

KAUAERANGA VALLEY

CHRISTIAN CAMP

—

Risk Analysis and Management System for Activities

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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

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

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

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

RISK ANALYSIS AND MANAGEMENT SYSTEM

ACTIVITY: Jiggers

RISK SYMBOL:



RM/AREA IN CAMP: Railway track

DATE: August 2001

DATE REASSESSED: June 2018

Analysis

Description

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

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

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

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

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

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

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

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

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

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

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

RISK ANALYSIS AND MANAGEMENT SYSTEM

ACTIVITY: Orienteering

RISK SYMBOL:



RM/AREA IN CAMP: Camp Grounds

DATE: August 2001

DATE REASSESSED: June 2018

Analysis

Description

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

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

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

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

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

RISK ANALYSIS AND MANAGEMENT SYSTEM

ACTIVITY: Playground Equipment

RISK SYMBOL: ✓

RM/AREA IN CAMP: Playgrounds

DATE: August 2001

DATE REASSESSED: June 2018

Analysis

Description

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

RISK ANALYSIS AND MANAGEMENT SYSTEM

ACTIVITY: Transportation

RISK SYMBOL: 

RM/AREA IN CAMP: Off Site

DATE: August 2001

DATE REASSESSED: June 2018

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

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

RISKS Accident, injury Other losses	<ul style="list-style-type: none"> ▪ broken bones ▪ sprains ▪ strains ▪ bruises ▪ head/neck/back injury ▪ grazes, winding or choking 			
CASUAL FACTORS Hazards, perils, dangers	PEOPLE		EQUIPMENT	ENVIRONMENT
	<ul style="list-style-type: none"> ▪ user overconfident ▪ stunts ▪ falling off trampoline ▪ misuse of trampoline ▪ jumping off ▪ thoughtless behaviour ▪ more than 2 people using trampoline at the same time 		<ul style="list-style-type: none"> ▪ damaged mats ▪ safety mats are removed ▪ springs needing replacement or are missing 	<ul style="list-style-type: none"> ▪ edging ▪ wet/slippery
RISK MANGEMENT STRATEGIES	NORMAL OPERATIONS	<ul style="list-style-type: none"> ▪ one or two people at a time ▪ no shoes to be worn ▪ no sitting on edge of trampoline ▪ stunts performed at own risk 	<ul style="list-style-type: none"> ▪ safety mats covering springs ▪ mats replaced when required 	<ul style="list-style-type: none"> ▪ position trampoline safely ▪ trampoline situated on safe surface i.e. bark or rubber matting
	Emergency	<ul style="list-style-type: none"> ▪ Emergency contact information and Procedures see the last page of this section • First Aider or camp staff to assess the need to call emergency services 		

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

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

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

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

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

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

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

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

RISK ANALYSIS AND MANAGEMENT SYSTEM

ACTIVITY: Tramping

RISK SYMBOL: 

RM/AREA IN CAMP: Off Camp

DATE: Sept 2013

DATE REASSESSED: June 2018

Analysis

Description

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

RISK ANALYSIS AND MANAGEMENT SYSTEM

ACTIVITY: Paintball

RISK SYMBOL:



RM/AREA IN CAMP: On site

DATE: Sept 2013

DATE REASSESSED: June 2018

Analysis

Description

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

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

RISKS Accident, injury Other losses	<ul style="list-style-type: none"> ▪ grazes ▪ cuts ▪ bruises ▪ sprains 		
CASUAL FACTORS Hazards, perils, dangers	PEOPLE	EQUIPMENT	ENVIRONMENT
	1 Silly behaviour 2 Falling while dodging ball	1 Hazards on Raptor Ball cage 2 Ball	1 Rough or slippery playing surface
RISK MANGEMENT STRATEGIES	NORMAL OPERATIONS		
	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
Emergency	<ul style="list-style-type: none"> ▪ Emergency contact information and Procedures see the last page of this section ▪ First Aider or camp staff to assess the need to call emergency services 		

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

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

Kauaeranga Valley Christian Camp

house away from camp – in front of implement shed)

ACTIVITY: Cross Games

RISK SYMBOL



RM/AREA IN CAMP:

On site

DATE: October 2019
2019

DATE REASSESSED: October

Analysis

Description: Teams compete in non-traditional gym style games

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

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

RISKS Accident, injury Other losses	Sprains and strains Bruises		
CASUAL FACTORS Hazards, perils, dangers	PEOPLE		EQUIPMENT
	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
RISK MANGEMENT STRATEGIES	ENVIRONMENT		
	1 Wind 2 Rain 3 Sun / Heat		
NORMAL OPERATIONS	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
Emergency	1 Game should not be played in high winds 2 Participants to be sun smart by using hats, sunscreen, drinking water etc.		
	<ul style="list-style-type: none"> ▪ Emergency contact information and Procedures see the last page of this section ▪ First Aider or camp staff to assess the need to call emergency services 		

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

RISKS Accident, injury Other losses	<ul style="list-style-type: none"> ▪ strains/sprains ▪ bruises/grazes/cuts ▪ broken bones/dislocations ▪ concussion 			
CASUAL FACTORS Hazards, perils, dangers	PEOPLE		EQUIPMENT	ENVIRONMENT
	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
RISK MANGEMENT STRATEGIES	NORMAL OPERATIONS	1 Give clear, simple instructions 2 Onlookers to stand off to the side and not in-front or behind the runner	1 Inspect equipment beforehand 2 Ensure carabiners are clipped properly 3 Ensure harnesses are connected properly	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.
	Emergency	<ul style="list-style-type: none"> ▪ Emergency contact information and Procedures see the last page of this section ▪ First Aider or camp staff to assess the need to call emergency services 		

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

RISKS Accident, injury Other losses	Drowning Hypothermia Injury (physical or emotional)		
CASUAL FACTORS Hazards, perils, dangers	PEOPLE	EQUIPMENT	ENVIRONMENT
	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
RISK MANGEMENT STRATEGIES	NORMAL OPERATIONS		
	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
	Emergency	<ul style="list-style-type: none"> ▪ Emergency contact information and Procedures see the last page of this section ▪ First Aider or camp staff to assess the need to call emergency services 	

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)