

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

Activity: Historic Walk:

Date: Updated April 2010 (from May 2008, January 2006 and April 1996 originals)

Key Risks:

Accident, injury or other form of loss:

- A. Fall causing injury
- B. Objects 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 down banks or over objects (A)
- 2. Person wandering off into trees or away from group (C)
- 3. Walking/ running/ pushed onto road (G)
- 4. Group walking into private property (H, C)
- 5. Stone throwing/ kicking causing injury (B)
- 6. Distracted by and playing near water (D)
- 7. Person wandering onto tracks at railway station (G, H)
- 8. Personal health/ toilet issues (C, F, H)

People Management:

- 1. Instruct not to climb up or down banks.
- 2. Head count before and after activity. Children to stay with group at all times.
- 3. Brief children to stay off road and explain road-crossing procedure.
- 4. Brief group about respecting private property.
- 5. Brief no stone throwing and to avoid banks.
- 6. Identify areas to adults and brief to stay away from streams and Bealey River.
- 7. Keep children in group and explain hazards if visiting Railway Bridge and Station. Under no circumstances are groups to cross the rail bridge, however if the group has done a river crossing already and conditions are suitable the tunnel mouth may be visited, via the Bealey River. All persons to stay at least 2 meters from tracks and tunnel mouth.
- 8. Toilet protocol explained at briefing (go before activity and toilets at lodge, railway station and DOC car park). Sanitary items carried in APOEC FA kit. Be sensitive to privacy and needs of students. Teacher to notify manager of all serious health issues.

Equipment Hazards:

- 1. Inappropriate footwear (A)
- 2. Insufficient clothing (E, F)

Equipment Management:

- 1. Footwear checked before activity
- 2. Clothing checked before activity

Environment Hazards:

- 1. Slippery track and/ or frost/ ice/ snow (A)
- 2. Cars slipping off due to icy/ snowy conditions (G)
- 3. Streams and river, esp. when in flood (D)
- 4. Snow or wind breaking tree branches (B)

Environment Management:

- 1. Warn group of risks, and no running rule
- 2. Activity cancelled if road is frosty or if there is any snow on the road surface
- 3. Emphasise importance of staying away from bodies of water and brief adults to watch these areas.
- 4. Activity cancelled if wind is stronger than fresh breeze (40km/h+) or if trees are snow loaded.

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.
- 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.
- In emergency remember it is easy to lose people in the dark, gather group before taking further action.
- In emergency arrange for return of group to lodge.
- Ensure there are enough adults to carry out a search.
- Van at lodge to shorten reaction/ evacuation times.
- Contact Arthur's Pass Police if a situation involving the public arises.

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
- Minimum 2 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 out group.
- Students with poor motor skills to have an adult buddy.
- Do not walk on icy roads and wait for grit to thaw.
- Participation is not compulsory.
- Activity should not be run in exceptional 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.

Skills required by staff:

- First aid/CPR.
- Group facilitation.
- Risk identification and management skills.
- Knowledge of how to run activity.

This activity can be run in the absence of the APOEC Manager**Skills required by volunteer supervisors running the activity:**

- First aid/ CPR certification required by at least one supervisor.
- Group facilitation.
- Basic knowledge of course and village in general.
- Knowledge of how activity is run.
- Ability to read Historic Walk map.
- Group management.