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| **Activity: Overnight Camping** | Version: | 1.0 | Date: | 23 May 2018 |

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| **Value of this activity – what do we hope to achieve?** | |  |
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| **General Risk Assessment** | | | | | |
| **Harm**  What could go wrong? | **Hazard**  Why would this happen? | **Risk Rating?**  How serious? | **Controls**  How can it be prevented?  First try to e)liminate, then m)inimise the risk  Who is responsible for implementing the control? | **Check**  Controls implemented?  Reviewed? | **Residual Risk Rating?** |
| Fatality / Serious Injury | Vehicle incident | **High** | **Organisation**  Ensure vehicles/trailers are fit and safe for purpose (m)  Make sure drivers are competent and safe for the driving plan (m)  **Driver**  Obey road rules & drive defensively (m)  Ensure are well rested before driving (m)  Aware of road conditions & reduce speed accordingly (m)  Ensure not distracted while driving by technology/texts/phone calls, unruly passengers (m) |  |  |
| Fire   * Combustibles catch fire * Stove / bbq knocked over, * Inattention, distraction, misbehaviour around stove / fire / bbq. * Stove / fire / bbq flare up * Winds blow sparks * Stove / fire / bbq not extinguished properly | **High** | **Organisation**  Check fire risk, fire restrictions & ensure have appropriate permission (m)  Check accommodation buildings for smoke alarms where appropriate -consider bringing a smoke alarm for temporary overnight use (m)  Ensure access to designated fireplaces, barbeques, appropriate cooking stoves, trays etc and fire defence (m)  **Leader**  Identify high risk areas and conditions (dry vegetation, wind etc) (m)  Carefully consider the use of candles in buildings (m)  Careful use of potential fire sources – e.g. cookers, generator (m)  Place cookers on non-combustible surface &/or use cooking tray (m)  Provide safety brief – including consequences of distraction & misbehaviour around cooker/fire (m), & provide clear ‘rules’ & boundaries (m).  Advise/show participants how to set up cooking area (m).  Provide direct supervision while cooker/fire alight (m).  Instruct & supervise participants when using stoves and handling hot food/water (m).  Immediately extinguish fire/cooker if wind too strong (e).  Keep spare fuel, and refill extinguished stoves, away from naked flame (e).  Ensure fire/barbeque/cooker fully extinguished & cool before leaving (m).  Campfires, if permitted:  Check & clear site of nearby, overhanging vegetation (e)  Preferably use designated fireplaces, barbeques (m)  Ensure actual & likely wind strength & direction ok (m).  Have fire defences in place (fire extinguisher, blanket, water &/or sand bucket), and know how to use (m)  Ensure no accelarants added to fire.  **Participant**  No smoking (e)  No candles inside tents (or matches/lighters if they are likely to be misused) (e)  Not wearing loose &/or flammable clothing (m). |  |  |
| Earthquake / Tsunami / Other | **High** | **Leader**  Check site beforehand - consider:  - environmental hazards (proximity to coastline, rockfall hazard etc) (m)  - staying in buildings and shelters e.g. smoke alarms, clear fire exits (m)  Ensure know how to raise alarm (m)  Plan how to evacuate - consider alternative routes (m)  Move to safe location eg/ open area and higher ground (m)  Brief participants, what to do if (m) |  |  |
| Shooting | **High** | **Organisation**  Check land owner - potential for hunters to be present? (e/m)  Avoid common hunting areas and times (e)  Communicate that are camping in area - signage at road end; check in with land owner / DOC (m)  **Leader**  Ensure campsite visible (m)  Consider reflectors, use night light (m) |  |  |
| Tree Fall | **High** | **Leader**  Look up - Check for dead, overhanging &/or large trees & branches (e)  Consider camping 2 tree lengths from suspect trees (e)  Check weather forecast for high winds (m) |  |  |
| Weather or Earthquake related events - flood, wind, land / mud slide, rock fall, avalanche | **High** | **Organisation**  Check site beforehand - consider environmental hazards (include flooding potential, land stability & wind effect) at and near campsite (m)  Check with land owner - previous history etc (m)  Check weather / tide forecast (m) |  |  |
| Other impacts due to environment:  traffic, water, livestock, heights, slopes, ditches | **High** | **Organisation**  Check whole of site beforehand - consider other uses, where participants could go (m)  Check with land owner - previous history etc (m)  **Leader**  Consider set up of campsite - avoid thoroughfares (m)  Provide clear guidelines around behaviour - 2 at all times (m)  Provide (and possibly mark) clear boundaries (m)  Minimise unstructured (free) time (m)  Ensure proactive supervision at all times (m) |  |  |
| Inappropriate action by/with public | **Medium** | **Leader**  Provide clear guidelines around behaviour - at least 2 participants together at all times (m)  Provide clear boundaries (m)  Ensure understand who else is in area (m)  Provide visible supervision of minors (m) |  |  |
| Inappropriate action by/with staff/volunteers | **Medium** | **Organisation**  Ensure staff are safety checked - incl referee checks (m)  Consider police vetting of volunteers (m)  Provide clear guidelines around appropriate behaviour - avoid being alone with children, open door policy, involve other adults where possible (m)  Ensure supervisors not distracted - no siblings etc (m) |  |  |
| Medical Incident | Allergic Reaction | **High** | **Organisation**  Collect accurate medical information, discuss allergy action plan, ensure info tagged to right person (m)  Ensure participant carries appropriate medication & that others know how to administer (m)  Ensure appropriately competent staff know how to recognise and respond to anaphylaxis (First Aid minimum) (m)  **Leader**  Minimise exposure to triggers:   * Wasps, onga onga (m) * Known food allergy - manage food preparation, clearly labelled food, prevent cross contamination, personal hygiene (m) |  |  |
| Pre-existing Medical Condition | **High** | **Organisation**  Collect accurate medical information, discuss & ensure info tagged to right person (m)  Ensure participant carries appropriate medication & that others know how to administer (m)  Ensure appropriately competent staff - First Aid minimum (m) |  |  |
| Injury – fractures, cuts, grazes, burns, bruises etc | Unsafe / reckless behaviour | **Medium** | **Organisation**  Ensure behavioural expectations are clear to participants and supervising teachers/helpers (m).  **Leader**  Provide appropriate supervision and reinforce behavioural expectations (m).  Minimise unstructured free time (m). |  |  |
| Missing person | Wanders off and/or doesn’t know how to return to site | **High** | **Leader**  Check whole of site beforehand - where participants could go. Identify handrails and catching features  Clear guidelines around behaviour - 2 at all times  Provide (and possibly mark) clear boundaries  Consider marking path to toilets at night  Method of, and regular, accounting for everyone (buddy up / number off) |  |  |
| 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 plan and consider cancel or alternate activity in poor weather (e).  Brief participants and provide checklist of suitable clothing/sleeping gear etc to bring (m).  **Leader**  Check students clothing (wind & rainproof) and sleeping gear is suitable (m)  Have extra clothing, food and hot drinks available in poor weather (m)  Be aware of signs of hypothermia and the need to keep energy level high (m) |  |  |
| Hyperthermia (overheating) | Hot weather (strong sun, no breeze) &/or overexertion | **High** | **Leader**  Ensure participants have plenty to drink, use sun hats & sun screen and stay in shade, where possible (m)  Adjust activity  Ensure extra water, spare sun hats & sun-screen available (m)  Provide/use shaded areas (m) |  |  |
| Emotional distress | Unfamiliar environment, routine, stressed, anxious, bed wet | **Medium** | **Organisation**  Collect accurate medical/behavioural information, discuss with participant and/or caregiver (m)  **Leader**  Implement appropriate strategies (m) |  |  |
| Environmental Damage | Fireplace, litter, damage to trees/plants, toileting, upset neighbours or wildlife | **Medium** | **Organisation**  Plan and prepare (packaging, permits etc) (m)  **Leader**  Travel and camp on durable ground - what long term impacts will you have on campsite (m)  Dispose of waste properly - what is the toileting plan? (m)  Leave what you find - artefacts, weed seeds, didymo (m)  Minimise effects of fire (safe firelighting, Leave No Trace fires) (m)  Respect wildlife and farm animals - e.g. reducing temptation to weka, keas, possums, dogs etc (m)  Respect other users - e.g. noise (m) |  |  |
| Illness - diarrhoea and vomiting | Poor hygiene, food or water quality | **Medium** | **Leader**  Ensure food hygiene (including storage), toileting hygiene (hand washing) and water hygiene (safe to drink, how do you know, how do you treat) regimes clear and followed (m). |  |  |

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| **Reviewed by:** |  | **Date:** |  | **Approved by:** |  | **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, tide, current 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 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** or from **Sat Phone** | North Comms (covers New Zealand north of Turangi): | +64 9 571 2800 |
| Central Comms (covers North Island south of Turangi): | +64 4 381 2000 (ask for Comms) |
| South Comms (whole of the South Island): | +64 3 363 7400 (ask for Comms). |
| Xxxx Hospital |  |  |  |
| Nearest Medical Centre | Open hours? |  |  |
| 24 Hour Surgery | 24 hrs |  |  |
| Urgent Pharmacy |  |  |
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| Poison Centre |  |  | 0800 POISON (0800 764 766) |
| Mountain Radio | IB Base  Radio operator phone number |  |  |

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| Organisation contacts | | | |
|  | Name | Email | Phone |
| Organisation | Office |  |  |
|  | Names of people who will need to know about an emergency (who are not next of kin) |  |  |
|  | On Call Phone |  |  |
|  | Sat Phone |  |  |
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| Office manager |  |  |  |
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| 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
  + Sun/insect protection – hat, long sleeved shirt, trousers, sunblock/lip balm, repellent
  + Appropriate footwear – closed toed active shoes/running shoes,
  + Personal medications/individual first aid supplies
  + Personal torch or headlamp/spare batteries
  + Adequate cold/wet weather clothing – as determined by your area or context
  + Personal hygiene items – (as appropriate)
  + Water bottle
* Group
  + Adequate clean drinking water/water containers/water treatment supplies if relevant
  + Safe cooking equipment, utensils, fuel/gas, lighter
  + Area lighting as appropriate (candles, gas lantern, electric lanterns, torches)
  + Smoke alarms for sleeping indoors
  + Hygiene supplies (toilet paper, hand washing supplies, latrine/cathole digging equipment and markers)
  + Adequate food for participants, activities and dietary requirements/allergies of participants
  + Adequate waterproof overnight shelter for bad weather
* Leader
  + Site access and information (keys, door codes, directions, maps)
  + Participant and helper lists, medical informationd and family/next of kin contact details and critical phone numbers
  + Communications (cellphone, sat phone, radio, access to landline phone as appropriate)
  + Personal equipment
  + Means of evacuation if appropriate or required (e.g. a vehicle to take non critically injured or ill participants to the doctor/home if required)
* Emergency
  + Emergency only communications (PLB or other means if appropriate)
  + First aid kit/resources appropriate for burns, wounds, sprains/minor fractures, minor-moderate pain, rashes, splinters
  + Extra warm layers/sleeping bag/shelter if appropriate

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

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| Post Event Review  - Critical learnings from this event and previous events. |  |
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