

KAUAEARANGA VALLEY

CHRISTIAN CAMP

—

ACTIVITIES

RISK ANALYSIS AND MANAGEMENT SYSTEM

Reviewed: September, 2023

By: Philip Taylor (Camp Manager)

All activities are defined as:



or



or



Means: **A STAFF MEMBER OR TRAINED SUPERVISOR MUST BE IN CONTROL**

- * By definition these activities are **Higher Risk**, weather that risk be real or perceived.



Means: **WAIT FOR AN ADULT TO BE PRESENT**

- * By definition these activities are of **Moderate Risk**, weather that risk be real or perceived.



Means: **GO AHEAD WITHOUT AN ADULT BUT THERE MUST BE A DESIGNATED RESPONSIBLE PERSON**

- * By definition these activities are of **Low Risk**, weather that risk be real or perceived.

Activity Inspection, Management and Recording

- All Activities are inspected regularly and hazards identified.
- All accidents/incidents/near misses, during or on an activity must be recorded on an Accident/Incident/Near Miss form.
- Any hazards/maintenance required from inspections or Accidents/Incidents/Near Misses are recorded and appropriate actions taken as necessary (i.e. activity closed until fixed, hazards communicated to activity leaders, etc.).
- The safety rules and regulations are to be adhered to at all times. Refer to the individual Risk Analysis and Management Systems (RAMS) Leader Activity Guide (LAG) sheets and signposted instructions where applicable.

Table of Contents

| | |
|---|-----------|
| Activity: Air Rifles | 5 |
| Activity: Archery | 6 |
| Activity: Axe Throwing | 7 |
| Activity: BMX Bikes | 8 |
| Activity: Bouldering Wall | 9 |
| Activity: Burma Trail | 10 |
| Activity: Bush Craft / Outdoor Cooking | 11 |
| Activity: Camp Fire | 12 |
| Activity: Crafts | 13 |
| Activity: Cross Games | 14 |
| Activity: Disc Golf | 15 |
| Activity: Flying Fox | 16 |
| Activity: Games Room | 17 |
| Activity: Go Karts | 18 |
| Activity: Gym / Indoor Sports | 19 |
| Activity: Horizontal Bungy | 20 |
| Activity: Jiggers | 21 |
| Activity: Kayaks | 22 |
| Activity: Low Ropes | 23 |
| Activity: Orienteering / Geo-Cache / Camp Search | 24 |
| Activity: Outdoor Sports | 25 |
| Activity: Playground Activities | 26 |
| Activity: Raft Building | 27 |
| Activity: Raptor Ball | 28 |
| Activity: River Crossing | 29 |
| Activity: River Tube Floating | 30 |
| Activity: Rope Maze | 31 |
| Activity: Slingshot Paintball | 32 |
| Activity: Soccer Cage | 33 |
| Activity: Spider Web | 34 |
| Activity: Swimming | 35 |
| Activity: Tenting / Camping On and Off Site | 36 |

| | |
|---|-----------|
| Activity: Tramping / Hiking | 37 |
| Activity: Trampoline | 38 |
| Activity: Transportation (to/from activities)..... | 39 |
| Activity: Trust Fall..... | 40 |
| Activity: Tyre Pole..... | 41 |
| Activity: Wall Climb | 42 |
| Activity: Waterslide / Foam Slide | 43 |
| Activity: 9 Square | 44 |
| Helpful Emergency Information | 45 |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Air Rifles

Location: Air Rifle Range

Risk: **X**

Ratio (Adult to Children): 1:6

Date Reviewed: September 2023

Description: Target Shooting with Air Rifles

| | | | |
|---|--|---|--|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Skin penetration from ricochet or direct hit ▪ Crush/pinch injuries to skin or finger ▪ Recoil causing injury such as bruising, cuts etc. | | |
| CASUAL FACTORS Hazards, perils, dangers | <p style="text-align: center;">PEOPLE</p> <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour ▪ Not following 7 rules of firearm safety | <p style="text-align: center;">EQUIPMENT</p> <ul style="list-style-type: none"> ▪ Equipment not stored properly/securely (i.e. locked in rifle rack) ▪ Not inspected properly ▪ Air rifles not discharged before storing ▪ Not cocking correctly ▪ Using dirty pellets, dry firing, placing rifle end into dirt etc. ▪ Incorrectly loading pellet ▪ Incorrect method used for carrying equipment ▪ Blocked barrel of air rifle | <p style="text-align: center;">ENVIRONMENT</p> <ul style="list-style-type: none"> ▪ Storage area not locked, dry, or free from pests ▪ People in the range/behind the range |
| RISK MANGEMENT STRATEGIES | <p style="text-align: center;">NORMAL OPERATIONS</p> <ul style="list-style-type: none"> ▪ Always has adult supervision – 18 years or older or 16-17 years with a firearms licence ▪ Instructions are clear and include the 7 rules (i.e. treat as loaded, only point to target, chamber/'unsafe' when ready to fire, identify target, range closed/open, store rifle safely etc.) ▪ Spectators behind the shooters/range and do not touch equipment until instructed ▪ Authorised persons only to transport equipment to and from range | <ul style="list-style-type: none"> ▪ Correct methods used for carrying/storing equipment ▪ Equipment not left at shooting range unattended ▪ Equipment returned to locked storage immediately at end of activity ▪ Safety glasses must be worn ▪ Check air rifle before loading for misfire blockages ▪ Equipment maintained and serviced as per schedule | <ul style="list-style-type: none"> ▪ Ensure that the range and behind the range area are clear of people, birds and animals (use range open/closed communication) |
| <p style="text-align: center;">EMERGENCY</p> | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Archery

Location: Archery Range

Risk: **X**

Ratio (Adult to Children): 1:6

Date Reviewed: September 2023

Description: Target Shooting with Bow / Arrow

| | | | |
|---|--|--|--|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Whipping action of bow string causing bruising, cuts etc. mostly to forearm/hand area ▪ Abrasion/piercing of skin from arrow head or fletches ▪ Equipment breaking (bows/arrows etc.) causing superficial wounds ▪ Skin penetration from ricochet or direct hit | | |
| CASUAL FACTORS Hazards, perils, dangers | PEOPLE | EQUIPMENT | ENVIRONMENT |
| | <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour | <ul style="list-style-type: none"> ▪ Equipment not stored properly/securely (i.e. bows stored while strung, bows hung by their string, bows sitting in direct sunlight too long etc.) ▪ Not inspected properly ▪ Dry firing ▪ Incorrect nocking of arrows ▪ General misuse/abuse ▪ Arrows too short ▪ Arm guards not worn | <ul style="list-style-type: none"> ▪ Wind and rain causing arrows to deviate from target ▪ Storage area not locked, dry, or free from pests ▪ People in the range/behind the range |
| RISK MANGEMENT STRATEGIES | NORMAL OPERATIONS | <ul style="list-style-type: none"> ▪ Clear and accurate instructions given by a trained supervisor ▪ Spectators behind the shooters/range and do not touch equipment until instructed ▪ Bow and arrow to be treated as live and facing target only ▪ Authorised persons only to transport equipment to and from range | <ul style="list-style-type: none"> ▪ Correct methods used for carrying/storing equipment ▪ Equipment not left at shooting range unattended ▪ Equipment returned to locked storage immediately at end of activity ▪ Arrows to be nocked and fired correctly ▪ Arm bands are worn to provide to protection for non-shooting arm ▪ Arrows removed carefully and carried walking with tips down ▪ Equipment maintained and serviced as per schedule |
| | EMERGENCY | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Axe Throwing

Location: Axe Throw Range

Risk: **!**
●

Ratio (Adult to Children): 1:12

Date Reviewed: September 2023

Description: Target Shooting with Throw Axes

| | | | |
|---|--|--|--|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Bruising, cuts, skin penetration from ricochet or direct hit ▪ Blisters/splinters etc. from axe handles | | |
| CASUAL FACTORS Hazards, perils, dangers | PEOPLE | EQUIPMENT | ENVIRONMENT |
| | <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour | <ul style="list-style-type: none"> ▪ Damaged axes ▪ People not wearing covered shoes ▪ General misuse/abuse ▪ Axes or throwing range not maintained/serviced | <ul style="list-style-type: none"> ▪ Excessive wind and sunshine ▪ Rain/mud causing throwing grip to slip ▪ People in the range/behind the range (especially if range damaged) |
| RISK MANGEMENT STRATEGIES | NORMAL OPERATIONS | <ul style="list-style-type: none"> ▪ Clear and accurate instructions given by a trained supervisor ▪ All axes are thrown first before retrieving ▪ Highest axes are retrieved first ▪ Spectators behind the shooters/range and do not touch equipment until instructed ▪ Authorised persons only to transport equipment | <ul style="list-style-type: none"> ▪ Equipment not left at throwing range unattended ▪ Equipment returned to locked storage immediately at end of activity ▪ Axes removed carefully and placed on hooks/nails (never passed one person to another) ▪ Equipment maintained and serviced as per schedule ▪ Ensure all participants wear covered shoes |
| | EMERGENCY | <ul style="list-style-type: none"> ▪ Situate target to not face directly into bright sun ▪ Manage activity according to the weather | |
| | | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: BMX Bikes

Location: BMX Track

Risk: 

Ratio (Adult to Children): 1:12

Date Reviewed: September 2023

Description: Individual Cycling on BMX Track

| | | | | |
|---|--|--|---|--|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Cuts, bruises, grazes ▪ Stab wounds from sharp objects (Bike parts, rocks on track etc.) ▪ Head/neck/back injury ▪ Fractures and sprains from falls (mostly from outstretched hands/wrists/arms) | | | |
| CASUAL FACTORS Hazards, perils, dangers | PEOPLE | EQUIPMENT | ENVIRONMENT | |
| | <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour ▪ Inexperience or lack of skill ▪ Loose or inappropriate clothing ▪ Riding off track | <ul style="list-style-type: none"> ▪ Bike failure (i.e. broken brakes, flat or overinflated tyres, loose/bent handlebars, lose seats, broken chain etc.) ▪ Helmets not fitted properly | <ul style="list-style-type: none"> ▪ Hazards in track due to poor maintenance (fences/barriers, excess rain causing soft spots/slips, drying/cracking, rocks, long grass etc.) ▪ Wind/rain causing loss of grip, distractions. | |
| RISK MANGEMENT STRATEGIES | NORMAL OPERATIONS | <ul style="list-style-type: none"> ▪ Clear and accurate instructions given by a trained supervisor ▪ Helmets, covered shoes, and properly fitted clothing must be worn ▪ Bikes are ridden from start to finish (starting with beginner start and then moving to middle and hard starts when ready) | <ul style="list-style-type: none"> ▪ Equipment maintained and serviced as per schedule (includes helmets, tyres, brakes, handlebars, pedals, handgrips, frame, chains, seat, nuts/bolts etc.) ▪ Equipment returned to locked storage immediately at end of activity (if wet/dirty the equipment is cleaned/oiled immediately) | <ul style="list-style-type: none"> ▪ Manage activity according to the weather |
| | EMERGENCY | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Bouldering Wall

Location: Gym Playground

Risk: 

Ratio (Adult to Children): Undefined

Date Reviewed: September 2023

Description: Artificial Wall Climbing

| | | | |
|---|---|--|---|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Sprains/strains to lower body/outstretched arms after falling ▪ Sprains/strains to fingers ▪ Injuries to the spotter, or from the spotter to the climber ▪ Falls leading to head/neck/back injury | | |
| CASUAL FACTORS Hazards, perils, dangers | PEOPLE | EQUIPMENT | ENVIRONMENT |
| | <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour ▪ Climbers colliding with each other (climber and spotter, people climbing under/over each other, falling into by standers) | <ul style="list-style-type: none"> ▪ Climbing holds coming loose ▪ Splinters/rough spots on climbing wall that cause cuts/scrapes | <ul style="list-style-type: none"> ▪ Rocks/debris on ground below climbing wall causing bad landings (may be hidden in grass that was not mowed) ▪ Rain/wind conditions making climbing slippery ▪ Sun causing warping/cracking in climbing wall |
| RISK MANGEMENT STRATEGIES | NORMAL OPERATIONS | <ul style="list-style-type: none"> ▪ Equipment maintained and serviced as per schedule (climbing holds, t-nuts and bolts, wall, features, grounds etc.) | <ul style="list-style-type: none"> ▪ Manage activity according to the weather |
| | EMERGENCY | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Burma Trail

Location: Silver Forest

Risk: **!**
●

Ratio (Adult to Children): 1:12

Date Reviewed: September 2023

Description: Navigating Rope Maze in Forest

| | | | |
|---|--|--|--|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Sprains/strains to lower body/outstretched arms after falling ▪ Cuts from branches/debris ▪ Emotional trauma from inappropriate scaring ▪ Blindfolds unclean causing germs to be passed on | | |
| CASUAL FACTORS Hazards, perils, dangers | PEOPLE | EQUIPMENT | ENVIRONMENT |
| | <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour ▪ Collisions from walking into one another ▪ Falls due to lack of balance ▪ Panic causing misjudgement | <ul style="list-style-type: none"> ▪ Rope breaking from body weight ▪ Dirty blindfolds | <ul style="list-style-type: none"> ▪ Rough or slippery ground ▪ Branches/debris sticking into trail path |
| RISK MANGEMENT STRATEGIES | NORMAL OPERATIONS | <ul style="list-style-type: none"> ▪ Equipment maintained and serviced as per schedule (cleaning blindfolds after each use, rope and rope knots checked etc.) | <ul style="list-style-type: none"> ▪ Manage activity according to the weather (this activity is also in flood zone so not used during high rain fall) ▪ Path maintained and serviced as per schedule |
| | EMERGENCY | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Bush Craft / Outdoor Cooking

Location: Multiple Locations

Risk: 

Ratio (Adult to Children): 1:12

Date Reviewed: September 2023

Description: Practicing Outdoors Skills

| | | | |
|---|--|---|---|
| <p>RISKS Accident, injury, etc.</p> | <ul style="list-style-type: none"> ▪ Burns from cookers/flames/hot materials ▪ Wild fires ▪ Cuts and stab injuries from sharp objects, knives, branches etc. ▪ Food poisoning ▪ Head injuries from falling branches/debris ▪ Sprains/strains/fractures mostly to lower body and out stretched arms after falling ▪ Becoming lost and/or hypothermic | | |
| <p>CASUAL FACTORS Hazards, perils, dangers</p> | <p style="text-align: center;">PEOPLE</p> <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour ▪ Falls due to lack of balance ▪ Improper use of equipment ▪ Improper food safe practices | <p style="text-align: center;">EQUIPMENT</p> <ul style="list-style-type: none"> ▪ Rusty/damaged utensils or tools ▪ Broken/malfunctioning cookers or gas bottles ▪ Broken/inaccurate navigational equipment | <p style="text-align: center;">ENVIRONMENT</p> <ul style="list-style-type: none"> ▪ Rough or slippery ground ▪ Branches/debris sticking into trail paths ▪ Weather (excess rain/wind/sun etc.) ▪ Steep/uneven ground ▪ Dry/flammable forests and surrounds |
| <p>RISK MANGEMENT STRATEGIES</p> | <p style="text-align: center;">NORMAL OPERATIONS</p> <ul style="list-style-type: none"> ▪ Clear and accurate instructions given by a trained supervisor ▪ Order and structure incorporated into activity to minimise chaos | <ul style="list-style-type: none"> ▪ Equipment maintained and serviced as per schedule (all cookware and utensils cleaned and stored properly, navigational equipment i.e. compasses, maps etc. calibrated and updated, tarpaulins replaced when damaged etc.) | <ul style="list-style-type: none"> ▪ Fire permit season followed and immediate environments considered ▪ Hazards removed or planned for ▪ Manage activity according to the weather (floods, water levels, heat etc. all considered) ▪ Paths maintained as necessary ▪ Food preparation areas clean and sanitary as appropriate |
| <p style="text-align: center;">EMERGENCY</p> | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Camp Fire

Location: Multiple Fire Pit Sites

Risk: 

Ratio (Adult to Children): 1:12

Date Reviewed: September 2023

Description: Gather at Camp Fire / Cook Marshmallows

| | | | |
|---|--|--|--|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Burns (from fire/flame/embers, rocks, marshmallow sticks, etc.) ▪ Fire spreading (due to wind, dry conditions, debris around fire etc.) ▪ Cuts and stab injuries from sharp objects, knives, branches, marshmallow sticks etc. ▪ Sprains/strains/fractures mostly to lower body and out stretched arms after falling ▪ Sore eyes from direct torch light | | |
| CASUAL FACTORS Hazards, perils, dangers | PEOPLE | EQUIPMENT | ENVIRONMENT |
| | <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour ▪ Falls due to lack of balance ▪ Improper use of equipment | <ul style="list-style-type: none"> ▪ No gear for fire extinguishing (water buckets, hoses, extinguishers etc.) ▪ Outdated/serviced fire extinguishers ▪ Rusty or Broken equipment (marshmallow sticks, fire pits, fire gloves etc.) ▪ Improper/dangerous use of accelerants | <ul style="list-style-type: none"> ▪ Rough or slippery ground ▪ Hot, Dry and windy weather ▪ Dry/flammable forests and surrounds |
| RISK MANGEMENT STRATEGIES | NORMAL OPERATIONS | <ul style="list-style-type: none"> ▪ Equipment maintained and serviced as per schedule ▪ Activity leaders must have appropriate equipment method for safely lighting, maintaining, and extinguishing fires ▪ All torches to be shone downward and only used when necessary | <ul style="list-style-type: none"> ▪ Fire permit season followed and immediate environments considered ▪ Hazards removed or planned for ▪ Manage activity according to the weather (floods, water levels, heat etc. all considered) |
| | EMERGENCY | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Crafts

Location: Craft Room / Multiple

Risk: **!**

Ratio (Adult to Children): 1:12

Date Reviewed: September 2023

Description: Activities Based on Creating

| | | | |
|---|--|--|---|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Cuts and stab injuries from sharp objects, knives, paper etc. ▪ Burns from hot objects (hot glue, wood burners etc.) ▪ Explosion from compressed air canisters ▪ Poison from harmful chemicals, substances etc. ▪ Choking from small objects ▪ Electrical shock | | |
| CASUAL FACTORS Hazards, perils, dangers | <p style="text-align: center;">PEOPLE</p> <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour ▪ People accessing unsafe equipment/supplies | <p style="text-align: center;">EQUIPMENT</p> <ul style="list-style-type: none"> ▪ Broken/un-serviced/rusty equipment ▪ Poorly labelled equipment and storage facilities ▪ Equipment not fit for purpose (i.e. wrong voltage, containing harsh chemicals, etc.) | <p style="text-align: center;">ENVIRONMENT</p> <ul style="list-style-type: none"> ▪ Equipment/supplies not locked properly or too easily accessible ▪ Unclean or unorganized work spaces |
| RISK MANGEMENT STRATEGIES | <p style="text-align: center;">NORMAL OPERATIONS</p> <ul style="list-style-type: none"> ▪ Clear and accurate instructions given by a trained supervisor ▪ Order and structure incorporated into activity to minimise chaos | <ul style="list-style-type: none"> ▪ Equipment maintained, labelled and serviced as per schedule | <ul style="list-style-type: none"> ▪ Equipment/supplies locked appropriately ▪ Work spaces maintain clean lines and organization |
| <p style="text-align: center;">EMERGENCY</p> | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Cross Games

Location: Gymnasium

Risk: **!**

Ratio (Adult to Children): Undefined

Date Reviewed: September 2023

Description: High Tempo Team-Based Competition

| | | | |
|---|--|--|--|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Grazes, cuts, bruises etc. ▪ Fractures, sprains/strains ▪ Heat exhaustion ▪ Collisions with people/objects/equipment – causing head injury/concussion etc. ▪ Sore throat from yelling ▪ Damage to expensive music or sports equipment | | |
| CASUAL FACTORS Hazards, perils, dangers | <p style="text-align: center;">PEOPLE</p> <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour ▪ Lack of noise control/screaming ▪ Misuse of equipment ▪ Running in socks only (slippery) | <p style="text-align: center;">EQUIPMENT</p> <ul style="list-style-type: none"> ▪ Broken equipment ▪ Hit by object/equipment/people | <p style="text-align: center;">ENVIRONMENT</p> <ul style="list-style-type: none"> ▪ Hot weather ▪ Slippery floor from water or body sweat |
| RISK MANGEMENT STRATEGIES | <p style="text-align: center;">NORMAL OPERATIONS</p> <ul style="list-style-type: none"> ▪ Clear and accurate instructions given by a trained supervisor ▪ Order and structure incorporated into activity to minimise chaos | <ul style="list-style-type: none"> ▪ Monitor music equipment for proper volume ▪ Equipment maintained, labelled and serviced as per schedule | <ul style="list-style-type: none"> ▪ Ensure playing area is ventilated and water is available ▪ Ensure floor is cleaned and dry ▪ Monitor participants for signs of heat exhaustion and provide proper rest |
| <p style="text-align: center;">EMERGENCY</p> | <ul style="list-style-type: none"> ▪ See ‘Helpful emergency Information’ at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Disc Golf

Location: Playing Fields

Risk: 

Ratio (Adult to Children): 1:12

Date Reviewed: September 2023

Description: Disc Throwing Based on the Game of Golf

| | | | |
|---|--|--|--|
| RISKS Accident, injury, etc. | Impact to the head/body from frisbee or disc Sprains and strains Other injuries when searching for disc out of bounds | | |
| CASUAL FACTORS Hazards, perils, dangers | PEOPLE | EQUIPMENT | ENVIRONMENT |
| | <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour ▪ Walking in front of throwers/throwing when others are in front | <ul style="list-style-type: none"> ▪ Slippery/damaged discs ▪ Rusty/damaged targets | <ul style="list-style-type: none"> ▪ Excessive wind, rain, heat ▪ Hazards in and out of the playing areas |
| RISK MANGEMENT STRATEGIES | NORMAL OPERATIONS | <ul style="list-style-type: none"> ▪ Instructor to check equipment before playing ▪ Equipment maintained and serviced as per schedule | <ul style="list-style-type: none"> ▪ Game should not be played in high winds ▪ Participants to be sun smart by using hats, sunscreen, drinking water etc. ▪ Environments maintained as per schedule |
| | EMERGENCY | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Flying Fox

Location: East Field

Risk: 

Ratio (Adult to Children): 1:12

Date Reviewed: September 2023

Description: Seated, Zipline Activity

| | | | |
|---|--|--|--|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Broken bones ▪ Concussion ▪ Cuts, bruising, pinched skin/fingers ▪ Sprains/strains | | |
| CASUAL FACTORS Hazards, perils, dangers | PEOPLE | EQUIPMENT | ENVIRONMENT |
| | <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour (like pushing each other, swinging around when riding etc.) ▪ Collisions with people in front of the participants ▪ Participant falling off platform ▪ Participant falling off the Flying Fox (intentionally or accidentally) ▪ Participant getting off before Flying Fox has fully stopped | <ul style="list-style-type: none"> ▪ Poorly maintained equipment ▪ Slippery platform/Flying Fox seat/handle ▪ Damage to wire rope, pulley and chain ▪ Damage to Flying Fox structure (guide wires, main wire, poles, platform, etc.) ▪ Not fitting helmet correctly ▪ Pull rope getting stuck in hazard | <ul style="list-style-type: none"> ▪ Slippery ground causing slips ▪ Excessive rain/wind/heat causing sweat; making handle hard to hold onto |
| RISK MANGEMENT STRATEGIES | NORMAL OPERATIONS | <ul style="list-style-type: none"> ▪ Equipment maintained and serviced as per schedule ▪ Helmet must be worn | <ul style="list-style-type: none"> ▪ Participants can only go when the runway is clear ▪ Flying Fox not to be used in excessive rain/wind etc. |
| | EMERGENCY | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Games Room

Location: Gymnasium Mezzanine

Risk: **!**

Ratio (Adult to Children): 1:12

Date Reviewed: September 2023

Description: Multiple Interactive Style Games

| | | | |
|---|---|--|---|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> Bruises, cuts, scrapes etc. | | |
| CASUAL FACTORS Hazards, perils, dangers | PEOPLE | EQUIPMENT | ENVIRONMENT |
| | <ul style="list-style-type: none"> Unclear instructions No supervision or inadequate supervision Thoughtless/reckless behaviour (like throwing pool balls, hitting each other with table tennis bats etc.) | <ul style="list-style-type: none"> Damaged/broken/poorly functioning equipment | <ul style="list-style-type: none"> Unclean or unorganized game spaces |
| RISK MANGEMENT STRATEGIES | NORMAL OPERATIONS | <ul style="list-style-type: none"> Equipment maintained and serviced as per schedule | <ul style="list-style-type: none"> Environments maintained as per schedule |
| | EMERGENCY | <ul style="list-style-type: none"> See 'Helpful emergency Information' at the end of this RAMS document Discuss the situation with KVCC staff to determine appropriate course of action If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Go Karts

Location: Upper Playing Field

Risk: **!**

Ratio (Adult to Children): 1:12

Date Reviewed: September 2023

Description: Driving Gas Powered Carts

| | | | | |
|---|---|--|--|---|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Neck/head injury/whiplash ▪ Broken bones ▪ Cuts, grazes, bruises etc. ▪ Burns | | | |
| CASUAL FACTORS Hazards, perils, dangers | PEOPLE | | EQUIPMENT | ENVIRONMENT |
| | <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour (like intentionally hitting barriers, driving outside the designated area etc.) ▪ Spectators on track ▪ Unable to reach pedals | | <ul style="list-style-type: none"> ▪ Not wearing safety belt, helmet etc. ▪ Go cart braking (wheels/axels dislodging, steering wheel dislodging/jamming etc.) ▪ Brakes fail ▪ Fuel spill ▪ Accelerator sticks on ▪ Engine catches on fire ▪ Touching hot engine parts | <ul style="list-style-type: none"> ▪ Slippery, uneven track ▪ Debris on track (glass, sticks etc.) ▪ Heavy rain/wind causing handling errors or mud in critical components of go carts |
| RISK MANGEMENT STRATEGIES | NORMAL OPERATIONS | <ul style="list-style-type: none"> ▪ Clear and accurate instructions given by a trained supervisor ▪ Helmet and seatbelts must be worn ▪ All spectators stay behind tyre barrier ▪ All drivers must be able to reach all pedals and demonstrate use of brakes before starting | <ul style="list-style-type: none"> ▪ Equipment maintained and serviced as per schedule ▪ Remote cut off required ▪ Governor installed to limit speed ▪ Go-kart must be turned off while refuelling | <ul style="list-style-type: none"> ▪ Clear foreign objects from track ▪ Assess track and weather conditions before use |
| | EMERGENCY | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Gym / Indoor Sports

Location: Gymnasium / Indoors

Risk: 

Ratio (Adult to Children): Undefined

Date Reviewed: September 2023

Description: Individual / Team Indoor Games

| | | | |
|---|---|--|--|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Grazes, bruises, cuts etc. ▪ Sprains/strains ▪ Neck/head injury from falls ▪ Dehydration/heat exhaustion ▪ Collisions with people/objects/equipment ▪ Fractures and dislocations | | |
| CASUAL FACTORS Hazards, perils, dangers | PEOPLE | EQUIPMENT | ENVIRONMENT |
| | <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour ▪ Falls from wearing socks only | <ul style="list-style-type: none"> ▪ Improper use of equipment ▪ Broken/malfunctioning equipment ▪ Collision with hazards like soccer goals, cones, etc. | <ul style="list-style-type: none"> ▪ Moisture/dust etc. on floor ▪ Broken glass, leaking doors etc. ▪ Lack of ventilation ▪ Lights being knocked down or smashed |
| RISK MANGEMENT STRATEGIES | NORMAL OPERATIONS | <ul style="list-style-type: none"> ▪ Equipment maintained and serviced as per schedule ▪ Remove or re-locate all unnecessary equipment/furniture | <ul style="list-style-type: none"> ▪ Playing surfaces and other environments cleaned and maintained as per schedule ▪ All hazards like moisture, dust etc. cleaned before it is used ▪ Open windows and doors and use lights to provide adequate ventilation and vision |
| | EMERGENCY | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Horizontal Bungy

Location: Playing Fields

Risk: **!**
●

Ratio (Adult to Children): 1:12

Date Reviewed: September 2023

Description: Resistance Challenge with Bungy Chords

| | | | |
|---|---|---|--|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> Falls leading to: strains/sprains, bruises/grazes/cuts, fractures/broken bones/dislocations, head/neck injury Whiplash from broken/dislodged bungy chord Collisions causing injury | | |
| | CASUAL FACTORS Hazards, perils, dangers | PEOPLE <ul style="list-style-type: none"> Unclear instructions No supervision or inadequate supervision Thoughtless/reckless behaviour Onlookers in the path of the runner Tripping/falling under tension of bungy chord Human error, especially when clipping carabiner to harness or anchor rope | EQUIPMENT <ul style="list-style-type: none"> Faulty equipment (bungy rope, carabiners, anchor rope, helmets etc.) Anchor failing Helmet not worn, harness poorly fitted etc. |
| RISK MANGEMENT STRATEGIES | | NORMAL OPERATIONS <ul style="list-style-type: none"> Clear and accurate instructions given by a trained supervisor Onlookers to stand off to the side and not in-front or behind the runner Runners to stay low and balanced while bungy chord under tension 1 runner at a time only | <ul style="list-style-type: none"> Equipment maintained and serviced as per schedule All equipment inspected and fitted correctly prior to use |
| | EMERGENCY <ul style="list-style-type: none"> See 'Helpful emergency Information' at the end of this RAMS document Discuss the situation with KVCC staff to determine appropriate course of action If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Jiggers

Location: West Playing Field

Risk: 

Ratio (Adult to Children): 1:12

Date Reviewed: September 2023

Description: Circumnavigate Train Track using Jiggers

| | | | |
|---|--|--|---|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Cuts, scrapes, bruises ▪ Sprains/strains mostly from rough ground ▪ whiplash causing head/neck/chest/arm injury ▪ crush injury underneath jigger | | |
| CASUAL FACTORS Hazards, perils, dangers | PEOPLE | EQUIPMENT | ENVIRONMENT |
| | <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour (such as pushing jiggers too fast or into other jiggers) ▪ Not wearing shoes | <ul style="list-style-type: none"> ▪ Derailment of jiggers ▪ User hit by jigger handle ▪ Limbs caught between jiggers | <ul style="list-style-type: none"> ▪ Uneven track/ground, track sticking out ▪ Foreign objects on track ▪ Excess water from drainage creek ▪ Cold or icy conditions |
| RISK MANGEMENT STRATEGIES | NORMAL OPERATIONS | <ul style="list-style-type: none"> ▪ Equipment maintained and serviced as per schedule | <ul style="list-style-type: none"> ▪ Environment maintained as per schedule and inspected prior to each use (includes bridge, areas around track, etc.) |
| | EMERGENCY | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Kayaks

Location: Multiple River Sites

Risk: **!**

Ratio (Adult to Children): 1:6

Date Reviewed: September 2023

Description: Kayaking Skills and Games

| | | | |
|---|---|--|--|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Drowning ▪ Hypothermia ▪ Cuts, bruises, scrapes etc. ▪ Head/neck injury (including concussion) ▪ Exhaustion, heat exhaustion ▪ Kayakers missing downstream | | |
| CASUAL FACTORS Hazards, perils, dangers | PEOPLE | EQUIPMENT | ENVIRONMENT |
| | <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour (such as swinging paddle around etc.) ▪ Overturning in kayak / lack of skill ▪ kayaks colliding into others / swimmers ▪ Not wearing appropriate clothing | <ul style="list-style-type: none"> ▪ leaks in kayak/bung not inserted properly ▪ No life jacket/ill-fitting life jacket ▪ Lack of first aid equipment ▪ lack of instructing equipment (i.e. water rescue, communication equipment etc.) | <ul style="list-style-type: none"> ▪ Sharp/slippery rocks ▪ uneven rock surface ▪ Cold water ▪ Excess wind ▪ Excess sun (heat and light) ▪ Unsafe river flow ▪ Animal life (i.e. eels, farm runoff etc.) ▪ Plant life (i.e. thorns) ▪ Debris in river |
| RISK MANGEMENT STRATEGIES | NORMAL OPERATIONS | <ul style="list-style-type: none"> ▪ Equipment maintained and serviced as per schedule ▪ Kayaks and paddles returned and life jackets hung after use ▪ Buddy's and instructors check adequate fit of life jackets | <ul style="list-style-type: none"> ▪ Environment maintained as per schedule and inspected prior to each use (includes river bank, weather conditions, identifying hazards etc.) ▪ Boundaries are identified to kayakers and strictly adhered to |
| | EMERGENCY | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Low Ropes

Location: East Field

Risk: **!**
●

Ratio (Adult to Children): 1:12

Date Reviewed: September 2023

Description: Navigate Ropes Course

| | | | |
|---|---|--|--|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Sprains/strains ▪ Cuts/grazes/bruises ▪ Friction burns ▪ Strangulation ▪ Fractures/dislocations ▪ Head/neck injuries | | |
| CASUAL FACTORS Hazards, perils, dangers | PEOPLE | EQUIPMENT | ENVIRONMENT |
| | <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour ▪ Lack of/poor spotting | <ul style="list-style-type: none"> ▪ Broken wires, ropes etc. ▪ Poles, wires and other structures not secured/anchored properly ▪ Wires sticking out of tyres | <ul style="list-style-type: none"> ▪ Slippery ground/structures from rain, mud etc. |
| RISK MANGEMENT STRATEGIES | NORMAL OPERATIONS | <ul style="list-style-type: none"> ▪ Equipment maintained and serviced as per schedule | <ul style="list-style-type: none"> ▪ Environment maintained as per schedule and inspected prior to each use |
| | EMERGENCY | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Orienteering / Geo-Cache / Camp Search

Location: Site Wide

Risk: **!**
●

Ratio (Adult to Children): 1:12

Date Reviewed: September 2023

Description: A Range of Navigational Challenges

| | | | |
|---|--|--|--|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Becoming lost ▪ Grazes, cuts, bruises ▪ Sprains/strains | | |
| CASUAL FACTORS Hazards, perils, dangers | PEOPLE | EQUIPMENT | ENVIRONMENT |
| | <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour ▪ Slipping/falling ▪ Wrong assessment of map, team splitting up, panicked decision making ▪ Inappropriate clothing/footwear ▪ Team splitting up | <ul style="list-style-type: none"> ▪ Inaccurate map/clues/markers | <ul style="list-style-type: none"> ▪ Uneven/slippery surfaces ▪ Hazards such as drains/creeks/gates etc. ▪ Excessive weather conditions such as flooding, rain, cold, heat etc. |
| RISK MANGEMENT STRATEGIES | NORMAL OPERATIONS | <ul style="list-style-type: none"> ▪ Equipment maintained and serviced as per schedule (includes checking for map/compass/marker accuracy etc.) | <ul style="list-style-type: none"> ▪ Environment maintained as per schedule and inspected prior to each use ▪ Weather conditions determine suitability for activity |
| | EMERGENCY | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Outdoor Sports

Location: Playing Fields

Risk: 

Ratio (Adult to Children): Undefined

Date Reviewed: September 2023

Description: Individual / Team Outdoor Games

| | | | |
|---|--|--|--|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Strains/sprains ▪ Bruises/grazes/cuts ▪ Fractures/dislocations ▪ Head/neck injuries (concussion etc.) ▪ Heat exhaustion, sunburn, dehydration etc. | | |
| CASUAL FACTORS Hazards, perils, dangers | PEOPLE | EQUIPMENT | ENVIRONMENT |
| | <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour ▪ Inappropriate clothing/footwear ▪ Mismatch of teams – weight, size ▪ Collisions ▪ Not hydrating/being sun safe/over exerting etc. | <ul style="list-style-type: none"> ▪ Misuse/collision with equipment | <ul style="list-style-type: none"> ▪ Uneven/slippery surfaces ▪ Hazards such as drains/creeks/gates etc. ▪ Excessive weather conditions such as flooding, rain, cold, heat etc. |
| RISK MANGEMENT STRATEGIES | NORMAL OPERATIONS | <ul style="list-style-type: none"> ▪ Equipment maintained and serviced as per schedule | <ul style="list-style-type: none"> ▪ Environment maintained as per schedule and inspected prior to each use (such as checking field for soak holes, rabbit holes, debris etc.) ▪ Weather conditions determine suitability for activity |
| | EMERGENCY | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Playground Activities

Location: Multiple Playground Sites

Risk: 

Ratio (Adult to Children): Undefined

Date Reviewed: September 2023

Description: Playground Based Activities

| | | | |
|---|---|--|--|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Strains/sprains ▪ Bruises/grazes/cuts ▪ Fractures/dislocations ▪ Head/neck injuries (concussion etc.) | | |
| CASUAL FACTORS Hazards, perils, dangers | PEOPLE | EQUIPMENT | ENVIRONMENT |
| | <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour (such as climbing too high, jumping dangerously from equipment etc.) | <ul style="list-style-type: none"> ▪ Broken wires, ropes etc. ▪ Poles, wires and other structures not secured/anchored properly ▪ Wires sticking out of tyres ▪ Broken/damaged trampoline mats and pads | <ul style="list-style-type: none"> ▪ Slippery ground/structures from rain, mud etc. ▪ Hazards in play area (i.e. tree branches, rocks, other sharp objects etc.) ▪ Landing areas too hard |
| RISK MANGEMENT STRATEGIES | NORMAL OPERATIONS | <ul style="list-style-type: none"> ▪ Equipment maintained and serviced as per schedule | <ul style="list-style-type: none"> ▪ Environment maintained as per schedule and inspected prior to each use (such as checking for hazards, cleaning play surfaces, pruning trees etc.) |
| | EMERGENCY | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Raft Building

Location: Multiple River Sites

Risk: **!**

Ratio (Adult to Children): 1:6

Date Reviewed: September 2023

Description: Use Supplies to Build and Ride a Raft

| | | | |
|---|--|--|--|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Drowning ▪ Becoming strangled ▪ Hypothermia ▪ Cuts, bruises, scrapes etc. ▪ Head/neck injury (including concussion) ▪ Exhaustion, heat exhaustion ▪ Washing downstream (becoming lost, requiring rescue) | | |
| CASUAL FACTORS Hazards, perils, dangers | PEOPLE | EQUIPMENT | ENVIRONMENT |
| | <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour (such as pushing, jumping off raft etc.) ▪ Inappropriate clothing | <ul style="list-style-type: none"> ▪ Life jacket incorrectly fitted (only required for non-swimmers) ▪ Getting tangled in loose rope ▪ Tyre deflating ▪ Hit by poles ▪ Rope knots tied incorrectly/coming loose | <ul style="list-style-type: none"> ▪ Sharp/slippery rocks ▪ Uneven rock surface ▪ Cold water ▪ Excess wind ▪ Excess sun (heat and light) ▪ Unsafe river flow ▪ Animal life (i.e. eels, farm runoff etc.) ▪ Plant life (i.e. thorns) ▪ Debris in river |
| RISK MANGEMENT STRATEGIES | NORMAL OPERATIONS | <ul style="list-style-type: none"> ▪ Equipment maintained and serviced as per schedule (such as tyres pumped, poles do not have splinters, rope isn't frayed, life jackets in good condition etc.) | <ul style="list-style-type: none"> ▪ Environment maintained as per schedule and inspected prior to each use (includes river bank, weather conditions, identifying hazards etc.) ▪ Boundaries are identified to kayakers and strictly adhered to |
| | EMERGENCY | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Raptor Ball

Location: Main Playground

Risk: 

Ratio (Adult to Children): Undefined

Date Reviewed: September 2023

Description: Elimination Dodgeball-Style Game

| | | | |
|---|---|--|---|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Grazes, cuts, bruises ▪ Sprains/strains | | |
| | CASUAL FACTORS Hazards, perils, dangers | PEOPLE <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour (such as pushing) | EQUIPMENT <ul style="list-style-type: none"> ▪ Hazards on Raptor Ball cage |
| RISK MANGEMENT STRATEGIES | | NORMAL OPERATIONS <ul style="list-style-type: none"> ▪ Clear and accurate instructions given by a trained supervisor | <ul style="list-style-type: none"> ▪ Equipment maintained and serviced as per schedule |
| | EMERGENCY <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: River Crossing

Location: Multiple River Sites

Risk: **!**

Ratio (Adult to Children): 1:6

Date Reviewed: September 2023

Description: Practice Safely Crossing the River

| | | | | |
|---|---|--|--|---|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Drowning ▪ Hypothermia ▪ Cuts, bruises, scrapes etc. ▪ Head/neck injury (including concussion) ▪ Being washed downstream/needng rescue | | | |
| CASUAL FACTORS Hazards, perils, dangers | PEOPLE | EQUIPMENT | ENVIRONMENT | |
| | <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour (such as pushing, not helping team mates etc.) ▪ Inappropriate clothing | <ul style="list-style-type: none"> ▪ No equipment required | <ul style="list-style-type: none"> ▪ Sharp/slippery rocks ▪ Uneven rock surface ▪ Cold water ▪ Excess wind ▪ Excess sun (heat and light) ▪ Unsafe river flow ▪ Animal life (i.e. eels, farm runoff etc.) ▪ Plant life (i.e. thorns) ▪ Debris in river | |
| RISK MANGEMENT STRATEGIES | NORMAL OPERATIONS | <ul style="list-style-type: none"> ▪ Clear and accurate instructions given by a trained supervisor (includes working together, making good decisions, etc.) | <ul style="list-style-type: none"> ▪ No equipment required | <ul style="list-style-type: none"> ▪ Environment maintained as per schedule and inspected prior to each use (includes river bank, weather conditions, identifying hazards etc.) ▪ Boundaries are identified and strictly adhered to |
| | EMERGENCY | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: River Tube Floating

Location: Full Length of River

Risk: **X**

Ratio (Adult to Children): 1:6

Date Reviewed: September 2023

Description: Floating Downstream on the River

| | | | |
|---|--|--|--|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Drowning ▪ Getting caught in strainer ▪ Hypothermia ▪ Cuts, bruises, scrapes etc. ▪ Head/neck injury (including concussion) ▪ Washing downstream (becoming lost, requiring rescue) | | |
| CASUAL FACTORS Hazards, perils, dangers | PEOPLE | EQUIPMENT | ENVIRONMENT |
| | <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour (such as pushing, jumping off tube etc.) ▪ Inappropriate clothing ▪ Too many tubes in close proximity | <ul style="list-style-type: none"> ▪ Deflated Raft ▪ Pierce injury from valve | <ul style="list-style-type: none"> ▪ Sharp/slippery rocks ▪ Uneven rock surface ▪ Cold water ▪ Excess wind ▪ Excess sun (heat and light) ▪ Unsafe river flow ▪ Animal life (i.e. eels, farm runoff etc.) ▪ Plant life (i.e. thorns) ▪ Debris/strainers in river |
| RISK MANGEMENT STRATEGIES | NORMAL OPERATIONS | <ul style="list-style-type: none"> ▪ Equipment maintained and serviced as per schedule | <ul style="list-style-type: none"> ▪ Environment maintained as per schedule and inspected prior to each use (includes river bank, weather conditions, identifying hazards etc.) ▪ Boundaries are identified and strictly adhered to, including entry and exit points) |
| | EMERGENCY | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Rope Maze

Location: West Field

Risk: 

Ratio (Adult to Children): 1:12

Date Reviewed: September 2023

Description: Navigate Rope as Individuals / Teams

| | | | | |
|---|--|--|--|--|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Sprains/strains ▪ Cuts, grazes, bruises ▪ Friction burns from rope | | | |
| | CASUAL FACTORS Hazards, perils, dangers | PEOPLE | EQUIPMENT | ENVIRONMENT |
| RISK MANGEMENT STRATEGIES | NORMAL OPERATIONS | <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour | <ul style="list-style-type: none"> ▪ Frayed rope ▪ Sharp objects on and around structure | <ul style="list-style-type: none"> ▪ Uneven ground |
| | EMERGENCY | <ul style="list-style-type: none"> ▪ Clear and accurate instructions given by a trained supervisor | <ul style="list-style-type: none"> ▪ Equipment maintained and serviced as per schedule | <ul style="list-style-type: none"> ▪ Environment maintained as per schedule and inspected prior to each use |
| | | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Slingshot Paintball

Location: Far East Field

Risk: **!**
●

Ratio (Adult to Children): 1:12

Date Reviewed: September 2023

Description: Tactical Paintball Battle using Slingshots

| | | | | |
|---|---|--|--|---|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Eye injury from direct or indirect hit ▪ Collision with others/obstacles ▪ Strains/sprains ▪ Bruises/grazes/cuts ▪ Fractures/dislocations ▪ Head/neck injuries (concussion etc.) | | | |
| CASUAL FACTORS Hazards, perils, dangers | PEOPLE | | EQUIPMENT | ENVIRONMENT |
| | <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour (such as not following mercy rule, intentional or accidental aiming head height) | | <ul style="list-style-type: none"> ▪ Slingshot breaks ▪ Helmets broken/poorly fitted | <ul style="list-style-type: none"> ▪ Uneven/slippery ground ▪ Hazards such as tyres, creek, bridges, fences, trees etc. |
| RISK MANGEMENT STRATEGIES | NORMAL OPERATIONS | <ul style="list-style-type: none"> ▪ Clear and accurate instructions given by a trained supervisor ▪ Take care in game play and be aware of surroundings ▪ Follow mercy rule ▪ Wear eye protection provided at all times | | <ul style="list-style-type: none"> ▪ Equipment maintained and serviced as per schedule ▪ Full face helmets to be worn at all times inside paintball field ▪ Long sleeve clothing will be more comfortable but may cause over-heating ▪ Slingshots only pulled back far enough to shoot, not to excess |
| | EMERGENCY | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Soccer Cage

Location: Main Playground

Risk: 

Ratio (Adult to Children): Undefined

Date Reviewed: September 2023

Description: 1v1 or 2v2 Soccer

| | | | |
|---|---|--|---|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Grazes, cuts, bruises ▪ Sprains/strains ▪ Head injury | | |
| | CASUAL FACTORS Hazards, perils, dangers | PEOPLE <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour (such as intentionally kicking others or kicking the soccer ball at others) | EQUIPMENT <ul style="list-style-type: none"> ▪ Hazards on the soccer cage such as burrs, rusty metal etc. |
| RISK MANGEMENT STRATEGIES | | NORMAL OPERATIONS <ul style="list-style-type: none"> ▪ Clear and accurate instructions given by a trained supervisor | <ul style="list-style-type: none"> ▪ Equipment maintained and serviced as per schedule |
| | EMERGENCY <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Spider Web

Location: East Field

Risk: **!**

Ratio (Adult to Children): 1:12

Date Reviewed: September 2023

Description: Challenge to Pass Through a Roped Web

| | | | |
|---|---|---|--|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Sprains/strains ▪ Cuts/grazes/bruises ▪ Fractures/dislocations ▪ Head/neck injuries | | |
| | CASUAL FACTORS Hazards, perils, dangers | PEOPLE <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour (such as throwing people) ▪ Lack of/poor spotting | EQUIPMENT <ul style="list-style-type: none"> ▪ Broken wires, ropes etc. ▪ Poles, wires and other structures not secured/anchored properly |
| RISK MANGEMENT STRATEGIES | NORMAL OPERATIONS <ul style="list-style-type: none"> ▪ Clear and accurate instructions given by a trained supervisor ▪ Any person off the ground must be supported and spotted correctly | <ul style="list-style-type: none"> ▪ Equipment maintained and serviced as per schedule | <ul style="list-style-type: none"> ▪ Environment maintained as per schedule and inspected prior to each use |
| | EMERGENCY <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Swimming

Location: Multiple River Sites

Risk: **!**

Ratio (Adult to Children): 1:6

Date Reviewed: September 2023

Description: Swimming in River

| | | | |
|---|---|--|--|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Drowning ▪ Hypothermia ▪ Cuts, bruises, scrapes etc. ▪ Head/neck injury (including concussion) | | |
| CASUAL FACTORS Hazards, perils, dangers | PEOPLE | EQUIPMENT | ENVIRONMENT |
| | <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour (such as pushing, holding onto others, diving dangerously off river edge/swimming dock etc.) ▪ Inappropriate clothing ▪ Lack of swimming ability | <ul style="list-style-type: none"> ▪ Broken/poorly fitted life jackets ▪ Hazards on swimming dock | <ul style="list-style-type: none"> ▪ Sharp/slippery rocks ▪ Uneven rock surface ▪ Cold water ▪ Excess wind ▪ Excess sun (heat and light) ▪ Unsafe river flow ▪ Animal life (i.e. eels, farm runoff etc.) ▪ Plant life (i.e. thorns) ▪ Debris in river |
| RISK MANGEMENT STRATEGIES | NORMAL OPERATIONS | <ul style="list-style-type: none"> ▪ Equipment maintained and serviced as per schedule | <ul style="list-style-type: none"> ▪ Environment maintained as per schedule and inspected prior to each use (includes river bank, weather conditions, identifying hazards etc.) ▪ Boundaries are identified to swimmers and strictly adhered to |
| | EMERGENCY | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Tenting / Camping On and Off Site

Location: Multiple Sites (on/off site)

Risk: **!**

Ratio (Adult to Children): 1:12

Date Reviewed: September 2023

Description: Sleeping in Tents / Shelters

| | | | |
|---|--|--|--|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Cuts, bruises ▪ Sprains/strains ▪ Becoming lost (especially during night time) ▪ Hypothermia ▪ Drowning (rush floods) ▪ Major injury from fallen debris | | |
| CASUAL FACTORS Hazards, perils, dangers | PEOPLE | EQUIPMENT | ENVIRONMENT |
| | <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour | <ul style="list-style-type: none"> ▪ Tripping over guy ropes and pegs ▪ Tent collapsing ▪ Fraying/broken guy ropes, rain fly, poles etc. ▪ Ropes not tied securely ▪ Portable lighting failure (i.e. no battery's for head torch etc.) | <ul style="list-style-type: none"> ▪ Heavy rain, strong winds ▪ River/surface flooding ▪ Uneven ground |
| RISK MANGEMENT STRATEGIES | NORMAL OPERATIONS | <ul style="list-style-type: none"> ▪ Equipment maintained and serviced as per schedule | <ul style="list-style-type: none"> ▪ Environment maintained as per schedule and inspected prior to each use ▪ Tent location must be in areas not prone to flooding |
| | EMERGENCY | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Tramping / Hiking

Location: Multiple Sites

Risk: !/X

Ratio (Adult to Children): Between 1:6 and 1:12 Depending on Difficulty / Risk

Date Reviewed: September 2023

Description: Tramping / Hiking On or Off Site

| | | | | |
|---|---|--|--|---|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Cuts, bruises ▪ Sprains/strains ▪ Fractures/dislocations ▪ Becoming lost ▪ Hypothermia ▪ Dehydration/heat exhaustion | | | |
| CASUAL FACTORS Hazards, perils, dangers | PEOPLE | EQUIPMENT | ENVIRONMENT | |
| | <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour ▪ Lack of preparation ▪ Becoming separated and panicking | <ul style="list-style-type: none"> ▪ Communication devices not functional ▪ Insufficient food and water ▪ Inappropriate clothing and equipment (such as backpack not waterproof, footwear not suited for terrain etc.) ▪ Lack of navigational equipment | <ul style="list-style-type: none"> ▪ Uneven/steep/slippy terrain ▪ Unmarked trails ▪ Rain/fog ▪ heat ▪ Streams, rivers, flood conditions ▪ Low light | |
| RISK MANGEMENT STRATEGIES | NORMAL OPERATIONS | <ul style="list-style-type: none"> ▪ Clear and accurate instructions given by a trained supervisor (boundaries are clearly defined) ▪ Notifying of routes, time frames and contact information ▪ Suitable clothing and footwear is worn for the weather and terrain | <ul style="list-style-type: none"> ▪ Equipment maintained and serviced as per schedule (such as radios, phones, first aid kits, maps/compasses, etc.) | <ul style="list-style-type: none"> ▪ Environment maintained as per schedule (where applicable) ▪ Weather and conditions assessed for suitability before and during activity |
| | EMERGENCY | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Trampoline

Location: Multiple Playgrounds

Risk: 

Ratio (Adult to Children): 1:12

Date Reviewed: September 2023

Description: 1 or 2 People Using Trampoline

| | | | |
|---|---|--|---|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Cuts, bruises ▪ Sprains/strains ▪ Fractures/dislocations ▪ Head/neck/back injury | | |
| CASUAL FACTORS Hazards, perils, dangers | PEOPLE | EQUIPMENT | ENVIRONMENT |
| | <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour (such as pushing, losing control, jumping off and onto to the ground etc.) | <ul style="list-style-type: none"> ▪ Damage to springs, mat and pads ▪ Sharp objects such as springs and screws | <ul style="list-style-type: none"> ▪ Wet weather causing mat and pads to become slippery ▪ Hazards within landing zones such as garden beds, rocks, personal items like shoes, etc. |
| RISK MANGEMENT STRATEGIES | NORMAL OPERATIONS | <ul style="list-style-type: none"> ▪ Equipment maintained and serviced as per schedule (includes de-rusting frame, checking springs, repairing mat and pads as needed) | <ul style="list-style-type: none"> ▪ Environment maintained as per schedule (includes monitoring trampoline location and position) |
| | EMERGENCY | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Transportation (to/from activities)

Location: On or Off Site

Risk: **X**

Ratio (Adult to Children): Depending on Vehicle, License and Situation

Date Reviewed: September 2023

Description: Any Transportation On or Off Site

| | | | |
|---|--|---|---|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ People left behind ▪ Vehicle accidents ▪ Delays or breakdowns ▪ Illegal Infringements | | |
| CASUAL FACTORS Hazards, perils, dangers | <p style="text-align: center;">PEOPLE</p> <ul style="list-style-type: none"> ▪ Unclear instructions/planning (such as not accounting for all members before departing, not knowing where to go, not ensuring seat belts are worn etc.) ▪ Thoughtless/reckless behaviour (such as speeding, passenger noise, other distractions such as phones etc.) ▪ Inexperienced drivers ▪ Not following 'go/no-go zones' | <p style="text-align: center;">EQUIPMENT</p> <ul style="list-style-type: none"> ▪ Vehicles not serviced adequately ▪ Vehicles not in legal condition | <p style="text-align: center;">ENVIRONMENT</p> <ul style="list-style-type: none"> ▪ Wet/icy/slippery conditions ▪ Steep/windy terrain ▪ Hazards such as ditches, culverts, fences, pedestrians etc. ▪ Poor visibility due to fog, sun etc. |
| RISK MANGEMENT STRATEGIES | <p style="text-align: center;">NORMAL OPERATIONS</p> <ul style="list-style-type: none"> ▪ Drivers appropriately licenced and experienced for the vehicle and conditions ▪ All passengers accounted for and ideally in same seats each trip ▪ Vehicles loaded safely and with appropriate number of passengers ▪ All legal responsibilities adhered to at all times ▪ Care taken to ensure drivers can maintain necessary focus | <ul style="list-style-type: none"> ▪ Equipment maintained, serviced, and legally established as per schedule | <ul style="list-style-type: none"> ▪ Driver must adapt speed according to the conditions (terrain, passengers, weather, known hazards etc.) |
| | <p style="text-align: center;">EMERGENCY</p> <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Trust Fall

Location: East Field

Risk: **!**

Ratio (Adult to Children): 1:12

Date Reviewed: September 2023

Description: Catching a Faller from Trust Fall Platform

| | | | |
|---|--|---|--|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Sprains/strains ▪ Cuts/grazes/bruises ▪ Fractures/dislocations ▪ Head/neck injuries | | |
| CASUAL FACTORS Hazards, perils, dangers | <p style="text-align: center;">PEOPLE</p> <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour (such as pushing, rushing, not concentrating etc.) ▪ Lack of/poor spotting and catching | <p style="text-align: center;">EQUIPMENT</p> <ul style="list-style-type: none"> ▪ Damaged trust fall catching mat | <p style="text-align: center;">ENVIRONMENT</p> <ul style="list-style-type: none"> ▪ Slippery ground/structures from rain, mud etc. |
| RISK MANGEMENT STRATEGIES | <p style="text-align: center;">NORMAL OPERATIONS</p> <ul style="list-style-type: none"> ▪ Clear and accurate instructions given by a trained supervisor (all catchers are ready in strong balanced position, faller maintains straight body position with arms crossed, once caught the faller is helped back to standing position etc.) | <ul style="list-style-type: none"> ▪ Equipment maintained and serviced as per schedule | <ul style="list-style-type: none"> ▪ Environment maintained as per schedule and inspected prior to each use |
| <p style="text-align: center;">EMERGENCY</p> | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Tyre Pole

Location: East Field

Risk: **!**

Ratio (Adult to Children): 1:12

Date Reviewed: September 2023

Description: Team Challenge to Remove Tyres

| | | | |
|---|---|--|---|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Sprains/strains ▪ Cuts/grazes/bruises ▪ Fractures/dislocations ▪ Head/neck injuries | | |
| CASUAL FACTORS Hazards, perils, dangers | PEOPLE | EQUIPMENT | ENVIRONMENT |
| | <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour (such as pushing, rushing, not concentrating etc.) ▪ Lack of/poor spotting and catching | <ul style="list-style-type: none"> ▪ Damaged/splintered trye pole ▪ Wires sticking out of tyres ▪ Tripping on tyres at the base of the tyre pole | <ul style="list-style-type: none"> ▪ Slippery ground/structures from rain, mud etc. |
| RISK MANGEMENT STRATEGIES | NORMAL OPERATIONS | <ul style="list-style-type: none"> ▪ Clear and accurate instructions given by a trained supervisor (all spotters/supporters are ready in strong balanced position etc.) | <ul style="list-style-type: none"> ▪ Equipment maintained and serviced as per schedule ▪ Environment maintained as per schedule and inspected prior to each use |
| | EMERGENCY | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Wall Climb

Location: East Field

Risk: **!**

Ratio (Adult to Children): 1:12

Date Reviewed: September 2023

Description: Team Challenge to Scale a wall

| | | | | |
|---|---|--|---|--|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Sprains/strains ▪ Cuts/grazes/bruises ▪ Fractures/dislocations ▪ Head/neck injuries | | | |
| CASUAL FACTORS Hazards, perils, dangers | PEOPLE | EQUIPMENT | ENVIRONMENT | |
| | <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour (such as pushing, rushing, not concentrating etc.) ▪ Lack of/poor spotting and catching | <ul style="list-style-type: none"> ▪ Damaged/splintered wall ▪ Damaged/frayed rope | <ul style="list-style-type: none"> ▪ Slippery ground/structures from rain, mud etc. | |
| RISK MANGEMENT STRATEGIES | NORMAL OPERATIONS | <ul style="list-style-type: none"> ▪ Clear and accurate instructions given by a trained supervisor (all catchers/supporters are ready in strong balanced position etc.) | <ul style="list-style-type: none"> ▪ Equipment maintained and serviced as per schedule | <ul style="list-style-type: none"> ▪ Environment maintained as per schedule and inspected prior to each use |
| | EMERGENCY | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Waterslide / Foam Slide

Location: Banks Behind Main Buildings

Risk: **!**

Ratio (Adult to Children): 1:30

Date Reviewed: September 2023

Description: Sliding Down Water / Foam Slides

| | | | | |
|---|---|--|---|--|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Sprains/strains ▪ Burns/cuts/grazes/bruises ▪ Fractures/dislocations ▪ Head/neck injuries | | | |
| CASUAL FACTORS Hazards, perils, dangers | PEOPLE | EQUIPMENT | ENVIRONMENT | |
| | <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour (such as pushing, diving dangerously to start, trying to stand up, not clearing the slide after finishing etc.) ▪ Not wearing appropriate clothing/swimwear | <ul style="list-style-type: none"> ▪ Damage to slide surface ▪ Water not pooling enough to brake the slider ▪ Not enough water to cool the slide surface | <ul style="list-style-type: none"> ▪ Mud or excess water around the slide making it slippery ▪ Rocks/bumps/debris under the slide surface | |
| RISK MANGEMENT STRATEGIES | NORMAL OPERATIONS | <ul style="list-style-type: none"> ▪ Clear and accurate instructions given by a trained supervisor (such as 1 slider at a time, clear the slide when finished, no standing etc.) | <ul style="list-style-type: none"> ▪ Equipment maintained and serviced as per schedule | <ul style="list-style-type: none"> ▪ Environment maintained as per schedule and inspected prior to each use |
| | EMERGENCY | <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | | |

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: 9 Square

Location: Gym Playground

Risk: 

Ratio (Adult to Children): Undefined

Date Reviewed: September 2023

Description: Individual Volleyball Style Game

| | | | |
|---|---|--|--|
| RISKS Accident, injury, etc. | <ul style="list-style-type: none"> ▪ Grazes, cuts, bruises ▪ Sprains/strains | | |
| | CASUAL FACTORS Hazards, perils, dangers | PEOPLE <ul style="list-style-type: none"> ▪ Unclear instructions ▪ No supervision or inadequate supervision ▪ Thoughtless/reckless behaviour | EQUIPMENT <ul style="list-style-type: none"> ▪ Overinflated or heavy ball which increases impact on the body ▪ Loose 9 square structure that collapses under tension/strong winds |
| RISK MANGEMENT STRATEGIES | | NORMAL OPERATIONS <ul style="list-style-type: none"> ▪ Clear and accurate instructions given by a trained supervisor | <ul style="list-style-type: none"> ▪ Equipment maintained and serviced as per schedule |
| | EMERGENCY <ul style="list-style-type: none"> ▪ See 'Helpful emergency Information' at the end of this RAMS document ▪ Discuss the situation with KVCC staff to determine appropriate course of action ▪ If emergency services are engaged (i.e. fire, police, ambulance, poison control, SAR, etc.) follow their instructions and also stay in constant communication with KVCC staff | | |

Helpful Emergency Information

Dial 111 to reach **Police, Fire, or Ambulance**

We are Kauaeranga Valley Christian Camp.

Our Address is 304 Kauaeranga Valley Road, Thames.

Our Telephone number is 07 868 8348. We have two landlines located in our main kitchen and the other in our main office. Our land-line phones are internet based, and you do not need to dial a number to get out.

Our Email address is office@kvcc.org.nz.

Our Website is www.kvcc.org.nz.

Our **Assembly Point** is the grass patch located directly across from the main girls dormitory. In emergency **Camp Staff** can be located in the Manager's house (the first house on the right as you arrive to camp from Thames).

The **Thames Medical Centre** is located at 817 Rolleston Street, Thames (5 minutes from camp). Their phone number is (07) 868 9444. To drive here from camp - turn left out of the camp entrance; continue to Parawai Road which then becomes Fenton Street. Turn right into Rolleston Street, and the Medical Centre is approximately 1 km along on your left.

The **Thames Hospital** is located at 610 MacKay St, Thames. (5 minutes from camp, and a few hundred metres further than the medical centre). Their phone number is (07) 868 0040. To drive here from camp - turn left out of the camp entrance; continue to Parawai Road which then becomes Fenton Street. Turn right into Rolleston Street, and the hospital is approximately 1 km along on your right.