

# RISK ANALYSIS AND MANAGEMENT SYSTEM

## ACTIVITY: Stubbs Farm Combo (Caving, Abseiling, Covenant Adventure Game)

Analysis	Description		
<p><b>UNDESIREDEVENT(S)</b> Accident, injury, other forms of damage</p>	<p><b>Pre-activity</b> Accident on way to activity Late start to activity Stolen property Leaving equipment behind</p>		<p><b>During activity</b> Party member lost or whole party lost Injury from falling person or object Damage to environment      Party fatigue Injury from equipment failure      Drowning Injury from tripping or falling      Overdue Medical emergency      Caught in flood Psychological distress      Claustrophobia Light failure      Trapped in squeeze Damage to equipment Severe cold or hypothermia Stuck on climb/abseil</p>
<p><b>CAUSALFACTORS</b></p>	<p><b>People</b></p>	<p><b>Equipment</b></p>	<p><b>Environment</b></p>
	<p><b>Pre/post-activity</b> Unskilled driver Overseas drivers Lack of adequate planning</p> <p><b>During activity</b> 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><b>Pre/post-activity</b> Poor vehicle maintenance Wrong equipment for activity No equipment check sheet</p> <p><b>During activity</b> Unsuitable group equipment Poorly maintained equipment Lack of emergency equipment Lack of food</p>	<p><b>Pre/post-activity</b> Busy rural roads Multiple hazards on road Wet or hazardous road conditions</p> <p><b>During activity</b> Slippery surfaces Loose rocks Cold weather Wet Heavy rainfall Deep water Darkness Confined spaces</p>
<p><b>RISKMANAGEMENTSTRATEGIES</b></p>	<p><b>Normal Operations</b></p>		
	<p><b>Pre/post-activity</b> Instructors to have correct license for vehicle they are using Drive defensively Plan appropriate trip for the group Obtain group information beforehand</p> <p><b>During activity</b> 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><b>Pre/post-activity</b> Ensure vehicle maintenance is done and vehicle is checked before use Pack correct equipment for activity Ensure 1<sup>st</sup> aid kit in vehicle Equipment cleaned and serviced before trips Equipment logged after trips</p> <p><b>During activity</b> Carry 1<sup>st</sup> aid kit at all times Clients issued with any specialised clothing or equipment required for the cave Checks of equipment during use</p>	<p><b>Pre/post-activity</b> Drive for the conditions at the time, slow down in the wet Check weather before using cave</p> <p><b>During activity</b> Choose safest route Protect areas of high risk from damage Protect clients if exposed to any areas of high risk Check weather</p>
	<p><b>Emergency</b></p>		
<p>1<sup>st</sup> aid kit available on all trips Communication with Crisis Response Operation Control via cell phone or landline (Stubb's) 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  
[Activity Safety Instructorlines Abseiling vs2.](#)

[NZOIA- New Zealand Outdoor Instructors Association Rock Instructor.](#)

[Activity Safety Instructorlines Caving vs1.3.](#)

[NZOIA- New Zealand Outdoor Instructors Association Cave instructor.](#)

[New Zealand Speleological Society safe caving practices.](#)

[Department of Conservation caving practices.](#)

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

### Relevant Regulations:

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

<b>POLICIES &amp; INSTRUCTORLI NES RECOMMENDED</b>	<p>All staff to have current 1<sup>st</sup> 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>
<b>SKILLS REQUIRED BY STAFF</b>	<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.  <b>Completed Trip Report, Meds forms for day, Activity Management Plan (AMP) sign off</b></p>
<b>TRIP SPECIFIC RISK MANAGEMENT REQUIREMENTS</b>	<p>Ratio's 3:36 ideal for standard operation.            Sturdy footwear required            Thermal top and raincoat required in cold and wet weather            Sunblock            Knee deep water            Close to delicate speleothems            Barriers preventing access to edge of cliff            Check site for loose rock            Ensure group uses stile to cross fences</p>