

SECTION A

“Significant refers to the potential for any harm that is not trivial and would warrant a response or intervention”

RISK	HAZARD OR HARM	POSSIBLE OUTCOME (PERIL)	SIGNIFICANT	ACTION	DOES ACTION ELIMINATE, ISOLATE OR MINIMISE RISK?
Physical	Area not suitable, i.e. difficult or advanced terrain	Physical Injury	Yes	Area chosen to appropriate level of ALL participants involved and also matches activity requirements.	Minimise
	Person loses footing and trips	Physical Injury	Yes	Participants to be aware of foot placements and adhere to breaks when or if needed to keep physical and mental prowess	Minimise
	Being struck by launching Air Rocket	Physical Injury	Yes	Make sure participants are standing clear when preparing to launch and no one is holding the trigger while pumping air into the launcher, as rocket could launch prematurely.	Minimise
	Being struck by flying Air Rocket	Physical Injury	Yes	Ensure that the course is clear before rocket launched Each participant throws one at a time so group advances together.	Minimise
	Air Rocket Building with hot glue gun and scissors.	Physical Injury Pulpuslacerataphobia (Fear of Paper Cuts)	Yes	Do not use if any damage to glue gun or to electrical lead is found. Ensure supervision of participants cutting out rocket fins with scissors.	Minimise
	Weather unsuitable	Physical Injury Physical injury	Yes Yes	Weather reports to be obtained prior to trip date (to attain weather pattern) while also obtaining an up to date situation and forecast prior to activity commencement. Strong winds taking air rocket off course and into other areas e.g. archery/Air Rifles. Restrict or cease activity in high winds.	Minimise Minimise

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Physical	Not wearing appropriate footwear	Injury to feet or ankle	Yes	All participants to wear lace up and supportive footwear, has adequate tread suited for trip purposes such as leather or synthetic shoes.	Minimise
		Injury to feet such as blisters	No	Participants to have their own shoes, correct socks and check feet each morning and night for possible blisters, first aid if needed.	Minimise
	Participants not equipped for all wet, dry, hot or cold weather situations	Heat / Cold (heat stroke / hypothermia) Problems with participants	Yes	Given appropriate information to participants before activity commences (including valid time for participants to gather all appropriate gear).	Minimise
	Instructors not monitoring all participants	Physical injury	Yes	Ensure correct instructor: participants ratios are adhered to at all times while instructors are vigilant and responsive under the WORK NOT RECREATION ethics while maintaining professionalism at all times.	Minimise
	Improper participant behaviour	Physical injury	Yes	Adequate briefing including behavioural expectations clearly explained to all participants.	Minimise
Emotional	Instructor (or other supervisor) forces participation or continuation of launching	Emotional anguish through being forced to participate	No	A “Challenge by Choice”, group briefing and debriefing used to obtain personal and group goals and challenges. Activity pitched at participant’s actual skill level and abilities. Instructor coaches participants	Minimise

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Social Cultural	Launching rockets on sites that have cultural significances without the knowledge and thus offending landowners or custodians.	Damage to culturally significant site	Yes	Air Rockets in approved areas only.	Eliminate
	High use areas / upsetting local Maori or landowners; no permission.	Conflict with other users / local Maori or landowners	No	Brief on respect for other users / access; seek permission if required for good relations.	Minimise
Financial	Inadequate supervision of gear	Damage / loss of equipment injury	No	Brief on correct techniques and safety and correct use of gear. Instructor to check site before leaving. Equipment to be used within manufactures and Adventure Southland recommendations.	Minimise
Environmental	Participants and wildlife together in close proximity	Damage to environment / wildlife	No	Remind all clients to remain clear of wildlife – respect their habitat and their space. Minimum impact / environmental education / instructor checks area for rubbish.	Minimise
	Bee or Wasp stings	Allergic reaction, possible anaphylactic shock	Yes	Participants known to have allergies are vigilant and have appropriate medications available such as Epi-pens with others instructed on its use. Instructors to have antihistamine tablets or cream in first aid kit.	Isolate

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Should loss occur, what will you need to have in place to minimise the loss?	Emergency Instructor first aid trained. First Aid kit, form of communication.
IMPORTANT! This RAMS form is not complete unless attached to Section B and signed off by the Manager	

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SECTION B

INDUSTRY STANDARDS	POLICES / GUIDELINES	STAFF SKILLS	OFFICIAL APPROVAL	
Outdoor Activities: Guidelines for leaders (2009). EOTC Guidelines (2009)	‘Challenge by Choice’ philosophy to operate. Buddy system incorporated to keep a vigilant eye on all participants Private land owners must be contacted to request access. Instructor ratios of 1:10 Instructors must comply with the Adventure Southland Code of Practise and any Relevant industry standards applicable.	First Aid Qualified, outdoors, PHEC or higher In House Competency ‘Sign off’ Leadership skills People management (group dynamics Fitness Patience Adaptability to all foreseeable situations	SECTION A Checklist	
			No. Of sheets checked	5
			Risk	✓
			Hazard/harm	✓
			Outcome	✓
			Severity	✓
			Action	✓
			Eliminate, isolate or minimise	✓
			Emergency	✓
			SECTION B Checklist	
			Industry standards	✓
			Policies and guidelines	✓
			Staff skills	✓
			Approved:	Not Approved:
			Name: Amy Sutherland Position: Programme Manager Date:	
This activity is not officially sanctioned until this box is completed by Manager and attached to section A				

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