

RISK ANALYSIS AND MANAGEMENT SYSTEM

NAME: _____

DATE: _____

ACTIVITY/SITUATION: Canadian Canoeing

ANALYSIS:

DESCRIPTION: at Eden Prydes Pond in Gore

RISKS	Death Injury – requiring hospitalisation - Requiring first aid Emotional injury Mental injury		
Accidents, Injury other forms of loss			
CAUSAL FACTORS	PEOPLE	EQUIPMENT	ENVIRONMENT
Hazards; perils, dangers.	Lack of instructor ability Lack of leadership Lack of first aid knowledge Lack of knowledge of the area Poor communication Complacency Fear/anxiety Unsupportive atmosphere Boredom Fear of failure Medical conditions Poor group controls Inappropriate instructing Philosophy Collapse of the teaching process	Boats / lifejackets / paddles / clothing / helmet/ food not checked Waterproof containers. First aid equipment. Safety equipment not checked	Familiarity with environment. Water speed. Weather conditions including sun, wind, rain not taken.
Normal Operation	Appropriate instructor standards Broad instructor experience Good instructor technique Current first aid qualification Knowledge of S.A.R. Full briefing & risk disclosure Ratios not exceeded Check medical conditions Appropriate activity, trip, route Challenge by choice Match of ability and psyche Set appropriate challenges Provide positive feedback and assurance	Correct clothing Check equipment before start Waterproof bags Wet suits and polypropylenes Appropriate food – carbohydrates, protein, water All equipment is wear suitable to the person, fitting correctly	Weather forecast Be familiar with route Escape routes Ensure sun screen is worn. Environmental impact including toileting is adhered to
Crisis Management	Qualified first aiders – Not negotiable First aid kit – checked before trip, restock after trip Directive leadership during an emergency situation Good communication skills Communication equipment – mtn. radio, cell phone, P.L.B Knowledge of use/coverage Stabilise the situation Evacuation plan if needed Notification of appropriate people		

<p>RELEVANT INDUSTRY STANDARDS APPLICABLE</p>	<p>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. Canoe 1. NZOIA Flatwater kayak. NZOIA Guides Award. SKOANZ and NZOIA Sea Kayak 1. NZOIA For larger lakes well as the sea Unit standards with instruction certificates to level 5</p>
<p>POLICIES AND GUIDELINES RECOMMENDED</p>	<p>Any activity carry out must meet with the Adventure Southland Code of Practice. Instructors are qualified in the activity they are running.</p>
<p>SKILLS REQUIRED BY STAFF</p>	<p>Instructors currently first aid certified Trained in group dynamics and communication skills Observed activities under guidance of another qualified instructor before taking activity.</p>
<p>FINAL DECISION ON IMPLIMENTING ACTIVITY</p>	<p style="text-align: center;"><u>CHOOSE ONE</u></p> <p style="text-align: center;">ACCEPT REJECT</p> <hr/> <p>COMMENTS</p>