

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	Equipment failure.	Misfire.	Yes	<p>New Zealand Fire Arms Safety Code to be adhered to at all times.</p> <p>Supervisor to check each participant before they fire, or delegate checking to participants with appropriate skills plus a pre-fire “sign off” by instructor.</p> <p>Only point Air Rifle/Bow down range, zero tolerance any other direction!</p> <p>Boundaries set and enforced e.g. no walking in front of firing range.</p> <p>Only children in roped area are the ones using Air Rifle/Bow, other children all seated behind the roped area.</p> <p>No one allowed over front of the roped area until all Air Rifle/Bows are on the ground.</p> <p>Each student only gets five slugs/three arrow each turn.</p>	Minimise
	Improper participant behaviour. Unrestrained long hair. Loose clothing.	Physical injury.	Yes	<p>Well explained briefing before firing and supervisor in position to intervene if necessary at any time.</p> <p>Ensure all long hair is tied up.</p> <p>Ensure any loose clothing is away from all equipment.</p>	Minimise
	Not wearing appropriate footwear.	Injury to feet or body	No	All participants to wear lace up, closed toe and supportive footwear.	Minimise

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Physical	Supervisor monitoring students at firing range.	Unsupervised participants wandering off/lost/injured.	Yes	Supervisor briefs on boundaries and enforces. Activity provided to fill in the unsupervised time. Supervisor maintains contact with group.	Minimise
	Participants not equipped for hot or cold weather.	Heat / cold problems with participants.	Yes	Have appropriate aids available for the weather conditions expected – water, sunscreen, hot drinks in flask, emergency shelters, and spare clothes.	Minimise
Emotional	Instructor (or other supervisor) forces participation. Inadequate supervision.	Emotional damage through being forced to participate or fear of firearms (Hoplophobia).	No	Ensure there is a variety in level of challenge. Use suitable progression. “Challenge by Choice” policy used; talk to participants about goals. Activity pitched at participants levels. Instructor coaches participants as required.	Minimise
Social Cultural	Shooting on site that has cultural significances without the knowledge and thus offending landowners or custodians.	Damage to culturally significant site.	Yes	Firing on approved sites 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

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Financial	Instructor (or other supervisor) forces participation. Inadequate supervision.	Damage / loss of equipment.	No	Supervisors must have current New Zealand Fire Arms Licence. Brief on correct techniques and safety and correct use of gear. Instructor to check site before leaving. Wrong ammunition used. Rifle misfiring. Arrows misfired. Equipment to be used within manufacturer and Adventure Southland recommendations.	Minimise
Environmental	Weather Unsuitable.	Death or hospitalisation due to hypothermia.	Yes	Monitor students during extreme cold as hands and fingers start getting cold.	Minimise
	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

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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. Intentions logged. Supervisor must have current New Zealand fire Arms Licence for Air Rifle supervision.
IMPORTANT! This RAMS form is not complete unless attached to Section B and signed off by Manager	

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SECTION B

INDUSTRY STANDARDS	POLICES / GUIDELINES	STAFF SKILLS	OFFICIAL APPROVAL	
<p>Outdoor Activities: Guidelines for leaders (2009).</p> <p>EOTC Guidelines (2009).</p> <p>Standards set out in the Adventure Southland Code of Practice are run in conjunction with the Ministry of Education best practice guidelines, Outdoor Safety Institute and the NZMSC firearms guidelines.</p> <p>Ratio supervisor: Clients 1:10.</p>	<p>‘Challenge by Choice’ philosophy to operate.</p> <p>Private land owners must be contacted to request access.</p> <p>Instructor to supervise a maximum of ten participants and two accompanying adults with a maximum of two Air Rifles/Bows.</p> <p>Only children in roped area are ones using Air Rifle/Bow, other children all seated behind the roped area.</p> <p>No one allowed over front of the roped area until all Air Rifles/Bows are on the ground.</p> <p>Each student only gets five slugs/three arrows each turn.</p> <p>Only point arrows down the range.</p>	<p>Current New Zealand Fire Arms Licence.</p> <p>First Aid Qualified</p> <p>In House Competency</p> <p>‘Sign off’.</p>	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:
			<p>Name: Amy Sutherland</p> <p>Position: Programme Manager</p> <p>Date:</p>	
<p>This activity is not officially sanctioned until this box is completed by Manager and attached to section A</p>				

Name:

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