

# RISK ANALYSIS AND MANAGEMENT SYSTEM

## ACTIVITY/SITUATION: Discover Waitomo and Opapaka WALK

Analysis	Description		
<p><b>UNDESIRE D EVENT(S)</b> Accident, injury, other forms of damage</p>	Psychological distress Becoming lost Damage to natural resources Drowning Becoming lost or disoriented Injury caused by Vehicle, electric fence and livestock		
<p><b>CAUSAL FACTORS</b></p>	<b>People</b>	<b>Equipment</b>	<b>Environment</b>
	Poor behavioural management or communication Peer pressure Hyperactivity Unfit students/adults Undisclosed medication/illness Lack of understanding of activity (parents)	Unsuitable clothing and footwear No food or drink	Cold Wet Slippery surfaces Heavy rainfall Roads Carparks
<p><b>RISK MANAGEMENT STRATEGIES</b></p>	<b>Normal Operations</b>		
	Appropriate adult : student ratio – 1:10 (1:5 for 5-7 year olds) Clear briefing to parents and students (see later notes). List of medical conditions of students and any given medication (held by the teacher).	Take own first aid kit	Continuous monitoring of students along track. Especially at Junctions Streamways Roads Fences
	<b>Emergency</b>		
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. Cellphone coverage on Walk. Phone 111 for an emergency			

<p><b>RELEVANT INDUSTRY STANDARDS APPLICABLE</b></p>	All structures along the walkway comply with relevant codes.
<p><b>POLICIES AND GUIDELINES RECOMMENDED</b></p>	Ministry of Education “EOTC Guidelines – Bringing the Curriculum Alive” 2009 Disclosure of any medical problems in the group – (teacher to have class list). Planning to include food/drinks for pupils. Alternative programme has been considered if there is bad weather 1-4 client ratio near water

<b>SKILLS REQUIRED BY STAFF</b>	Good communication with adults and students to set and carry out risk management strategies. Consistent behavioural management techniques used Bring own first aid kit	
<b>FINAL DECISION ON IMPLEMENTING ACTIVITY</b>	<b>Choose One</b>	
	<b>Accept</b>	<b>Reject</b>
	<b>Comments:</b>	

### Some Suggestions for managing student groups in the Outdoors:

- Break down students into smaller groups and assign them with an adult (assess behaviour management of students and place them with an appropriate adult).
- Ensure that the first group of adults are aware of appropriate reassembly points (all adults have access to a map), this is particularly important in keeping the group together and ensuring that students are made aware of significant features of the environment.
- An emergency signal is available (eg adults at the front and back of group have a whistle to attract help) and all students and adults know they need to stop when they hear it and only one or two adults/teacher returns towards the sound (in the event of a wasp/bee swarm it is important that other students do not move towards the noise!).
- If an accident/injury does take place the teacher should leave the injured person with an adult and take the rest of the group to safety while another adult accesses help.
- Ensure all students are clear on what they should do if they get separated from the group (i.e. sit down and wait for help).