

RISK ANALYSIS AND MANAGEMENT SYSTEM

ACTIVITY: Mini-Quest, Super-Quest & Covenant Adventure Games

Analysis	Description		
<p>UNDESIREDEVENT(S) Accident, injury, other forms of damage</p>	<p>Pre-activity Accident on way to activity Late start to activity Stolen property Leaving equipment behind</p>		<p>During activity Party member lost or whole party lost Injury from equipment failure Injury from tripping or falling Medical emergency Psychological distress Damage to equipment Overdue environment Party fatigue Drowning Damage to Severe cold or hypothermia</p>
<p>CAUSALFACTORS</p>	People	Equipment	Environment
	<p>Pre-activity Unskilled driver Overseas drivers Lack of adequate planning</p> <p>During activity Unfit people in the group Peer pressure Poor communication Pre-existing medical condition Poor understanding of activity Untrained staff Poor risk management practise Lack of site knowledge</p>	<p>Pre-activity Poor vehicle maintenance Wrong equipment for activity No equipment check sheet</p> <p>During activity Unsuitable group equipment Poorly maintained equipment Lack of emergency equipment Lack of food</p>	<p>Pre-activity Busy rural roads Multiple hazards on road Wet or hazardous road conditions</p> <p>During activity Slippery surfaces Loose rocks Cold weather Wet Heavy rainfall Deep water</p>
<p>RISKMANAGEMENTSTRATEGIES</p>	Normal Operations		
	<p>Pre-activity Guides to have correct license for vehicle they are using Drive defensively Plan appropriate trip for the group Obtain group information beforehand</p> <p>During activity Experienced staff with site training Analysis of accidents and incidents for staff training and site management Disclose the activity risk Active management of group safety during activity</p>	<p>Pre-activity Ensure vehicle maintenance is done and vehicle is checked before use Pack correct equipment for activity Ensure 1st aid kit in vehicle Equipment cleaned and serviced before trips Equipment logged after trips</p> <p>During activity Carry 1st aid kit at all times Clients issued with any specialised clothing or equipment required for the cave Checks of equipment during use</p>	<p>Pre-activity Drive for the conditions at the time, slow down in the wet Check weather before using cave</p> <p>During activity Choose safest route Protect areas of high risk from damage Protect clients if exposed to any areas of high risk</p>
	Emergency		
<p>1st aid kit available on all trips Communication with Crisis Response Operation Control via cell phone or landline Hot drink and food available on all trips</p>			

RELEVANT INDUSTRY STANDARDS APPLICABLE

Waitomo Education Outdoors staff training manual 2
 Activity Management Plan (AMP) sign off
 NZ Qualification Authority unit standards
[NZOIA- New Zealand Outdoor Instructors Association Instructor.](#)

<http://eotc.tki.org.nz/EOTC-home>

Activity Safety Instructorlines Caving vs1.3.

NZOIA- New Zealand Outdoor Instructors Association Cave instructor.

Relevant Regulations:

[Health and Safety at Work Act 2015](#)
[General Risk and Workplace Management Regulations 2016](#)
[Land Transport Act, 1998](#)
[Crimes Act, 1961](#)
[Education Act, 1989](#)
[Vulnerable Children Act 2014](#)
[Privacy Act, 1993](#)
[Resource Management Act 1991](#)

<p style="text-align: center;">POLICIES & GUIDELINES RECOMMENDED</p>	<p>Cancel trips when there is a defined risk of flooding or the water is over specific operating levels during bad weather All staff to have current 1st aid certificates All clients/students to fill out medical form before partaking in activity Appropriate ratios for group management Cancel trips when there is a defined risk from Weather warning. Esp Cold, wet weather. Waitomo Education Outdoors staff training manual 2 Activity Management Plan (AMP) sign off Waitomo Education Outdoors (WEO) Health and Safety statement Policy, Hazard Id, Child Protection, Drug and Alcohol Impairment.</p>
<p style="text-align: center;">SKILLS REQUIRED BY STAFF</p>	<p>Good group management and facilitation skills Risk and crisis management skills Site specific training Knowledge of AMP Waitomo Education Outdoors (WEO) Health and Safety statement Policy, Hazard Id, Child Protection, Drug and Alcohol Impairment. Site specific rescue procedures. Good level of fitness. Completed Trip Report, Meds forms for day, Activity Management Plan (AMP) sign off</p>
<p style="text-align: center;">TRIP SPECIFIC RISK MANAGEMENT REQUIREMENTS</p>	<p>Ratio 1 guide:12 clients Limit of 12 clients per trip Sturdy footwear required Warm top and raincoat required in cold and wet weather Sunblock Deep water on Mini-Quest and Super-Quest</p>