

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.	Death by falling.	Yes	<p>Boundaries set and enforced.</p> <p>Supervisor to check each participant before they climb, or delegate checking to participants with appropriate skills plus a pre-climb “sign off” by supervisor.</p> <p>Supervisor must have STOP control in their hands at all times.</p> <p>Ensure mat is not too close to the wall to prevent turning and not too far away for student to fall between wall and mat.</p>	Minimise
	<p>Improper participant behaviour.</p> <p>Unrestrained long hair.</p> <p>Loose clothing.</p>	Physical injury.	Yes	<p>Check and clear any loose rock during set up and ensure helmets are encouraged at all times in climbing area.</p> <p>Clear briefing before climbing and instructor 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 that a rope runs through.</p> <p>Keep hands below red tape.</p>	Minimise
	Not wearing appropriate footwear.	Injury to feet while descending.	No	All participants to wear lace up 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	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. Briefing re: appropriate clothing.	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
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. route selection is appropriate for each participant. Use suitable progression. “Challenge by Choice” policy used; talk to participants about goals. Activity pitched at participants levels. Instructor coaches participants as required.	Minimise
Financial	Improper use of equipment	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

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RISK	HAZARD OR HARM	POSSIBLE OUTCOME (PERIL)	SIGNIFICANT	ACTION	DOES ACTION ELIMINATE, ISOLATE OR MINIMISE RISK?
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
	Weather Unsuitable	Death or hospitalisation due to hypothermia	Yes	Wall not to be used during rain. Monitor students during extreme cold as hands and fingers start getting cold.	Minimise
		Death or hospitalisation due to electric shock	Yes	Wall not to be used during electrical storms.	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 knife. First Aid kit and small ladder 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	
Syllabus: NZOIA Rock Leader or higher. Skills Active National Certificate in Outdoor Recreation Instruction – Climbing. Alpine Guide. Outdoor Activities: Guidelines for leaders (2009). EOTC Guidelines (2009)	Helmets to be worn at all times unless in a designated safe area. Supervisor must have STOP control in their hands at all times. ‘Challenge by Choice’ philosophy to operate. Private land owners must be contacted to request access. Instructor to supervise a maximum of twelve participants and two accompanying adults.	NZOIA Rock 1 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				

Name:

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