

# RISK ANALYSIS AND MANAGEMENT SYSTEM

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ACTIVITY/SITUATION:** Adventure Based Learning

**ANALYSIS:**

**DESCRIPTION:** In the trees at Camp Columba

<b>RISKS</b>	Death Injury – requiring hospitalisation - Requiring first aid Emotional injury Mental injury		
<b>Accidents, Injury other forms of loss</b>			
<b>CAUSAL FACTORS</b>	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
<b>Hazards; perils, dangers.</b>	Lack of leadership Lack of knowledge of the area Poor communication Complacency Fear/anxiety Unsupportive atmosphere Boredom Fear of failure Medical conditions Poor group controls Inappropriate instructing Philosophy Collapse of the teaching process	Suitable footwear worn Condition (safe/stable/no sharp edges exposed) Personal safety equipment Personal jewellery or sharp objects on players	Uneven playing surfaces Obstacles not associated with game Trees, stumps, rock, branches old rubbish that people could trip on
<b>Normal Operation</b>	Appropriate instructor standards Broad instructor experience Good instructor technique Current first aid qualification Knowledge of S.A.R. Full briefing & risk disclosure Ratios not exceeded Check medical conditions Appropriate activity, trip, route Challenge by choice Match of ability and psyche Set appropriate challenges Provide positive feedback and assurance	Instructor checks equipment All sharp objects and any jewellery is removed	Instructor checks possible dangers and highlights them eg rocks, holes
<b>Crisis Management</b>	Qualified first aiders – Not negotiable First aid kit – checked before trip, restock after trip Directive leadership during an emergency situation Good communication skills Communication equipment – mtn. radio, cell phone, P.L.B Knowledge of use/coverage Stabilize the situation Evacuation plan if needed Notification of appropriate people		

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<p>RELEVANT INDUSTRY STANDARDS APPLICABLE</p>	<p>Standards set out in the Adventure Southland Code of Practice are run in conjunction with the Ministry of Education best practice guidelines and the Outdoor Safety Institute. Unit standard 17153 Facilitate Adventure based learning activities for personal and social development of participants. National Certificate Adventure Based Learning Level 5</p>
<p>POLICIES AND GUIDELINES RECOMMENDED</p>	<p>Any activity carry out must meet with the Adventure Southland Code of Practice. Instructors are qualified in the activity they are running.</p>
<p>SKILLS REQUIRED BY STAFF</p>	<p>Instructors currently first aid certified Trained in group dynamics and communication skills Observed activities under guidance of another qualified instructor before taking activity.</p>
<p>FINAL DECISION ON IMPLIMENTING ACTIVITY</p>	<p style="text-align: center;"><u>CHOOSE ONE</u></p> <p style="text-align: center;">ACCEPT <span style="float: right;">REJECT</span></p>
	<p>COMMENTS</p>