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

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**Activity:** Solo Activity:

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

### **Key Risks:**

<p><b>Accident, injury or other form of loss:</b></p> <ul style="list-style-type: none"> <li>A. Loss of person or property</li> <li>B. Injury</li> <li>C. Hypothermia</li> <li>D. Drowning</li> <li>E. Psychological harm</li> <li>F. Illness</li> </ul>
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### **Causal Factors and Risk Management:**

<p><b>People Hazards:</b></p> <ul style="list-style-type: none"> <li>1. Participants leaving their site and becoming lost (A)</li> <li>2. Not all participants collected after activity (A)</li> <li>3. Fear of being alone or in forest (D)</li> </ul>	<p><b>People Management:</b></p> <ul style="list-style-type: none"> <li>1. Brief participants that they are not to leave their site for any reason. Explain toileting protocol and how to contact the manager (by calling their own name) and that this is only to be used when necessary. ID any participants likely to wander and consider appointing an adult to watch them.</li> <li>2. Do head count on reaching site and before leaving site.</li> <li>3. Activity is optional. An option and means to leave activity early is explained (by calling their own name and waiting until manager/teacher comes to them). Sweep forest every 15 minutes, if anyone is becoming worried give him or her the option of a partner or place him or her where they can see someone else. Give participants a task to keep them focused.</li> </ul>
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<p><b>Equipment Hazards:</b></p> <ul style="list-style-type: none"> <li>1. Lack of warm clothing causing discomfort or hypothermia (C, D, E)</li> <li>2. Illness or participant without required medication (E)</li> <li>3. Lack of ground insulation to sit on, causing discomfort or hypothermia (C, D, E)</li> </ul>	<p><b>Equipment Management:</b></p> <ul style="list-style-type: none"> <li>1. Do clothing check before leaving lodge. Clothing needs to be adequate for conditions considering participants will be still for up to an hour.</li> <li>2. Ensure required medications taken. Consider existing medical conditions before activity.</li> <li>3. Always take ground sheets, jackets or foam rolls for participants to sit on.</li> </ul>
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**Environment Hazards:**

1. Sudden changes in weather (C, E)
2. Very cold weather conditions (C, E)
3. Wind causing falling branches (B)
4. Participants placed near to hazards such as banks or streams (A, B, C, D, E, F)

**Environment Management:**

1. Check forecast before activity.
2. Limit time of activity in cold weather.
3. Cancel activity in strong winds (approx 40km/h +).
4. Keep sites as far from environmental hazards as practical. Do not site participants: Under dead trees; below banks where stone fall may occur; near riverbanks or steep slopes; close to streams or pools; close to roads. Carry out sweeps of groups every 15 minutes and brief participants not to leave their site. Explain nearby hazards where required.

**Emergency Management:**

- APOEC first aid kit carried at all times. Manager has up to date FA and CPR skills.
- Van at lodge to shorten reaction/evacuation time.
- Emergency response contacts for the area are in FA kits and lodge manual (in Kitchen).
- Telephones available for 111 calls.
- Manager 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.
- In emergency arrange for the return of the group to the lodge.
- Ensure there are enough adults on hand to carry out a search.

**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 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.
- Participation not compulsory.
- 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.
- The area to used must be visited and checked prior to activity by manager.

**Skills required by staff:**

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

**Note:**

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