

RISK ANALYSIS AND MANAGEMENT SYSTEM

FOR: Ruakuri

LAST UPDATED

4/1/2018 BWR operations supervisor

ANALYSIS

DESCRIPTION

UNDESIREDEVENTS	OUTSIDE-CAVE Accident on way to cave Late start to activity Stolen property IN CAVE Light failure Psychological distress Claustrophobia Damage to equipment Damage to environment Party member lost or whole of party lost Injury from falling person or object			Leaving equipment behind Injury from equipment failure Injury from tripping or falling Overdue Medical emergency Party fatigue	
	PEOPLE			EQUIPMENT	ENVIRONMENT
CAUSALFACTOR	OUTSIDE-CAVE Unskilled drivers Overseas drivers Lack of adequate planing Poor cave match for group IN CAVE Unfit people in the group Peer pressure Poor communication Pre-existing medical conditions Poor understanding of activity Poor risk management practise Untrained staff Lack of site knowledge			OUTSIDE-CAVE Poor vehicle maintenance Incorrect equipment for cave No equipment check sheet IN CAVE Unsuitable group equipment Poorly maintained equipment Lack of emergency equipment	OUTSIDE-CAVE Busy rural roads Multiple hazards on road Wet or hazardous conditions on road IN CAVE Darkness Slippery surfaces Loose rocks Confined spaces
	NORMAL OPERATIONS				
RISKMANAGEMENTSTRATEGIES	OUTSIDE-CAVE Guides to have correct license for vehicle they are using Drive defensively Plan appropriate trip for group Obtain group information before hand IN CAVE Experienced staff with site training Analysis of accident/incidents for staff training and site management Disclose activity risk Active management of group safety during activity			OUTSIDE-CAVE Ensure vehicle maintenance is done and vehicle is checked before use Pack correct equipment for cave (see appropriate folder) Ensure First Aid Kit in vehicle Equipment cleaned and serviced between trips Equipment logged after trips IN CAVE Carry First Aid Kit at all times Clients issued with any specialised clothing or equipment required for cave Checks of equipment during use.	OUTSIDE-CAVE Drive for the conditions at the time, slow down in the wet Check weather before using cave IN CAVE Choose safest route Protect areas of high risk from damage(Environmental) Protect clients if exposed to any areas of high risk
	EMERGENCY				
	First aid kit to be available on all trips		Communication with base either via cell phone or land line		

<p>RELEVANT INDUSTRY STANDARDS APPLICABLE</p>	<p>Land Transport Safety Authority vehicle licensing regulations Land Transport Safety Authority driver regulations Occupational Safety and Health Act NZ Outdoor Instructors Association cave syllabus NZ Speleological Association caver guidelines Black Water Rafting staff training manual NZ Qualification Authority unit standards Qualmark Rating for Tourism Activity</p>		
<p>POLICIES AND RECOMMENDED GUIDELINES</p>	<p>All staff to have current first aid certificates All clients/ students to fill out medical form before partaking in activity Appropriate ratios for group management</p>		
<p>SKILLS REQUIRED BY STAFF</p>	<p>Good group management and facilitation skills Risk and crisis management skills Site specific training Knowledge of company policy and procedure Site specific rescue procedures Good level of fitness</p>		
<p>TRIP SPECIFIC RISK MANAGEMENT REQUIREMENTS</p>	<p>Ruakuri</p>		
	<p>Planned ratio of 1:18 Moderate level of fitness is required Personal items must be secured to Clients before entering the Cave(i.e. Cameras/Glasses) Emergency lights must be carried on all tours Basic first aid kits must be available at all times Children under five must be accompanied by an adult Sensible walking shoes and a warm jacket should be used Telephone communication is available in the cave.</p>		