇒ Maintenance not done regularly</li> <li>⇒ Seat-belts not used</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Dangerous driving conditions</li> <li>⇒ Other drivers on the road</li> </ul>
<b>RISK MANAGEMENT STRATEGIES</b>	Normal Operation	<ul style="list-style-type: none"> <li>⇒ DRIVER TO BE OVER 25 YEARS AND ALL DRIVERS MUST HOLD A CURRENT, FULL DRIVERS LICENCE APPROPRIATE TO THE CLASS OF VEHICLE BEING</li> <li>⇒ DRIVER IS TO ACCOUNT FOR ALL PASSENGERS BEFORE DEPARTING ANY SITE</li> <li>⇒ PASSENGERS ARE TO RETURN IN THE VEHICLE IN WHICH THEY DEPARTED CAMP</li> <li>⇒ VEHICLES MUST NOT BE OVER-LOADED</li> <li>⇒ PASSENGERS ARE TO REMAIN SEATED WHILE THE VEHICLE IS MOVING</li> <li>⇒ PASSENGERS MUST NOT INTERFERE WITH THE DRIVER WHILE THE VEHICLE IS MOVING</li> <li>⇒ P ANY DRIVER UNDER 25 CAN ONLY TAKE LEADERS WITH PARENTS PERMISSION AND DRIVE BEHIND THE DRIVERS OVER 25</li> </ul>	<ul style="list-style-type: none"> <li>⇒ P ALL VEHICLES USED FOR CAMP PURPOSES MUST BE ROADWORTHY, HAVE CURRENT REGISTRATIONS AND WOF</li> <li>⇒ ALL VEHICLES MUST BE REGULARLY MAINTAINED</li> <li>⇒ IF SEAT-BELTS ARE AVAILABLE THEY MUST BE USED</li> <li>⇒ A FIRST AID KIT MUST BE AVAILABLE IN ALL VEHICLES USED FOR CAMP PURPOSES</li> </ul>	<ul style="list-style-type: none"> <li>⇒ DRIVER MUST ADAPT SPEED ACCORDING TO THE ROAD OR WEATHER CONDITIONS</li> </ul>
	Emergency	<ul style="list-style-type: none"> <li>⇒ See emergency procedure policy of - also vehicle and transport policy.</li> <li>⇒ The driver of the vehicle is responsible for the group</li> </ul>		



# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY/SITUATION:** SWIMMING: KARAKARIKI CREAK/ WATERFALL

**RISK SYMBOL:**



**RM/ AREA IN CAMP:** CREAK/ RIVER

**DATE:** 00/00/00

**DATE REASSESSED:** AUGUST 2010

ANALYSIS		DESCRIPTION			
<b>RISKS</b>	Accident, injury other forms loss	<ul style="list-style-type: none"> <li>⇒ Neck injury</li> <li>⇒ Cuts</li> <li>⇒ Bruises</li> <li>⇒ Drowning</li> <li>⇒ Twisted ankle</li> <li>⇒ Fractures</li> </ul>		<ul style="list-style-type: none"> <li>⇒ Hypothermia</li> <li>⇒ Sunburn</li> <li>⇒ Sunstroke</li> <li>⇒ Sickness</li> </ul>	
<b>CAUSAL FACTORS</b> Hazards, perils, dangers		<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>	
		<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 creak</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>	
<b>RISK MANAGEMENT STRATEGIES</b>		Normal Operation	<ul style="list-style-type: none"> <li>⇒ Must have adequate adult supervision. Ratio 1 supervisor to 5 swimmers.</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>
		Emergency	<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 SYSTEM

**ACTIVITY/SITUATION:** TRAMPING: DAY TRIPS

**RISK SYMBOL:**



**RM/ AREA IN CAMP:** OFFSITE

**DATE:** 00/00/00

**DATE REASSESSED:** AUGUST 2010

ANALYSIS		DESCRIPTION		
<b>RISKS</b> Accident, injury other forms loss		⇒ People getting lost or left behind	⇒ Sunburn	
		⇒ Broken bones	⇒ Hypothermia	
		⇒ Sprains/strains	⇒ Bee Stings	
		⇒ Bruising		
		⇒ Blisters		
<b>CAUSAL FACTORS</b> Hazards, perils, dangers		<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
		⇒ Falling while tramping ⇒ Inadequate clothing/footwear ⇒ People wandering off the track or getting left behind		⇒ Lack of knowledge of area ⇒ Trees/rock falls in path ⇒ Weather conditions ⇒ Wasp/bee nests
<b>RISK MANAGEMENT STRATEGIES</b>	Normal Operation	⇒ Correct footwear and clothing for situation ⇒ Must carry or wear a jacket ⇒ Sun block ⇒ Adults and leaders spaced between children at correct ratio ⇒ No pushing ⇒ 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 ⇒ 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 ⇒ 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. ⇒ Take required medication ⇒ Take cell phone	⇒ Check area before trip ⇒ Assess weather forecasts and conditions prior to tramping ⇒ Check for bee/wasp sting allergies & take appropriate medication
	Emergency	⇒ See emergency procedure ⇒ Estimated time of arrival known by someone outside of party - to ring police if not turned up one hour from eta ⇒ Use cell phone to raise help, if no reception send adult for help ⇒ Wait for help to arrive		



# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY/SITUATION:** CAVING: EASY

**RISK SYMBOL:**



**RM/ AREA IN CAMP:** KARAMU CAVE SYSTEM: ABOVE THE KEY HOLE

**DATE:** 00/00/00

**DATE REASSESSED:** AUGUST 2010

ANALYSIS		DESCRIPTION		
<b>RISKS</b> Accident, injury other forms loss		⇒ Getting lost	⇒ Grazes	
		⇒ Fear related conditions	⇒ Asthma/other medical conditions	
		⇒ Hypothermia	⇒ Drowning	
		⇒ Broken bones/sprains/strains		
<b>CAUSAL FACTORS</b> Hazards, perils, dangers	<b>PEOPLE</b>		<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
		⇒ Group splitting up ⇒ Poor assessment of fears ⇒ Inadequate clothing/footwear ⇒ Slipping/falling ⇒ Leader incapacitated ⇒ Unclear instructions ⇒ Clients not listening ⇒ Medical Conditions	⇒ Lights failing ⇒ Hard hats not fitting	⇒ Falling debris ⇒ Flooded streams ⇒ Heavy showers
<b>RISK MANAGEMENT STRATEGIES</b>	Normal Operation	⇒ Minimum 1 experienced Guide. ⇒ Guide leading & 'Tail end Charlie' at back ⇒ Adult /child supervision ratio of 1:4 ⇒ Check clothing/footwear and that safety gear is adequate ⇒ Certified First Aider ⇒ Safety covered prior to trip into cave ⇒ Adjust caving route to suit conditions, numbers and experienced guides. ⇒ While caving monitor for people for risk of Hypothermia/injury. Abort if necessary ⇒ 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	⇒ Caving lights and helmets to be worn ⇒ First Aid kit carried with survival blanket. ⇒ Take any medication needed. ⇒ Vehicle left at road with a cell phone to raise alarm if needed.	⇒ Avoid unstable environment - i.e. - rocks, flooding, heavy rain
	Emergency	⇒ Safely Exit cave or if unable stay put. ⇒ If appropriate send someone to raise the alarm or wait till Contact person informs search and rescue. ⇒ Survival blankets used ⇒ Share remaining lights and be economical with them ⇒ First Aider carries out necessary first aid ⇒ Find high dry ground ⇒ Contact person will inform search and rescue if group late. ⇒ See emergency procedure policy		



# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY/SITUATION:** CAVING: HARD

**RISK SYMBOL:**



**RM/ AREA IN CAMP:** KARAMU CAVE SYSTEM: BELOW THE KEY HOLE TO CAMPSITE AND BACK

**DATE:** 00/00/00

**DATE REASSESSED:** AUGUST 2010

ANALYSIS		DESCRIPTION		
<b>RISKS</b> Accident, injury other forms loss		⇒ Getting lost	⇒ Grazes	
		⇒ Fear related conditions	⇒ Asthma/other medical conditions	
		⇒ Hypothermia	⇒ Drowning	
		⇒ Broken bones/sprains/strains		
<b>CAUSAL FACTORS</b> Hazards, perils, dangers	<b>PEOPLE</b>		<b>EQUIPMENT</b>	
		⇒ Group splitting up	⇒ Lights failing	⇒ Falling debris
		⇒ Poor assessment of fears	⇒ Hard hats not fitting	⇒ Flooded streams
		⇒ Inadequate clothing/footwear		⇒ Heavy showers
		⇒ Slipping/falling		
		⇒ Leader incapacitated		
		⇒ Unclear instructions		
		⇒ Clients not listening		
		⇒ Medical Conditions		
<b>RISK MANAGEMENT STRATEGIES</b>	Normal Operation	⇒ Minimum 2 experienced Guides.	⇒ Caving lights and helmets to be worn	⇒ Avoid unstable environment - i.e. - rocks, flooding, heavy rain
		⇒ Guide leading & 'Tail end Charlie' at back	⇒ First Aid kit carried with survival blanket.	
		⇒ Adult /child supervision ratio of 1:4	⇒ Take any medication needed.	
		⇒ Check clothing/footwear and that safety gear is adequate	⇒ Take energy food e.g. peanut slabs and clean water.	
		⇒ Certified First Aider	⇒ Vehicle left at road with a cell phone to raise alarm if needed.	
		⇒ Safety covered prior to trip into cave		
		⇒ Adjust caving route to suit conditions, numbers and experienced guides.		
		⇒ While caving monitor for people for risk of Hypothermia/injury. Abort if necessary		
		⇒ 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		
	Emergency	⇒ Safely Exit cave or if unable stay put.		
		⇒ If appropriate send someone to raise the alarm or wait till Contact person informs search and rescue.		
		⇒ Survival blankets used		
		⇒ Share remaining lights and be economical with them		
		⇒ First Aider carries out necessary first aid		
		⇒ Find high dry ground		
		⇒ Contact person will inform search and rescue if group late.		
		⇒ See emergency procedure policy		



# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY/SITUATION:** CAVING: EXTREME

**RISK SYMBOL:**



**RM/ AREA IN CAMP:** KARAMU CAVE SYSTEM: RATTLE SNAKE AND OTHER

**DATE:** 00/00/00

**DATE REASSESSED:** AUGUST 2010

ANALYSIS		DESCRIPTION		
<b>RISKS</b> Accident, injury other forms loss		⇒ Getting lost	⇒ Grazes	
		⇒ Fear related conditions	⇒ Asthma/other medical conditions	
		⇒ Hypothermia	⇒ Drowning	
		⇒ Broken bones/sprains/strains		
<b>CAUSAL FACTORS</b> Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>		<b>ENVIRONMENT</b>
	<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>	
<b>RISK MANAGEMENT STRATEGIES</b>	Normal Operation	<ul style="list-style-type: none"> <li>⇒ Guide leading &amp; 'Tail end Charlie' at back</li> <li>⇒ <b>Minimum 2 Experienced Guides used. Ratio of at least 1 guide to 4 Clients</b></li> <li>⇒ <b>All cavers to wear thermals &amp; warm cloths.</b></li> <li>⇒ <b>All cavers to be reasonable fit and agile.</b></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 Lack of energy, 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, spare light and energy food</li> <li>⇒ Take any medication needed.</li> <li>⇒ Take enough energy food for everyone e.g. peanut slabs and clean water.</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>
	Emergency	<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 SYSTEM

**ACTIVITY/SITUATION:** ABSAILING/ ROCK CLIMBING

**RISK SYMBOL:**



**RM/ AREA IN CAMP:** OFFSITE

**DATE:** 00/00/00

**DATE REASSESSED:** AUGUST 2010

ANALYSIS		DESCRIPTION		
<b>RISKS</b>	Accident, injury other forms loss	<ul style="list-style-type: none"> <li>⇒ Falling</li> <li>⇒ Clothing or hair caught</li> <li>⇒ Injury from falling objects</li> <li>⇒ Fear related conditions</li> </ul>		
		<b>CAUSAL FACTORS</b>	Hazards, perils, dangers	<b>PEOPLE</b>
		<ul style="list-style-type: none"> <li>⇒ Inexperienced instructors</li> <li>⇒ Loose hair or clothing</li> <li>⇒ Dangling jewellery</li> <li>⇒ People fooling around</li> <li>⇒ Inadequate instruction</li> <li>⇒ Clients not listening</li> <li>⇒ Poor assessment of fears</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Ropes failing</li> <li>⇒ Karabiners falling/failing</li> <li>⇒ Anchors not secure</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Sharp rocks</li> <li>⇒ Slippery rocks</li> <li>⇒ Loose rocks</li> </ul>
<b>RISK MANAGEMENT STRATEGIES</b>	Normal Operation	<ul style="list-style-type: none"> <li>⇒ Qualified Instructor to supervise activity.</li> <li>⇒ Adequate supervision of group waiting</li> <li>⇒ Follow instructions of supervisors</li> <li>⇒ Hair tied back</li> <li>⇒ Clothing tucked in</li> <li>⇒ Jewellery removed</li> <li>⇒ Maximum of two people at top of abseil plus the instructor/s</li> <li>⇒ First Aider on site</li> <li>⇒ Keep spectators back and be aware of falling rocks/objects</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Thoroughly check equipment</li> <li>⇒ Double check rope set-up before use.</li> <li>⇒ Safety equipment is used - i.e. - safety rope, chest rope, double tapes</li> <li>⇒ Helmets must be worn</li> <li>⇒ First aid kit at site</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Assess site before commencing and make decision as to the continuance of the abseil</li> </ul>
	Emergency	<ul style="list-style-type: none"> <li>⇒ See emergency procedure policy</li> <li>⇒ Knife carried to cut clothing and/or hair if necessary</li> <li>⇒ Set up in such a way that either rope is able to be slacked in an emergency</li> <li>⇒ First aid is carried out as necessary</li> <li>⇒ Cell phone easily accessible</li> </ul>		



# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY/SITUATION:** CAMP OUTS

**RISK SYMBOL:**



**RM/ AREA IN CAMP:** OFFSITE

**DATE:** 00/00/00

**DATE REASSESSED:** AUGUST 2010

ANALYSIS		DESCRIPTION		
<b>RISKS</b>	Accident, injury other forms 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>CAUSAL FACTORS</b>	Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
		<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> </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>
<b>RISK MANAGEMENT STRATEGIES</b>	Normal Operation	<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> </ul>
	Emergency	<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 SYSTEM

**ACTIVITY/SITUATION:** KAYAKING: RIVER TRIP

**RISK SYMBOL:**



**RM/ AREA IN CAMP:** OFF SITE

**DATE:** 00/00/00

**DATE REASSESSED:** AUGUST 2010

ANALYSIS		DESCRIPTION		
<b>Risks</b>	Accident, injury Other forms loss	<ul style="list-style-type: none"> <li>⇒ Drowning</li> <li>⇒ Hypothermia</li> <li>⇒ Cuts</li> <li>⇒ Bruises</li> </ul>		
		<ul style="list-style-type: none"> <li>⇒ Muscle injuries</li> <li>⇒ Exhaustion</li> <li>⇒ Concussion</li> </ul>		
<b>CAUSAL FACTORS</b>	Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
		<ul style="list-style-type: none"> <li>⇒ Overturning in canoe</li> <li>⇒ Unable to exit canoe when upside down</li> <li>⇒ No life jacket</li> <li>⇒ Hit by paddle</li> <li>⇒ No helmet</li> <li>⇒ Poor assessment of fitness level</li> <li>⇒ Poor assessment of skill level</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Leaks in canoes/ kayaks</li> <li>⇒ Ill fitting life jackets</li> <li>⇒ Ill fitting spray skirts</li> <li>⇒ Ill fitting helmets</li> <li>⇒ Broken paddles</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Sharp objects and rocks in pond</li> <li>⇒ Cold water</li> <li>⇒ Windy day</li> <li>⇒ Overhanging trees</li> <li>⇒ Strong currents</li> <li>⇒ Dirty &amp; weedy water</li> </ul>
<b>RISK MANAGEMENT STRATEGIES</b>	Normal Operation	<ul style="list-style-type: none"> <li>⇒ Trained staff only to supervise river trips</li> <li>⇒ Stay together</li> <li>⇒ Adequate safety instructions given</li> <li>⇒ Correct technique on exiting a canoe is taught</li> <li>⇒ Clothing is checked</li> <li>⇒ The following ratios of adult: clients is dependent on client age and ability/fitness levels</li> <li>⇒ 1:4 for normal river level to half a metre higher than normal</li> <li>⇒ 2:5 for river level more than half a metre over normal river level</li> <li>⇒ Where possible use boat with motor for support craft.</li> </ul>	<ul style="list-style-type: none"> <li>⇒ First aid kit carried</li> <li>⇒ Rope carried</li> <li>⇒ Regular maintenance checks on all canoes and equipment</li> <li>⇒ No broken paddles to be used</li> <li>⇒ Life jackets must be hung up to dry after use</li> </ul>	<ul style="list-style-type: none"> <li>⇒ River is run dependant on conditions and level of water</li> <li>⇒ Awareness of weather conditions</li> </ul>
	Emergency	<ul style="list-style-type: none"> <li>⇒ See emergency procedure policy</li> <li>⇒ Estimated time of arrival known by someone outside of party - to ring police if not turned up one hour from eta dependant on river levels/darkness</li> </ul>		



# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY/SITUATION:** SWIMMING IN THE SEA/ SURFING

**RISK SYMBOL:**



**RM/ AREA IN CAMP:** OFF SITE

**DATE:** 00/00/00

**DATE REASSESSED:** AUGUST 2010

ANALYSIS		DESCRIPTION		
<b>Risks</b>	Accident, injury Other forms loss	<ul style="list-style-type: none"> <li>⇒ Drowning</li> <li>⇒ Shark attack</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>CAUSAL FACTORS</b>	Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
		<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>
<b>RISK MANAGEMENT STRATEGIES</b>	Normal Operation	<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 supervisor to 4 swimmers.</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> </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>
	Emergency	<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 SYSTEM

**ACTIVITY/SITUATION:** CROSSING THE ROAD

**RISK SYMBOL:**



**RM/ AREA IN CAMP:** BETWEEN KCC AND KAYAKING POND

**DATE:** 00/00/00

**DATE REASSESSED:** AUGUST 2010

ANALYSIS		DESCRIPTION		
<b>Risks</b>	Accident, injury Other forms loss	<ul style="list-style-type: none"> <li>⇒ Hit by oncoming traffic</li> <li>⇒ Grazes</li> <li>⇒ Broken bones/sprains/strains</li> <li>⇒ Death</li> </ul>		
<b>CAUSAL FACTORS</b>	Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
		<ul style="list-style-type: none"> <li>⇒ Poor instructions</li> <li>⇒ Not following instructions</li> <li>⇒ Hit by oncoming traffic</li> <li>⇒ Running on road</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Children crossing, warning road sign covered by plant growth</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Road traffic</li> </ul>
<b>RISK MANAGEMENT STRATEGIES</b>	Normal Operation	<ul style="list-style-type: none"> <li>⇒ Adequate safety instructions given</li> <li>⇒ At least one supervisor to oversee crossing of road</li> <li>⇒ One supervisor to check edge of hill for oncoming traffic</li> <li>⇒ Wait for whole group to cross at once</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Children Crossing sign 100m down the road to warn traffic</li> </ul>	
	Emergency	<ul style="list-style-type: none"> <li>⇒ See emergency procedure policy</li> </ul>		



# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY/SITUATION:** WALKING ON THE ROAD

**RISK SYMBOL:**



**RM/ AREA IN CAMP:** BETWEEN KCC AND KAYAKING POND

**DATE:** 00/00/00

**DATE REASSESSED:** AUGUST 2010

ANALYSIS		DESCRIPTION		
<b>Risks</b> Accident, injury Other forms loss	<ul style="list-style-type: none"> <li>⇒ Hit by oncoming traffic</li> <li>⇒ Grazes</li> <li>⇒ Broken bones/sprains/strains</li> <li>⇒ Asthma/other medical conditions</li> </ul>			
	<b>CAUSAL FACTORS</b> Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
		<ul style="list-style-type: none"> <li>⇒ Poor instructions</li> <li>⇒ Not following instructions</li> <li>⇒ Hit by oncoming traffic</li> <li>⇒ Running on road</li> <li>⇒ Group splitting up</li> <li>⇒ Inadequate footwear</li> <li>⇒ Slipping/ falling</li> <li>⇒ Medical Conditions</li> <li>⇒ Inadequate ratio</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Poor sight if at night</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Road traffic</li> <li>⇒ Road works</li> </ul>
<b>RISK MANAGEMENT STRATEGIES</b>	Normal Operation	<ul style="list-style-type: none"> <li>⇒ Walk in pairs on left hand side of the road as a group</li> <li>⇒ Minimum two adult/ leader supervision with at least 1 adult/ leader to 5 children.</li> <li>⇒ Check that footwear is adequate</li> <li>⇒ Safety covered prior to walk to site.</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> <li>⇒ Take at least one vehicle in case of injury</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Be aware of weather/ road conditions. Abort if deemed necessary</li> </ul>
	Emergency	<ul style="list-style-type: none"> <li>⇒ See emergency procedure policy</li> </ul>		



# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY/SITUATION:** IN TOWN: HAMILTON GARDENS, LAKE

**RISK SYMBOL:**



**RM/ AREA IN CAMP:** OFF SITE

**DATE:** 00/00/00

**DATE REASSESSED:** AUGUST 2010

ANALYSIS	DESCRIPTION		
<b>Risks</b> Accident, injury Other forms loss	<ul style="list-style-type: none"> <li>⇒ Hit by traffic</li> <li>⇒ Bee Stings</li> <li>⇒ Grazes</li> <li>⇒ Falls</li> <li>⇒ Broken bones/sprains/strains</li> <li>⇒ Asthma/other medical conditions</li> <li>⇒ People getting left behind</li> <li>⇒ People getting lost</li> <li>⇒ Hypothermia</li> </ul>		
<b>CAUSAL FACTORS</b> Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
	<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>
<b>RISK MANAGEMENT STRATEGIES</b>	Normal Operation	<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>	
	Emergency	<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> <li>⇒</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>	
		<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>	