

## RISK ANALYSIS AND MANAGEMENT SYSTEM

### ACTIVITY/SITUATION: Mahoenui Giant Weta Reserve

Analysis	Description		
<b>UNDESIRE D EVENT(S)</b> <b>Accident, injury, other forms of damage</b>	Injury from falling/ being knocked down in the gorse. Psychological distress – fear of creepy crawlies Becoming lost Damage to natural resources Shock from electric fence Medical emergency Accident on way to activity Leaving equipment behind		
<b>CAUSAL FACTORS</b>	<b>People</b>	<b>Equipment</b>	<b>Environment</b>
	Unskilled driver Overseas drivers Poor behavioural management or communication Peer pressure Hyperactivity Unfit students/adults Undisclosed medication/illness Lack of understanding of activity	Poorly maintained vehicle Unsuitable clothing and footwear No food or drink	Busy rural roads Multiple hazards on road Wet or hazardous road conditions Cold Wet Slippery surfaces Steep slopes Gorse bushes Farm animals Electric fences Wasps/Bees
<b>RISK MANAGEMENT STRATEGIES</b>	<b>Normal Operations</b>		
	Appropriate adult : student ratio – 1:9 Clear briefing to parents and students (see later notes). List of medical conditions of students and any given medication (held by the teacher).	Ensure vehicle maintenance is done and vehicle is checked before use Pack correct equipment for activity School to bring their own 1 <sup>st</sup> Aid Kit Carry suitable clothing, food and drink Use leather gloves supplied by Education Officer when searching through gorse	Continuous monitoring of rainfall and track conditions Follow marker poles Stay on the track Remain as a quiet well behaved group Only touch the two gates identified as safe by the Education Officer Drive for the conditions at the time, slow down in the wet
	<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. When accessing emergency services at Mahoenui the location is: Mahoenui Scientific Reserve, 5 km's up Ngatarawa Rd, 23 km's South of Pio Pio on Hwy 3.		

<p><b>RELEVANT INDUSTRY STANDARDS APPLICABLE</b></p>	<p>Mahoenui Scientific Reserve is maintained by the Department of Conservation and is compliant with current NZ codes covering structural safety. Land Transport Safety Authority vehicle licensing regulations Land Transport Safety Authority driver regulations Occupational Safety and Health Act</p>
<p><b>POLICIES AND GUIDELINES RECOMMENDED</b></p>	<p>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 No smoking, no matches and no lighters allowed on the reserve.</p>
<p><b>SKILLS REQUIRED BY STAFF</b></p>	<p>Good communication with adults and students to set and carry out risk management strategies. Consistent behavioural management techniques used. Prior assessment of activity (via an orientation visit) Continual environmental assessment.</p>
<p><b>Some Suggestions for managing student groups:</b></p> <ul style="list-style-type: none"> <li>• Break down students into smaller groups and assign them with an adult (assess behaviour management of students and place them with an appropriate adult).</li> <li>• Ensure that all adults are aware of appropriate reassembly points, this is particularly important in keeping the group together and ensuring that students are made aware of significant features of the environment.</li> <li>• 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.</li> <li>• 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).</li> </ul>	