

Arthur's Pass Outdoor Education Centre Risk Analysis And Management System:

Activity: Bealey Spur Track (to Top Hut)

Date: Updated April 2010 (from May 08, Nov 05, Jan 02 & Feb 99 updates of April 96 originals)

Key Risks:

Accident, injury or other form of loss:

- A. Fall causing injury
- B. Object falling onto group/ individual
- C. Loss of individual/ group
- D. Drowning
- E. Hypothermia
- F. Illness
- G. Traffic accident
- H. Psychological harm

Causal Factors and Risk Management:

People Hazards:

1. Falling/slipping on/off of track. Sliding on snow/mud and hitting object. (A)
2. Pushing or shoving causing falls. (B)
3. Group splitting or individual leaving group. (C)
4. Group not taking responsibility for own safety. (A, C, D, E, G, H)
5. Drivers on BS road not expecting children (G)
6. Wanting to give up, unwillingness to undertake activity. (C, H)
7. Stone throwing/kicking causing injury. (B)
8. Fear of heights. (H)
9. Dehydration/exhaustion. (F, H)
10. Personal health/toilet issues. Wasp/bee stings in summer. (C, F, H)

People Management:

1. Identify key locations of risk i.e. traverse above Bruce stream. Warn group of all dangers, esp. running on muddy/snowy track and tree roots. Spread parents though group (1 adult to 8 children). Keep group single file and jump on silliness early. Advise parents to watch for dangerous behaviour and to act when necessary.
2. Brief on danger of pushing and watch for dangerous behaviour. Maintain single group in single file with no passing.
3. If kids likely to wander appoint an adult to watch them. Check numbers regularly during activity. A tail end Charlie appointed and group notified. Always do number check after a stop. Explain toileting protocol.
4. Need to consider own and others safety explained in briefing.
5. Keep group close and watch for other vehicles. Jump on silliness.
6. Arrange support and encouragement from peers/parent. If an attention seeking behaviour minimise "audience".
7. Hazards of stone throwing and kicking explained in briefing.
8. Arrange support and encouragement.
9. Make sure group carries snack/lunch and water. Take regular rests and monitor group.
10. Toilet protocol explained at briefing. Manager carries toilet paper and spade. Sanitary items carried in FA kit. Be

	sensitive to privacy and needs of students. Carry antihistamines in in first aid kit. Teacher to notify manager of all serious health issues. Medication to be checked before leaving.
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<p>Equipment Hazards:</p> <ol style="list-style-type: none"> 1. Clothing insufficient resulting in hypothermia (E) 2. Footwear inappropriate for activity. (A) 3. Wet frozen bridges or board walks (A) 4. Bridges/boardwalk collapsing (A, B, H) 5. Road accident in van (G) 	<p>Equipment Management:</p> <ol style="list-style-type: none"> 1. Standard rules apply for outdoor clothing. Raincoat and warm hat always compulsory. Jersey/Polar fleece and gloves in winter. In cold weather/snow check jersey, socks, shoes, coat, hat gloves. 2. Check footwear before activity and explain requirements at briefing. 3. Kick excessive snow ice off bridge and encourage use of handrails. Use side of track or if this will create too much damage turn back. 4. Observe bridge loading signs 5. Vehicle to carry no more than 11 with all persons wearing seat belts. Van regularly serviced and has current WOF. Manager to drive where possible and school designated driver if manager unable to drive. Driving behaviour safe and suited to the conditions.
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<p>Environment Hazards:</p> <ol style="list-style-type: none"> 1. Falling tree branches/trees. (B) 2. Slippery/loose rocks/roots/mud/snow on track resulting in fall (A, D). 3. Steep slopes into Bruce Stream (A). 4. Student falling into stream near hut or tarn (D). 5. Sudden weather change. Loss of visibility (E). 6. Sun burn (F). 7. Insect stings. (F) 	<p>Environment Management:</p> <ol style="list-style-type: none"> 1. Do not use track in extremely windy conditions or after heavy snowfall. 2. Warn group of slippery conditions, no running. 3. Advise group to take care and supervise closely on this section. 4. Unlikely but be aware near tarns, stream. Keep group together. Ensure an adult is always outside supervising when at hut. 5. Check group adequately prepared for weather change. Always check weather forecast before activities. Always be aware of location and carry compass and map. 6. Brief group on solar hazards. Group to carry sunscreen/sun hats. 7. Always carry antihistamine. Check class medical list for wasp/bee allergies and make sure allergic persons are carrying own medication in summer
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Emergency Management:

- APOEC first aid kit carried at all times. Manager has up to date FA and CPR skills.
- Emergency response contacts for the area are in FA kits and lodge manual (in Kitchen).
- Telephones available for 111 calls.
- Manger to carry Cell phone for emergencies.
- Group briefed on emergency procedures on arrival.
- The manager must always be able to split the group and still maintain adequate adult to child ratios.
- Hut available for emergencies.
- In emergency arrange for the return of the group to the lodge.
- Van at track car park to shorten reaction/evacuation time.

Relevant industry standards applicable:

- Manager has current FA/CPR cert.
- Children must be supervised. Ratios are to be the lower of those accepted as the policy of the relevant school Board of Trustees or APOEC (1:6 for general activities, 1:5 for activities above 1300m ASL and 1:4 for water activities).
- Van has current passenger WOF.

Notes/ recommendations:

- Always use number checks.
- Min 4 adults on trip.
- Thorough safety briefing required when each group arrives.
- The teacher in charge is responsible for discipline of members of the group at all times.
- Adults spread evenly through group.
- Students with poor motor skills to have an adult buddy.
- Do not walk on icy roads and wait for grit or a thaw.
- Participation not compulsory.
- All private cars used must have current WOF and be driven by adults approved by school.
- Activity not to be run in exceptionally frosty/slippery conditions.
- Group must be adequately briefed on staying together and behaviour.
- Take care not to get into a position where you are alone with any of the children. Take an adult with you whenever sweeping.

Skills required by staff:

- First aid/CPR.
- Group facilitation.
- Group management and sound outdoor leadership.
- Risk identification and management skills.
- Thorough knowledge of track and hazards.
- Experience and skills needed to lead a group above the bush line.

Note:

- **This activity cannot be run in the absence of the APOEC Manager/ Instructor.**