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

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**Activity:** Orienteering:

**Date:** Updated April 2010 (from May 08 and Jan 06 updates of 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 course(C)
3. Walking/ running/ pushed onto road (G)
4. Groups walking into private property or being harassed by the public
5. Stone throwing/ kicking causing injury (B)
6. Distracted by and playing near water (D)
7. Children scared of being in a small group in an unfamiliar place (H)
8. Personal health/ toilet issues (C, F, H)

#### **People Management:**

1. Instruct not to climb up or down banks. Children in groups of 2 or more, so they can look after each other or get help if they need to.
2. Head count before and after activity. Children to stay with group at all times. Boundaries explained in briefing. Set a time to return to be back at lodge. Adults stationed around or roaming the course, or with groups.
3. Brief children to stay off road and explain that there are no marker on the other side of SH73. Brief children not to follow road unless on footpath.
4. Brief groups about respecting private property. Brief groups to stay together at all times and to return to the lodge if they have nay problems with the public.
5. Brief no stone throwing or dropping and to avoid banks.
6. Identify areas to adults and brief children to stay away from streams and ponds.
7. Keep children in pairs or groups and explain that they must stay together.
8. Toilet protocol explained at briefing (go before activity and toilets at lodge 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. Children not knowing how to orientate or read map and heading to banks or streams or out of village area (A, C, D)
2. Insufficient clothing (E, F)

#### **Equipment Management:**

1. Explain features of maps and how to orientate with special emphasis on avoiding banks, streams and staying within the village/ out of forest. Set boundaries and identify on the map.
2. Clothing checked before activity

**Environment Hazards:**

1. Frost/ ice/ snow or slippery tracks (A)
2. Forest areas bounding the village can be disorientating (C)
3. Cars slipping off due to icy/ snowy conditions (G)
4. Streams and pond, esp. when in flood (D)
5. Snow or wind breaking trees or branches (B)
6. Frost loosening rocks from banks (B)

**Environment Management:**

1. Warn group of risks, and no running rule
2. Emphasise importance of staying out of forest.
3. Activity postponed if road is frosty or if there is any snow on the road surface, until thawed or gritted.
4. Emphasise importance of staying away from bodies of water and brief adults to watch these areas.
5. Activity postponed if windy or if trees are snow loaded.
6. Emphasise importance of staying away from banks in frosty or very wet conditions.

**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.
- 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.
- Manager could either stay at lodge for duration of activity, or roam the course and return to meet the groups returning.
- 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 3 adults plus the manger for activity.
- 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 through out course, roaming or shadowing groups.
- Students with poor motor skills to have an adult buddy.
- Do not walk along roads at all –use footpaths only.
- Activity should not be run in exceptional frosty/ slippery conditions.
- Groups must be adequately briefed on staying together, boundaries 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.
- Knowledge of course boundaries and village in general.
- Ability to explain basic map reading skills (keep it simple).
- 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.
- Ability to read and explain Orienteering Map.
- Knowledge of how activity is run.
- Group management.