

## OUTDOOR EDUCATION PROGRAMME RISK AND ANALYSIS MANAGEMENT

### One day Trips or 2-day/3-day Camps

Class..... Date..... Teachers.....

Activity..... Location.....

Activity	Hazard	Danger	Risk Management
Embarking & disembarking vessel	Moving vessel and wharf.	Hands squashed between vessel and wharf, falls, cuts, bruises, broken bones, drowning	Embark: Safety talk on wharf: Ordered procedures for boarding and disembarking, incl. around management of ropes and tying up vessel. No one near gunnels until given all clear by Skipper and/or Guide. Disembark: Assemble on wharf for instruction by Supervisor before leaving wharf. Reminder to use toilet before leaving vessel. Head count and list of names essential.
Boat Travel	Deep Water Weather conditions – rain, wind, spray, sun. Water temperature	Falling overboard Hypothermia Dehydration Sun/windburn Glare Lost, stressed Injuries	Children are buddied up/number off system. Boat safety talk: equipment and where it is stored on the vessel; life jackets, life buoys, throwing line, first aid kit, flares, emergency assembly point. All children to wear supplied lifejackets at all times. Instruction on on-board behaviour. Supervisor must ensure that Skipper & Guide are aware of any people with disabilities or medical conditions and their medications, and anyone who cannot swim. Location and operation of toilet. Instructions for weather conditions – good rainwear, warm clothing, sunhats, sunglasses, sunblock, water bottles.
Walks	Water – stream and creeks  Weather conditions  Track	Drowning  Hypothermia Dehydration  Uneven track surface Slippery rocks Obstructions on track Get home-itis (eagerness to reach summit or finish of trip causing students to rush or run)	Staying away from the water, crossing appropriately – bridges. Instructions for weather conditions – good rainwear, warm clothing, sunhats, sunglasses, sunblock, water bottles. Ensure students have appropriate clothing for changing weather conditions. Ensure students have appropriate supportive footwear. Brief group at start of walk on track conditions. Instructor at front of group create easy safe diversion around obstructions. Have instructor/parent at the front and the back of group to set appropriate pace.



		Fallen foliage on track creating slippery surface	Disclose any hazards on track as seen from the front of the group and relay to group members approaching. Guide/Supervisor must have First Aid certificate and be able to recognise and treat symptoms of dehydration and hypothermia. Must carry pack with cell phone, whistle, flares, first aid kit, water bottle, glucose drink, high energy food, splint, rope, torch, matches, Mountain Safety booklet, thermal blanket, watch, compass. Guide to take a time check and an estimated time to be back at boat. After walk take head count.
Accommodation	Location  Strangers	Minor bumps, bruises, strains and sprains  Lost children Abduction	Behaviour expectations set beforehand by Supervisor. Supervisor to have first aid kit and be first aid trained. Supervisor to set clear physical boundaries. Buddy system – no child to be left alone. Sleeping accommodation secured and monitored by adults. Buddy system.

**Emergency Plan:**

Emergency	Plan
Emergency Evacuation: Significant injury/man overboard/lost child etc Earthquake, Fire, Flood	<p>Administer First Aid.</p> <p>Assemble at emergency location. Number off.</p> <p>Use emergency numbers according to emergency type:</p> <ul style="list-style-type: none"> <li>▪ TranzRail Rescue Boat, 111</li> <li>▪ Westpac Rescue Helicopter, 111</li> <li>▪ Police, 111</li> <li>▪ Picton Police, (03) 520 3120</li>   <li>▪ Picton Medical Centre, (03) 573 6092</li> <li>▪ Wairau Hospital, (03) 520 9999</li>   <li>▪ Arrow Water Taxi, (03) 573 8229</li> <li>▪ Beachcomber Cruises, (03) 573 6175</li> <li>▪ Cougar Line, (03) 573 7925</li>   <li>▪ Resolution Bay Cabins, (03) 579 9411</li> <li>▪ Furneaux Lodge, (03) 579 8259</li> <li>▪ Waikawa Marae, (03) 573 7528</li> <li>▪ Waikawa Bay Holiday park, (03) 573 7434</li> </ul>



## MYTHS & LEGENDS ECO-TOURS RISK ANALYSIS AND MANAGEMENT

Date: \_\_\_\_\_ Vessel: \_\_\_\_\_ Survey No: \_\_\_\_\_ Skipper: \_\_\_\_\_

Activity and location: \_\_\_\_\_

Name of Group: \_\_\_\_\_ Number of People: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**Tikanga –a-Hapu; Our kaupapa is ; *To be safe while having fun learning about our history & environment***

ACTIVITY	HAZARD	DANGER	RISK MANAGEMENT
Myths & Legends Eco-tour & guided walks.			Leader or supervisors of groups, individuals ,or couples to read and sign before departure
Weather	Hotsun, wind, rough, spray, rain	Sun burn, wind burn, Glare, Dehydration, hypothermia	Check & discuss weather forecast before leaving, Show map of Sounds & discuss days activities. Trip plan, People should have adequate clothing, Warm clothes, spare clothes, raincoats, sun hats,sun block, sunglasses Water bottle for walks, adequate footwear.
Boat trip, make clear statement about risk & responsibilities	Inappropriate behaviour	Man overboard, identify those individuals that can't swim,Medical conditions, Medications, allergies, (wasp stings )disabilities	Lay down rules before leaving . What they can and cannot do aboard the vessel,Talk about safety equipment and where it is stored aboard the vessel,Life jackets,life buoys, throwing line , first aid kit, flares, all children to wear life jackets. Location & operation of toilet.Supervisor must ensure that Skipper & guide are aware of any people with disabilities or medical conditions & their medications .
Before approaching wharf, discuss, embarking, disembarking, Behaviour ashore	Getting hands & feet squashed between boat & wharf	Broken bones , cuts Abrasions, Drowning.	People must keep clear of gunnels until skipper & crew have securely tied vessel to wharf. Remind people to use toilet before disembarking. Everyone to assemble on wharf to receive instructions from guide or supervisor before leaving wharf.List of names and head count essential.
Briefing before walk.	Falls, sun, wind ,rain	Heat exhaustion, dehydration, hypothermia, injuries due to falls.	Guide /supervisor must have First aid ticket, be able to recognise & treat symptoms of Hypothermia, Dehydration, must carry back pack containing cell ph, whistle, flares,first aid kit,water bottle,glucose drink, high energy food,splint,rope, torch ,matches,carry mountain safety booklet on dealing with hypotermia. thermal blanket.Watch, compass
Rules for walk	Noise.	You will scare the birds away & not see any. Have consideration for others in your party.	Take a time check, & an estimated ETA to be back at boat.As quiet as possible, no smoking, no defecating, don't feed birds, dont climb trees or break off branches.Stay together,don't leave track, don't litter , Nominate a Tail end Charlie, who has cell phone or whistle, only move at pace of the slowest person,bring back rubbish. After walk take head count, Once back on boat have a debriefing, to galvanise what you have seen.
Land owners permission	DOC, Farmers, Batch Owners	Noise, Fire Risk, Lambing season, Bulls,breeding chicks. Rahui.	Check with land owners regularly to ensure that the walking group will not disturb their operations.From time to time Iwi may impose Rahui, that we need to acknowledge & respect.