

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.	Physical injury.	Yes	Boundaries set and enforced. Supervisor to check each participant before they slide, or delegate checking to participants with appropriate skills plus a pre-flight “sign off” by supervisor. Dispose of damaged sack(s).	Minimise
	Improper participant behaviour. Unrestrained long hair. Loose clothing. Not contained in sack(s). Gate incorrectly shut before and after use.	Physical injury.	Yes	Check and clear any loose debris during set up and ensure helmets are used at all times on concrete slide. Well explained briefing before and supervisor in position to intervene if necessary at any time. Ensure all long hair is tied up. Ensure all loose clothing and limbs are secured inside the sack before take-off. Ensure students are correctly positioned before beginning slide. Explain correct technique to prevent air time over bump. Gate must be shut before and after releasing client and when unattended.	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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RISK	HAZARD OR HARM	POSSIBLE OUTCOME (PERIL)	SIGNIFICANT	ACTION	DOES ACTION ELIMINATE, ISOLATE OR MINIMISE RISK?
Physical	Supervisor monitoring students sliding.	Unsupervised participants wandering off/lost/injured.	Yes	Instructor briefs on boundaries. Activity provided to fill in the unsupervised time. Instructor 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.	No	Ensure there is a variety in level of challenge, i.e. is appropriate for each participant. Use suitable progression. “Challenge by Choice” policy used; talk to participants about goals. Activity pitched at participants levels. Supervisor coaches participants as required.	Minimise
Social Cultural	Lack of cultural understanding. Lack of leadership or inappropriate instructing.	Offensive to culture or person/s.	Yes	Understanding and training given of Tikanga Maori principals and other cultural issues that may arise.	Eliminate

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Financial	Instructor (or other supervisor) forces participation. Inadequate supervision.	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 manufacturer and Adventure Southland recommendations.	Minimise
Environmental	Weather Unsuitable.	Death or hospitalisation due to hypothermia.	Yes	Slide not to be used during rain. Monitor students during extreme cold as hands and fingers start getting cold.	Minimise
		Gaining too much speed, over shooting.	Yes	Concrete slide not to be used if water running down it from rain. No water or detergent to be added to concrete slide.	Eliminate
	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/Supervisor first aid trained. First Aid kit. Intentions logged.
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		
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. Outdoor Activities: Guidelines for leaders (2009). EOTC Guidelines (2009).	Helmets to be worn at all times unless in a designated safe area. ‘Challenge by Choice’ philosophy to operate. Private land owners must be contacted to request access. Supervisor to supervise a maximum of twelve participants and two accompanying adults.	First Aid Qualified In House Competency ‘Sign off’	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: 02/03/2015		
This activity is not officially sanctioned until this box is completed by Manager and attached to section A					

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