

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

**Activity:** Rock Art:

**Date:** Updated April 2010 (from May 08 and Jan 2006 update 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 away from group (C)
- 3. Walking/ running/ pushed onto road (G)
- 4. Stone throwing/ kicking/ dropping causing injury (B)
- 5. Distracted by and playing near water (D)
- 6. Person wandering onto tracks near railway station.
- 7. 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. Set boundaries.
- 3. Brief children to stay off road and explain road crossing procedure.
- 4. Brief no stone throwing or dropping and to avoid 'flood protection' banks.
- 5. Identify hazards to adults and brief children to stay away from Bealey River.
- 6. Keep children in group and explain hazards of railway tracks. Under no circumstances is group to cross the railway bridge. However the if group has done river crossing already and conditions are suitable the tunnel mouth may be visited, via the Bealey River. All persons to stay 2 meters back from tracks and tunnel mouth.
- 7. Toilet protocol explained at briefing (go before activity and toilets at lodge). 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. Insufficient clothing (E, F)

### **Equipment Management:**

- 1. Clothing checked before activity

### **Environment Hazards:**

- 1. Frost/ ice/ snow or rocks being slippery (A)
- 2. Cars slipping off due to icy/ snowy conditions (G)
- 3. River, esp. when in flood (D)

### **Environment Management:**

- 1. Warn group of risks, and no running rule
- 2. Activity postponed if road is frosty or if there is any snow on the road surface, until thawed or gritted.
- 3. Emphasise importance of staying away from river and brief adults to watch these areas

## **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.
- 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 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 evenly through out group.
- Students with poor motor skills to have an adult buddy.
- Do not walk on icy roads or wait for thawed or gritted.
- 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.
- 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.
- Knowledge of how activity is run.
- Group management.