

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
	Person slips on terrain above the bush line	Physical Injury	Yes	Participants taught how to move on all types of terrain including scree slopes	Minimise
	Weather unsuitable	Death or hospitalisation due to hypothermia	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. Satellite phone carried for evening SKEG (7-8pm)	Minimise
		Wet weather, snow, flooding, white outs, mist, fog or darkness causing death, physical and/or emotional injury	Yes	Trip alternatives planned and adhered to. Instructors experienced in all weather and navigational practices.	Minimise
	Improper nutritional food	Physical injury, Hypoglycaemia	Yes	Participants are informed of proper nutritional requirements and needs while recreation in the outdoors. Instructor to carry emergency food.	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 reaching above the ankle line, has adequate tread suited for trip purposes such as leather or synthetic trekking boots.	Minimise
		Injury to feet such as blisters	No	Participants to have their own worn in boots, 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) Instructors prepared for all situations and have on hand appropriate aids for conditions expected – water, hot drinks flask or equipment to prepare, appropriate energy snacks, emergency shelters, 2 water proofed forms of communication and spare clothes.	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

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	Improper participant behaviour	Physical injury	Yes	Adequate briefing including behavioural expectations clearly explained to all participants.	Minimise
	Inexperienced instructor	Physical or Emotional damage	Yes		
Emotional	Instructor (or other supervisor) forces participation or continuation of walking	Emotional anguish through being forced to participate or continue walking (exhausted)	No	Ensure there is a variety in level of challenge, i.e. route selection is appropriate for each and every participant. 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	Tramping on sites that have cultural significances without the knowledge and thus offending landowners or custodians.	Damage to culturally significant site	Yes	Tramp 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	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
	No appropriate clothing or gear e.g. thermals	Physical or Emotional injury	Yes	Instructors to check all clothing and gear used at all times, Instructors to have gear available if participants have exhausted their own avenues and gear is not available.	Eliminate
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,	Yes	Participants known to have allergies are vigilant and	Isolate

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		possible anaphylactic shock		have appropriate medications available such as Epipens with others instructed on its use. Instructors to have antihistamine tablets and cream in first aid kit.	
Environmental	Didymo transferring	Environmental damage and algae spread	Yes	Check, Clean and Dry all equipment used, especially if in known didymo areas or crossing streams/ rivers known to have didymo. Instructors to inform and supervise cleaning with correct solutions. Use minimal environmental impact practices when choosing areas to tramp in.	Eliminate
	Poor Hygiene and Environmental care	Physical damage and environmental damage	Yes	Teach Leave no trace philosophy for the environment with specific mention to sensitive areas e.g. washing pots etc away from water source, toileting etc	

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Should loss occur, what will you need to have in place to minimise the loss?	Emergency
IMPORTANT! This RAMS form is not complete unless attached to Section B and signed off by the Manager	<p>Instructor first aid trained.</p> <p>Instructor to carry spare clothing, food and equipment</p> <p>First Aid kit, radio, shelter, hot drink, and food carried. Minimum of 2 forms of water proofed communication devices.</p> <p>Intentions logged prior to trip and in any hut intentions books.</p> <p>Instructor competent in search and rescue and bush instruction (including above bush line).</p>

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SECTION B

INDUSTRY STANDARDS	POLICES / GUIDELINES	STAFF SKILLS	OFFICIAL APPROVAL	
Syllabus: NZOIA Bush Leader or higher. Skills Active National Certificate in Outdoor Recreation Instruction – Tramping. Alpine Guide. Outdoor Activities: Guidelines for leaders (2009). EOTC Guidelines (2009)	Instructors to carry spare clothing, equipment (including emergency equipment) and emergency food supplies. ‘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 1:14 on track 1:10 off track Minimum of 2 forms of water proofed communication carried. Instructors must comply with the Adventure Southland Code of Practise and any Relevant industry standards applicable.	NZOIA Bush 1 or higher NZMSC Bush 1 or higher NZOIA Alpine 1 or higher NZMSC Alpine 1 or higher First Aid Qualified, outdoors, PHEC or higher In House Competency ‘Sign off’ Leadership skills People management (group dynamics) Fitness Survival skills Patience Adaptability to all foreseeable situations	SECTION A Checklist	
			No. Of sheets checked	6
			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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