

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

Activity: Stretcher Making:

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. Injury from fall
- B. Injury from falling/thrown objects
- C. Loss of individual/group
- D. Drowning
- E. Hypothermia
- F. Illness
- G. Traffic accident
- H. Psychological harm

Causal Factors and Risk Management:

<p>People Hazards:</p> <ol style="list-style-type: none"> 1. Running/pushing (A) 2. Throwing rocks (B) 3. Stretcher poles hitting a person (B) 4. Bearers dropping "patient" (A) 5. Persons distracted by and playing near water (D) 6. Personal health/toilet issues (F, H) 	<p>People Management:</p> <ol style="list-style-type: none"> 1. Warn group of risk and brief not to run. 2. Brief no throwing rocks 3. Brief to carry poles level below waist level 4. Brief on stretcher carrying: Minimum of 6 bearers, every bearer must have one hand free, each stretcher must have a leader to call "lift" and "lower" and calls explained to everyone. Avoid calls such as "drop" and use "Ready...Brace...Lift" rather than "123..." to avoid confusion. 5. Make sure group is well supervised when near water. Brief to stay away from water. 6. Toilet protocol explained at briefing (go before activity and toilets at lodge, railway station and DOC car park). Sanitary items carried in FA kit. Be sensitive to privacy and needs of students. Teacher to notify manager of all serious health issues.
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<p>Equipment Hazards:</p> <ol style="list-style-type: none"> 1. Inadequate clothing for conditions (E) 2. Inadequate footwear (A) 3. Poorly constructed stretcher (A) 	<p>Equipment Management:</p> <ol style="list-style-type: none"> 1. Clothing check before activity. 2. Footwear check before activity 3. An adult must view stretcher before it carries anyone's weight. The only acceptable design is that illustrated on page 102 of <i>Outdoor First Aid Manual 14, Mountain Safety Council (1984)</i>. Only APOEC poles and jackets to be used.
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<p>Environment Hazards:</p> <ol style="list-style-type: none"> 1. Uneven or slippery/icy ground (A) 2. Sun burn (F) 	<p>Environment Management:</p> <ol style="list-style-type: none"> 1. Choose areas that will provide a challenge to stretcher carriers without providing significant hazard to those being carried 2. Brief group on solar hazards. Group to carry
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	sunscreen/ sun hats.
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- 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 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.
 - Students with poor motor skills to have an adult buddy.
 - 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.

- Skills required by staff:**
- First aid/CPR.
 - Group facilitation.
 - Knowledge of how to run activity.

Note:

This activity can be run in the absence of the APOEC Manager/ Instructor.

Skills required by volunteer supervisors running this activity:

- First aid/CPR certification required by at least one supervisor.
- Group facilitation.
- Knowledge of how activity is to be run.
- Group management.