

# KAUAERANGA VALLEY

CHRISTIAN CAMP

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## Risk Analysis and Management System for Activities

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Camp Manager's

## Kauaeranga Valley Christian Camp

All activities are defined as:  or  or 



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

- \* By definition these activities are **High Risk**, that is, they have a higher intent of controlled risk or perceived danger
- \* High risk activities will be checked weekly as part of the weekly clean up
  - This will include a general perusal of the activity for ordinary wear and tear, or minor repairs required
- \* When activities are not in use they will be checked monthly
- \* If there are any deficiencies that put employees, campers, or supervisors at risk in any way, **at any time**, that particular activity will be deactivated until the particular risk is rectified or eliminated
- \* A log book will be maintained for all high risk activities
  - The following must be recorded in it:
    - All repairs under weekly/monthly check and dated
    - All accidents/incidents/near misses, during or on the activity must be recorded on an Accident/Incident/Near Miss form
    - Any hazards identified from completed Accident/Incident/Near Miss forms to be entered in the Hazard Register
- \* Safety rules and regulations must be adhered to at all times
  - Refer to the individual RAMS sheets for operating procedures.



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

- \* **Medium Risk** activities are by definition those with a lower intent of controlled risk or perceived danger but are still likely to cause serious injury/illness if not controlled
- \* Medium risk activities will be checked monthly
  - This will include a thorough perusal of the activity and necessary repairs and replacements carried out
- \* If there are any deficiencies that put employees, campers, or supervisors at risk, in any way, at any time, that particular activity will be deactivated until the particular risk is rectified or eliminated
- \* A log book will be maintained for all low risk activities.
  - The following must be recorded in it:
    - All repairs under monthly check and dated
    - All accidents/incidents/near misses during or on the activity must be recorded on an Accident/Incident/Near Miss form
    - Any hazards identified from completed Accident/Incident/Near Miss forms to be entered in the Hazard Register
- \* Safety rules and regulations must be adhered to at all times
  - Refer to the individual RAMS sheets for operating procedures.



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

- \* **Low Risk** activities are by definition those with a lower intent of controlled risk or perceived danger but can still cause serious injury/illness if not controlled
- \* Low risk activities will be checked monthly
  - This will include a thorough perusal of the activity and necessary repairs and replacements carried out
- \* If there are any deficiencies that put employees, campers, or supervisors at risk in any way, **at any time**, that particular activity will be deactivated until the particular risk is rectified or eliminated
- \* A log book will be maintained for all low risk activities
  - The following must be recorded in it:
    - All repairs under monthly check and dated
    - All accidents/incidents/near misses during or on the activity must be recorded on an Accident/Incident/Near Miss form
    - Any hazards identified from completed Accident/Incident/Near Miss forms to be entered in the Hazard Register
- \* Safety rules and regulations must be adhered to at all times
  - Refer to the individual RAMS sheets for operating procedures

# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY:** Kayaks

**RISK SYMBOL:**



**RM/AREA IN CAMP:** River, near swimming hole

**DATE:** August 2001

**DATE REASSESSED:** June 2018

Analysis

Description

<b>RISKS</b> Accident, injury Other losses	<ul style="list-style-type: none"> <li>▪ drowning</li> <li>▪ hypothermia</li> <li>▪ cuts</li> <li>▪ bruises</li> <li>▪ concussion</li> <li>▪ exhaustion</li> <li>▪ muscle injuries</li> </ul>		
<b>CASUAL FACTORS</b> Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
	<ul style="list-style-type: none"> <li>▪ poor judgement of river and weather conditions</li> <li>▪ overturning in canoe</li> <li>▪ canoes colliding</li> <li>▪ no life jacket</li> <li>▪ hit by paddle</li> <li>▪ thoughtless behaviour</li> </ul>	<ul style="list-style-type: none"> <li>▪ leaks in canoe</li> <li>▪ ill-fitting life jacket</li> <li>▪ broken paddles</li> </ul>	<ul style="list-style-type: none"> <li>▪ sharp objects and rocks in river</li> <li>▪ cold water</li> <li>▪ windy day</li> <li>▪ river flow</li> <li>▪ river in flood</li> </ul>
<b>RISK MANGEMENT STRATEGIES</b>	<b>NORMAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>▪ regular checks of all canoes and equipment</li> <li>▪ annual pressure checking and inspection</li> <li>▪ no broken paddles to be used</li> <li>▪ life jackets must be hung up to dry after use</li> <li>▪ paddles returned after use</li> <li>▪ throw rope on shore</li> <li>▪ short wave radios held by supervisor</li> <li>▪ pair of goggles on shore</li> <li>▪ safety equipment returned after use</li> </ul>	<ul style="list-style-type: none"> <li>▪ awareness of weather conditions</li> <li>▪ awareness of river conditions and river levels</li> </ul>
	<b>EMERGENCY</b>	<ul style="list-style-type: none"> <li>▪ Emergency contact Information and Procedures see the last page of this section</li> <li>▪ First Aider or camp staff to assess the need to call emergency services</li> </ul>	

# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY:** Flying Fox

**RISK SYMBOL:**



**RM/AREA IN CAMP:** Flying Fox area at far end of camp

**DATE:** August 2001

**DATE REASSESSED:** June 2018

Analysis

Description

<b>RISKS</b> Accident, injury Other losses	<ul style="list-style-type: none"> <li>▪ broken bones</li> <li>▪ concussion</li> <li>▪ cuts</li> <li>▪ bruises</li> <li>▪ chafing</li> </ul>			
	<b>CASUAL FACTORS</b> Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
<ul style="list-style-type: none"> <li>▪ falling off platform</li> <li>▪ falling off Flying Fox</li> <li>▪ no supervision</li> <li>▪ thoughtless behaviour</li> <li>▪ getting off before Flying Fox has fully stopped</li> <li>▪ not holding on with both hands</li> <li>▪ not following instructions</li> </ul>		<ul style="list-style-type: none"> <li>▪ poorly maintained equipment</li> <li>▪ slippery platform</li> <li>▪ wire rope damaged</li> <li>▪ pulley and chain breaking</li> <li>▪ support poles failing</li> </ul>	<ul style="list-style-type: none"> <li>▪ rain</li> <li>▪ wind</li> </ul>	
<b>RISK MANGEMENT STRATEGIES</b>	<b>NORMAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>▪ no more than three on platform</li> <li>▪ adequate supervision</li> <li>▪ both hands being used to hold on</li> <li>▪ sitting only</li> <li>▪ don't get off Flying Fox until it has stopped</li> <li>▪ one person at a time</li> <li>▪ keep legs out straight</li> <li>▪ No 'bouncing' as you ride the flying fox</li> </ul>	<ul style="list-style-type: none"> <li>▪ non slip surface on platform</li> <li>▪ check wire rope and poles</li> <li>▪ regular pulley and chain maintenance</li> <li>▪ regular compliance inspections</li> <li>▪ keep wire rope tight</li> <li>▪ make sure chain is at a suitable height for ground clearance</li> <li>▪ annual inspection conducted and repairs made as necessary</li> </ul>	
	<b>EMERGENCY</b>	<ul style="list-style-type: none"> <li>▪ Emergency contact information and Procedures see the last page of this section</li> <li>▪ First Aider or camp staff to assess the need to call emergency services</li> </ul>		

# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY:** Jiggers

**RISK SYMBOL:**



**RM/AREA IN CAMP:** Railway track

**DATE:** August 2001

**DATE REASSESSED:** June 2018

Analysis

Description

<b>RISKS</b> Accident, injury Other Losses	<ul style="list-style-type: none"> <li>▪ broken bones</li> <li>▪ cuts</li> <li>▪ bruises</li> <li>▪ sprained ankle</li> <li>▪ neck injury</li> <li>▪ crush injury</li> </ul>			
	<b>CASUAL FACTORS</b> Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
<b>RISK MANGEMENT STRATEGIES</b>	<b>NORMAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>▪ limbs caught between jiggers</li> <li>▪ jiggers being pushed too fast</li> <li>▪ thoughtless behaviour</li> <li>▪ bare feet on track</li> <li>▪ not following instructions</li> <li>▪ foot placement</li> </ul>	<ul style="list-style-type: none"> <li>▪ derailment of jiggers</li> <li>▪ user hit by jigger handle</li> </ul>	<ul style="list-style-type: none"> <li>▪ foreign objects on track</li> <li>▪ drainage creek</li> <li>▪ cold or icy conditions</li> </ul>
	<b>EMERGENCY</b>	<ul style="list-style-type: none"> <li>▪ adult supervision for jiggers</li> <li>▪ no one standing in path of jiggers</li> <li>▪ don't crash jiggers into each other</li> <li>▪ when pushing jiggers keep adequate distance between them</li> <li>▪ keep speed down</li> <li>▪ shoes must be worn</li> <li>▪ remain seated in moving jiggers</li> </ul>	<ul style="list-style-type: none"> <li>▪ regular maintenance checks on jiggers</li> <li>▪ guard rails checked</li> </ul>	<ul style="list-style-type: none"> <li>• Stay aware of your surroundings</li> </ul>
		<ul style="list-style-type: none"> <li>▪ Emergency contact information and Procedures see the last page of this section</li> <li>▪ First Aider or camp staff to assess the need to call emergency services</li> </ul>		

# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY:** Go-Kart

**RISK SYMBOL:**



**RM/AREA IN CAMP:** Go-Kart track on bottom field

**DATE:** August 2001

**DATE REASSESSED:** June 2018

Analysis

Description

<b>RISKS</b> Accident, injury Other losses	<ul style="list-style-type: none"> <li>▪ broken bones</li> <li>▪ cuts</li> <li>▪ grazes</li> <li>▪ bruises</li> <li>▪ neck/head injury</li> <li>▪ burns</li> </ul>			
	<b>CASUAL FACTORS</b> Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
	<ul style="list-style-type: none"> <li>▪ spectators on track</li> <li>▪ crashing into tyres</li> <li>▪ touching hot engine parts</li> <li>▪ thoughtless behaviour</li> <li>▪ not wearing safety gear</li> </ul>	<ul style="list-style-type: none"> <li>▪ wheels come off</li> <li>▪ brakes fail</li> <li>▪ accelerator sticks on</li> <li>▪ steering wheel jams</li> <li>▪ frame breaks</li> <li>▪ engine catches on fire</li> </ul>	<ul style="list-style-type: none"> <li>▪ tyres</li> <li>▪ wet track</li> <li>▪ weather conditions</li> </ul>	
<b>RISK MANGEMENT STRATEGIES</b>	<b>NORMAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>▪ crash helmet must be worn</li> <li>▪ seat belt must be worn</li> <li>▪ trained adult supervision</li> <li>▪ suitable footwear worn</li> <li>▪ spectators stay behind tyre barrier</li> <li>▪ all drivers must be able to reach all pedals</li> <li>▪ is the track usable?</li> </ul>	<ul style="list-style-type: none"> <li>▪ check moving parts and grease before use</li> <li>▪ fix or replace as necessary</li> <li>▪ regular maintenance checks to be carried out</li> <li>▪ consider remote cut off</li> <li>▪ governor on motor to limit speed</li> <li>▪ guard around exhaust system</li> <li>▪ go-kart must be turned off while refuelling</li> <li>▪ if using go kart off site must take fire extinguisher with the go kart</li> </ul>	<ul style="list-style-type: none"> <li>▪ clear foreign objects from track</li> <li>▪ assess track and weather conditions before use</li> </ul>
	<b>EMERGENCY</b>	<ul style="list-style-type: none"> <li>▪ Emergency contact information and Procedures see the last page of this section</li> <li>▪ First Aider or camp staff to assess the need to call emergency services</li> </ul>		



# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY:** Archery

**RISK SYMBOL:** 

**RM/AREA IN CAMP:** Far field with archery stands

**DATE:** August 2001

**DATE REASSESSED:** June 2018

Analysis

Description

<b>RISKS</b> Accident, injury Other losses	<ul style="list-style-type: none"> <li>▪ pierced skin</li> <li>▪ loss of faculties</li> <li>▪ burns</li> <li>▪ blisters</li> <li>▪ loss of arrows</li> <li>▪ broken arrows</li> <li>▪ excessive wind</li> </ul>			
	<b>CASUAL FACTORS</b> Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
	<ul style="list-style-type: none"> <li>▪ misuse of gear</li> <li>▪ arrows hitting spectators</li> <li>▪ friction burns from bow string</li> <li>▪ fingertip blisters from bow string</li> <li>▪ unclear instructions</li> <li>▪ thoughtless behaviour/equipment use</li> <li>▪ not following instructions</li> </ul>	<ul style="list-style-type: none"> <li>▪ bows/arrows breaking</li> <li>▪ misuse of bows</li> <li>▪ misuse of arrows</li> </ul>	<ul style="list-style-type: none"> <li>▪ wind causes arrows to deviate from target</li> </ul>	
<b>RISK MANGEMENT STRATEGIES</b>	<b>NORMAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>▪ correct instruction in use of gear</li> <li>▪ spectators behind archers</li> <li>▪ leather arm bands provided to prevent friction burn</li> <li>▪ obey safety rules and regulations</li> <li>▪ only aim at targets</li> </ul>	<ul style="list-style-type: none"> <li>▪ correct method used for carrying equipment</li> <li>▪ load and remove arrows correctly</li> <li>▪ return all equipment at end of activity</li> <li>▪ regular maintenance of equipment</li> </ul>	<ul style="list-style-type: none"> <li>▪ observe wind direction</li> <li>▪ ensure there is no-one in the area behind the targets</li> </ul>
	<b>EMERGENCY</b>	<ul style="list-style-type: none"> <li>▪ Emergency contact information and Procedures see the last page of this section</li> <li>▪ First Aider or camp staff to assess the need to call emergency services</li> </ul>		

# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY:** Air Rifles

**RISK SYMBOL:** 

**RM/AREA IN CAMP:** Air Rifle range on bottom field

**DATE:** August 2001

**DATE REASSESSED:** June 2018

Analysis

Description

<b>RISKS</b> Accident, injury Other losses	<ul style="list-style-type: none"> <li>▪ skin penetration or loss of body part (e.g. eye)</li> <li>▪ crush injuries to skin or finger</li> <li>▪ blood blisters</li> </ul>		
<b>CASUAL FACTORS</b> Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
	<ul style="list-style-type: none"> <li>▪ persons under age (18 yrs) transporting equipment to shooting range without supervision</li> <li>▪ misuse of firearm</li> <li>▪ unclear instructions</li> <li>▪ no supervision or inadequate supervision at shooting shed</li> <li>▪ thoughtless/reckless behaviour</li> </ul>	<ul style="list-style-type: none"> <li>▪ equipment not stored safely (i.e. locked in rifle rack)</li> <li>▪ air rifles not discharged before storing</li> <li>▪ incorrect method used for carrying equipment</li> <li>▪ blocked barrel of air rifle</li> </ul>	<ul style="list-style-type: none"> <li>▪ storage area kept locked</li> <li>▪ access to storage area by authorised persons only</li> <li>▪ ensure there is no-one in the area behind the targets</li> <li>▪ all persons are waiting in the shooting shed</li> </ul>
<b>RISK MANGEMENT STRATEGIES</b>	<b>NORMAL OPERATIONS</b>		
	<ul style="list-style-type: none"> <li>▪ give clear instructions in the safety and use of air rifles</li> <li>▪ must always have adult supervision – 18 years or older or 16-17 years with a firearms licence</li> <li>▪ only fire at targets</li> <li>▪ authorised persons only to transport equipment to and from range</li> </ul>	<ul style="list-style-type: none"> <li>▪ equipment not left at shooting range unattended</li> <li>▪ equipment returned to locked storage immediately at end of activity</li> <li>▪ check air rifle before loading for misfire blockages</li> <li>▪ regular maintenance checks of equipment</li> </ul>	<ul style="list-style-type: none"> <li>▪ ensure that area behind target is clear of people, birds and animals</li> </ul>
	<b>EMERGENCY</b>		
		<ul style="list-style-type: none"> <li>▪ Emergency contact information and Procedures see the last page of this section</li> <li>▪ First Aider or camp staff to assess the need to call emergency services</li> <li>▪ make safe all air rifles and return to storage as soon as possible</li> </ul>	

# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY:** Swimming

**RISK SYMBOL:** 

**RM/AREA IN CAMP:** River swimming holes

**DATE:** August 2001

**DATE REASSESSED:** June 2018

Analysis

Description

<b>RISKS</b> Accident, injury Other losses	<ul style="list-style-type: none"> <li>▪ neck/back injury</li> <li>▪ cuts/bruises</li> <li>▪ sunburn/sunstroke</li> <li>▪ drowning</li> <li>▪ hypothermia</li> <li>▪ concussion</li> <li>▪ exhaustion</li> <li>▪ choking</li> </ul>		
<b>CASUAL FACTORS</b> Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
	<ul style="list-style-type: none"> <li>▪ poor judgement of river conditions</li> <li>▪ incompetency of swimmers</li> <li>▪ diving from cliff</li> <li>▪ inadequate or inappropriate clothing</li> <li>▪ no supervision or inadequate supervision</li> <li>▪ thoughtless behaviour</li> </ul>	<ul style="list-style-type: none"> <li>▪ damaged life jackets</li> <li>▪ rescue rope frayed</li> <li>▪ short wave radio not charged (with one being held in kitchen)</li> </ul>	<ul style="list-style-type: none"> <li>▪ raining</li> <li>▪ cold</li> <li>▪ wind</li> <li>▪ sharp rocks</li> <li>▪ debris on river bed</li> <li>▪ floating objects</li> <li>▪ river flow</li> <li>▪ river levels</li> <li>▪ changeable surroundings</li> </ul>
<b>RISK MANGEMENT STRATEGIES</b>	<b>NORMAL OPERATIONS</b>		
	<ul style="list-style-type: none"> <li>▪ assessment of river and weather conditions made by authorised person</li> <li>▪ Ratio: supervisor/swimmer must be a minimum of 1:4</li> <li>▪ all areas of swimming usage must be supervised</li> <li>▪ have a knowledge of hypothermic conditions</li> <li>▪ only swim in designated area</li> <li>▪ jumping off cliff at own risk</li> <li>▪ make sure people can swim</li> <li>▪ non-swimmers and poor swimmers to stay in shallow water</li> <li>▪ inform people to use sun block</li> <li>▪ lifejackets available for use</li> <li>▪ monitor and maintain headcount of river users</li> </ul>	<ul style="list-style-type: none"> <li>▪ Goggles, throw rope and short wave radio held by supervisor at swimming hole</li> </ul>	<ul style="list-style-type: none"> <li>▪ check river conditions before use</li> <li>▪ assess weather conditions</li> <li>▪ no swimming if any doubt about safety</li> </ul>
	<b>EMERGENCY</b>		
	<ul style="list-style-type: none"> <li>▪ Emergency contact information and Procedures see the last page of this section</li> <li>▪ First Aider or camp staff to assess the need to call emergency services</li> </ul>		

# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY:** BMX Bikes

**RISK SYMBOL:** !

**RM/AREA IN CAMP:** BMX Track

**DATE:** August 2001

**DATE REASSESSED:** June 2018

Analysis

Description

<b>RISKS</b> Accident, injury Other Losses	<ul style="list-style-type: none"> <li>▪ cuts</li> <li>▪ bruises</li> <li>▪ punctures</li> <li>▪ grazes</li> <li>▪ neck/back injury</li> <li>▪ concussion</li> <li>▪ damage to bikes</li> </ul>			
	<b>CASUAL FACTORS</b> Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
	<ul style="list-style-type: none"> <li>▪ falling off bikes</li> <li>▪ crashing into objects</li> <li>▪ loose clothing</li> <li>▪ riding off track</li> <li>▪ thoughtless behaviour</li> <li>▪ inexperience</li> </ul>	<ul style="list-style-type: none"> <li>▪ brake failure</li> <li>▪ broken wheels</li> <li>▪ flat tyres</li> </ul>	<ul style="list-style-type: none"> <li>▪ foreign objects on track</li> <li>▪ tyres coming off</li> <li>▪ long grass</li> <li>▪ slippery</li> </ul>	
<b>RISK MANGEMENT STRATEGIES</b>	<b>NORMAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>▪ helmets must be worn</li> <li>▪ no loose clothing</li> <li>▪ adult supervision</li> <li>▪ shoes must be worn</li> <li>▪ use bikes on track</li> </ul>	<ul style="list-style-type: none"> <li>▪ regular maintenance checks on wheels, brakes, steering, peddles, handgrips, frame, chains, seat, tyres, wheel nuts</li> <li>▪ check helmets for wear and tear</li> </ul>	<ul style="list-style-type: none"> <li>▪ remove unwanted objects form track</li> <li>▪ keep grass short and track sprayed</li> <li>▪ check tyres are secure on ground</li> </ul>
	<b>EMERGENCY</b>	<ul style="list-style-type: none"> <li>▪ Emergency contact information and Procedures see the last page of this section</li> <li>▪ First Aider or camp staff to assess the need to call emergency services</li> </ul>		

# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY:** Orienteering

**RISK SYMBOL:** !

**RM/AREA IN CAMP:** Camp Grounds

**DATE:** August 2001

**DATE REASSESSED:** June 2018

Analysis

Description

<b>RISKS</b> Accident, injury Other losses	<ul style="list-style-type: none"> <li>▪ grazes</li> <li>▪ cuts</li> <li>▪ bruises</li> <li>▪ broken bones</li> <li>▪ sun burn</li> <li>▪ sprains</li> </ul>			
	<b>CASUAL FACTORS</b> Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
<b>RISK MANGEMENT STRATEGIES</b>	<b>NORMAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>▪ slipping/falling</li> <li>▪ wrong assessment of map</li> <li>▪ inappropriate clothing/footwear</li> <li>▪ team splitting up</li> <li>▪ unclear instructions</li> <li>▪ thoughtless behaviour</li> </ul>		<ul style="list-style-type: none"> <li>▪ uneven surfaces</li> <li>▪ drains/creeks</li> <li>▪ weather conditions</li> <li>▪ flooding</li> <li>▪ gates</li> </ul>
	<b>EMERGENCY</b>	<ul style="list-style-type: none"> <li>▪ appropriate clothing</li> <li>▪ safety rules and regulations are followed at all times</li> <li>▪ make right decisions based on safety and experience</li> <li>▪ team to stay together</li> <li>▪ if in doubt stop and ask</li> <li>▪ sun block/hat on hot days</li> <li>▪ adequate supervision</li> </ul>		<ul style="list-style-type: none"> <li>▪ assess weather conditions</li> </ul>
		<ul style="list-style-type: none"> <li>▪ Emergency contact information and Procedures see the last page of this section</li> <li>▪ First Aider or camp staff to assess the need to call emergency services</li> </ul>		

# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY:** Outdoor Sports

**RISK SYMBOL:** ✓

**RM/AREA IN CAMP:** Playing Fields

**DATE:** August 2001

**DATE REASSESSED:** June 2018

Analysis

Description

<b>RISKS</b> Accident, injury Other losses	<ul style="list-style-type: none"> <li>▪ strains/sprains</li> <li>▪ bruises/grazes/cuts</li> <li>▪ broken bones/dislocations</li> <li>▪ concussion</li> <li>▪ sunburn</li> <li>▪ fainting</li> <li>▪ dehydration</li> </ul>			
	<b>CASUAL FACTORS</b> Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
<b>RISK MANGEMENT STRATEGIES</b>	<b>NORMAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>▪ inappropriate clothing/footwear</li> <li>▪ inadequate or no supervision</li> <li>▪ wrong assessment of ability to play a particular sport</li> <li>▪ mismatch of teams – weight, size</li> <li>▪ poor instructions</li> <li>▪ inappropriate equipment for particular sport</li> <li>▪ medical information not supplied</li> <li>▪ overexertion</li> <li>▪ dangerous play</li> <li>▪ hit by equipment/people</li> <li>▪ thoughtless behaviour</li> </ul>	<ul style="list-style-type: none"> <li>▪ misuse of equipment</li> <li>▪ disrepair</li> </ul>	<ul style="list-style-type: none"> <li>▪ uneven surface</li> <li>▪ rain</li> <li>▪ cold</li> <li>▪ hot</li> </ul>
	<b>EMERGENCY</b>	<ul style="list-style-type: none"> <li>▪ check clothing/footwear is suitable for sport and weather conditions</li> <li>▪ adequate supervision</li> <li>▪ adapt rules to suit ability/size/weight</li> <li>▪ give correct instructions</li> <li>▪ give correct gear</li> <li>▪ check medical conditions and have medication on hand</li> <li>▪ advise to wear sun block/hat on hot days</li> <li>▪ adequate warm up exercises</li> <li>▪ use suitable people to control game and spectators</li> <li>▪ establish and control rules</li> <li>▪ provide access to water o hot days</li> <li>▪ appropriate re-hydration</li> </ul>	<ul style="list-style-type: none"> <li>▪ regular checks of all equipment</li> <li>▪ clear instruction on equipment use</li> </ul>	<ul style="list-style-type: none"> <li>▪ check fields for rabbit holes</li> <li>▪ check fields/courts for foreign objects</li> <li>▪ aware of playing surface</li> </ul>
		<ul style="list-style-type: none"> <li>▪ Emergency contact information and Procedures see the last page of this section</li> <li>▪ First Aider or camp staff to assess the need to call emergency services</li> </ul>		

# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY:** Indoor Sports

**RISK SYMBOL:** ✓

**RM/AREA IN CAMP:** Events Centre/Gymnasium

**DATE:** August 2001

**DATE REASSESSED:** June 2018

Analysis

Description

<b>RISKS</b> Accident, injury Other Losses	<ul style="list-style-type: none"> <li>▪ grazes</li> <li>▪ bruising/cuts</li> <li>▪ fractures</li> <li>▪ fainting</li> <li>▪ headaches</li> <li>▪ collisions with people/objects/equipment</li> <li>▪ broken bones</li> </ul>			
	<b>CASUAL FACTORS</b> Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
<b>RISK MANGEMENT STRATEGIES</b>	<b>NORMAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>▪ choose appropriate activity for group size</li> <li>▪ give clear instructions</li> <li>▪ adequate supervision as necessary</li> <li>▪ no throwing of equipment</li> <li>▪ control noise level</li> </ul>	<ul style="list-style-type: none"> <li>▪ unnecessary equipment/furniture in the way</li> </ul>	<ul style="list-style-type: none"> <li>▪ moisture on floor</li> <li>▪ glass windows breaking</li> <li>▪ lack of ventilation</li> <li>▪ lights being knocked down or smashed</li> </ul>
	<b>EMERGE</b>	<ul style="list-style-type: none"> <li>▪ Emergency contact information and Procedures see the last page of this section</li> <li>▪ First Aider or camp staff to assess the need to call emergency services</li> </ul>		

# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY:** Playground Equipment

**RISK SYMBOL:** ✓

**RM/AREA IN CAMP:** Playgrounds

**DATE:** August 2001

**DATE REASSESSED:** June 2018

Analysis

Description

<b>RISKS</b> Accident, injury Other losses	<ul style="list-style-type: none"> <li>▪ broken bones</li> <li>▪ cuts</li> <li>▪ bruises</li> <li>▪ grazes</li> <li>▪ sprains</li> <li>▪ concussion</li> <li>▪ sunburn</li> <li>▪ dislocation</li> <li>▪ fall</li> </ul>			
	<b>CASUAL FACTORS</b> Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
	<ul style="list-style-type: none"> <li>▪ bystanders in the way</li> <li>▪ stunts on equipment</li> <li>▪ inadequate supervision of young children</li> <li>▪ misuse of equipment</li> <li>▪ thoughtless behaviour</li> </ul>	<ul style="list-style-type: none"> <li>▪ ropes/chains frayed or broken on swings</li> <li>▪ see-saw broken</li> <li>▪ climbing frames with loose fittings</li> <li>▪ confidence course</li> <li>▪ trampoline mats missing or damaged</li> </ul>	<ul style="list-style-type: none"> <li>▪ wet/slippery ground</li> <li>▪ edging/posts</li> <li>▪ trees</li> <li>▪ woodchips not spread evenly under equipment</li> </ul>	
<b>RISK MANGEMENT STRATEGIES</b>	<b>NORMAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>▪ rules must be followed</li> <li>▪ bystanders keep their distance</li> <li>▪ one at a time on swing</li> <li>▪ one at each end of see-saw</li> <li>▪ one at a time on climbing frame</li> </ul>	<ul style="list-style-type: none"> <li>▪ regular checks of equipment</li> </ul>	<ul style="list-style-type: none"> <li>▪ equipment is kept at a safe distance from posts and edging</li> <li>▪ bark layer is adequate</li> <li>▪ cut trees back regularly</li> </ul>
	<b>EMERGENCY</b>	<ul style="list-style-type: none"> <li>▪ Emergency contact information and Procedures see the last page of this section</li> <li>▪ First Aider or camp staff to assess the need to call emergency services</li> </ul>		



# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY:** Transportation

**RISK SYMBOL:** 

**RM/AREA IN CAMP:** Off Site

**DATE:** August 2001

**DATE REASSESSED:** June 2018

<b>RISKS</b> Accident, injury Other losses	<ul style="list-style-type: none"> <li>▪ people left behind</li> <li>▪ vehicle accidents</li> <li>▪ delays or breakdowns</li> </ul>		
<b>CASUAL FACTORS</b> Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
	<ul style="list-style-type: none"> <li>▪ failing to account for all members before departing site</li> <li>▪ people alternating between vehicles</li> <li>▪ careless or inexperienced drivers</li> <li>▪ distractions</li> <li>▪ noise</li> <li>▪ thoughtless behaviour</li> </ul>	<ul style="list-style-type: none"> <li>▪ non-roadworthy vehicles</li> <li>▪ maintenance not done regularly</li> <li>▪ seatbelts not used</li> </ul>	<ul style="list-style-type: none"> <li>▪ dangerous driving conditions</li> <li>▪ unpaved roads</li> <li>▪ heavy rain</li> <li>▪ visibility</li> </ul>
<b>RISK MANGEMENT STRATEGIES</b>	<b>NORMAL OPERATIONS</b>		
	<ul style="list-style-type: none"> <li>▪ driver to account for all passengers before departing site</li> <li>▪ passengers to return in the vehicle they departed camp</li> <li>▪ all drivers must hold a current full drivers licence appropriate to the class of vehicle being used</li> <li>▪ vehicles must not be overloaded</li> <li>▪ passengers are to remain seated while the vehicle is moving</li> <li>▪ passengers must not interfere with the driver while vehicle is moving</li> <li>▪ use reasonable sense</li> <li>▪ all occupants must wear a seat belt if available</li> </ul>	<ul style="list-style-type: none"> <li>▪ all vehicles used for camp purposes must be roadworthy, have current registration and WOF</li> <li>▪ all vehicles must be regularly maintained</li> <li>▪ seatbelts must be worn</li> <li>▪ first aid kit must be available in all vehicles used for camp purposes</li> </ul>	<ul style="list-style-type: none"> <li>▪ driver must adapt speed according to the road and weather conditions</li> </ul>
<b>EMERGENCY</b>	<ul style="list-style-type: none"> <li>▪ see Emergency Procedure section of Health and Safety Manual</li> <li>▪ see Vehicle Policy and Procedure</li> <li>▪ the driver of the vehicle is responsible for the group</li> </ul>		

# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY:** Trampoline

**RISK SYMBOL:**



**RM/AREA IN CAMP:** Playground Area

**DATE:** 31 December 2011

**DATE REASSESSED:** June 2018

Analysis

Description

<b>RISKS</b> Accident, injury Other losses	<ul style="list-style-type: none"> <li>▪ broken bones</li> <li>▪ sprains</li> <li>▪ strains</li> <li>▪ bruises</li> <li>▪ head/neck/back injury</li> <li>▪ grazes, winding or choking</li> </ul>			
	<b>CASUAL FACTORS</b> Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
<b>RISK MANGEMENT STRATEGIES</b>	<b>NORMAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>▪ user overconfident</li> <li>▪ stunts</li> <li>▪ falling off trampoline</li> <li>▪ misuse of trampoline</li> <li>▪ jumping off</li> <li>▪ thoughtless behaviour</li> <li>▪ more than 2 people using trampoline at the same time</li> </ul>	<ul style="list-style-type: none"> <li>▪ damaged mats</li> <li>▪ safety mats are removed</li> <li>▪ springs needing replacement or are missing</li> </ul>	<ul style="list-style-type: none"> <li>▪ edging</li> <li>▪ wet/slippery</li> </ul>
	<b>Emergency</b>	<ul style="list-style-type: none"> <li>▪ Emergency contact information and Procedures see the last page of this section</li> <li>• First Aider or camp staff to assess the need to call emergency services</li> </ul>		

# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY:** Water Slide

**RISK SYMBOL:**



**RM/AREA IN CAMP:** Bottom playing field

**DATE:** 31 Dec 2011

**DATE REASSESSED:** June 2018

Analysis

Description

<b>RISKS</b> Accident, injury Other losses	<ul style="list-style-type: none"> <li>▪ broken bones</li> <li>▪ sprains</li> <li>▪ strains</li> <li>▪ bruises</li> <li>▪ head/neck/back injury</li> <li>▪ grazes</li> </ul>		
<b>CASUAL FACTORS</b> Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
	<ul style="list-style-type: none"> <li>▪ user is overconfident</li> <li>▪ stunts</li> <li>▪ standing to use slide not sitting down</li> <li>▪ thoughtless behaviour</li> <li>▪ too many people using water slide at once</li> </ul>	<ul style="list-style-type: none"> <li>▪ torn slide surface</li> <li>▪ too much lubricant</li> <li>▪ not enough water</li> </ul>	<ul style="list-style-type: none"> <li>▪ Area around water slide become muddy and slippery</li> </ul>
<b>RISK MANGEMENT STRATEGIES</b>	<b>NORMAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>▪ Supervisor to control numbers – use slide one at a time</li> <li>▪ swimwear to be worn</li> <li>▪ stunts performed at own risk</li> <li>▪ mats may be used</li> </ul>	<ul style="list-style-type: none"> <li>▪ continuous water supply</li> <li>▪ slide surface checked before each use</li> <li>▪ mats replaced when required</li> </ul>
	<b>Emergency</b>	<ul style="list-style-type: none"> <li>▪ Emergency contact information and Procedures see the last page of this section</li> <li>• First Aider or camp staff to assess the need to call emergency services</li> </ul>	

# RISK ANALYSIS AND MANAGEMENT SYSTEM

ACTIVITY: Rope maze

RISK SYMBOL: ✓

RM/AREA IN CAMP: Field by Managers house

DATE: 31/01/2013

DATE REASSESSED: June 2018


Analysis

Description

<b>RISKS</b> Accident, injury Other losses	<ul style="list-style-type: none"> <li>▪ sprains</li> <li>▪ strains</li> <li>▪ bruises</li> <li>▪ friction burns</li> <li>▪ strangulation</li> <li>▪ splinters in feet</li> </ul>		
	<b>CASUAL FACTORS</b> Hazards, perils, dangers	<p><b>PEOPLE</b></p> <ul style="list-style-type: none"> <li>▪ thoughtless behaviour</li> <li>▪ lack of consideration for other users</li> <li>▪ playing when insufficient light</li> <li>▪ inadequate supervision</li> </ul>	<p><b>EQUIPMENT</b></p> <ul style="list-style-type: none"> <li>▪ fraying rope</li> <li>▪ rope not tied securely</li> </ul>
<b>RISK MANGEMENT STRATEGIES</b>	<p><b>NORMAL OPERATIONS</b></p> <ul style="list-style-type: none"> <li>▪ no more than 4 people using maze at a time</li> <li>▪ bare feet recommended</li> <li>▪ adequate supervision</li> <li>▪ clear instructions</li> </ul>	<ul style="list-style-type: none"> <li>▪ regular checking of rope</li> <li>▪ regular checking of fittings</li> <li>▪ regular redistribution of woodchips</li> </ul>	
	<p><b>Emergency</b></p> <ul style="list-style-type: none"> <li>▪ Emergency contact information and Procedures see the last page of this section</li> <li>• First Aider or camp staff to assess the need to call emergency services</li> </ul>		

# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY:** Low Ropes Course  
**RM/AREA IN CAMP:** Field next to Flying Fox  
**DATE:** 31 January 2013

**RISK SYMBOL:**   
**DATE REASSESSED:** June 2018

Analysis

Description

<b>RISKS</b> Accident, injury Other losses	<ul style="list-style-type: none"> <li>▪ sprains</li> <li>▪ strains</li> <li>▪ bruises</li> <li>▪ friction burns</li> <li>▪ strangulation</li> <li>▪ broken bones</li> <li>▪ fall</li> </ul>		
	<b>CASUAL FACTORS</b> Hazards, perils, dangers	<p><b>PEOPLE</b></p> <ul style="list-style-type: none"> <li>▪ thoughtless behaviour</li> <li>▪ lack of consideration for other users - impatience</li> <li>▪ playing when insufficient light</li> <li>▪ inadequate supervision</li> <li>▪ too many people on same obstacle</li> </ul>	<p><b>EQUIPMENT</b></p> <ul style="list-style-type: none"> <li>▪ fraying steel rope</li> <li>▪ rope not tied securely</li> <li>▪ swinging tyres</li> <li>▪ cargo net /rope ladder</li> <li>▪ solid climbing wall</li> <li>▪ climbing boards</li> <li>▪ half round climbing frames</li> </ul>
<b>RISK MANGEMENT STRATEGIES</b>	<p><b>NORMAL OPERATIONS</b></p> <ul style="list-style-type: none"> <li>▪ secure footwear recommended</li> <li>▪ adequate supervision</li> <li>▪ clear instructions</li> <li>▪ be patient with yourself</li> <li>▪ encourage confidence</li> <li>▪ give clear instructions</li> <li>▪ show through example of use</li> </ul>	<ul style="list-style-type: none"> <li>▪ regular checking of rope</li> <li>▪ regular checking of fittings</li> </ul>	
<b>Emergency</b>	<ul style="list-style-type: none"> <li>▪ Emergency contact information and Procedures see the last page of this section</li> <li>▪ First Aider or camp staff to assess the need to call emergency services</li> </ul>		

# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY:** Tenting at camp

**RISK SYMBOL:**



**RM/AREA IN CAMP:** Playing fields

**DATE:** 31 December 2012

**DATE REASSESSED:** June 2018

Analysis

Description

<b>RISKS</b> Accident, injury Other losses	<ul style="list-style-type: none"> <li>▪ sprains</li> <li>▪ strains</li> <li>▪ bruises</li> <li>▪ sun burns</li> <li>▪ strangulation</li> <li>▪ burns (if cooking involved)</li> </ul>		
<b>CASUAL FACTORS</b> Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
	<ul style="list-style-type: none"> <li>▪ inadequate supervision</li> <li>▪ thoughtless behaviour</li> <li>▪ lack of consideration for others</li> <li>▪ playing when insufficient light</li> <li>▪ tripping over guy ropes and pegs</li> </ul>	<ul style="list-style-type: none"> <li>▪ tent collapsing</li> <li>▪ fraying guy ropes</li> <li>▪ rope not tied securely</li> <li>▪ portable lighting failure</li> </ul>	<ul style="list-style-type: none"> <li>▪ heavy rain, strong winds</li> <li>▪ river flooding</li> </ul>
<b>RISK MANGEMENT STRATEGIES</b>	<b>NORMAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>▪ regular checking of guy ropes</li> <li>▪ regular checking tents and water proofing</li> <li>▪ reliable power source for portable lighting</li> <li>▪ cooking equipment separate from living and sleeping area</li> </ul>	<ul style="list-style-type: none"> <li>▪ pitch tents on fields less prone to flooding</li> </ul>
	<b>Emergency</b>	<ul style="list-style-type: none"> <li>▪ Emergency contact information and Procedures see the last page of this section</li> <li>▪ First Aider or camp staff to assess the need to call emergency services</li> </ul>	

# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY:** Tramping

**RISK SYMBOL:** 

**RM/AREA IN CAMP:** Off Camp

**DATE:** Sept 2013

**DATE REASSESSED:** June 2018

Analysis

Description

<b>RISKS</b> Accident, injury Other losses	Read in conjunction with RAMS – Transport Risk		
	<ul style="list-style-type: none"> <li>▪ sprains</li> <li>▪ strains</li> <li>▪ bruises</li> <li>▪ broken bones</li> <li>▪ sunburn</li> <li>▪ hunger – exhaustion</li> <li>▪ thirst</li> <li>▪ getting lost</li> </ul>		
<b>CASUAL FACTORS</b> Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
	<ul style="list-style-type: none"> <li>▪ untrained person leading group</li> <li>▪ ratio of adult/leader to camper inadequate</li> <li>▪ thoughtless behaviour</li> <li>▪ inadequate supervision</li> <li>▪ ill prepared</li> <li>▪ separation</li> </ul>	<ul style="list-style-type: none"> <li>▪ short wave radios not charged</li> <li>▪ insufficient food and water</li> <li>▪ inappropriate clothing</li> <li>▪ compass equipment</li> </ul>	<ul style="list-style-type: none"> <li>▪ slippery rocks</li> <li>▪ wet grass</li> <li>▪ unmarked tracks</li> <li>▪ streams and rivers</li> <li>▪ weather conditions unsuitable</li> </ul>
<b>RISK MANGEMENT STRATEGIES</b>	<b>NORMAL OPERATIONS</b>		
	<ul style="list-style-type: none"> <li>▪ trained adult/leader responsible for planning of activity</li> <li>▪ trained adult/leader leading activity</li> <li>▪ recommended ratio of adults and leaders to campers 1:4</li> <li>▪ adequate supervision</li> <li>▪ clear instructions</li> <li>▪ timeframes established and emergency plan in place</li> <li>▪ inform DOC of route and time frames</li> <li>▪ suitable clothing and footwear to be worn</li> <li>▪ each person has a hat and a waterproof jacket or similar</li> </ul>	<ul style="list-style-type: none"> <li>▪ shortwave radios (?)</li> <li>▪ mobile phone(?)</li> <li>▪ First Aid kit</li> <li>▪ maps</li> <li>▪ compasses</li> <li>▪ sufficient food and water</li> <li>▪ survival blankets</li> </ul>	
	<b>Emergency</b>	<ul style="list-style-type: none"> <li>▪ Emergency contact information and Procedures see the last page of this section</li> <li>• First Aider or camp staff to assess the need to call emergency services</li> </ul>	

# RISK ANALYSIS AND MANAGEMENT SYSTEM

ACTIVITY: Paintball

RISK SYMBOL:



RM/AREA IN CAMP: On site

DATE: Sept 2013

DATE REASSESSED: June 2018

Analysis

Description

<b>RISKS</b> Accident, injury Other losses	<ul style="list-style-type: none"> <li>▪ Collision</li> <li>▪ Paint ball in eye</li> <li>▪ Bumps</li> <li>▪ Bruises</li> <li>▪ Scrapes</li> <li>▪ Strains</li> <li>▪ Sprains</li> </ul>		
<b>CASUAL FACTORS</b> Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
	<ul style="list-style-type: none"> <li>▪ Inadequate instructions/supervision</li> <li>▪ Failure to follow instructions re face masks, safe areas</li> <li>▪ Close proximity shooting</li> <li>▪ Failure to apply instructions given re: slingshot</li> <li>▪ Collision with object / person</li> </ul>	<ul style="list-style-type: none"> <li>▪ Equipment has not been checked and all in tact</li> </ul>	<ul style="list-style-type: none"> <li>▪ Uneven ground</li> <li>▪ Falling off structures/tyres</li> <li>▪ Long periods out in the sun and rain without correct clothing</li> <li>▪ weather conditions unsuitable</li> </ul>
<b>RISK MANGEMENT STRATEGIES</b>	<b>NORMAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>▪ Make sure all equipment is in good tact</li> <li>▪ Do not climb on tyres or structures</li> <li>▪ Do not pull slingshot back too far</li> </ul>	<ul style="list-style-type: none"> <li>• Mow field before playing</li> <li>• Move to an indoor activity during bad weather.</li> <li>• Ensure the groups had adequate clothing</li> </ul>
	<b>Emergency</b>	<ul style="list-style-type: none"> <li>▪ Immediately halt the activity</li> <li>▪ Group leader to co-ordinate first aid</li> <li>▪ Group leader to radio the office to arrange for ambulance or extra assistance</li> <li>▪ Assess if activity can continue</li> </ul>	



# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY:** Raptor Ball

**RISK SYMBOL:** ✓

**RM/AREA IN CAMP:**

On site

**DATE:** October 2019  
2019

**DATE REASSESSED:** October

Analysis

Description: A game of ball tag which is played inside of an octagonal arena

<b>RISKS</b> Accident, injury Other losses	<ul style="list-style-type: none"> <li>▪ grazes</li> <li>▪ cuts</li> <li>▪ bruises</li> <li>▪ sprains</li> </ul>		
<b>CASUAL FACTORS</b> Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
	1 Silly behaviour 2 Falling while dodging ball	1 Hazards on Raptor Ball cage 2 Ball	1 Rough or slippery playing surface
<b>RISK MANGEMENT STRATEGIES</b>	<b>NORMAL OPERATIONS</b>		
	1 Ensure rules are understood and players play safely	1 Ensure ball is adequately pumped up 2 Inspect Raptor Ball cage for hazards prior to playing	1 Inspect playing surface and remove obstacles, debris, or excess water
<b>Emergency</b>	<ul style="list-style-type: none"> <li>▪ Emergency contact information and Procedures see the last page of this section</li> <li>▪ First Aider or camp staff to assess the need to call emergency services</li> </ul>		

## Kauaeranga Valley Christian Camp

furthest house away from camp – in front of implement shed)

**ACTIVITY:** Axe Throwing

**RISK SYMBOL:** 

**RM/AREA IN CAMP:**

On site

**DATE:** October 2019  
2019

**DATE REASSESSED:** October

Analysis

Description: Throwing axe toward target, within defined throwing range

<b>RISKS</b> Accident, injury Other losses	Cuts Grazes Blunt Trauma		
<b>CASUAL FACTORS</b> Hazards, perils, dangers	<b>PEOPLE</b>		<b>EQUIPMENT</b>
	1 Not listening to instructions 2 Onlookers walking into throwing range		1 Broken axe handles 2 People not wearing covered shoes
<b>RISK MANGEMENT STRATEGIES</b>	<b>ENVIRONMENT</b>		
	<b>NORMAL OPERATIONS</b>	1 Excessive wind and sunshine 2 Rain, causing throwing rip to slip	1 check axes and target before activity 2 Ensure all participants wear covered shoes
<b>EMERGENCY</b>	1 Situate target to not face directly into bright sun 2 Stop activity if rain is excessive		
	<ul style="list-style-type: none"> <li>▪ Emergency contact information and Procedures see the last page of this section</li> <li>▪ First Aider or camp staff to assess the need to call emergency services</li> </ul>		

## Kauaeranga Valley Christian Camp

house away from camp – in front of implement shed)

**ACTIVITY:** Cross Games

**RISK SYMBO**



**RM/AREA IN CAMP:**

On site

**DATE:** October 2019  
2019

**DATE REASSESSED:** October

Analysis


Description: Teams compete in non-traditional gym style games

<b>RISKS</b> Accident, injury Other losses	<ul style="list-style-type: none"> <li>▪ grazes</li> <li>▪ bruising/cuts</li> <li>▪ fractures</li> <li>▪ fainting</li> <li>▪ headaches</li> <li>▪ collisions with people/objects/equipment</li> <li>▪ broken bones</li> <li>▪ Sore throat from yelling</li> </ul>			
<b>CASUAL FACTORS</b> Hazards, perils, dangers	<b>PEOPLE</b>		<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
	<ol style="list-style-type: none"> <li>1 Inappropriate activity for group size</li> <li>2 Unclear/inadequate instructions</li> <li>3 Incorrect supervision</li> <li>4 Falling over</li> <li>5 Fooling around with equipment</li> <li>6 Hit by object/equipment/people</li> <li>7 Lack of noise control</li> <li>8 Misuse of equipment</li> <li>9 Thoughtless behaviour</li> </ol>		<ol style="list-style-type: none"> <li>1 Broken equipment</li> <li>2 Collisions with equipment</li> </ol>	<ol style="list-style-type: none"> <li>1 Heat</li> <li>2 Slippery surface from water or body sweat</li> </ol>
<b>RISK MANGEMENT STRATEGIES</b>	<b>NORMAL OPERATIONS</b>	<ol style="list-style-type: none"> <li>1 Give clear instructions</li> <li>2 Ensure appropriate supervision</li> <li>3 Encourage caring behaviour</li> </ol>	<ol style="list-style-type: none"> <li>1 Monitor music equipment for proper volume</li> <li>2 Inspect equipment prior to use</li> </ol>	<ol style="list-style-type: none"> <li>1 Ensure playing area is ventilated and water is available</li> <li>2 Monitor participants for signs of heat exhaustion and provide proper rest</li> </ol>
	<b>Emergency</b>	<ul style="list-style-type: none"> <li>▪ Emergency contact information and Procedures see the last page of this section</li> <li>▪ First Aider or camp staff to assess the need to call emergency services</li> </ul>		

Kauaeranga Valley Christian Camp

house away from camp – in front of implement shed)

**ACTIVITY:** Disc Golf

**RISK SYMBOL:** 

**RM/AREA IN CAMP:**

On site

**DATE:** October 2019  
2019

**DATE REASSESSED:** October

Analysis


Description: Throwing Discs toward targets, aiming to hit in the least number of throws

<b>RISKS</b> Accident, injury Other losses	Sprains and strains Bruises		
<b>CASUAL FACTORS</b> Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
	1 Silly behaviour 2 Not listening to instructions 3 Walking in front of throwers 4 Throwing when others are in front	1 Faulty discs 2 Hazards on the playing field	1 Wind 2 Rain 3 Sun / Heat
<b>RISK MANGEMENT STRATEGIES</b>	<b>NORMAL OPERATIONS</b>		
	1 Participants to take turns, giving consideration to where other players are 2 Player in the last position always throw first, while others watch and wait for throw to land	1 Instructor to check discs and field before playing	1 Game should not be played in high winds 2 Participants to be sun smart by using hats, sunscreen, drinking water etc.
	<b>Emergency</b>	<ul style="list-style-type: none"> <li>▪ Emergency contact information and Procedures see the last page of this section</li> <li>▪ First Aider or camp staff to assess the need to call emergency services</li> </ul>	

## Kauaeranga Valley Christian Camp

(the furthest house away from camp – in front of implement shed)

**ACTIVITY:** Horizontal Bungee

**RISK SYMBOL:** 

**RM/AREA IN CAMP:**

On site

**DATE:** October 2019  
2019

**DATE REASSESSED:** October

Analysis

Description: Running toward farthest target, with bungee chord attached at the rear

<b>RISKS</b> Accident, injury Other losses	<ul style="list-style-type: none"> <li>▪ strains/sprains</li> <li>▪ bruises/grazes/cuts</li> <li>▪ broken bones/dislocations</li> <li>▪ concussion</li> </ul>			
<b>CASUAL FACTORS</b> Hazards, perils, dangers	<b>PEOPLE</b>		<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
	1 Not listening to instructions 2 Tripping or falling under rope tension 3 Human error, especially when clipping carabiner to harness and anchor rope		1 Faulty equipment (bungee rope, carabiners, anchor rope, helmets etc.)	1 Wind 2 Rain 3 Cold 4 Sun 5 Rough ground
<b>RISK MANGEMENT STRATEGIES</b>	<b>NORMAL OPERATIONS</b>	1 Give clear, simple instructions 2 Onlookers to stand off to the side and not in-front or behind the runner		1 Inspect ground to ensure it is dry and safe to run on 2 Use sun safe practices such as wearing hats, sunscreen, drinking water, etc.
		1 Inspect equipment beforehand 2 Ensure carabiners are clipped properly 3 Ensure harnesses are connected properly		
	<b>Emergency</b>	<ul style="list-style-type: none"> <li>▪ Emergency contact information and Procedures see the last page of this section</li> <li>▪ First Aider or camp staff to assess the need to call emergency services</li> </ul>		

# RISK ANALYSIS AND MANAGEMENT SYSTEM

**ACTIVITY:** Raft Building

**RISK SYMBOL:** 

**RM/AREA IN CAMP:**

On site

**DATE:** October 2019  
2019

**DATE REASSESSED:** October

Analysis

Description: Building and floating on rafts, using inner tubes, bamboo and rope

<b>RISKS</b> Accident, injury Other losses	Drowning Hypothermia Injury (physical or emotional)		
<b>CASUAL FACTORS</b> Hazards, perils, dangers	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
	1 Non swimmers 2 Students not working together 3 Getting cold 4 Getting tangled in equipment	1 Incorrect clothing 2 Life jacket incorrectly fitted 3 Faulty equipment 4 Getting tangled in loose rope	1 Windy 2 Rain 3 Cold 4 Sun
<b>RISK MANGEMENT STRATEGIES</b>	<b>NORMAL OPERATIONS</b>		
	1 Check that non-swimmer is with a buddy 2 Encourage students to work as a team 3 All non-swimmer students in a lifejacket 4 Clear simple instructions 5 Instructor monitors students on each raft from close range	1 Pump the tyres 2 Ensure bamboo does not have obvious splinters 3 provide wetsuits when water is cold 4 There is to be at least one tire or item to provide floatation per two students. 5 Check raft before it goes on the water	1 If it is too windy have students paddle to their nearest river bank and walk the raft back 2 Wear sun screen on hot days 3 Students all have a change of clothes for the end of the session
	<b>Emergency</b>	<ul style="list-style-type: none"> <li>▪ Emergency contact information and Procedures see the last page of this section</li> <li>▪ First Aider or camp staff to assess the need to call emergency services</li> </ul>	

Kauaeranga Valley Christian Camp

**Emergency Contact Information**

**Address:** Kauaeranga Valley Christian Camp, 304 Kauaeranga Valley  
Road, Thames

**Telephone:** 07 868 8348

**Email:** office@kvcc.org.nz

**FOR ALL EMERGENCIES DIAL: 1-111**

**Injury / Illness information:**

**Ambulance:** 1-111

**Medical Centre:** Thames Medical Centre, 817 Rolleston Street, Thames.  
Phone – 1 868 9444

**Directions:** Turn left out of the camp entrance; continue to Parawai Road which then becomes Fenton Street. Turn right into Rolleston Street, the Medical Centre is approximately 1 km along on your left

**Casualty Dept.** Thames Hospital  
Phone – 1 868 6550

**Directions:** Turn left out of the camp entrance; continue on to Parawai Road which then becomes Fenton Street. Turn right into Mackay Street, hospital is 1.2 kms along this road on the right

**Fire Evacuation:**

**Assembly Point:** Located on the grass opposite the girls dormitory block

**Alarm Type:** **Smoke alarms** are fitted in each dormitory. Evacuate the dormitory if alarm goes off then notify camp staff immediately.

The main camp area a continuous **siren** will sound

The Events Centre a **siren** will sound

## Kauaeranga Valley Christian Camp

**Camp Staff:** Camp staff can be reached after hours in the Manager's house  
(the furthest house away from camp – in front of implement shed)