

RISK ANALYSIS AND MANAGEMENT SYSTEM

NAME: _____

DATE: _____

ACTIVITY/SITUATION: In and Around Camp

ANALYSIS:

DESCRIPTION: Camp Columba

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	Inappropriate Clothing Adult Supervision of kitchen cooking facilities Building etc not safe Students not supervised around sanitizer	Slippery surfaces Weather unsuitable Uneven ground surfaces Sharp objects
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	Pot mitts provided Ensure suitable footwear/ clothing Supervision for children using Kitchen equipment Building checked, notify caretaker of any damage Student are supervised around the sanitized	Avoid inappropriate weather Check area for sharp objects Avoid bad ground conditions
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 Stabilize 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.</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>
	<p>COMMENTS</p>