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| **Activity: Tramping** | Version: | 1 | Date: | August 2019 |

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| **Value of this activity – what do we hope to achieve?** | |  |
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| |  | | --- | | **General Risk Assessment** | | | | | | |
| **Harm** | **Hazard** | **Risk**  **Rating?**  How serious? | **Controls** | **Check**  Controls Implemented?  Reviewed? | **Residual Risk Rating?** |
| What could go wrong? | Why would this happen? | How can it be prevented?  First try to e)liminate, then m)inimise the risk  Who is responsible for implementing the control? |
| Significant Falls leading to a severe injury | Steep terrain, cliffs, Loose terrain  Wet rock - underfoot conditions, icy | **High** | **Organisation**  Footwear appropriate for the type of trip terrain – support, grip, tread (m)  Plan route to avoid terrain, staying on the track/ route (m)  **Leader**  Good management of cliff edges, landslips, i.e., no closer than 3 m or 1 at a time across a slip (m)  Instruction on how to descent on steep, loose, slippery terrain (m) |  |  |
| Drowning | Flooded rivers,  River crossing  Lack of swimming ability or unsupervised | **High** | **Organisation**  Plan trips to avoid river crossings (e)  Leader suitably experienced, trained, competent, in river crossing techniques (m)  **Leader**  Supervision of any activities in or around water (m) |  |  |
| Hypothermia (too cold) | Cold and/or windy weather, inadequate clothing &/or shelter | **High** | **Organisation**  Be aware of weather conditions and plan accordingly – e.g. contingency plans and consider cancelling or an alternate activity in poor weather (e)  **Leader**  Brief participants and provide a checklist of suitable clothing/sleeping gear etc. to bring (m)  Check students clothing (wind & rainproof) is suitable (m)  Taking sufficient food and ensuring participants are eating (m)  Have extra clothing, food and available in poor weather (m)  Be aware of signs of hypothermia and the need to keep energy level high (m)  Emergency shelter for whole group (m) |  |  |
| Medical event | Pre-existing Medical Condition | **High** | **Organisation**  Ensure appropriately competent staff - First Aid minimum (m)  Collect accurate and current medical information (m)  **Leader**  Ensure personal medication is carried and supervisors know where the medication is and how/ when to administer it (m) |  |  |
| Allergic reaction or anaphylaxis | **High** | **Organisation**  Ensure appropriately competent staff - First Aid minimum (m)  Plan to avoid areas of poisonous plants (i.e. ongaonga) or wasps (m)  Collect accurate medical information from participants prior to activity (m)  **Leader**  Ensure participant carries appropriate medication & that others know how to administer (m) |  |  |
| Hyperthermia (overheating) / Dehydration | Hot weather (strong sun, no breeze) &/or overexertion  Participant not drinking in hot weather | **High** | **Organisation**  Avoid doing activity on extremely hot days (e)  **Leader**  Ensure participants have plenty to drink, use sun hats & sunscreen and choose shady trips (m)  Adjust activity to weather conditions (m)  Extra water, spare sun hats & sunscreen available (m)  Monitor participants regularly (m) |  |  |
| Injury – fractures, strains and sprains | Uneven ground, rooty and rocky ground, steep ground, unstable ground | **Medium** | **Organisation**  Plan to avoid hazardous terrain and obstructions in relation to the skill/ physical ability level of participants (m)  **Leader**  Participants briefed (m)  Participants wearing suitable footwear for terrain (m)  Warming up to avoid soft tissue injury (m) |  |  |
| Injury - cuts, grazes, bruises etc | Slippery or steep ground  Vegetation | **Medium** | **Organisation**  Cancel or modify activity when ground is very slippery (e)  Plan to avoid areas of terrain or vegetation likely to cause problems (m) |  |  |
| Fatigue | Dehydration  Hunger  Lack of fitness for trip  Over heating  Cold and wet | **Medium** | **Organisation**  Plan an appropriate trip for everyone in the group (m)  **Leader**  Adequate supplies – spare clothing, waterproof layers etc. (m)  Food and water including emergency or spare food and water (m)  Have regular breaks – monitoring participants that they are eating and drinking (m) |  |  |
| Missing person | Participants become lost or separated from their group | **Medium** | **Organisation**  Have a management system to ensure the group travels together – smaller subgroups, buddy or check in system, lead and tail-end charlie roles designated (m)  **Leader**  Regular rest stops (m)  Stopping at track junctions (m)  Participants briefed on what to do if they become lost or separated (m) |  |  |

**For trips with an overnight component, refer to the Overnight Camping Planning Template and add to your risk assessment things that apply to your trip, e.g., risks associated with participants using cookers.**

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| **Reviewed:** |  | **Date:** |  | **Approved:** |  | **Next Review:** |  |

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| **Site Specific Hazard Analysis:** | By: |  | Date: |  |

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| Site Specific Hazards  - What else could go wrong (at this site)? | Management - How can we control this? |
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| Specific Hazards on the Day  - What could go wrong at this site?  1. On this day (weather, ground surface, etc)  2. With these people (participants, staff, etc) | Management - How can we control this? |
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| Past Incidents  - Any learnings to note? | Management - How can we control this? |
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| **Leadership and Supervision plan:** | By: |  | Date: |  |

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| Supervision Requirements | - Consider the risk assessment and staff required to manage this activity safely | Contact details (mobile phone no./radio no. etc) |
| Who is in charge of the activity? (The Leader) |  |  |
| Who are assisting the leader? |  |  |
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| Staff Competency  Names | Are there any designated roles based on skills/competency (e.g., first aider, cook, driver, etc) |  |
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| **Emergency Communication Plan:** | By: |  | Date: |  |

*This component should help users of the guide to consider site specific characteristics of their activity including details about evacuation procedure, communications (cell coverage), emergency resources and options that are available at the site.*

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| Assistance | | | |
|  | Detail | Location | Phone |
| Emergency | **Police, Fire or Ambulance** |  | 111 |
| Police | **Non-emergency** |  | 105 |
| Xxxx Hospital |  |  |  |
| Nearest Medical Centre | Open hours? |  |  |
| 24 Hour Surgery | 24 hrs |  |  |
| Urgent Pharmacy |  |  |  |
| Poison Centre |  |  | 0800 POISON (0800 764 766) |

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| Organisation contacts | | | |
|  | Name | Email | Phone |
| Organisation | Office Ph  Sat Phone |  |  |
| Duty Manager | Names of people who will need to know about an emergency (who are not next of kin) |  |  |
|  | On Call Phone |  |  |
| Legal |  |  |  |
| Insurance |  |  |  |

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| **Participant details/register:**  All participants including leaders, assistants, parents, helpers | | | | | | | By: |  | | Date: |  |
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| Participant Name | Role | Emergency Contact (next of kin, guardian, spouse etc) | Address | Phone | | | Critical Personal information | | |
|  | | e.g., participant, leader, parents/guardians, |  |  |  | | | Allergies, disabilities, medical conditions, medications carried, etc | | |
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| **Site/Area Map:** | By: |  | Date: |  |

**Site/Area Map.** *Draw, paste or attach in a map, diagram or photo of your site and note the following (if relevant): access points, hazard/out of bounds areas, emergency evacuation/exit points, key locations, locations of landline phones/areas with/without cell reception, emergency service access points and addresses/heli landing area, traffic/parking areas, toilets, water sources, emergency meeting areas, activity areas, drinking water sources, flammable storage areas.*

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| **Resources and Equipment:** | By: |  | Date: |  |

*A summary of the resources and equipment that are essential for running the activity safely and distinct from generic outdoor activity equipment. Add to these for the specific event.*

* Participant
* Group
* Leader
* Emergency

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| **Post Event Review:** | By: |  | Date: |  |

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| Post Trip Review  - Critical learnings from this trip and previous trips |  |
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