

RISK ANALYSIS AND MANAGEMENT SYSTEM

NAME: _____

DATE: _____

ACTIVITY/SITUATION: Windsurfing

ANALYSIS:

DESCRIPTION:

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	Incorrect clothing Students not wearing equipment properly. Equipment is old or worn out Lifejackets not checked on lifeline or age. Broken or cracked mast sails etc	Water to rough or moving to fast for the student's skill levels. Weather unsuitable. Trespassing on terrain or sacred ground. No safe exit points.
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	All boards outfitted with appropriate equipment. This includes but is not limited to first aid kit; rescue equipment; storage of accessory gear; flotation gear and sails. Students should be wearing appropriate clothing for the activities and the conditions to be encountered. Each student must wear a SANZ approved buoyancy vest or sheltered waters personal flotation device. A helmet must be worn at all times. All boards should be checked for flotation prior to student use. Appropriate inspection of equipment and associated protective gear is conducted prior to student's use.	Staff is aware of the appropriate natural and cultural history of the area. The activity site selected is appropriate to student skill level, especially if for basic skills teaching. Sites with underwater snags are avoided. Sheltered water implies no wind, chop or moving water. Lakes and inland water are often quite hazardous due to unpredictable wind conditions and cold temperatures.
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. Kayak 1. NZOIA Kayak 11. NZOIA National Certificate in kayaking Instruction Unit standards in Kayaking Swift water certification Windsurfing Instruction</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>