

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. Appropriate anchor selection: <ul style="list-style-type: none"> ✓ A well rooted living tree waist thickness. ✓ A well bedded pole or ground anchor, suitable for activity. Equipment checked for damage and correct setup prior to activity commencing. Harnesses worn correctly, checked prior to run. Supervisor to check each participant before they run. Report all damaged equipment immediately.	Minimise
	Improper participant behaviour. Gaining too much backward speed, falling backwards.	Physical injury.	Yes	Check and clear any loose debris during set up and ensure helmets are used at all times. Well explained briefing before and supervisor in position to intervene if necessary at any time. Ensure students are correctly briefed before beginning activity. Explain correct technique to prevent landing on back: (Low position - hands to touch ground for entire retreat)	Minimise
	Not wearing appropriate footwear.	Injury to feet or body.	No	All participants to wear lace up, closed toe and supportive footwear.	Minimise

Name:

Date of Review:

ADVENTURE SOUTHLAND LIMITED 2015
RISK ANALYSIS AND SAFETY MANAGEMENT SYSTEM

ACTIVITY: Horizontal Bungee

RISK	HAZARD OR HARM	POSSIBLE OUTCOME (PERIL)	SIGNIFICANT	ACTION	DOES ACTION ELIMINATE, ISOLATE OR MINIMISE RISK?
Physical	Supervisor monitoring students.	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. Astrophobia (fear of all things rubber)	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

Name:

Date of Review:

ADVENTURE SOUTHLAND LIMITED 2015
RISK ANALYSIS AND SAFETY MANAGEMENT SYSTEM

ACTIVITY: Horizontal Bungee

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?
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	Monitor students during extreme cold as hands and fingers start getting cold.	Minimise
	Damaging surface.	Damage to grassed areas, dead muddy patches on field.	No	Change angle of Bungee regularly when ground is wet, limit/refrain from use if causing damage to site.	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

Name:

Date of Review:

SECTION A

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

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

Name:

Date of Review:

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:	
This activity is not officially sanctioned until this box is completed by Manager and attached to section A				

Name:

Date of Review: