

# RISK ANALYSIS AND MANAGEMENT SYSTEM

NAME:

DATE:

ACTIVITY/SITUATION: **Flat Water Kayaking**

ANALYSIS

DESCRIPTION: **On the pond at Camp Columba**

<b>RISKS</b>	Drowning Hypothermia Shoulder Dislocation Loosing kayak gear Sun burn Hitting head on bottom Head injury Cut feet Sprains Wind burn Unknown health risks			
Accidents, Injury other forms of loss				
<b>CAUSAL FACTORS</b>	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>	
<b>Hazards; perils, dangers.</b>	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	Incorrect clothing Kayaks, paddles are not in good order Footwear not worn Helmets not worn Lost gear	Weather – cold/hot Reeds around the “islands” Areas students could drift into Wind chill Slippery, muddy bank and access Electric fence around pond area Air pollutants in pond (Super) Farm animals in the pond paddock	
<b>R I S K  M A N A G E M E N T  S T R A T E G I E S</b>	<b>N O R M A L</b>	Appropriate instructor standards Broad instructor experience Good instructor technique Current first aid qualification 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	All boats are outfitted with appropriate equipment. All gear in good condition All gear present Have a whistle, dry bag, thermos, suntan lotion Ensure instructor carries all correct rescue gear Students are wearing correctly fitting gear Life jacket, Wet suit, Warm clothing, Footwear helmet, Wind proof jacket	Monitor conditions Check area for hazards before hand Know area Keep group away from horse Keep gate shut Before entering paddock inform group that the fence is electric Keep group away from horse Keep gate shut Before entering paddock inform group that the fence is electric Do not use pond if farmer has used agricultural sprays near it
	<b>E M E R G E N C Y</b>	Staff has the appropriate practical and theoretical training in emergency skills. Appropriate emergency equipment is available Adequate levels of support are available for rescue operations. Participants are properly prepared for emergency procedures. Cell phone and first aid kit available Vehicle available/license Staff have current first aid certificate Rescue gear – First aid kit, Throw bag, Spare paddle, Pulleys/Rope, Thermos, Spare clothing, Knife		

<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. Kayak 1. NZOIA Kayak 11. NZOIA National Certificate in kayaking Instruction Unit standards in Kayaking Swift water certification</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>Experienced on Flat water Instruction  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 <span style="float: right;">REJECT</span></p>
	<p>COMMENTS</p>