

RISK ANALYSIS AND MANAGEMENT SYSTEM

ACTIVITY/SITUATION: Ruakuri Walkway & Waitomo Walkway

Analysis	Description		
UNDESIRE D EVENT(S) Accident, injury, other forms of damage	Injury from falling/ being knocked down in the car park. Psychological distress – fear of dark/unknown Becoming lost Damage to natural resources Drowning Becoming lost or disoriented Falling down a sinkhole		
CAUSAL FACTORS	People	Equipment	Environment
	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 Loose rocks Confined spaces Heavy rainfall Sinkholes Stairs Cliff
RISK MANAGEMENT STRATEGIES	Normal Operations		
	Appropriate adult : student ratio – 1:9 (1:6 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).	1 st Aid Kit within easy reach. Access to support from Aranui Cave guides (use their telephone). Carry suitable clothing, food and drink	Continuous monitoring of rainfall and track conditions Follow marker poles Stay on the track Hold railing on stairs Stay behind barriers
	Emergency		
	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 in the carpark area or landline telephone from under the BBQ (get help from the Aranui Cave guide if possible). When accessing emergency services at Ruakuri the location is: Aranui Cave carpark, Waitomo Caves village end of Tumutumu Rd, Waitomo Caves.		
RELEVANT INDUSTRY STANDARDS APPLICABLE	Ruakuri walkway is maintained by the Department of Conservation and is compliant with current NZ codes covering structural safety.		

<p>POLICIES AND GUIDELINES RECOMMENDED</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 Shelter is available at the start of the Ruakuri Walkway in the kiosk for smaller numbers of students.</p>
<p>SKILLS REQUIRED BY STAFF</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>

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 the map of Ruakuri (all groups take the left hand turn at each branch of the track to follow the same route), this is particularly important in keeping the group together and ensuring that students are made aware of significant features of the environment.
- 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).