

RISK ANALYSIS AND MANAGEMENT SYSTEM

ACTIVITY/SITUATION: Trip to the Coast: *Mangapohue Natural Bridge*
Marokopa Falls
Kiritehere Beach

Analysis	Description		
<p>UNDESIREDEVENT(S) Accident, injury, other forms of damage</p>	<ul style="list-style-type: none"> • Injury from falling. • Damage to natural resources • Insect bites • Drowning • Motion/Car sickness 		
<p>CAUSALFACTORS</p>	<p>People</p>	<p>Equipment</p>	<p>Environment</p>
	<ul style="list-style-type: none"> • Poor behavioural management/communication to the group about expectations • Peer pressure • Unfit students/adults • Undisclosed medication/illness 	<ul style="list-style-type: none"> • Unsuitable clothing/footwear (wet weather and dry) • No food or drink 	<ul style="list-style-type: none"> • Slippery surfaces/tracks • Incoming/Outgoing tides • Loose Rocks • Katipo Spiders in grasses on sand dunes • Windy road to the coast
<p>RISKMANAGEMENTSTRATEGIES</p>	<p>Normal Operations</p>		
	<ul style="list-style-type: none"> • Appropriate adult to student ratio – 1:9 (this does not include any time in the water otherwise it would need to be 1:4) • Clear briefing to parents and students (see later notes) • List of medical conditions and any essential medication (held by teacher and first aider). 	<ul style="list-style-type: none"> • First aid kit carried with group. • Emergency support vehicle taken down the beach (four wheel drive) with food and drink supplies • Cell phone coverage from the top of the hill between Kiritehere Beach and Marokopa, First Aid post (Ailsa Mitchell), public telephone and toilets at the Marokopa Beach front 	<ul style="list-style-type: none"> • Slow driving speed on the road to the coast • Organise students into small groups walking at the pace of the slowest person in the group. • Kiritehere walk at low tide • Ensure students have sturdy footwear when walking on the rock fall • Check for spiders in gear/clothing and stay out of sand dunes and large piles of driftwood.
	<p>Emergency</p>		
<ul style="list-style-type: none"> • First aid kit and teacher/adult trained in administering first aid. • Parents/students report any injury/accident or near injury to the teacher immediately. • Teacher co-ordinates emergency procedures; sending a parent with an emergency vehicle to contact emergency services whilst injured party is given first aid and the remaining students are cared for by the teacher (wherever possible remove other students and adults to a safe area to minimise stress on them and the injured party). • Emergency first aid post at Marokopa Beach. 			

RELEVANT INDUSTRY STANDARDS APPLICABLE	<ul style="list-style-type: none"> • Marokopa Falls and the Mangapohue Natural Bridge walkways are maintained by the Department of Conservation and are compliant with current NZ codes covering structural safety. 		
POLICIES AND GUIDELINES RECOMMENDED	<ul style="list-style-type: none"> • Disclosure of medical problems in the group and medication needs to the teacher and person in charge of first aid (teacher to have class list and pre-signed consent forms from parents/caregivers to allow emergency services to attend to students). • Shelter and appropriate toileting facilities available at Marokopa and Kiritehere Beaches. 		
SKILLS REQUIRED BY STAFF	<ul style="list-style-type: none"> • Clear communication with adults and students to set boundaries, expectations and to carry out risk management strategies. • A signal used by adults in an emergency (eg whistle blow from lead parent/last parent to halt group). • Consistent behavioural management techniques used. • Continual environmental assessment. 		
FINAL DECISION ON IMPLEMENTING ACTIVITY	Choose One		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Accept</td> <td style="width: 50%; text-align: center;">Reject</td> </tr> </table>	Accept	Reject
	Accept	Reject	
Comments: 			