

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	Burns - Hand in fire - Falling on/in fire - Unstable seating around fire - Overcrowding around fire	Physical Injury	Yes	1:10 Supervisor : Student ratio Do not overcrowd fires Have seating a safe distance from fire Everyone must be wearing covered shoes	Minimise
	Food Poisoning - Non pre-cooked meat - Poor personal hygiene	Physical Injury	Yes	All meat and food to be precooked for safety and efficiency All food to be prepared by catering staff	Minimise
	Cuts - Cut by tomahawk when cutting kindling	Physical Injury	Yes	Kindling should be prepared by adult	Minimise
	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 trekking boots.	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 and hot drink making.	Minimise
	Improper participant behaviour	Physical injury	Yes	Adequate briefing including behavioural expectations clearly explained to all participants.	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	Minimise

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Emotional	Instructor (or other supervisor) forces participation	Emotional anguish through being forced to participate Fear of fire - (Pyrophobia)	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
Social Cultural	Fire lighting on sites that have cultural significances without the knowledge and thus offending landowners or custodians.	Damage to culturally significant site	Yes	Light fires 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 Epipens with others instructed on its use. Instructors to have antihistamine tablets and cream in first aid kit.	Isolate

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Environmental	Out of control fire	Forest Fire	Yes	Always use fire pits Only use enough fuels to cook over When big bonfire is going must be supervised by property staff member Ensure that fires are completely extinguished and are cold to touch with back of hand.	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. Minimise the effects of fire	Minimise
	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.	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. Instructor to carry spare clothing, food and equipment First Aid kit, radio, shelter, hot drink, and food carried. Intentions logged prior to trip. Instructor competent in search and rescue and bush instruction (including above bush line).
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		
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 1:10 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		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					

Name:

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