

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

Activity: Kiwi Listening:

Date: Updated April 2010 (from May 08, Dec 05, Jan 02 & Feb 99 updates of April 96 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. Pushing or shoving on narrow slippery track (A)
2. Throwing of stones or objects in the dark (B)
3. Person leaving group without notifying an adult and becoming lost (C)
4. Group becoming separated on track to or from listening site (C)
5. Individual leaving track or site and falling into river, stream or pool (A, D, E)
6. Asthma induced by cold or anxiety (F)
7. Participants that are scared of the dark or taunted by others (H)

People Management:

1. No running rule
2. No throwing rule
3. Participants briefed to stay with group at all times. Toileting before activity encouraged. If a participant needs to toilet then a same gender adult is to accompany them a short distance from the group to a suitable site and will return for them when they call out.
4. Group maximum of 10 pupils with minimum supervision ratio of 1:5. One adult to lead and one to act as tail ender on walk to site. Head counts on leaving lodge, leaving van, reaching site, leaving site, reaching van and returning to lodge.
5. See points 3. and 4. above.
6. Medication requirements checked before activity.
7. Activity is optional. Jump on silly behaviour that may lead to anxiety in participants.

Equipment Hazards:

1. Inappropriate footwear (A)
2. Insufficient clothing (E, F)
3. Poor visibility of clothing (C)

Equipment Management:

1. Footwear checked before activity
2. Clothing checked before activity
3. Adults to wear reflective vests and entire group to carry torches. Pupils to wear yellow jackets.

Environment Hazards:

1. Slippery track and/ or frost/ ice (A)
2. Ice/ snow on road (G)
3. Snow or wind breaking tree branches (B)
4. Extreme cold (E)

Environment Management:

1. No running rule
2. Activity cancelled if road is frosty or if there is any snow on the road surface
3. Activity cancelled if wind is stronger than 40km/h+ or if trees are snow loaded.
4. Activity cancelled if air temp is below -5 or if participants clothing is insufficient for air temp. If participants become too cold shorten activity.

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 track car park to shorten reaction/ evacuation times.

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 (1:5).
- 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.
- All private cars used to have WOF and be driven by adults approved by the school.
- 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.
- Group management and sound outdoor leadership.
- Risk identification and management skills.
- Knowledge of track and its hazards.
- 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.
- Must have supervised this activity at the same site before.
- Group management.