

RISK ANALYSIS AND MANAGEMENT SYSTEM

ACTIVITY/SITUATION: Kays Cabin

Analysis	Description		
UNDESIREDEVENT(S) Accident, injury, other forms of damage	Injury from falling off bunks or decks Burning due to candles, gas and kerosene. Fire damage to building Injury due to gas or cooking related incidents		
CAUSALFACTORS	People	Equipment	Environment
	Poor behavioural management or communication Peer pressure Hyperactivity Undisclosed medication/illness Lack of understanding of activity (parents)	Smoke alarm not functioning Gas bottles not connected properly No food or drink	Slippery surfaces on deck Cabin facilities not kept clean Poorly maintained structures and bunks
RISKMANAGEMENTSTRATEGIES	Normal Operations		
	List of medical conditions of students and any given medication (held by the teacher). Clear briefing to parents and students Appropriate adult : student ratio – 1:7	Bring own first aid kit	Ensure students walk around building and deck Clean toilets and sweep floors daily On going maintenance of facility
	Emergency		
	First Aid kit and teacher/adult trained in first aid. Parents/students report injury/accident or near accident to Teacher immediately. Teacher co-ordinates emergency procedures Cell phone coverage at cabin. Phone 111 in an emergency. Access for helicopter to land. Adult has sleeping plan ie where each child and adult is sleeping kept in a central area in case of an emergency. Have a spare copy of this available		

Guide lines for managing student groups at the cabin.

No candles or kerosene lanterns operated by children
 Adults only putting wood on fire
 Adults only to use gas cookers
 No sanitary pads in toilets. Place in buckets provided
 Clear boundaries set for children to play within eyesight of hut
 Establish an emergency procedure in case of an emergency
 Take all rubbish with you
 Follow hut instructions
 Leave all doors and windows closed when leaving hut
 Conserve water

<p align="center">RELEVANT INDUSTRY STANDARDS APPLICABLE</p>	Cabin meets Waitomo District Council Building and Fire compliancy codes	
<p align="center">POLICIES AND GUIDELINES RECOMMENDED</p>	Safety and EOTC good code practise guide for N Z schools M O E 2002 See policies and guidelines in book	
<p align="center">SKILLS REQUIRED BY STAFF</p>	Good communication with adults and students to set and carry out risk management strategies. Consistent behavioural management techniques used Bring own first aid kit	
<p align="center">FINAL DECISION ON IMPLEMENTING ACTIVITY</p>	Choose One	
	Accept	Reject
	<p>Comments:</p>	