

Te Kura Tuatahi o Hokitika Hokitika Primary School

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2. EOTC Risk Assessment and Supervision: 2023 Year [redacted] (Rūma [redacted] and Rūma [redacted]) Waipara Adventure Centre Camp

Version: 01

Date: Wednesday October 24 -
Friday October 27, 2023

Use this form for planning a new or unfamiliar activity (or venue). Check other [examples](#) later to see if you've missed anything. If an event becomes something regular you or HPS does, you (in conjunction with other staff and EOTC co-ordinators) should develop and use a SOP (Standard Operating Procedure).

| Harm | Hazard | Risk Rating? | Risk Likeli- hood? | Controls | Check: Controls implemented? By who? |
|-------------------------|--|-----------------|--------------------------|--|---|
| What could go wrong? | Why would this happen? | How serious? | | How can it be prevented? What am I putting in place to reduce risk? Use bold font for critical strategies - must dos . First try to eliminate, then minimise the risk | |
| Car crash | Driver error. Other road-user error. Unsafe road conditions. Medical event while driving. | High | Low - Medium | Check drivers hold full licences and all vehicles are road worthy (up to date WOF and service). Follow set route and travel in convoy. Drivers to indicate to one another when pulling over. Schedule breaks for (at least) every 2 hours. Teachers check road conditions before departure. | Lead teacher. |
| Car breakdown or damage | Unroadworthy vehicles. Poor road conditions. Road works, debris, and other | Medium | Low | Vehicles checked prior to departure for up-to-date WOF, RUC, Registration and full fuel tanks. All cars have a spare tyre. At least one driver in the convey knows how to change a tyre. Roadside assistance is able to help the school in the event of a breakdown. | All adults attending, checked by lead teacher before departure. |



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| | hazards on the road. | | | | |
| Medical emergency while travelling. | Injury. Existing illness or medical issue. Random events. | High | Low | All vehicles to meet at Kumara for check in. All medical information of volunteers and students to be checked over before departure and any students that require medicine will be held by the lead teacher. First aid kits taken. First aid and defibrillator located on site and all volunteers aware of their locations. | Lead teacher. |
| Symptomatic with flu-like symptoms. | Transmission from public or instructors. Pre-existing bug/virus asymptomatic before leaving. | Low – Medium | Medium | Follow the Education Centre policies. Take a thermometer. Any children or adults that show any flu-like symptoms will be sent home. Children will be met at Jacksons for transfer by parents. If an adult goes home and we are below ratio then another staff member will be called in. Students are encouraged to tell volunteers if they feel unwell. | Lead teacher. |
| Minor first aid incident or injury. | Lack of safety instruction. Lack of correct safety equipment. Poor technique or fitness level inappropriate activity. Peer pressure to participate beyond expertise. Lack of supervision. Poor or impulsive behaviour. | Medium | Medium | Fitness and ability assessed in PE lessons prior to trip. Staff and volunteers equipped with first aid. First aid trained staff will be present. First aid available at venue. All vehicles to meet at Kumara for check in. All medical information of volunteers and students to be checked over before departure and any students that require medicine will be held by the lead teacher. Supervision provided at all times with ratio of 1:6 guide to student ratio. No students go on activities unsupervised. Challenges and races between students discouraged. | Teacher assess ability before departure. First aid may be administered by lead teacher. |



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| Drowning. | Poor supervision. Lack of safety instruction. Lack of safety gear such as floatation devices. Lack of boundaries and instruction. | High | Low | Safety and rescue gear carried by volunteers near the water. Student ability checks prior to going near water. Students can opt out of water-related activities if they are uncomfortable. Water conditions checked prior to activities. Alternative activities available for those not able or wanting to do water-related activities. | All adults. |
| Student goes missing or does not return after activity. | Lack of supervision. Student goes out alone. Rolls not taken regularly and students accounted for. | Medium | High | Expectations made clear to all staff, volunteers, and students. Students to stay in groups/pairs at all times. Students to stay within supervision of staff and volunteers at all times. Head count before and after every excursion. Avoid volunteers swapping groups. | Lead teacher and adult volunteers. |
| Student behavioural incident. | Poor behaviour outside of expectations. Student behaviour inappropriate or reckless. Students do not listen to instructions. Peer pressure or bullying. Students commit an offence or get in trouble with Police. | Medium | Low | Expectations made clear to students prior to departure. This may include a student contract. Students questioned on expectations to ensure there is shared understanding. Volunteers to report all behavioural concerns and incidents to lead teacher. Sanctions placed on students misbehaving. Students sleeping in separate dorms. Students separated if misbehaving together. Students sent to rooms if misbehaving in a shared area. Rules about socialising clear explained. Bullying and peer pressure dealt with according to student management policies. | Teachers. Volunteers to report behavioural concerns to lead teacher. |
| Incident with external providers. | Lack of communication between lead | Medium | Low | SAPS and RAMS collected from external providers prior to event. Roles clearly identified and clarified. | Lead teacher. |



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|---------------------------------------|---|---------------|------------|--|---------------|
| | teacher and provider(s). Poor accountability from external provider. | | | External provider agreement signed. Only use approved audited companies. Have consistent communication with the provider(s) prior to departure. | |
| Incident with volunteers or parents. | Lack of communication between lead teacher and volunteers. Volunteers unaware of the expectations of behaviour, school policies and protocols. Drinking, smoking, or use of illicit drugs. Inappropriate behaviour and failing to maintain a safe working environment. | Medium | Low | All leaders attend a pre-trip meeting where roles and expectations are clearly outlined and clarified. Volunteers complete a volunteer contract prior to the trip. Police vets conducted on all overnight trips. Roles clearly outlined using EOTC guidelines. Problems with volunteers are quickly dealt to in a professional, collegial way. | All adults. |
| Inadequate supervision or leadership. | Volunteers or staff are ill-prepared the excursion. Activities are not well matched to the learning outcomes or goals. Lack of local knowledge, expertise, or a | Low | Low | Lead teacher aware of all responsibilities. All staff and volunteers are experienced, motivated, and given the necessary training and resources prior to the trip. Lead teacher has visited site prior to trip and done their checks. | Lead teacher. |



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|--|--|------|-----|---|--|
| | lack of motivation to learn. | | | | |
| Students unprepared for experience. | Students unprepared for the trip and fail to meet goals. Students fearful or unmotivated. Students unaware of what they need to bring. | Low | Low | All necessary learning for the trip occurs prior to departure. Student abilities (e.g. swimming, climbing) checked prior to departure. Alternative options available for students who are fearful or uncomfortable with some activities. Expectations managed prior to departure so students know what activities they will engage in. | Teachers. |
| Event occurs outside of trip. | National emergency. Personal emergency, e.g. illness or death of a loved one. | High | Low | Group members contactable by at least two methods. Lead teacher, staff, and volunteers all aware of their responsibilities. | All adults. |
| Poor behaviour from members of public, i.e. "stranger danger". | Theft, violence, inappropriate comments, bad language etc. | Low | Low | Expectations made very clear to the group via student contract. Students to stay in groups or pairs at all times and always with adult supervision. Students and staff/volunteers not to engage with members of the public who are acting rude. | Lead teacher. All adults to monitor their groups. |

| | | | | | | | |
|------------------|--|--------------|--|------------------|--|---------------------|--|
| Reviewed: | | Date: | | Approved: | | Next Review: | |
|------------------|--|--------------|--|------------------|--|---------------------|--|



Supervision Requirements

Consider the risk assessment and the staffing requirements to manage the controls

By
:

Date
:

Adult and student names and details are removed to protect their privacy.

3. Staffing and Supervision Structure: Specifically describe the **supervision structure** required for the event

Supervision structure (includes allocation of roles and allocation of students to supervisors)

(e.g. Number of groups and size, number of supervisors/leaders per group, leaders not directly supervising a group and their role)

Students: 52

Teachers: 3

Parents: 8 overnight

Group size: 6 groups of students, three junior and three senior, with 6-9 students in each group.

Completed by:

Date:

Approved:

Date:





Archery

143 Darnley Rd, RD3, Amberley
7483
03 314 6881
www.waiparaadventure.nz

Standard Operating Procedures and Risk Assessment Method Statement

STANDARD OPERATING PROCEDURES

The aim of Archery is to teach the participants to safely use the bow and arrow and have fun at the same time. The activity is conducted in the following process:

- All participants are given a thorough briefing. This will cover all Archery safety, safe operating procedures and what is expected of the participants during the entire activity.
- All participants should arrive at the Archery range suitably dressed appropriate to the weather conditions. They should be wearing adequate footwear.

This is an instructor led activity and no unauthorized use of the Archery equipment is permitted.

- The participants are only permitted to use the Bow and arrow once they are shown how to operate them, consider their firing zone, identify their target, and that they are holding the Bow and the arrow correctly. They are only permitted to fire the arrow on the command of the instructor and that the instructor is satisfied that the participant know what they are doing. The Bow and arrow must always be pointing down the range toward the targets
- The participants are shown the correct use of the Bow and arrow and their operation, i.e. how to load the arrow, hold the bow, stance, drawing back the bow string and firing process. The participants are advised not to dry fire the bow as it shatters' the fiber glass and weakens the bow.

Pre activity checks:

Version 3: Revised 4th October 2021 by Grace Challies

- The instructor must check the weather conditions before the activity commences.
- Check in with the group leader well in advance and prior to activity commencing to discuss the activity and how it will be run, check group size, if there are any predetermined medical conditions, disabilities, special needs and any behavioural concerns of the participants.
- The instructor must have all the equipment set up before the group arrives and make sure they have their two-way radio, first aid kit and their briefing sheet with them.
- The instructor is to meet the group at a predetermined point, brief the group about the activity, what is going to happen, safety talk, and seat the participants in the seats at the back of the firing point.
- The instructor will brief the group and effectively communicate all the information required to run a safe activity
- Potential hazards are outlined and identified with the participants and adult helpers. The meeting prior to the activity with the group leader will determine that the helper know what their responsibilities are, which is to micromanage the group behaviour and get them to the activity on time.
- Instructor checks that all the participants are wearing adequate clothing before they enter the range area.
- The instructor is to walk around the butt, firing point and the range area to check for any hazards before the group arrives.

Briefing:

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- Instructor to check with adult supervisor that all the participants are present.
- Risk Disclosure point out the risks and that the instructor will highlight these risks during the demonstration.
- Briefing activity is communicated well and participants and adult helpers are aware of what is required of them.
- Instructor to use effective descriptions and communication of instructions including clarify eye contact, rapport with group.
- Key safety issues and potential hazards are discussed before activity commences i.e. behaviour, group responsibility, firing zone, and safe operation of the Archery, process of rotations, and what to do if there is an emergency.
- There is a maximum number at the firing point at all times. This number will be determined by the amount of Bows available on the day.

Group management:

- Instructor demonstrates and makes sure adult helpers are competent at handling the bow and arrow in correct manner.
- Instructor manage timeframe so all participant have a turn.
- Instructor to create an environment where participants can be challenged and push through and value their experience
- Effective debriefing; i.e. what to you learn about yourself, was in enjoyable, did you have any goals or objectives, and would you like to do it again. What fire arm safety did you learn and what are the key points of using a Bow?

SAFETY:

Remember!!!! Bows and arrows are not toys!

Participants must remember safety, safety, safety and the instructor must drum this into them. The following information must be conveyed to all participants:

- Always remember that a loaded bow is a deadly weapon!
- Never show your skill by using a human target or permit someone to hold a target for you!
- Be sure no one is standing in front of the archer while bow is being drawn or shot! Be sure all those not participating and waiting their turn are standing or sitting behind the archer.
- Shoot only at the target.
- Never use arrows that are too short!
- Replace your bowstring when it becomes worn or frayed.
- Use finger and arm protectors if chaffing persists!
- Do not allow anyone to retrieve arrows until ALL arrows have been shot!
- **Remember, look before you shoot!**
- Instructor to inspect bow and arrows periodically for imperfections such as cracks splits or splinters. If any damage is detected, bow or arrow must be repaired or if un-repairable they must be destroyed!
- If something were to happen to the instructor, the activity would have to stop immediately until the situation has been appropriate dealt with or another instructor can take over the session.

KEY INSTRUCTIONAL INFORMATION:

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The ARROW:

The arrow nock always has the groove positioned so that the index vane clears the bow in the best fashion.

NOCKING THE ARROW:

Place the arrow nock groove on the string; Make sure the arrow nock groove is completely seated on the string. The arrow should be 90 degree (right angle) to the string.

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ARM GUARD: (Not included with some bows).

Put the arm guard on the arm with which you hold the bow, It should cover the inside of the lower arm to protect it from being slapped by the string when string is -released.

HOLDING THE STRING AND ARROW:

Hook the first three fingers on the string just above the first joint with the nock point between the first and second finger. 2nd and 3rd fingers should be below the nock point

SHOOTING STANCE AND AIMING:

1. Stand with your body at a right angle to the target. (Right handed person will have their left shoulder toward the target. Left-handed person will have their right shoulder toward the target.
2. Stand with the target slightly to the front of a line running from your left shoulder.
3. Hold the bow in your left hand. Extend left arm toward the target with your head in a natural "looking at the target position.
4. Place the arrow on the left hand side of the bow with the odd coloured feather (index vane) facing the left.
5. Nock the arrow on the string.

6. Pull the string using your first three fingers of your right hand, with the arrow between your first and second fingers. Keep your left arm (holding the bow) slightly bent. Keep Bow straight up and down.
7. Pull the string to your face. Aim arrow at target and release string. Time should be taken to aim before releasing arrow.

THE TARGET:

The target face should be mounted close to the ground and on something that will accept the arrow and hold it, will not cause the arrow to glance off, and will not damage the arrow.

Post activity:

- The instructor logs the Bow back into the store.

Any damage Archery equipment is given to the lead instructor or maintenance staff for repair.

RISK AND HAZARD MANAGEMENT PLAN (RAMS)

ACTIVITY: Archery

LOCATION: Top Field Main Site

User of this RAMS use the following chart to ascertain the likelihood of occurrence and the Consequence to the Participant

| | Insignificant | Minor | Moderate | Major | Severe |
|---------------|---------------|--------------|---------------|---------------|---------------|
| Very Likely | Low - Medium | Medium | Medium - High | High | High |
| Likely | Low | Low - Medium | Medium | Medium - High | High |
| Possible | Low | Low - Medium | Medium | Medium - High | Medium - High |
| Unlikely | Low | Low - Medium | Low - Medium | Medium | Medium - High |
| Very Unlikely | Low | Low | Low - Medium | Medium | Medium |

Severity of Consequence

| HAZARDS | RISK GRADE | CAUSAL FACTORS (Hazards) | MANAGEMENT CONTROLS | REVISED RISK GRADE |
|---|--|---|---|--------------------|
| People: | Colours correspond with the likelihood verses the severity of the consequence. See graph above | | | |
| Poor Instruction | | <ul style="list-style-type: none"> Instructor not sufficiently trained Instructor failed to brief the group on how to use the Bow and arrow and what is required of them on the range | Eliminate: <ul style="list-style-type: none"> Instructor trained in Bow shooting Instructor trained in range safety Instructor trained in instruction techniques | |
| Foolhardiness of participants | | <ul style="list-style-type: none"> Instructor lack group control and facilitation skills Instructor failed to halt activity until the culprit was dealt with Peer pressure to show off in front of other participants not dealt with Instructor failed to highlight the dangers of any dangerous activity | Eliminate: <ul style="list-style-type: none"> Instructors conduct a thorough briefing including acceptable behavior and that all participants must pay attention a bow and arrow are considered a weapon and must be treaded accordingly Any participant conducting dangerous acts will be removed immediately from the activity. Instructor to monitor the affects peer pressure. At minimum of one adult supervisor mandatory for each group participating that must assist in managing the behaviour of the group. | |
| Inadequate supervision | | <ul style="list-style-type: none"> Instructor failed to supervise the group or recognize the dangers of inadequate supervision Ratios not followed as per the instructor/participant ratio. | Eliminate: <ul style="list-style-type: none"> Instructor briefing thorough and covers group expectation of engagement. Instructor trained and experienced in facilitation skills and supervision skills, Group to pay attention at briefing and stay focused during the activity. | |
| Inadequate briefing | | <ul style="list-style-type: none"> Instructor failed to brief the participants in the safe operation of the Archery Instructor missed key information out of the briefing | Eliminate: <ul style="list-style-type: none"> An adequate briefing will be given. This will cover all safety features and operational requirement relating to the bow and arrow and archery range safety Trained and experience Instructor can only take Archery and must be competent in fire arm and range safety | |
| Participants standing in dangerous space and safe zone not identified | | <ul style="list-style-type: none"> Instructor failed to point out that the group waiting should be seated in the safe zone | Eliminate: <ul style="list-style-type: none"> Safe zone identified by all participants Instructor to make sure that those waiting are seated in the safe zone | |
| Pre-existing medical problems not identified | | <ul style="list-style-type: none"> Instructor failed to check with group leader about any pre-existing medical issues | Eliminate: <ul style="list-style-type: none"> Instructor to check with group leader about pre-existing medical issues Instructor to check medical sign in sheet prior to activity | |

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| Arrow ricochet | | <ul style="list-style-type: none"> Instructor failed to check the butts for hazards that may deflect the arrow upon impact Participant shoots the arrow at a solid item instead of the correct target and ricochets back to the firing line | <p>Eliminate:</p> <ul style="list-style-type: none"> Instructor checks butts before use for hazards that could cause the arrow to ricochet Instructor conduct safety briefing and operational briefing before activity covering the shooting at unauthorized targets Instructor to exclude a participant who does not follow instructions or whose behavior caused distraction to the other participants Participants to wear eye protection and long sleeved clothing and long legged pants | |
| Participants shooting at non specified targets | | <ul style="list-style-type: none"> Instructor failed to recognize that participants are shooting at other unauthorized targets | <p>Eliminate:</p> <ul style="list-style-type: none"> Instructor to brief the participant on every aspect of shooting, safe firing zone, dangers and make the participants aware of the dangers Instructor to stop activity if a participant is shooting at unauthorized targets | |
| Bow and Arrow not in working order causing equipment failure | | <ul style="list-style-type: none"> Archery equipment is not maintained by maintenance staff Archery equipment is not checked by instructor prior to the session commencing | <p>Eliminate:</p> <ul style="list-style-type: none"> Archery equipment checked regularly and before each session Archery equipment is subject to a replacement policy if unserviceable Any unserviceable Bows or arrows should be repaired or discarded and marked with tag that it 'needs retiring | |
| Misuse of Bow and arrow causing harm | | <ul style="list-style-type: none"> Instructor failed to supervise the participants and watching how they are using the Bow and arrow Participants not adequately briefed about the correct use of the Bow and arrow | <p>Eliminate:</p> <ul style="list-style-type: none"> Instructor briefs participants thoroughly on all aspects of Bow and arrow shooting. Briefing as per the instruction sheet Any participant misusing a Bow and arrow will be removed from the firing point and asked to sit out the rest of the session. | |
| Participants shooting into the bush area behind the butts | | <ul style="list-style-type: none"> Instructor failed to brief participants on firing at unauthorized targets and not identifying their target | <p>Eliminate:</p> <ul style="list-style-type: none"> Instructor briefs group covering the dangers of firing into an unauthorized target zone and that they are unable to identify their target Any participant found shooting into the bush will be removed from the firing point and can no longer participate. This is made clear in the briefing | |
| Adverse weather and environmental conditions | | <ul style="list-style-type: none"> Instructor failed to check the weather forecast prior to the session Instructor failed to monitor weather signs during the activity Instructor failed to stop activity when the environment became dangerous | <p>Eliminate:</p> <ul style="list-style-type: none"> Weather forecast checked before activity Weather monitored during activity Instructor to stop activity if the weather or environmental conditions deteriorate making the activity dangerous | |

| INDUSTRY BEST PRACTICE | WAIPARA ADVENTURE CENTRE TRAINING SCHEDULE | INSTRUCTOR QUALIFICATIONS |
|------------------------|--|--|
| • | Recorded in personal log book | Sites specific training in use of the Archery assessed by a competent person in the use of fire arm safety |

| Emergency Preparedness: | |
|---|--|
| <ul style="list-style-type: none"> • Prior to activity brief group on emergency procedures and what is expected of them should something go wrong • Directive leadership during the emergency crisis • Trained and qualified first aid staff • Comprehensive First Aid Kit stocked as per first aid kit recommendations • Radios fully operational • Good communication and radio skills • Administer first aid to causality and ensure safety of the remainder of the group • Knowledge of use/coverage of emergency radio • Seek aid via the main office and implement evacuation procedures where appropriate | <ul style="list-style-type: none"> • Evacuation plan procedures implemented • Main office should arrange for emergency services to respond and • Notify Police, OSH of the accident is it is of serious harm or death. The Director should deal with the media. • Report the Vertical Horizon Camp (Charitable Trust) the situation • Debrief soon afterwards all personal, clients and others involved and arrange for any professional assistance if the situation requires further intervention • Pre-plan for counseling or trauma therapy should the situation require more in-depth professional intervention. |

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| <p>Final Decision on Implementing Activity</p> | <p>Comments:</p> <p>This RAMS replaces the previous RAMS and SOPs and has been approved by William F. Drury - Turnbull</p> <p>Operations Manager/Centre Director approved for operational use</p> |
|---|--|

Signature of participants: Name: Date:/...../.....

By signing this I understand the Risk Management requirements of Waipara Adventure Centre and agree to adhere to them.



Kayaking

143 Darnley Rd, RD3, Amberley
7483
03 314 6881
www.waiparaadventure.nz

Standard Operating Procedures and Risk Assessment Method Statements

Note: Our kayaks are 'Ride On kayaks' but the SOP also caters for 'Sit in Kayaks' for future development

1. Instructor:

- Make sure a complex, detailed and intentional briefing takes place detailing all hazards, expectations, safety procedures, what will happen in an emergency and what the instructor requires of the participants and that they are aware of all boundaries, stay in buddy system, and that they know where the entry/exit points are;
- Prior to use instructor check the lake and surrounds for hazards (isolate, eliminate or minimize);
- Is to ensure that there are sufficient qualified instructors as per ratios (section: 12.13). The instructor must be mindful that teacher in charge (TIC)/adult helper(s) are not to be considered as instructional staff and are to be counted as members of the group. They must remember that changing circumstances can create additional hazards;
- Obtain information on participants' and assistant leaders' health and fitness, swimming ability and water confidence, and ensure that they carry any personal medication e.g. asthma inhalers, antihistamine etc.;
- TIC must have an up to date copy of all group members' emergency details including, next to kin, telephone numbers, personal doctor contact details, any medical history, school/group contact person to notify parent body;
- Our risk disclosure policy (see section: 12.15 must be followed and all risks must be disclosed to the participants, teacher/groups leaders and adult helpers. We have a duty of care to all our clients refer to section: 12.11 and 12.13 which gives more detail of our responsibilities;
- The lead instructor must check the weather forecast on the day to ascertain whether the weather forecast is suitable for the kayaking activity. The flash system (refer sections: 12.20, 12.20.1, 12.20.2, & 12.20.3) is activated and followed;

- At the set up stage the lead instructor must brief the instructors as to the activity plan, any hazard concerns, and how they intend to run the kayak activity, and to make sure they are aware of their responsibilities;
- Instructor is to ensure that the TIC/group leader has made sure that the participant arrive with the correct clothing, and footwear and that before the participant go near the water all life jacket, helmets are checked;
- Make sure an appropriate, concise and detailed briefing takes place, covering, potential hazards, use of equipment, crowd control, activity curriculum, expectations, any poor or non-swimmers, pre-kayak practice of paddle stroke, wet exits and familiarization of kayak;
- That all participants have sun screen and insect repellent on all exposed parts of their body;
- Anyone wearing sunglasses or optical glasses have them securing fastened by using a piece of string or the industrial strapping that fit of the arms of the glasses;
- Final check of all buoyancy aids, kayak footrest are adjusted to the correct length of the participant, and that the grab loops on the kayak are easily assessable;
- That that kayak lesson is taught through sequential based learning and that all participants are aware that the session is challenge by choice.

2. Briefing

- Welcome the group to kayaking activity.
- Risk disclosure statement: Instructor talks about the hazards, perils and risks that the kayaker's may encounter during their experience and make sure that the kayaker's know to keep away from them.
- Ask the group members to put up their hand if they have done kayaking before. (This helps the instructor place the beginners with more experienced people. Check out who the strong swimmers are and who are not.
- Explain the rules and instructions to the participants and if there are too many kayakers then we will split the team into two groups. One group will be with the instructor on the kayaks and the other will either be swimming or on the bank with the parents until it's their turn. The ratio is six (6) to one (1)
- The participants are advised that they are in a buddy system and that they are to look after each other in the water. That means, to know where there buddy is at all times and to make sure that they connect up every five (5) minutes to check on each other.
- The participants are advised that they are to carefully listen to the instructor and their instructions. They are not permitted to go off by themselves as this is dangerous. The instructor is to explain why it is dangerous.

- The instructor is to make sure that the adults supervising the other part of the group have the Swimming RAMS/SOP and know what is expected of them. They know particularly where the swimmers are to swim and where not to swim.

3. During the Kayak session:

- Make sure that all participants know how to wet exit their kayak and practice close to shore, Practice paddle stroke out of kayak and if using spray decks the participant must know how to release the deck on top of water and under the water. Make sure that all participants are confident in wet exits before heading out onto the lake.
- Make sure that all participants know where their buddy is at all times. The instructor must keep a watchful eye on their participants and the TIC/Adult helper must also be keeping an eye on the participants from the shore. Make sure that sequential based learning model is used when introducing components of kayak use;
- Monitor the group at all time making sure that no one is suffering from the cold, or lack of energy, and that they are all enjoying themselves;
- Having obtained a weather forecast make sure that the instructor monitors the weather and to call the activity off if it deteriorates to an unacceptable level;
- Make sure that the group is aware of their environmental impact and that they must use the correct entry/exit points;

- When the participants come in after the session or if anyone wants to finish early all participants come in and make sure that those who are exiting are safely out of the water and that if need be a new buddy is obtained when one stays in the water and one gets out.

4. Session syllabus:

- Explain the process on how the kayaking session will run and that the Instructor will break the session down into manageable sequences:
- **Show the participants how to put on their life jacket:** pull over head, clip up at the bottom and up the front, pull side cords tight with toggles and then tie at the front; **and helmet:** clip up under the chin, just like a bike helmet. You are now ready to go kayaking.

5. Explain how to paddle:

- a. Kayaking is all about using your paddle. If your paddle position is wrong, the participant can end up just going around in circles.
- b. Find the bump on shaft and then put it in your right hand with that part facing forwards. If there are any left handers the instructor is to find this out pre-session so that left handed paddles are available
- c. Hold paddle with knuckles on top and thumb below. Your hands should be positioned on the

blue marks. Pretend your right/left hand is now stuck in place.

- d. The bottom of your paddle always goes into the water first.
- e. Sit right at the back of the kayak seat and don't lean forward.
- f. Put your paddle in the water beside your toes and then pull it towards your hip in a straight line. At the same time you will be pushing the other side of your paddle at eye level forward towards your feet.
- g. The easiest way to paddle is by imagining that you are pushing one fist forward, in a punching motion. While that hand is 'punching' forwards, the other is pulling back towards your body.
- h. If your kayak starts turning and you want it to stay straight, sweep the top of the water with your paddle on the side you are turn into and then paddle as taught of the other and you will straighten up your kayak.

6. Demonstrate paddling.

- a. **Explain turning & stopping:** To turn the kayak you power paddle on one side and sweep paddle on the other. The kayak should respond quite quickly and come about. In the new direction.

- a. To turn quickly, sweep stroke on one side and back stroke on the other. To back stroke simply place your paddle in the water at the rear behind you and push forward. The kayak will turn quickly in the direction of the back stroke
- b. To stop, place your paddle into water beside kayak and hold. If you don't stop quickly, back paddle on one side and then the other

7. Explain what to do if they have fallen out: Don't panic! You have a lifejacket on.

- a. Swim to kayak with your paddle, tip the kayak back over and then reach across and pull yourself up. If you can't pull yourself up, get another kayaker to help you or put your hand up for the instructor to assist you.

8. Explain seal dive: A seal dive is where the kayak and the participant enter the water from a bank or pier. The kayaker sits with the paddle in both hands above their heads and leads back on the back deck of the kayak. Once the kayak hits the water nose first and comes up to the surface lean forward and begin paddling forward. Show the instructor the first time you do it so that they can help iron out any problems you may be having. The deep stroke is called a power stroke and the sweep stroke is a turning stroke.

9. Kayak sequence: (example).

- a. Check they are paddling correctly.

- b. Have a race from next to the jetty around the drain mesh and back again.
- c. Have a funny race, like a backwards race.
- d. Move to the middle of the lake, stand up in kayaks and paddle.
- e. Chariot races, pair up, put one kayak by the waterslide, two people get on one kayak, both paddle to jetty and then back to empty kayak, hop back in their kayaks; first pair to touch jetty again wins.
- f. In middle of lake, join kayaks by getting each person to drop their paddle in the water and hold onto the kayaks beside them. Get them to stand up and swap kayaks, one pair at a time.
- g. Piano keys are where the kayaks are side by side and the participants hold on to each other's kayak leaving their paddles in the water. The end person gets off their kayak and walks around the back of the kayaks to the other end and then back (back deck) along the front (front deck) back to their kayak. The next person does the same until all the team has gone through.
- h. Paddle a short distance away, throw paddle in lake, then they must race to get a paddle, and race to jetty, get kayaks out and set up for next group.

10. Change over:

- a. Repeat kayaks sequence with second half of group if necessary.
- b. Make sure that there is plenty of time for debriefing at the end of the kayak session.
- c. Remember to keep an eye on the time. 1 hour equals 10 minute briefing. The time will go quite quickly and instructors are urged to manage their time that both groups get equal amount of kayaking time

11. Safety: -

- a. Keep an eye on the whole group at all times.**
- b.** Instructor is to stay in the water until all kayakers are out.
- c.** If someone falls out immediately paddle towards them in case they need assistance.
- d.** Put a walkie-talkie by the entry/exit point and show an adult where it is and how to use it.
- e.** Don't let kayakers stand up by the outlet grate or the flow race the exits from the lake on the southeast end of the pool.

f. Don't let kayakers push the instructor out of their kayak unless managed as part of a group activity.

g. For crowd control no other groups are to be down lake while the group you are instructing is on the water.

h. In emergency follow the Emergency Action Plan

12. Debriefing:

- It is important to make sure at the end of the kayak activity that the instructor debrief the session making sure that all participants get their say. Particularly ask:
 - a. How they enjoyed the activity and what was the high light and what did they learn from the experience;

- Did they have any goals and objectives, and were they met;
- What they did not enjoy and why;
- Any suggestions for future kayak sessions;
- Did they think the activity was safe

And if there was an emergency make sure that all emergency preparedness is followed and debrief the participants in a group and individually. Remember counseling maybe required. All reporting must take effect after an emergency and investigation is carried out immediately.



RISK AND HAZARD MANAGEMENT PLAN (RAMS)

ACTIVITY: Kayaking

LOCATION: Waipara Waterhole

User of this RAMS use the following chart to ascertain the likelihood of occurrence and the Consequence on the Participant

| | Insignificant | Minor | Moderate | Major | Severe |
|---------------|---------------|--------------|---------------|---------------|---------------|
| Very Likely | Low - Medium | Medium | Medium - High | High | High |
| Likely | Low | Low - Medium | Medium | Medium - High | High |
| Possible | Low | Low - Medium | Medium | Medium - High | Medium - High |
| Unlikely | Low | Low - Medium | Low - Medium | Medium | Medium - High |
| Very Unlikely | Low | Low | Low - Medium | Medium | Medium |

Severity of Consequence

| HAZARDS | RISK LEVEL | CAUSAL FACTORS (Hazards) | MANAGEMENT CONTROLS | REVISED RISK LEVEL |
|---|--|---|--|--------------------|
| | (Colours correspond with the likelihood verses the severity of the consequence. See graph above) | | | |
| <ul style="list-style-type: none"> Inappropriate Clothing | | Parent help failed to check group before leaving to go on activity. Instructor must check group before heading to kayaking site. | Eliminate – Ensure all paddlers are wearing appropriate & suitable clothing to the conditions | |
| <ul style="list-style-type: none"> Inattention/silly behavior | | Poor briefing techniques and lack of accepted behaviour discussed with clients. Clients need to know consequence of how their behaviour impacts on other. Covered in safety briefing | Eliminate/Minimise – Group management control and directive briefing about the effects of behaviour and the danger associated. If client keeps up the behaviour he is removed from the activity. | |
| <ul style="list-style-type: none"> Over confidence | | Abilities not known by instructor who should have checked with the person in charge of group. Sequential based learning model not applied as this would have shown up the competency of individuals and the group as a whole. | Eliminate – Instructor to check ability of the group from the person in charge and direct the kayaking activity pitched at that level. Instructors to increase the competency levels as individual/group grow. Or another instructor deals with the over competent person. | |
| <ul style="list-style-type: none"> Mismatch of equipment to person/skill level | | Instructor did not check the group size, age or ability before getting out the gear. Also did not check the skill level of the group beforehand or could have used a combination of ride on and cockpit kayaks. | Eliminate – Instructor checks the ability, size and age of clients and gets appropriate gear out for that age and size range. Must match equipment/person & skill. | |
| <ul style="list-style-type: none"> Inappropriate instructions | | Instructor failed to use correct instructions for the activity and should not have been permitted to run the kayak session as it appears they lack the skill base to do so. | Eliminate – safety briefing, set rules, to follow/behaviour. I.e. no one in the water unsupervised, wear and life jacket in water. Instructor to use clear instructions. Replace instructor with a more skills instructor, re-training and assessment before able to instruct with groups. Demonstrate if need be. | |

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|--|--|---|---|--|
| <ul style="list-style-type: none"> Not following instructions | | <p>Participant places other in group at risk of an incident/accident and the instructor needs to stop the activity and severely reprimand that person. Instructor needs to brief the whole group so that they take responsibility for their own behaviour</p> | <p>Eliminate – stop the activity and debrief the situation and then recommence. If participant (s) continues to not follow instructions stop activity or single out the individual and removed that person from activity</p> | |
| <ul style="list-style-type: none"> Not able to swim | | <p>Instructor did not check individual or group ability before commencing sessions.</p> | <p>Minimise – Instructor must check individual & group ability to be able to swim. Give that person who can't swim experience in lying in their life jacket and put a buddy with them. Also keep them in shallow water and close to bank. Put an adult on bank to keep an eye on that person. Instructor to offer challenge by choice</p> | |
| <ul style="list-style-type: none"> Failure to understand safety aspect | | <p>Instructor failed in their delivery of what the safety standards are for Kayaking, and failed to ascertain whether clients understood all safety procedures. Poor briefing technique</p> | <p>Eliminate – Instructor to make sure that the safety briefing was understood by group, and that the group were made to realize the effects of inadequate safety. Carefully sets of rules must be followed at all times</p> | |
| <ul style="list-style-type: none"> Inappropriate use of kayak | | <p>Poor briefing techniques and lack of instructor control over group. Damage to kayak is possible and there is a very serious risk of an incident/accident which could result in death by drowning</p> | <p>Eliminate – Instructor to stop activity. Debriefing as to the inappropriate use. Clear instructions at the briefing stage about what is proper and improper use of the kayak. Instruction about the risk associated with inappropriate use of a kayak</p> | |
| <ul style="list-style-type: none"> Illness | | <p>Instructor did not read the medical forms and the participant did not disclose. Instructor failed to brief participants what to do in an emergency</p> | <p>Eliminate - Instructor to check medical forms before activity and speak to the person and person in charge as to the extent of the illness; Teacher/person in charge (TIC) is responsible for their own client's medical history. Instructor needs to know health problems and be aware of medical requirements. Participants prepared for emergency procedures</p> | |
| <ul style="list-style-type: none"> Poor supervision and adequate ratios | | <p>Instructor failed to supervise group due to a number of reasons; inadequate in group management, poor group self-management, Instructor failed to advise Director that he/she needs more staff,</p> | <p>Eliminate – Instructor / Student ratio's is selected that allows for the direct supervision of students and boundaries explained so students keep in on area. Where poor supervision occurs during an activity, the activity should be stopped and rectified. If inadequate staff to student ratio's the activity should not go ahead until another instructor is found or the numbers are reduced on the water to maintain the correct instructor/student ratio</p> | |

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|---|--|--|---|--|
| <ul style="list-style-type: none"> Panic due to student lack of confidence/ability/skill level | | <p>Instructor not aware of student confidence / ability or skill level before going on the water. Instructor should have checked with TIC and used the sequential learning process to ascertain student abilities</p> | <p>Eliminate – Instructor sensitive to individual needs. Challenge by choice, familiarise student with kayak and water using sequential based learning</p> | |
| <ul style="list-style-type: none"> Taught incorrect techniques | | <p>Instructor inability to teach techniques due to lack of experience and formal training. Or Instructor overlooked the importance of teaching correct kayak technique</p> | <p>Eliminate – learn briefing on techniques, demonstrate on dry land until students get it right and practice in water i.e. use of paddle etc. before going out on kayaks. If Instructor is lacking knowledge that instructor should be removed from the activity or not put on that activity until such times that retraining can occur and assessment is complete</p> | |
| <ul style="list-style-type: none"> Undisclosed risks i.e. strainers | | <p>Instructor not familiar with site, or unsure of any debris that has entered the lack from last fresh. Instructor did not check the site before hand and if they knew of the hazards they failed to advise the students</p> | <p>Minimise/Eliminate – Instructor briefing to include hazards identification and management controls, risk disclosure and have checked the site thoroughly before the activity. Instructor to make sure that all students have heard and understand the rules i.e. not to run on pier, helmets and life jackets to be worn at all timed etc.</p> | |
| <ul style="list-style-type: none"> Entrapment | | <p>Students not taught by instructor about body entrapment and how to wet exit kayaks.</p> | <p>Eliminate – Instructor to check suitability of kayak to the participant and pay particular attention to the cockpit size and position of foot pegs. Check footwear of participants to anticipate problems with flexible soles. Instructor vigilance through session and staff to carry appropriate emergency equipment knife/saw and throw bag to assist with rescues if necessary</p> | |
| <ul style="list-style-type: none"> Instructors' health during the session has degenerated | | <p>The instructor did not look after themselves prior to the session and falls ill or has taken incorrect steps that has put them in danger and they have suffered the consequences, making them unable to run the session safely.</p> | <p>Eliminate/Minimise - The group must stop the activity immediately and they are not permitted to continue with any part of the activity until another instructor is able to take over the session. The instructors are told during their induction phase that they need to take care of themselves and give as much warning to their manager if they think their ability to run a session has been compromised.</p> | |

| Equipment: | | | | |
|---|--|---|--|--|
| <ul style="list-style-type: none"> Damaged kayak/paddle/life jacket and throw bag in disrepair and old rope and raft | | <p>Gear not maintained to industry best practice. Instructor did not check the gear before kayaking. Poor logging system. Or failure to log gear and follow the discarding process of worn gear</p> | <p>Eliminate - Gear not used and the recording logging process must be followed. Discard all worn unserviceable gear as per Waipara Adventure Centre Policy and procedures</p> | |
| <ul style="list-style-type: none"> Incorrect & inappropriate use of equipment | | <p>Instructor briefing was either inadequate, and lacking in clear instruction of use of equipment, or lack of instructor control of individual/group</p> | <p>Eliminate – Stop activity and debrief incorrect/inappropriate use. Clear briefing instruction about the correct use of all the equipment</p> | |
| <ul style="list-style-type: none"> Incorrect size for clients | | <p>Instructor did not check that the equipment to participant sizes were correct.</p> | <p>Eliminate – Instructor to check with group age, size and gender beforehand and make sure that the correct equipment size for that group is available</p> | |
| <ul style="list-style-type: none"> Hit by a paddle | | <p>Poor instruction on use of paddle, Not enough room between participants to practice paddle strokes. Lack of individual/group control</p> | <p>Minimise/Eliminate – Stop activity and debrief situation, make sure correct spacing between participants to practice paddle stroke, Clear instructions on breach of procedures and consequences</p> | |
| <ul style="list-style-type: none"> Life jacket not done up properly or worn | | <p>Instructor did not check for worn life jackets before the kayak session started. The Instructor did not check participants life jacket were done up prior to entering the water.</p> | <p>Eliminate – Introduce buddy system to check each other's equipment before a final check by instructor. All equipment must be discarded once worn and become unsafe</p> | |
| <ul style="list-style-type: none"> Incorrect clothing and lack of warm clothing | | <p>Instructor failed to discuss with TIC/Adult helpers about correct clothing for kayaking. Instructor should have checked all clothing before going anywhere near the water</p> | <p>Eliminate – Clear concise clothing list gone out to groups of the clothing required for kayaking prior to them arriving at the Centre. Instructor to discuss with TIC of correct clothing and the instructor must check all participants before entering the water. Incorrect clothing the participant is sent away to change</p> | |
| <ul style="list-style-type: none"> Helmets not worn | | <p>Poor instructor control and pre-kayak activity briefing that helmets must be worn at all times</p> | <p>Eliminate – Helmet must be worn at all times. Instructor to check clients before entering the water. Instructor to give clear instructions about helmets staying on heads</p> | |

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| <ul style="list-style-type: none"> Poor knowledge of equipment | | The instructor failed to have an understanding of equipment and its use. | Minimise/Eliminate – Instructor not to instruct the group, re-training and assessment before permitted to instruct in the future. Senior instructor to make sure instructors have the skill level to instructor on kayaking | |
| <ul style="list-style-type: none"> Lack of first aid/emergency & safety equipment | | Instructor did not check that all emergency equipment/process instruction is nearby | Eliminate – All emergency procedures are to be followed as per policies and procedures. All emergency equipment is to be at the kayak site prior to the group arrival | |
| Environment: | | | | |
| <ul style="list-style-type: none"> Inappropriate water levels | | Instructor failed to check water levels, weather forecast and to make sure the levels meet the Centre requirement for kayaking | Eliminate – Kayaking not to go ahead if water levels are too high and unsafe | |
| <ul style="list-style-type: none"> Temperature too cold (air & water) Wind & rain chill | | Instructor did not check the temperature of water and air beforehand, or the weather forecast for wind and rain | Eliminate – Weather forecast checked each day prior to programmes commenced by lead instructor/director and then discussed with the instructors making sure they are aware of the pending potential hazards | |
| <ul style="list-style-type: none"> Debris in water | | Instructor failed to check the site before use and ground staff failed to maintain the site hazards and put appropriate management controls in place | Minimise/Eliminate – Instructor must check water and site before running activity. They must determine whether it is safe to run activity considering conditions and must remove any potential hazards. | |
| <ul style="list-style-type: none"> Sun exposure | | TIC failed to make sure individual/group has sun screen on. Instructor to make sure this has been done before entering the water | Eliminate – maintain the sunscreen and insect repellent policy. Instructor must check with individual/group as to whether they have sunscreen or insect repellent on | |
| <ul style="list-style-type: none"> Cold deep water | | Instructor failed to advise individual/group of the depth of water and check if all felt comfortable in that depth of water | Minimise/Eliminate – Risk disclosure and make sure all participants know what they are getting into. Must disclose the depth of water and check for any concerns i.e. psychological, non-swimmer etc. | |
| <ul style="list-style-type: none"> No visual contact with students | | Instructor control failed and the process of TIC/adult helpers not keeping an eye on the group | Eliminate – Instructor to keep all participants with them and have the TIC and adult helpers keeping a watchful eye on all participants on the water as a second set of back up eyes | |

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| <ul style="list-style-type: none"> Slippery surface around lake | | <p>Instructor failed to warn individual / group of the slippery surface hazards</p> | <p>Minimise/Eliminate – Instructor to check site and make sure it is free from hazards. The slippery surface must be disclosed to participants and safety measure i.e. don't run, walk carefully etc. are put in place. If unable to manage the hazard move to another place</p> | |
| <ul style="list-style-type: none"> Pollution in lake | | <p>Water testing not completed by ground staff</p> | <p>Eliminate – where water is polluted kayak should not occur in that area. Ground staff must regularly check the lake for pollution levels and advised the H&S Coordinator/Director of any issues</p> | |
| <ul style="list-style-type: none"> Insect bites | | <p>TIC failed to make sure individual/group has insect repellent on. Instructor to make sure this has been done before entering the water</p> | <p>Eliminate – maintain the sunscreen and insect repellent policy. Instructor must check with individual/group as to whether they have sunscreen or insect repellent on</p> | |

| <p>INDUSTRY BEST PRACTICE</p> | <p>Waipara Adventure Centre TRAINING SCHEDULE</p> | <p>INSTRUCTOR QUALIFICATIONS</p> |
|--|---|---|
| <ul style="list-style-type: none"> Maritime NZ – www.maritimenz.govt.nz NZ Recreational Canoeing Association – www.rivers.org.nz NZ Outdoor Instructor Association (NZOIA) www.nzoia.org.nz Skills Active www.skillactive.org.nz Water safety NZ www.watersafety.org.nz <p>Resources:</p> <ul style="list-style-type: none"> British Canoe Union – Canoe and kayaking handbook Griffin. (2002) – NZ Outdoor First Aid Haddock.C. (2004) – Outdoor Safety Mason.B. (1999) – Path of the Paddle. Buffalo. Rule 91 of Maritime safety Act 1994 (carrying floatation device www.maritimenz.govt.nz) | <p>Site specific on-site kayak training as per:</p> <ul style="list-style-type: none"> Ride on kayaks: Unit standards 20818, 26237 version 1 & 26239 version 1 Risk & hazard Management: Unit standard 451 version 7, 13377 version 6 | <p>Site specific on-site kayak training as per:</p> <ul style="list-style-type: none"> Ride on kayaks: Unit standards 20818, 26237 version 1 & 26239 version 1 Risk & hazard Management: Unit standard 451 version 7, 13377 version 6 |

Emergency Preparedness:

Preparedness:

- Staff has the appropriate practical and theoretical training in emergency skills;
- Adequate levels of support i.e. Management, Cook and other staff;
- Participants are properly prepared and briefed sufficiently for an emergency procedure;
- The instructor is qualified and carries (or nearby) emergency equipment, including spare paddles, throw bag, first aid kit, spare clothes, hot drink and communication device;
- Intentions sheet completed for the activity;
- Contact list with Teacher in Charge (TIC)
- Transportation is close at hand.
- System to relay to the office when an ambulance is required

Emergency Plan:

- In an incident/accident requiring a rapid response that activity is immediately halted and site goes into emergency mode. I.e. Director notified, extra staff sent to scene to assist instructor in the emergency situation;
- If the patient has sustained a fall they must not be moved unless life is at risk and the patient has been thoroughly checked over by a suitably qualified first aider, nurse or doctor;
- All kayakers must return to shore – Instructor to indicate this by three (3) short blasts on either a whistle or air horn;
- Check patient for medic alert bracelet, and consult with TIC for medical information i.e. whether any allergies or special health conditions;
- Use medical supplies from first aid kit if required. In the event of hypothermia remove client to cabin and get someone of same gender to remove their wet clothes and replace with warm dry clothes. Patient to be put to bed, either with someone to provide body heat or constant monitoring;
- Use two way radios for onsite communications with office where the landline can be used to call an ambulance, police and / or OSH if required;
- Where communications fail send an adult with patient's name, age, gender and group to the office;
- TIC and/or office have an up to date contact list of next of kin, school contact details, and any other relevant information.

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| Final Decision on Implementing Activity | Comments: This RAMS replaces the previous RAMS and has been approved by William F. Drury - Turnbull Operations Manager/Centre Director approved for operational use |
|--|--|

Signature of participants: Name: Date:/...../.....
By signing this I understand the Risk Management requirements of Waipara Adventure Centre and agree to adhere to them.



Giant Swing

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7483
03 314 6881
www.waiparaadventure.nz

Standard Operating Procedures and Risk Assessment Method Statements

STANDARD OPERATING PROCEDURES

Set Up Process

Check the main swing arm mechanism to ascertain that it runs freely. Make sure that the backup system (Red Static Rope) is not caught on any part of the main swing mechanism or branch from that tree the system is secured to.

Check the grounds area for anything that may impede the swing as it comes through the arc. Check that all barriers are in place and that your clients know where the safe and danger zones are.

Check that all set up equipment is on site, i.e.:

- Dry bag containing Giant Swing working parts
- Hauling rope
- All full body harnesses (assorted sizes) and helmets are fully operational and on site ready for use
- Ring Spanner and adjustable wrench are on site to tighten up the maillon rapide
- Set up systems as per the photos attached, i.e. Hauling system off eastern boundary tree, main loading system and release system

Risk Disclosure

All obvious and hidden hazards are disclosed to client group, i.e.

- Risks around using ropes.

Version 3: Revised by Grace Challies – 10th November 2021

- Danger area within the arc of the swing.
- Getting too close to the pulley block at the base to the hauling tree.
- Wet ground making the running path slippery.
- Undulating ground, debris lying on the groups.
- Taking the swing person too high, causing trauma.
- Not listening to instructions which could create an unsafe situation.



Operational systems

- Hocked up to the system.
- How the harness is tightened.
- Explain that the people waiting in their harnesses will get their harness tightened.
- When they enter the swing area before being placed on the swing.
- Explain/demonstrate how the release mechanism works, by taking the hauling rope.
- Looping it around the straight edge of the large pear-shaped double twist lock carabiner.

- Explain how to hold the red 8mm cord and when they are at the level they want to swing they should simply let go of the red 8mm cord. They will receive a sudden jerk then a smooth swing.
- Explain/demonstrate how the swing person steps down one run on the ladder which allows the instructor to tighten up their harness further.
- Have the swing person bend their knees and sit back which releases them from the ladder.

Running the Process

- Explain to the runners that the person being pulled up may want them to walk or run, the choice is theirs. The instructor asks the swing person whether they want to walk or run, and
- Challenge by choice requires the swing person to choose how far they are raised from the ground, i.e. level 1, 2 or 3, and
- The instructor reinforces that the swing person only wants to go so high, and
- Explains the countdown from 3, 2, 1 and on 1, the swinger releases the red 8mm cord, and
- Minimum of two adults and eight children on the hauling rope.

Pulling/Release System

- The process requires the following commands:
 - ✚ (Name of person) ready,
 - ✚ Runners ready,
 - ✚ Walk/run away runners to level 1,2, or 3. Run away, and
 - ✚ STOP either where the swing person chooses, bottom of the hill, or top of the hill, and
 - ✚ Countdown – instructor asks the swing person, is (name) ready? They respond (name) ready
 - ✚ Countdown, 3, 2, 1 release and the swinger lets go of the 8mm red cord while the runners stay at the rope until the participant has let go of the rope.

✚ And repeat the process.

Disembark the swing

- While the swing person is swinging backwards and forward the instructor must.
- Check the next person's harness and make sure they have a helmet on their head and stand ready for their turn, and
- Ask the runners to un-hock the bite of rope from the safety post and the instructor then walk the 8mm red rope connected to the hauling rope back towards the hock on area and lay it on the ground ready to take up the ladder once the swinger has been brought to a stop.
- To stop the swing grab onto the leg tabs or behind their back, and once stopped.
- Place the ladder back under the swing person, and
- Have the swing person mount the ladder, and release them from the system and climb down the ladder and go to the safe zone outside the barriers.

Rescue System

- If swing person has not been released the running team should lower the swing person back to the start position, or
- If the swing person has released themselves the instructor will make every attempt to slow the swing down (without putting themselves at risk of injury) and then once the swing has sufficiently slowed, grab the leg tabs and bring them to a stop, and
- In both cases the ladder is quickly positioned and the swing person is released from the system, and
- First aid is then applied according to the situation, and
- The whole team is debriefed.



RISK AND HAZARD MANAGEMENT PLAN (RAMS)

ACTIVITY: Giant Swing **LOCATION:** WAC Giant Swing area amongst Pine Trees

User of this RAMS use the following chart to ascertain the likelihood of occurrence and the Consequence on the Participant.

| | Insignificant | Minor | Moderate | Major | Severe |
|---------------|---------------|--------------|---------------|---------------|---------------|
| Very Likely | Low - Medium | Medium | Medium - High | High | High |
| Likely | Low | Low - Medium | Medium | Medium - High | High |
| Possible | Low | Low - Medium | Medium | Medium - High | Medium - High |
| Unlikely | Low | Low - Medium | Low - Medium | Medium | Medium - High |
| Very Unlikely | Low | Low | Low - Medium | Medium | Medium |

Severity of Consequence

| HAZARDS | RISK GRADE | CAUSAL FACTORS | MANAGEMENT CONTROLS | REVISED RISK GRADE |
|---|--|---|--|--------------------|
| <u>People:</u> | (Colours correspond with the likelihood verses the severity of the consequence. See graph above) | | | |
| Poor Instructions Technique | | Instructor poor technical understanding and short cut in instruction likely resulting in Harm to the participants | Eliminate – stop programme and Instructor re-trained & instructor standards upgraded, recertified before being permitted to instruct again. | |
| Poor instructor briefing | | Instructor poor instruction to give concise and correct briefing on the operation of the activity. | Minimise/eliminate – another Instructor to supervise the sessions and give the briefing, Instructor to learn briefing & debriefing skills, need re-certification for activity before permitted to instruct again. | |
| Poor listening / communication | | Instructor needs better crowd control and group need to take time out until they listen and take on board the importance of listening | Minimise – stop activity and brief the group that until they are ready to listen the activity is halted. Could be that instructor needs training in communication and listening skills, group management. Instructor requires supervision until deemed competent. | |
| Inexperienced or inadequately skilled instructor | | Instructor should not have been permitted to instruct a session unsupervised | Minimise/eliminate – replace instructor before session starts. Retrain staff member and go through competency assessment. | |
| Undisclosed Participant with medical condition | | Medical records not up to date or not checked by instructor, The group facilitator or the person concerned should have disclosed to the instructor medical condition. | Minimise – Halt activity, get the participant stabilized and take appropriate first aid treatment, Return to activity after crisis has been dealt with and everything has returned to normal. Check medical forms before activity commences. | |
| Fear & anxiety | | Participant panicking and needs to take time out until they are ready to participant in the activity or sit it out altogether. | Eliminate/Minimise – Halt activity, deal with the person, and resume activity after crisis dealt with. Know your group use sequential based learning to build confidence where possible. | |
| Instruction not followed by participant | | Participant placing themselves at risk and has become a hazard. | Minimise – Halt activity, take the student aside and request that they engage, if sit they sit out the activity. | |
| People walking into the ropes course area | | Safety barriers are not in place resulting in potential harm to people walking into the path of dynamic elements | Eliminate – barrier put in place and instructor vigilant on keeping people outside the danger zone. | |
| Student or instructor contracts COVID-19 from each other or other sources | | <ul style="list-style-type: none"> Group leader failed to observe symptoms. Instructor failed to stay home from work. Sanitizer not used by staff. Group operating within the 1.5m requirement of the requirement of the school | <ul style="list-style-type: none"> Activity will not run unless we are in level 2 or lower lockdown or the government permits it to go ahead. All students who are sick should be sent home as per our WAC covid policy. Any instructor who is sick is required to stay home from work and be checked by Amberley Medical Centre for COVID-19 symptoms. Sanitizer must be used between clients to prevent the spread of contaminants | |

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|---|--|---|---|--|
| | | | <ul style="list-style-type: none"> Where possible the instructor will stay outside the 1.5m requirement for more than 15 minute. | |
| <u>Equipment:</u> | | | | |
| Gear failure | | Equipment may not have been maintained, over use, worn out and should have been discarded and replaced. Poor checking process by instructor during the set up stage prior to the group participating. | Eliminate – replace the equipment or check that the gear failure was not through misuse. If through issue instruction on how to use the gear is required before continuation of the activity, Regular safety checks required for all gear, equipment and structures. | |
| Gear not rigged correctly resulting in harm to the participant. | | Instructor failed to rig the activity as per industry best practice and SOPs. | Eliminate – all gear is rigged as per SOPS/Induction. Gear needs to be checked by the instructor and designated head instructor fails to check | |
| Inappropriate attire | | Participants clothing not checked by person in charge prior to activity and instructor failed to check participants prior to commencing activity. | Eliminate – Stop activity and send those ill clad to get the right clothing. Instructor to check all participants' clothing before leaving base and a gear list for all activities must be sent to the group before they arrive at the Centre. | |
| Inadequate Safety Gear | | Instructor failed to check the numbers in the group before getting the safety gear out. Instructor failed to meet the Duty of Care required by the Policies and Procedures | Eliminate - Instructor to call a halt to activity due to inadequate safety gear and should not recommence activity until all participants have been supplied with safety gear. Instructor to check the numbers per group before the activity, so that adequate safety gear is available. | |
| Object falling from aloft | | Students not checked before activity commenced and any loose object not removed from their pockets. Instructor failed to inspect the high ropes course prior to use for loose static objects. Instructor did not secure belay systems or any other equipment aloft correctly. | Eliminate – Instructor to check all static equipment before using the ropes course. All participants must check their pockets for loose objects and any found must be placed with person in charge. Prior to activity the Instructor to brief participants on the dangers of loose items etc. | |
| First Aid Kit insufficiently stocked or administered | | Instructor did not check that first aid kit as per the checklist found inside the lid to make sure that any deficiencies are replaced. Instructor not proficient in first aid and no one is nearby who is suitably qualified and trained. | Eliminate – Instructor to check first aid kit before removing it from storage. Designated person must keep first aid kits stocked. Instructor has either a First Aid qualification or a person is nearby who has a current first aid qualification. | |
| <u>Environment:</u> | | | | |
| Dehydration | | Instructor and person in charge of group failed to make sure that the participants are carrying water. Instructor failed to monitor the group for dehydration. Instructor failed to make sure that water is available and suitable drinking vessels are available for participants to drink from. | Eliminate – Instructor and person in charge of group must check to see that all participants have a water bottle full with water. If this is not possible the instructor must make sure that water is supplied by the Centre along with individual cups for drinking out of. Instructor to maintain a watch on all participants for dehydration and rectify. | |
| Weather conditions | | Instructor failed to check the weather conditions prior to commencing the activity. Instructor fails to recognize the weather signs and stop the activity. Instructor failed to provide necessary clothing & | Eliminate/Minimise – Instructor to check weather forecast and keep a watchful eye on weather. Instructor to have suitable clothing and equipment nearby so that the activity may carry on. The Instructor must have authority to stop the activity if the ropes course | |

| | | | | |
|--|--|--|--|--|
| | | equipment so that the activity can carry on. Instructor & Director failed to adhere to Met service 48 hour weather forecast and implement the FLASH RATING and implement suitable safety standards and precautions. | gets too slippery and dangerous. The Director and the instructor just be familiar with the FLASH RATING SYSTEM and use it to manage their activities and instructor ratios. | |
| Ground Conditions | | Instructor failed to check the ground conditions around the ropes course. Instructor failed to brief the participants on the dangers associated with the ground conditions | Minimise – Instructor to check ground conditions around the ropes course and make sure the participant are brief. The instructor should keep participants away from the hazard areas and brief them on the effects of the ground conditions. | |
| Dehydration & Hypothermia and Hyperthermia | | Instructor not sufficiently trained to recognize the symptoms. Instructor failed to take all practical steps to isolate the effects of these illnesses. | Eliminate – Instructor trained in first aid and knows the symptoms of dehydration, hyperthermia, and hypothermia and is vigilant in monitoring all participants. Instructor must have the necessary first aid equipment with them or nearby to deal with these situations. | |
| Insect bites and sun burn, | | Instructor and person in charge failed to check all participant and make sure they were covered in sun cream and insect repellent | Minimise/Eliminate – Instructor to check with group leader that all participants have applied sun cream and insect repellent. | |
| Site Conditions | | Site has in appropriate signage and that there are multiple hazards that could cause hard to people | Minimise/Eliminate – Instructor to be aware of the site construction and brief all participants on the hazards of; i.e. site built from hard & soft materials for construction, anchoring, fastening, securing and belaying methods and which meet accepted industry standards. Participants warned to be vigilant when moving around the site. | |
| <i>Instructor:</i> | | | | |
| Under trained instructor | | Instructor process not followed by management and therefore instructor should not be allowed to supervise an activity unless being supervised by a more qualified and current person. | Eliminate/Minimise – All instructor must be suitable qualified to instruct on the activity. They must be supervised when deemed inexperienced and unqualified by a senior instructor. All instructors must be assessed against Vertical Horizon policy and procedures and be assessed competent before being able to instruct solo. | |
| Incorrect techniques taught by instructor | | Instructor not proficient in instruction techniques or keeping up with changes from industry. Senior instructor failed to supervise the instructor and monitor instruction techniques. | Eliminate – instruction staff to keep up to date on changes in technology and procedure for the challenge high ropes course. All instructors must pass competent in instructing the activity before being permitted to instruct that activity. | |
| Instructor inappropriately prepared for session | | Instructor failed to bring the appropriate clothing and equipment to the activity and therefore when or if the weather changes they will be worried not for their clients, but about themselves. They will not be focused on their group but themselves. The instructor has now become a hazard and is likely to fail in their Duty of Care for the clients. | Eliminate – All instruction staff must have the correct clothing, equipment and training to do their job. It is the requirement of HSE Act 1992 that all employees must be given safety clothing to complete their work. | |

| | | | | |
|--|--|---|--|--|
| <p>Instructors' health during the session has degenerated</p> | | <p>The instructor did not look after themselves prior to the session and falls ill or has taken incorrect steps that has put them in danger and they have suffered the consequences, making them unable to run the session safely.</p> | <p>Eliminate/Minimise - The group must stop the activity immediately and they are not permitted to continue with any part of the activity until another instructor is able to take over the session. The instructors are told during their induction phase that they need to take care of themselves and give as much warning to their manager if they think their ability to run a session has been compromised.</p> | |
| <p>INDUSTRY BEST PRACTICE:</p> | | <p>WAIPARA ADVENTURE CENTRE TRAINING SCHEDULE:</p> | <p>INSTRUCTOR QUALIFICATIONS:</p> | |
| <ul style="list-style-type: none"> ▪ Project Adventure New Zealand Associates (PANZA) ▪ Skills Active/NZQA Unit Standards ▪ ACC – A Code of Practice for Flying Fox ▪ Association of Challenge Course technology (ACCT) ▪ Haddock,C,2004, Outdoors Safety ▪ Outdoor Activities – Guidelines for Leaders | | <ul style="list-style-type: none"> ▪ All staff are trained as per induction and operate within WAC policies & procedures. ▪ All staff must have their log book signed off by senior staff after competency is reached | <ul style="list-style-type: none"> ▪ Sites specific instructor training and robust assessment of competency gained based on Industry best practice and Abseil/Rock 1 syllabus; or ▪ Rock 1 & 2, Abseil 1 & 2, or sport climbing, or ▪ Unit standard 17155 Facilitate high ropes course activities for personal and social development of participants | |
| <p>Emergency Preparedness:</p> | | | | |
| <ul style="list-style-type: none"> ▪ Qualified first aider – not negotiable ▪ First aid kit – Restocked after activity if used, must be with the instructor at all times ▪ Good communication skills – radio to be carried by all staff ▪ Knowledge of use/overage of emergency radio ▪ Evacuation plan an procedures | | <ul style="list-style-type: none"> ▪ Directive leadership during emergency crisis ▪ Pre-planned crisis management practiced i.e. cut away rescues, gear retrieval etc. ▪ Communication equipment – radio (cell phones don't work) ▪ Crisis management plan ▪ Notification of Centre Director, OSH, Emergency services (if needed) police | | |
| <p>Final Decision on Implementing Activity</p> | | <p>Comments:</p> <p>This RAMS replaces the previous RAMS and has been approved by William F. Drury - Turnbull Operations Manager/Centre Director approved for operational use</p> | | |

Signature of participants: Name: Date:/...../.....

By signing this I understand the Risk Management requirements of Waipara Adventure Centre and agree to adhere to them.



Section 9.8

WAIPARA ADVENTURE CENTRE

HAZARD & RISK MANAGEMENT PLAN (RAMS)

ACTIVITY: FLYING FOX LOCATION: By Water slide

| | |
|--|--|
| Risk: (Accident/Injuries and other forms of loss) | |
| 1) Loss of gear: 2) Physical Injuries –requiring hospitalisation: All serious harm, broken limbs, unconsciousness, severe lacerations requiring stitches, death, impact with ground, 3) Physical Injuries – requiring First Aid: i.e. burns, sprains, strains, bleeding, sun burn, dehydration, impact with ground..... 4) Damage to the environment: 5) Peer pressure resulting in loss of self-esteem through embarrassment: | 6) Inappropriate sequencing: 7) Equipment failure or damage 8) Psychological damage & Emotional Trauma: 9) Death: 10) Loss of experience to participants: 11) Cultural insensitivity: |

| HAZARDS | RISK | CAUSAL FACTORS (Hazards) | MANAGEMENT CONTROLS |
|----------------|-----------------|--------------------------|---------------------|
| People: | | | |
| Entanglement | 2,3,5,7,8,10,11 | | Isolate/Eliminate: |

| | | | | |
|--|---------------|--|---|---|
| | | | <ul style="list-style-type: none"> • Hair caught in pulley systems as not tied back, or hat not worn, • Loose clothing entangled in the carriageway | <ul style="list-style-type: none"> • Hat to be worn where necessary and long hair kept tied back • Clothing is to be correctly fitted or secure prior to flying • Where possible jewelry should be removed prior to commence flying. |
| Distraction of participants | 2,3,4,8,9,10 | | <ul style="list-style-type: none"> • Instructor failed to brief the participants about be distracted by their friends on the waterslide, air rifles. • No racing the waterslide participants | <p>Eliminate:</p> <ul style="list-style-type: none"> • Instructor briefs the participants about being distracted by those engaged in the waterslide and air rifles. • Instructor informs the participants not to race the people of the waterslide as this is dangerous |
| Fall from height off the carriageway | 2,3,5,8,9,10, | | <ul style="list-style-type: none"> • Competent Adult failed to make sure the flyer is seated correctly on the seat arrangement • The flyer does not lock their legs together knee to knee • Participant slips of the launching platform before they are properly seated | <p>Eliminate:</p> <ul style="list-style-type: none"> • Prior to loading participant to the carriageway competent adult must make sure that the flyer is seated correctly on the seating arrangement before the flyer is released • The flyer is instructed on how to lock their legs/knees together and make sure the flyer is in the "L" position • Competent adult must make sure the flyer is correctly sitting on the carriage seating arrangement securely before the flyer is released |
| Collision with pedestrian and carriageway/participant | 2,3,7,8,9,10 | | <ul style="list-style-type: none"> • Route not clearly marked and pedestrians walk into the path of the carriageway / participants • Embarking adult failed to manage the group and keep them in the safe area. • The disembarking area not supervised and the pedestrian cross over is not supervised | <p>Eliminate:</p> <ul style="list-style-type: none"> • The route of the flying fox is clearly marked and pedestrians are to be kept clear of the aerial ropeway behind the sign marked WAIT X. • All pedestrians are to stay at the WAIT X Sign until the carriageway has come to a complete |

| | | | |
|--|----------------|--|--|
| | | | <ul style="list-style-type: none"> stop and must be directed to cross by the disembarking competent adult. The disembarking area must be supervised at all times. |
| Existing medical conditions | 2,3,10 | <ul style="list-style-type: none"> Competent supervising adults are not aware of existing medical conditions Group leader failed to show the supervising adults the medical forms or failed to bring them to Waipara Adventure Centre | <p>Eliminate</p> <ul style="list-style-type: none"> Both supervising adults must check with group leader as to whether there are any existing medical conditions The booking information must have detail of the medical history of participants and is there are any preexisting medical conditions |
| <i>Equipment:</i> | | | |
| Equipment failure | 1,2,3,7,8,9,10 | <ul style="list-style-type: none"> Lack of mandatory inspection before use, weekly and bi-annually Staff member must cast their eye over the flying fox's components checking for any damage or wear & tear before use. Unauthorized equipment used causing equipment to fail | <p>Eliminate:</p> <ul style="list-style-type: none"> All equipment will have mandatory inspections All equipment is inspected prior to use Any damaged or unauthorized equipment will be removed from use until repaired or replaced. |
| Slippery loading point | 3,4,8,10 | <ul style="list-style-type: none"> Supervising adults failed to recognize the effects that wet weather has on the loading point | <p>Eliminate/minimize:</p> <ul style="list-style-type: none"> The supervising adults will stop using the flying fox due to slippery load point |
| Jumping off the platform causing tailbone or buttock injury | 2,8,10 | <ul style="list-style-type: none"> Supervising adult failed to brief the participants about jumping off the launch platform | <p>Eliminate:</p> <ul style="list-style-type: none"> Supervisor thoroughly briefs the participants on the loading procedure Proactive supervision |
| <i>Environment:</i> | | | |
| Adverse weather conditions | 3,4,8,10 | <ul style="list-style-type: none"> Weather forecast not obtained and weather signs not adhered to | <p>Eliminate:</p> <ul style="list-style-type: none"> Weather forecast checked daily and instructors are informed to monitor weather. |

| | | | |
|--|--|---|--|
| | | <ul style="list-style-type: none"> • The supervising adults not familiar with the change in characteristic of the flying fox in high winds or extreme rain • The supervisors do not have suitable wet weather clothing or equipment | <ul style="list-style-type: none"> • If the weather deteriorates making it dangerous the activity is to stop • All supervising staff are to be informed by the WAC Staff that the dynamics of the flying fox could change in high winds and extreme rainy conditions |
|--|--|---|--|

| INDUSTRY BEST PRACTICE | WAIPARA ADVENTURE CENTRE TRAINING SCHEDULE | INSTRUCTOR QUALIFICATIONS |
|--|---|---|
| <ul style="list-style-type: none"> • ACC Code of practice Flying foxes in New Zealand • Association of Challenge Course Technology • Project Adventure New Zealand (PANZ) • Skills Active Unit | <ul style="list-style-type: none"> • In-house sites specific training • Induction process | <ul style="list-style-type: none"> • All competent supervising adults must have read and understood the SOP/RAMS and that a WAC staff member has physically shown the adults how to run the flying fox operation |

Emergency Preparedness:

| | |
|--|--|
| <ul style="list-style-type: none"> • Administer first aid to causality and ensure safety of the remainder of the group. • Knowledge of and access to phone, vehicle and emergency services • Seek aid and evacuation where appropriate • Debrief all personnel afterward and/or seek professional counseling | <ul style="list-style-type: none"> • Prepare participants for an emergency and make sure they know what to do • Make sure that a first aider equipped with a serviceable first aid kit is nearby and that their certificate is up-to-date • Through the main office arrange for evacuation and report to police/OSH if there has been a serious accident or death • Seek support from office and the Operations Manager should take charge of media, police & OSH in the event of a serious accident causing serious harm or death. • For all media communication the contact is via SSDT chairperson. No staff member is permitted to converse with the media. • Arrange for counseling if deemed necessary |
|--|--|

Final Decision on Implementing Activity

Comments:

This RAMS replaces the previous RAMS and has been approved by William F. Drury – Turnbull, Operations Manager/Centre Director approved for operational use

Accept
29/5/17



Faulty Towers

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Standard Operating Procedures and Risk Assessment Method Statements

STANDARD OPERATING PROCEDURES

Set Up Process

Check ground area for anything that may impede the belay systems and the area on the concrete pad for any debris. Check that all set up equipment is on site, i.e. :

- Red dry bag containing Faulty Towers working parts, and
- Make sure the milk crates have been stacked, red on one side and blue of the other side of the concrete pad, and
- Tie the belay rope onto the pea cord using a sheet bend and pull the belay rope through the belay cable/pulley and bring the live end to the ground, and
- Disconnect the pea cord and fake it on the ground out of the way, usually at the base of each tree holding up the cables aloft, and
- Connect the Lory descending device to by rope hangers secure to the belay tree. Make sure they are threaded correctly as per instructions on outside, and
- Tie a double figure eight on the participants end (live rope) of the belay rope and the other end (Dead rope) secure it into the Lory and at the very end of the belay rope tie a single figure eight, and
- Lay out the full body harnesses and helmet ready for use, and

- Secure the site ready for use.

Risk Disclosure

All obvious and hidden hazards are disclosed to the client group, i.e.

- Danger areas within the confines of Faulty Towers, and
- Belayers getting their hands too close to the belay devise (Lory), which could cause injury to a belay person's hand and or fingers, and
- Explain how the participants when they go to fall, must fall forwards so that the milk create are flicked backwards, and
- Explain should the milk crates come forward all participants must be ready to move swiftly out of the way as the milk creates can reach the belay platform. The evacuation route is away from the milk crate area toward the tree climbing tree, and
- The rear belayer is advised to fold the end of the belay rope into their hands. The instructor must show the belayer what will happen if the coil the belay rope into their hands, and
- The instructor must show the participants what will happen if the coil the belay rope around the arm for more friction to pull and explain how they will get a nasty rope burn from this practice, and
- Explain where the belayer's should be situated so that they are out of the danger zone, and

- Explain the anywhere inside the belay area is considered a danger zone and therefore all participants must wear a helmet, and
- Explain how when one climber falls off that they must avoid hitting the other climber, mainly for fair play, but the crates of the other climber could come down on top the them, and
- Point out the correct way for the belayer to handle the rope, and
- On some occasions traffic use the roadway and the instructor has the right to stop traffic until it is clear and safe to do so, and
- Advise the participants that they are not to touch the red handle, as the only person who can is the instructor, and
- Explain to the participant any other hazards that present themselves on the day, and
- Explain where the safe and danger zones are and that a helmet must be worn whilst inside the danger zone.

Operational systems

Faulty towers is an activity that participants really get a lot of fun from. It builds resilience, competitiveness, confidence, fine motor skills, communication, cooperation, and challenge along with a great spectator activity.

The success of this activity relies very much on the instructor, and their enthusiasm and encouragement of the participants. In other word “hype” is important, but not over shadowing risk management.

The operational system is designed to engage the whole group either as participants, or belayers. It is important that the instructor draws the whole group into the experience and uses their energy to pump up the participants so that all are encouraging their mates to achieve as higher tower as possible, or the participant wants to achieve.

The instructor

Our instructors have been trained to have the skills, knowledge and experience to work initially in pairs, and then autonomously when instructing faulty towers, and operate within a closely defined range of skilled operations involving known routines, methods and procedures.

Personal Safety

All participants must have the appropriate clothing, footwear and all long hair must be secured under the helmet, or tied back.

All loose clothing must be tucked away and any jewellery that could impede safety or become a hazard must be removed. When a participant turns up to an activity they can expect to be given all safety equipment for the activity to operate safely, full of fun and a memorable experience for the right reasons. All instructors are to brief their group at the quadrangle on what clothing, lace up shoes, jacket, and water bottle and sun screen. All participants must slip, slap and slop with sun screen and keep hydrated throughout the activity time. The instructor must teach the participants the correct calls i.e. belay ready, climber ready, ready to climb (Climber), climb away (Belayer), and climbing (climber).

Belayers

- Explain/Demonstrate to the group the belay system set up, and
- Explain/Demonstrate the correct positioning of the belayers on either side of the belay devise (Lory), and
- Explains how the belay system work in conjunction with the climber, and
- Explain/Demonstrate where the belayers are to position themselves on the dead end of the belay rope, and
- Explain/Demonstrate how close the first belayer is to position themselves to the belay devise (Lory), and
- Explain/demonstrate how the belay rope must be pulled through the Lory as the Climber steps up on to the next milk crate.

- Explain to the participants that if the milk crates fall towards them that they are able to let go the belay rope and get out of the line of fire. The Lory will lock automatically once the sudden pressure is applied to the Lory.

Climbers

- Explain/Demonstrate to the climber how to fit the milk crate into each other, and
- Explain/demonstrate how to step up on to the milk crates using two different methods. i.e. straddle and side loading, and
- Explain/Demonstrate how the climber balances their body whilst stepping up on to the milk crates, and
- Climb as far as the climber feels comfortable and explain that the climber must fall forward when they feel unbalanced. Explain that the reason they fall forward is to flick the milk crate backwards.

Pre-Setup

1. Sign out all equipment gear needed for the Faulty Towers and check it all thoroughly before leaving the gear shed.
2. Safety management check for all hazards and eliminate and isolate these hazards.
3. Check all anchors for signs of damage.
4. Inspect the site for possible items that could damage rope and slings.
5. Clear away any hazard material before set up.
6. Physically / Visually check the Faulty Towers site from the top to bottom for hazards.

Site, Anchor and Belay Setup

1. Tie Pea cord to the safety rope using a double sheet bend knot and haul up until the safety rope has passed through the pulley system and back

down the other side, being vigilant to ensure the ropes don't get tangled.

2. Tie a double figure of eight (8) on a bite, followed by a stopper knot into one end of the safety rope.
3. Attach the other end of the safety rope to the Lorrie descender by putting the climbing end of the rope to the top of the Lorrie and the belaying end of the rope to the bottom of the Lorrie, as shown on the Lorrie descender. Ensure the Lorrie descender is properly attached to the anchor.
4. Tie a single figure of eight (8) Knot in the end of the belaying rope.
5. Fake the Pea cord off to the side where it won't cause a trip hazard, making sure not to coil the cord.
6. Leave the milk crates stacked according to colours on either side of the platform. Ensure there are two (2) stacks of three (3) crates on the platform, with a Grey crate stacked on the bottom of each stack, ready for clients to use.

Checks

1. Check all karabiners to make sure the gate is shut and locked and the opening of the gate is facing downhill.
2. Check the site for any further hazards

Prepare for the clients

1. Check full body harnesses for any defects.
2. Lay out the harnesses and at the same time check that the leg loops are correctly fastened. Place a harness beside each helmet.

Clients arrive

1. Clients are required to stand at the rear of the milk crate stacking site. The participants are briefed to stay in the safe zone at all times. They are only permitted to move when informed by the instructor. Clients

are informed that any person disobeying this rule will be excluded from the activity.

2. The instructor checks to see that all participants have water, insect repellent and sun screen applied and that they have the correct attire and footwear. No participant is permitted to climb with incorrect attire or footwear.
3. Brief introduction to milk crate stacking advising the clients about the risk of milk crate stacking (risk disclosure), not following instructions, acting the fool, using negative language, Playing the macho image, interfering with harnesses once they are fitted onto the climber and making sure that all participants are safe at all times. The participants are advised that if they fail to adhere to these rules they will be asked to leave the climbing site.

Briefing

1. The instructor is to introduce the participants to the harness and helmet and show them how to fit them to their body and fasten the milk crate waist strap and leg strap and close the "O" (open) to "C" (Closed). If full body harnesses are available those should be used in preference over sit and chest harness combination.
2. Instructor checks helmets and harnesses. The participants are informed not to remove the helmet from the head or the harnesses until they have completed their stacking and have returned to the safe zone. Anyone in the activity zone is to be wearing a helmet and harness at all times.
3. The instructor then talks about group and individual goals and objective and what each person wants to get out of the activity. The talk about fears and expectations and perception of the stacking. Talk about how group encouragement is very much part of this activity and that every person is different and should not be made fun of if they only get a small stack. They will talk about how some will be apprehensive and

others will be gung-ho and that whatever the participants are thinking, it is ok.

4. We will talk about pushing through the fear barrier and trusting the instructor and the gear. The instructor will try and get a feeling of who is apprehensive to make sure the person does not stew on their fears. It is a good idea to get a confident person to go first and then have the timid ones follow them. Don't push the participant beyond the Peak Experience sector as it is easy to push them into challenge or distress mode.
5. Talk about how the system works, and inform them that they will get further instructions when it is their turn to belay and stack the crates
6. Remind the adult supervisor to micromanage the group behavior and to make sure the participants are safe at all times, with an adult at the start of each belay rope.

Hook up to safety line and secured to belay line

1. The stacker is connected to the safety rope at the base of the milk stack.
2. Show the belayer how the rope wants to slide through the Lory device and have them practice until they have an understanding of the system and how it works. Show the backup belayers what their job is in piling up the excess rope and demonstrate how if the belayers drop the rope the Lory will automatically stop the stacker from falling, but it is important to emphasise that all belayers still must hold onto the belay rope at all times.
3. Show the stacker how to stack the crates and place themselves on the crates and how they need to balance their body using the ball of their feet and not hold onto the rope. Ask the stacker to demonstrate placing a crate, and give them pointers on where to place their feet and how to move up the stack. The crates must be placed at an angle and slid into position.

4. At all times the instructor must keep in contact with the stackers and belayer's using verbal and visual communication. Teach the clients the appropriate verbal signals needed to begin and end the activity.
5. When the stacker has reached their limit, or is becoming unstable, instruct the belayers to bring in the slack, and remind the stackers to fall forwards and kick the crates backwards. Unless the client is in discomfort or distress, they will wait for their teammate to complete their stack or also fall. Once both stackers have completed their stacks, the instructor will remove all crates in a hazardous location, and will then release the red handle on the Lory to allow the belayers to slowly lower the stacker to the ground. When the stacker is on the ground, they are to yell out 'safe' and unclip themselves from the rope and return to the safe area. The remaining stacker is to be lowered, following the same procedure.

Emergency Preparedness

1. The instructor must always be aware and prepared to help the stacker should they get into trouble.
2. The instructor must always be talking to the stacker, informing them what they are doing and what they want the stacker to do, where to place their hands and feet and that they will be lowered down. The instructor should request that when their feet touch the ground, they continue to lower themselves to a seated position.

3. Depending what the emergency is the instructor needs to be ready to deal with anything.
4. Inform the client that if they feel any pain or distress they should inform the instructor who will stop the activity and the procedure to lower them to the ground will be followed.

Debrief

1. The instructor debriefs the group by asking the questions about whether the participants achieved their goals and objectives, some may want to talk about how it was for them.
2. Talk about perceived risk verses real risk and absolute risk and what makes the difference. Talk about how the learning can assist the stacker with life issues. This could include:
 - a) What did the participants learn from the experience, and
 - b) How can they apply the learning to real day life, and
 - c) What are they taking away from the experience, and
 - d) What were the highs and lows and how did they push through these, and
 - e) How will they apply what they have learnt in the school, and
 - f) Would they like to do it again?



RISK AND HAZARD MANAGEMENT PLAN (RAMS)

ACTIVITY: Faulty Towers

LOCATION: WAC Faulty Towers area amongst Pine Trees

User of this RAMS use the following chart to ascertain the likelihood of occurrence and the Consequence on the Participant.

| | Insignificant | Minor | Moderate | Major | Severe |
|---------------|---------------|--------------|---------------|---------------|---------------|
| Very Likely | Low - Medium | Medium | Medium - High | High | High |
| Likely | Low | Low - Medium | Medium | Medium - High | High |
| Possible | Low | Low - Medium | Medium | Medium - High | Medium - High |
| Unlikely | Low | Low - Medium | Low - Medium | Medium | Medium - High |
| Very Unlikely | Low | Low | Low - Medium | Medium | Medium |

Severity of Consequence

| HAZARDS | RISK GRADE | CAUSAL FACTORS | MANAGEMENT CONTROLS | REVISED RISK GRADE |
|---|--|---|--|--------------------|
| <u>People:</u> | (Colours correspond with the likelihood verses the severity of the consequence. See graph above) | | | |
| Poor Instructions Technique | | Instructor poor technical understanding and short cut in instruction likely resulting in Harm to the participants | Eliminate – stop programme and Instructor re-trained & instructor standards upgraded, recertified before being permitted to instruct again. | |
| Poor instructor briefing | | Instructor poor instruction to give concise and correct briefing on the operation of the activity. | Minimise/eliminate – another Instructor to supervise the sessions and give the briefing, Instructor to learn briefing & debriefing skills, need re-certification for activity before permitted to instruct again. | |
| Poor listening / communication | | Instructor needs better crowd control and group need to take time out until they listen and take on board the importance of listening | Minimise – stop activity and brief the group that until they are ready to listen the activity is halted. Could be that instructor needs training in communication and listening skills, group management. Instructor requires supervision until deemed competent. | |
| Inexperienced or inadequately skilled instructor | | Instructor should not have been permitted to instruct a session unsupervised | Minimise/eliminate – replace instructor before session starts. Retrain staff member and go through competency assessment. | |
| Undisclosed Participant with medical condition | | Medical records not up to date or not checked by instructor, The group facilitator or the person concerned should have disclosed to the instructor medical condition. | Minimise – Halt activity, get the participant stabilized and take appropriate first aid treatment, Return to activity after crisis has been dealt with and everything has returned to normal. Check medical forms before activity commences. | |
| Fear & anxiety | | Participant panicking and needs to take time out until they are ready to participant in the activity or sit it out altogether. | Eliminate/Minimise – Halt activity, deal with the person, and resume activity after crisis dealt with. Know your group use sequential based learning to build confidence where possible. | |
| Instruction not followed by participant | | Participant placing themselves at risk and has become a hazard. | Minimise – Halt activity, take the student aside and request that they engage, if sit they sit out the activity. | |
| People walking into the ropes course area | | Safety barriers are not in place resulting in potential harm to people walking into the path of dynamic elements | Eliminate – barrier put in place and instructor vigilant on keeping people outside the danger zone. | |
| Student or instructor contracts COVID-19 from each other or other sources | | <ul style="list-style-type: none"> Group leader failed to observe symptoms. Instructor failed to stay home from work. Sanitizer not used by staff. Group operating within the 1.5m requirement of the requirement of the school | <ul style="list-style-type: none"> Activity will not run unless we are in level 2 or lower lockdown or the government permits it to go ahead. All students who are sick should be sent home as per our WAC covid policy. Any instructor who is sick is required to stay home from work and be checked by Amberley Medical Centre for COVID-19 symptoms. Sanitizer must be used between clients to prevent the spread of contaminants | |

| | | | | |
|---|--|---|---|--|
| | | | <ul style="list-style-type: none"> Where possible the instructor will stay outside the 1.5m requirement for more than 15 minute. | |
| <u>Equipment:</u> | | | | |
| Gear failure | | Equipment may not have been maintained, over use, worn out and should have been discarded and replaced. Poor checking process by instructor during the set up stage prior to the group participating. | Eliminate – replace the equipment or check that the gear failure was not through misuse. If through issue instruction on how to use the gear is required before continuation of the activity, Regular safety checks required for all gear, equipment and structures. | |
| Gear not rigged correctly resulting in harm to the participant. | | Instructor failed to rig the activity as per industry best practice and SOPs. | Eliminate – all gear is rigged as per SOPS/Induction. Gear needs to be checked by the instructor and designated head instructor fails to check | |
| Inappropriate attire | | Participants clothing not checked by person in charge prior to activity and instructor failed to check participants prior to commencing activity. | Eliminate – Stop activity and send those ill clad to get the right clothing. Instructor to check all participants' clothing before leaving base and a gear list for all activities must be sent to the group before they arrive at the Centre. | |
| Inadequate Safety Gear | | Instructor failed to check the numbers in the group before getting the safety gear out. Instructor failed to meet the Duty of Care required by the Policies and Procedures | Eliminate - Instructor to call a halt to activity due to inadequate safety gear and should not recommence activity until all participants have been supplied with safety gear. Instructor to check the numbers per group before the activity, so that adequate safety gear is available. | |
| Object falling from aloft | | Students not checked before activity commenced and any loose object not removed from their pockets. Instructor failed to inspect the high ropes course prior to use for loose static objects. Instructor did not secure belay systems or any other equipment aloft correctly. | Eliminate – Instructor to check all static equipment before using the ropes course. All participants must check their pockets for loose objects and any found must be placed with person in charge. Prior to activity the Instructor to brief participants on the dangers of loose items etc. | |
| First Aid Kit insufficiently stocked or administered | | Instructor did not check that first aid kit as per the checklist found inside the lid to make sure that any deficiencies are replaced. Instructor not proficient in first aid and no one is nearby who is suitably qualified and trained. | Eliminate – Instructor to check first aid kit before removing it from storage. Designated person must keep first aid kits stocked. Instructor has either a First Aid qualification or a person is nearby who has a current first aid qualification. | |
| <u>Environment:</u> | | | | |
| Dehydration | | Instructor and person in charge of group failed to make sure that the participants are carrying water. Instructor failed to monitor the group for dehydration. Instructor failed to make sure that water is available and suitable drinking vessels are available for participants to drink from. | Eliminate – Instructor and person in charge of group must check to see that all participants have a water bottle full with water. If this is not possible the instructor must make sure that water is supplied by the Centre along with individual cups for drinking out of. Instructor to maintain a watch on all participants for dehydration and rectify. | |
| Weather conditions | | Instructor failed to check the weather conditions prior to commencing the activity. Instructor fails to recognize the weather signs and stop the activity. Instructor failed to provide necessary clothing & | Eliminate/Minimise – Instructor to check weather forecast and keep a watchful eye on weather. Instructor to have suitable clothing and equipment nearby so that the activity may carry on. The Instructor must have authority to stop the activity if the ropes course | |

| | | | | |
|--|--|--|--|--|
| | | equipment so that the activity can carry on. Instructor & Director failed to adhere to Met service 48 hour weather forecast and implement the FLASH RATING and implement suitable safety standards and precautions. | gets too slippery and dangerous. The Director and the instructor just be familiar with the FLASH RATING SYSTEM and use it to manage their activities and instructor ratios. | |
| Ground Conditions | | Instructor failed to check the ground conditions around the ropes course. Instructor failed to brief the participants on the dangers associated with the ground conditions | Minimise – Instructor to check ground conditions around the ropes course and make sure the participant are brief. The instructor should keep participants away from the hazard areas and brief them on the effects of the ground conditions. | |
| Dehydration & Hypothermia and Hyperthermia | | Instructor not sufficiently trained to recognize the symptoms. Instructor failed to take all practical steps to isolate the effects of these illnesses. | Eliminate – Instructor trained in first aid and knows the symptoms of dehydration, hyperthermia, and hypothermia and is vigilant in monitoring all participants. Instructor must have the necessary first aid equipment with them or nearby to deal with these situations. | |
| Insect bites and sun burn, | | Instructor and person in charge failed to check all participant and make sure they were covered in sun cream and insect repellent | Minimise/Eliminate – Instructor to check with group leader that all participants have applied sun cream and insect repellent. | |
| Site Conditions | | Site has in appropriate signage and that there are multiple hazards that could cause hard to people | Minimise/Eliminate – Instructor to be aware of the site construction and brief all participants on the hazards of; i.e. site built from hard & soft materials for construction, anchoring, fastening, securing and belaying methods and which meet accepted industry standards. Participants warned to be vigilant when moving around the site. | |
| <i>Instructor:</i> | | | | |
| Under trained instructor | | Instructor process not followed by management and therefore instructor should not be allowed to supervise an activity unless being supervised by a more qualified and current person. | Eliminate/Minimise – All instructor must be suitable qualified to instruct on the activity. They must be supervised when deemed inexperienced and unqualified by a senior instructor. All instructors must be assessed against Vertical Horizon policy and procedures and be assessed competent before being able to instruct solo. | |
| Incorrect techniques taught by instructor | | Instructor not proficient in instruction techniques or keeping up with changes from industry. Senior instructor failed to supervise the instructor and monitor instruction techniques. | Eliminate – instruction staff to keep up to date on changes in technology and procedure for the challenge high ropes course. All instructors must pass competent in instructing the activity before being permitted to instruct that activity. | |
| Instructor inappropriately prepared for session | | Instructor failed to bring the appropriate clothing and equipment to the activity and therefore when or if the weather changes they will be worried not for their clients, but about themselves. They will not be focused on their group but themselves. The instructor has now become a hazard and is likely to fail in their Duty of Care for the clients. | Eliminate – All instruction staff must have the correct clothing, equipment and training to do their job. It is the requirement of HSE Act 1992 that all employees must be given safety clothing to complete their work. | |

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|--|--|---|--|--|
| <p>Instructors' health during the session has degenerated</p> | | <p>The instructor did not look after themselves prior to the session and falls ill or has taken incorrect steps that has put them in danger and they have suffered the consequences, making them unable to run the session safely.</p> | <p>Eliminate/Minimise - The group must stop the activity immediately and they are not permitted to continue with any part of the activity until another instructor is able to take over the session. The instructors are told during their induction phase that they need to take care of themselves and give as much warning to their manager if they think their ability to run a session has been compromised.</p> | |
| <p>INDUSTRY BEST PRACTICE:</p> | | <p>WAIPARA ADVENTURE CENTRE TRAINING SCHEDULE:</p> | <p>INSTRUCTOR QUALIFICATIONS:</p> | |
| <ul style="list-style-type: none"> ▪ Project Adventure New Zealand Associates (PANZA) ▪ Skills Active/NZQA Unit Standards ▪ ACC – A Code of Practice for Flying Fox ▪ Association of Challenge Course technology (ACCT) ▪ Haddock,C,2004, Outdoors Safety ▪ Outdoor Activities – Guidelines for Leaders | | <ul style="list-style-type: none"> ▪ All staff are trained as per induction and operate within WAC policies & procedures. ▪ All staff must have their log book signed off by senior staff after competency is reached | <ul style="list-style-type: none"> ▪ Sites specific instructor training and robust assessment of competency gained based on Industry best practice and Abseil/Rock 1 syllabus; or ▪ Rock 1 & 2, Abseil 1 & 2, or sport climbing, or ▪ Unit standard 17155 Facilitate high ropes course activities for personal and social development of participants | |
| <p>Emergency Preparedness:</p> | | | | |
| <ul style="list-style-type: none"> ▪ Qualified first aider – not negotiable ▪ First aid kit – Restocked after activity if used, must be with the instructor at all times ▪ Good communication skills – radio to be carried by all staff ▪ Knowledge of use/overage of emergency radio ▪ Evacuation plan an procedures | | <ul style="list-style-type: none"> ▪ Directive leadership during emergency crisis ▪ Pre-planned crisis management practiced i.e. cut away rescues, gear retrieval etc. ▪ Communication equipment – radio (cell phones don't work) ▪ Crisis management plan ▪ Notification of Centre Director, OSH, Emergency services (if needed) police | | |
| <p>Final Decision on Implementing Activity</p> | | <p>Comments:</p> <p>This RAMS replaces the previous RAMS and has been approved by William F. Drury - Turnbull Operations Manager/Centre Director approved for operational use</p> | | |

Signature of participants: Name:

Date:/...../.....

By signing this I understand the Risk Management requirements of Waipara Adventure Centre and agree to adhere to them.



Waterslide

143 Darnley Rd, RD3, Amberley
7483
03 314 6881
www.waiparaadventure.nz

Standard Operating Procedures and Risk Assessment Method Statements

STANDARD OPERATING PROCEDURES

RISK DISCLOSURE: All participants are to be advised that there is risk involved in this activity and that all participants must follow the instructions given by the Standard Operating Procedures (SOP) and Risk Analysis Management System (RAMS). The risk involves the participant standing up, going head first, not checking for debris on slide surface and people standing on the slide or not properly being supervised.

Operational requirement:

This activity is supervised by a competent adult who has been given clear instructions by a WAC staff member on the operation of the Waterslide and the ground safety instruction. The supervising adult must have read the SOP & RAMS prior to arriving at the Water Slide and before the staff member shows the physical operation. The supervising adult must run the Waterslide activity to the letter of the SOP & RAMS. The operations of the waterslide require a competent adult at the loading point and another competent adult supervising the disembarking point and to supervise all those who wish to cross the aerial ropeway to

access the water slide. All pedestrians must “WAIT X” until the approved adult at the disembarking point lets them through. The safety chain must be kept secure throughout the operation of the flying fox and only when the flyer has completed their turn, i.e. “disembarked” are pedestrians permitted to cross over the cableway to the water slide. It is normally not necessary to apply liquid soap to the slide, however if you do, please use it sparingly. Too much liquid soap causes the slider to fly off the end of the water slide material and could they get severely hurt. The slider could get liquid soap in their eyes if you use too much

Pre-activity checks:

Prior to the activity commencing the supervising adults must have read the SOP & RAMS and a staff member must conduct a visual inspection of the water slide which involves walking the entire length of the slide to ascertain whether it is in good working order and that the slide is free of debris.

Briefing:

The activity commences with a briefing by the competent supervising adult where clear concise operational instructions are

given to all participants, i.e. how the slider sits on the water slide, and they are warned not to slide head first or attempt to stand up. Once the first person has gone down the slide and come to a complete stop the next person is permitted to embark down the slide. It is imperative that the competent adult establishes clear boundaries for the water sliders before commencement of the activity (see below for details).

Operation:

During the activity the competent adults (embarking adult and disembarking/pedestrian cross over point adult) are to monitor the Water Slide operation to make sure that the group watching is abiding by the rules to stay in the safe zone on the forms and keep control of the pedestrian cross over point.

After the activity the supervising adult is to debrief the activity by asking the group whether they had fun and what did they learn from doing the activity?

Procedure:

1. The supervisor turns the lever valve to the on position and let the water run down the slide for several minutes before use. If water does not run this could mean that the bottom tap is turned off. However, a staff member should have prepared the slide ready for use.
2. The group assemble at the cross over point by the flying fox. They are not permitted to cross over the path of the flying fox until the safety person using the flying fox informs the sliders to do so. They can access the flying fox on the rough track between the rifle range and the flying fox. When the sliders get to the top of the track by the top flying fox

pole, they are to go around the outside of the flying fox guy wire stays and access the top of the water slide from here. If the slider accesses the water slide from the safety zone (forms by slide) they climb up the black polypropylene rope to the embarkation point on the slide

3. All sliders must wash their feet in the bath by the start of the slide to keep debris off the slide material. There is a supervising adult at the embarking point and an adult at the bottom near where the slider exits the slide. The supervisor must only permit one person on the slide at any one time. The slider must have exited the slide before the next slider embarks down the slide.
4. No slider is permitted to travel head first or attempting to stand up going down the slide. The correct position is either on their backs or front feet first. The reason is that if a slider went head first and the surface was too slippery they could fly off the end of the slide severely hurting themselves.
5. If the slide is too slow and minimal amount of liquid soap is permitted. Be aware of the hazards of too much soap mentioned above.
6. At the completion of the activity the supervisor must let water runs down to wash away any residual liquid soap and they turn off the lever valve before leaving.

The sliders must exit the same way they arrived. The supervisor at the bottom of the water slide must make sure that all sliders wait until directed to cross over the path of the flying. The flying fox must have come to a complete stop and the flyer must have disembarked before the chain safety gate is released so that access the flying fox carriageway is allowed. The slider should cross over quickly and not linger in the path of the flying fox. All sliders are not to interfere with the air rifles or archery participants



RISK AND HAZARD MANAGEMENT PLAN (RAMS)

ACTIVITY: Waterslide

LOCATION: WAC Waterslide on the top field

User of this RAMS use the following chart to ascertain the likelihood of occurrence and the Consequence on the Participant.

| | Insignificant | Minor | Moderate | Major | Severe |
|---------------|---------------|--------------|---------------|---------------|---------------|
| Very Likely | Low - Medium | Medium | Medium - High | High | High |
| Likely | Low | Low - Medium | Medium | Medium - High | High |
| Possible | Low | Low - Medium | Medium | Medium - High | Medium - High |
| Unlikely | Low | Low - Medium | Low - Medium | Medium | Medium - High |
| Very Unlikely | Low | Low | Low - Medium | Medium | Medium |

Severity of Consequence

| HAZARDS | RISK GRADE | CAUSAL FACTORS | MANAGEMENT CONTROLS | REVISED RISK GRADE |
|--|--|--|---|--------------------|
| <u>People:</u> | (Colours correspond with the likelihood verses the severity of the consequence. See graph above) | | | |
| Too many participants on the slide at any one time | | More than one participant on slide resulting in harm. Supervisor failed to supervise the group and manage the numbers on the slide at any one time | Eliminate - No more than 1 person on the slide at any one time. Supervisor controls the slide by allowing only one person on the slide at any one time. | |
| Participants taught the wrong technique | | Supervisor failed to brief participants one how to travel on the water slide resulting in harm. | Eliminate - Clear briefing, participants taught the appropriate ways going down the slide i.e. no standing whilst going down the slide, no tandem travel, keep hands away from the sides. | |
| <u>Equipment:</u> | | | | |
| Equipment failure | | Equipment not maintained by Centre staff. Supervisor uses slide without permission of the programme staff and hazards are not disclosed. | Eliminate - Regular physical checks on slide by designated staff members. All hazards are disclosed to supervisors by Centre staff before use. | |
| First aid kit insufficiently stocked | | Lack of control and inspection of first aid kit | Eliminate - Supervisor or someone nearby qualified in first aid, and regularly checks the first aid kit. | |
| Inadequate clothing | | Supervisor failed to check the sliders had the correct clothing and that the slider is not wearing shoes. | Eliminate - All clothing is checked for suitability, i.e. swimwear and no shoes allowed on slide at all times. | |
| <u>Environment:</u> | | | | |
| Weather conditions not checked | | Supervisor failed to check the weather conditions before the activity commences and they failed to monitor the weather during programme time. | Eliminate - Supervisor checked weather forecast before the activity commences and makes adjustment fort cold weather i.e. warm clothes to be warn whilst waiting for their turn Supervisor must monitor the weather during the activity | |
| Ground conditions | | Site not checked for slippery surface, or debris on the slide before the activity commences resulting in harm | Eliminate - The water slide is checked by the supervisor before the activity commences. Regular maintenance is maintained and all damage must be reported to the maintenance personnel | |
| Sunburn & insect bites | | Participants did not apply sunblock or insect repellent before the activity resulting in sunburn or insect bites | Eliminate - Sunblock and insect repellent is applied before the participants start the activity. | |

| INDUSTRY BEST PRACTICE: | WAIPARA ADVENTURE CENTRE TRAINING SCHEDULE: | INSTRUCTOR QUALIFICATIONS: |
|---|---|-----------------------------------|
| Supervisor follows the rams form and SOPs | WAC staff are to train or demonstrate or disclose the correct operation of the waterslide | |
| Emergency Preparedness: | | |
| <p>Stop activity, manage group, get patient out of water then administer first aid, warm patient slowly, contact office.</p> <p>Stop activity, administer appropriate first aid. Manage the rest of the group, contact camp office.</p> <p>Reassure and uplift the participant then offer opportunity to achieve immediate goal (challenge by choice). Offer support and coaching. Debrief in a positive way.</p> | <ul style="list-style-type: none"> ▪ Support staff, warm blanket, hat • First Aid Kit • Sensitive and understanding supervisor and support staff if required | |
| Final Decision on Implementing Activity | <p>Comments:</p> <p>This RAMS replaces the previous RAMS and has been approved by William F. Drury - Turnbull Operations Manager/Centre Director approved for operational use</p> | |

Signature of participants: Name:

Date:/...../.....

By signing this I understand the Risk Management requirements of Waipara Adventure Centre and agree to adhere to them.



Vertical Playpen

143 Darnley Rd, RD3, Amberley
7483
03 314 6881
www.waiparaadventure.nz

Standard Operating Procedures and Risk Assessment Method Statements

STANDARD OPERATING PROCEDURES

Set Up Process

Check the grounds area for anything that may impede the belay ropes or the climber as they climb the playpen. Check that all barriers cones are in place to restrict access.

Check that all set up equipment is on site, i.e.:

- Dry bag containing Vertical Playpen working parts, and
- Unlock the ladders, and
- Install the red run ladder to the snap link Carabiners ready for use, and
- Lay out the harnesses and helmets ready for use, and
- Secure the pea cord to the main belay ropes and haul into place.

Risk Disclosure

All obvious and hidden hazards are disclosed to client group, i.e.:

- Danger area within the confines of the vertical playpen, and
- Getting hands too close to the belay system, which could cause injury to a belay persons' hand and fingers, and
- Not listening to instructions could create an unsafe situation, and
- Letting belay ropes slide through the belayer's hands, thus causing potential rope burn, burnt sheath to the rope, and dropping the climber, and

- Parts of the playpen could come in contact with the climber, causing injury, and
- Two climbers climbing together potentially could cause injury as one climber pulls on a tyre or some other part of the playpen, which comes in contact with the other person, and
- Any other hazard that present themselves on the day.
- Explain to the climbers to keep their hands away from any cables, i.e. not to hold on to these, and
- Point out that some elements move, and as result could knock the other person off.

Operational systems

- Explain/demonstrate to the group how the belay system works, and
- Explain how the climbers need to work together to access the top of the playpen and that they need to touch/kiss the buoy at the top. Explain this is not a solo experience but they need to work together as a team, and
- Explain/demonstrate how to line up on the correct side of the belay rope,
- Explain/demonstrate how to get into the harness, and how the person will be hocked up to the system, and how the harness is tightened, and

- Explain that the people waiting in their harnesses will get their harness tightened/checked when they enter the vertical playpen area and before they climb, and
- Explain that the belay rope should be in the belayer's hand throughout the entire process of the climb and descent.

Running the Process

- Minimum of three belayers on each belay rope which should include an adult if available or senior youth, and
- Explain/demonstrate how the belayer's should pull in the rope as the climber climbs up the playpen, and
- Explain to the climbers how they should follow the belay rope up the playpen and when coming down do it in reverse, and
- Explain to the belayer's, how they should hold the belay rope, and bring the rope in and pay it out during the ascent and descent, and
- Explain when the instructor calls "HOLD" the belayer's stop belaying and secure the rope from any further movement, and
- Likewise, when the instructor calls continue belaying the belayer's continue to either take the belay rope in, or pay it out.
- The instructor positions themselves in front of the belayer's on the climber's side of the belay post, and the belayer's position themselves on the other side of the belay post.
- The instructor must keep a close eye on the belayer's. The instructor let the live belay rope slide through their hands to ascertain the tension on the belay rope and what needs to happen.

Communication System

- The process requires the following commands:
 - ✚ Instructor calls "Climbers ready", and
 - ✚ Instructor calls "Belayer's ready", and
 - ✚ Instructor calls "Climb away", climber say's "Climbing" and
 - ✚ Encourage the climbers during their climb and to support one another during the climb and descent, and
 - ✚ When climbers are at the top they can either down climb, or be lowered, and
 - ✚ If the climber is lower the descent rate should be slow and steady, hand over hand, and
 - ✚ And repeat the process.

Rescue System

- Once the emergency has been determined the instructor may do two things;
 - Have the other person who is not effected lowered to the ground and the instructor climbs up on that belay rope to assist the person in the emergency. The belay team take their instruction from the instructor and the supervisory adult makes sure the belay team keep their hands on the rope and pull through the belay as per previous instructions, or
 - The effected person is simply lowered to the ground, and
 - First Aid treatment, trauma treatment is applied, and
 - The whole team is debriefed.



RISK AND HAZARD MANAGEMENT PLAN (RAMS)

ACTIVITY: Vertical Playpen **LOCATION:** WAC Vertical Playpen area amongst Pine Trees

User of this RAMS use the following chart to ascertain the likelihood of occurrence and the Consequence on the Participant.

| | Insignificant | Minor | Moderate | Major | Severe |
|---------------|---------------|--------------|---------------|---------------|---------------|
| Very Likely | Low - Medium | Medium | Medium - High | High | High |
| Likely | Low | Low - Medium | Medium | Medium - High | High |
| Possible | Low | Low - Medium | Medium | Medium - High | Medium - High |
| Unlikely | Low | Low - Medium | Low - Medium | Medium | Medium - High |
| Very Unlikely | Low | Low | Low - Medium | Medium | Medium |

Severity of Consequence

| HAZARDS | RISK GRADE | CAUSAL FACTORS | MANAGEMENT CONTROLS | REVISED RISK GRADE |
|---|--|---|--|--------------------|
| <u>People:</u> | (Colours correspond with the likelihood verses the severity of the consequence. See graph above) | | | |
| Poor Instructions Technique | | Instructor poor technical understanding and short cut in instruction likely resulting in Harm to the participants | Eliminate – stop programme and Instructor re-trained & instructor standards upgraded, recertified before being permitted to instruct again. | |
| Poor instructor briefing | | Instructor poor instruction to give concise and correct briefing on the operation of the activity. | Minimise/eliminate – another Instructor to supervise the sessions and give the briefing, Instructor to learn briefing & debriefing skills, need re-certification for activity before permitted to instruct again. | |
| Poor listening / communication | | Instructor needs better crowd control and group need to take time out until they listen and take on board the importance of listening | Minimise – stop activity and brief the group that until they are ready to listen the activity is halted. Could be that instructor needs training in communication and listening skills, group management. Instructor requires supervision until deemed competent. | |
| Inexperienced or inadequately skilled instructor | | Instructor should not have been permitted to instruct a session unsupervised | Minimise/eliminate – replace instructor before session starts. Retrain staff member and go through competency assessment. | |
| Undisclosed Participant with medical condition | | Medical records not up to date or not checked by instructor, The group facilitator or the person concerned should have disclosed to the instructor medical condition. | Minimise – Halt activity, get the participant stabilized and take appropriate first aid treatment, Return to activity after crisis has been dealt with and everything has returned to normal. Check medical forms before activity commences. | |
| Fear & anxiety | | Participant panicking and needs to take time out until they are ready to participant in the activity or sit it out altogether. | Eliminate/Minimise – Halt activity, deal with the person, and resume activity after crisis dealt with. Know your group use sequential based learning to build confidence where possible. | |
| Instruction not followed by participant | | Participant placing themselves at risk and has become a hazard. | Minimise – Halt activity, take the student aside and request that they engage, if sit they sit out the activity. | |
| People walking into the ropes course area | | Safety barriers are not in place resulting in potential harm to people walking into the path of dynamic elements | Eliminate – barrier put in place and instructor vigilant on keeping people outside the danger zone. | |
| Student or instructor contracts COVID-19 from each other or other sources | | <ul style="list-style-type: none"> Group leader failed to observe symptoms. Instructor failed to stay home from work. Sanitizer not used by staff. Group operating within the 1.5m requirement of the requirement of the school | <ul style="list-style-type: none"> Activity will not run unless we are in level 2 or lower lockdown or the government permits it to go ahead. All students who are sick should be sent home as per our WAC covid policy. Any instructor who is sick is required to stay home from work and be checked by Amberley Medical Centre for COVID-19 symptoms. Sanitizer must be used between clients to prevent the spread of contaminants | |

| | | | | |
|---|--|---|---|--|
| | | | <ul style="list-style-type: none"> Where possible the instructor will stay outside the 1.5m requirement for more than 15 minute. | |
| <u>Equipment:</u> | | | | |
| Gear failure | | Equipment may not have been maintained, over use, worn out and should have been discarded and replaced. Poor checking process by instructor during the set up stage prior to the group participating. | Eliminate – replace the equipment or check that the gear failure was not through misuse. If through issue instruction on how to use the gear is required before continuation of the activity, Regular safety checks required for all gear, equipment and structures. | |
| Gear not rigged correctly resulting in harm to the participant. | | Instructor failed to rig the activity as per industry best practice and SOPs. | Eliminate – all gear is rigged as per SOPS/Induction. Gear needs to be checked by the instructor and designated head instructor fails to check | |
| Inappropriate attire | | Participants clothing not checked by person in charge prior to activity and instructor failed to check participants prior to commencing activity. | Eliminate – Stop activity and send those ill clad to get the right clothing. Instructor to check all participants' clothing before leaving base and a gear list for all activities must be sent to the group before they arrive at the Centre. | |
| Inadequate Safety Gear | | Instructor failed to check the numbers in the group before getting the safety gear out. Instructor failed to meet the Duty of Care required by the Policies and Procedures | Eliminate - Instructor to call a halt to activity due to inadequate safety gear and should not recommence activity until all participants have been supplied with safety gear. Instructor to check the numbers per group before the activity, so that adequate safety gear is available. | |
| Object falling from aloft | | Students not checked before activity commenced and any loose object not removed from their pockets. Instructor failed to inspect the high ropes course prior to use for loose static objects. Instructor did not secure belay systems or any other equipment aloft correctly. | Eliminate – Instructor to check all static equipment before using the ropes course. All participants must check their pockets for loose objects and any found must be placed with person in charge. Prior to activity the Instructor to brief participants on the dangers of loose items etc. | |
| First Aid Kit insufficiently stocked or administered | | Instructor did not check that first aid kit as per the checklist found inside the lid to make sure that any deficiencies are replaced. Instructor not proficient in first aid and no one is nearby who is suitably qualified and trained. | Eliminate – Instructor to check first aid kit before removing it from storage. Designated person must keep first aid kits stocked. Instructor has either a First Aid qualification or a person is nearby who has a current first aid qualification. | |
| <u>Environment:</u> | | | | |
| Dehydration | | Instructor and person in charge of group failed to make sure that the participants are carrying water. Instructor failed to monitor the group for dehydration. Instructor failed to make sure that water is available and suitable drinking vessels are available for participants to drink from. | Eliminate – Instructor and person in charge of group must check to see that all participants have a water bottle full with water. If this is not possible the instructor must make sure that water is supplied by the Centre along with individual cups for drinking out of. Instructor to maintain a watch on all participants for dehydration and rectify. | |
| Weather conditions | | Instructor failed to check the weather conditions prior to commencing the activity. Instructor fails to recognize the weather signs and stop the activity. Instructor failed to provide necessary clothing & | Eliminate/Minimise – Instructor to check weather forecast and keep a watchful eye on weather. Instructor to have suitable clothing and equipment nearby so that the activity may carry on. The Instructor must have authority to stop the activity if the ropes course | |

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| | | equipment so that the activity can carry on. Instructor & Director failed to adhere to Met service 48 hour weather forecast and implement the FLASH RATING and implement suitable safety standards and precautions. | gets too slippery and dangerous. The Director and the instructor just be familiar with the FLASH RATING SYSTEM and use it to manage their activities and instructor ratios. | |
| Ground Conditions | | Instructor failed to check the ground conditions around the ropes course. Instructor failed to brief the participants on the dangers associated with the ground conditions | Minimise – Instructor to check ground conditions around the ropes course and make sure the participant are brief. The instructor should keep participants away from the hazard areas and brief them on the effects of the ground conditions. | |
| Dehydration & Hypothermia and Hyperthermia | | Instructor not sufficiently trained to recognize the symptoms. Instructor failed to take all practical steps to isolate the effects of these illnesses. | Eliminate – Instructor trained in first aid and knows the symptoms of dehydration, hyperthermia, and hypothermia and is vigilant in monitoring all participants. Instructor must have the necessary first aid equipment with them or nearby to deal with these situations. | |
| Insect bites and sun burn, | | Instructor and person in charge failed to check all participant and make sure they were covered in sun cream and insect repellent | Minimise/Eliminate – Instructor to check with group leader that all participants have applied sun cream and insect repellent. | |
| Site Conditions | | Site has in appropriate signage and that there are multiple hazards that could cause hard to people | Minimise/Eliminate – Instructor to be aware of the site construction and brief all participants on the hazards of; i.e. site built from hard & soft materials for construction, anchoring, fastening, securing and belaying methods and which meet accepted industry standards. Participants warned to be vigilant when moving around the site. | |
| <i>Instructor:</i> | | | | |
| Under trained instructor | | Instructor process not followed by management and therefore instructor should not be allowed to supervise an activity unless being supervised by a more qualified and current person. | Eliminate/Minimise – All instructor must be suitable qualified to instruct on the activity. They must be supervised when deemed inexperienced and unqualified by a senior instructor. All instructors must be assessed against Vertical Horizon policy and procedures and be assessed competent before being able to instruct solo. | |
| Incorrect techniques taught by instructor | | Instructor not proficient in instruction techniques or keeping up with changes from industry. Senior instructor failed to supervise the instructor and monitor instruction techniques. | Eliminate – instruction staff to keep up to date on changes in technology and procedure for the challenge high ropes course. All instructors must pass competent in instructing the activity before being permitted to instruct that activity. | |
| Instructor inappropriately prepared for session | | Instructor failed to bring the appropriate clothing and equipment to the activity and therefore when or if the weather changes they will be worried not for their clients, but about themselves. They will not be focused on their group but themselves. The instructor has now become a hazard and is likely to fail in their Duty of Care for the clients. | Eliminate – All instruction staff must have the correct clothing, equipment and training to do their job. It is the requirement of HSE Act 1992 that all employees must be given safety clothing to complete their work. | |

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| <p>Instructors' health during the session has degenerated</p> | | <p>The instructor did not look after themselves prior to the session and falls ill or has taken incorrect steps that has put them in danger and they have suffered the consequences, making them unable to run the session safely.</p> | <p>Eliminate/Minimise - The group must stop the activity immediately and they are not permitted to continue with any part of the activity until another instructor is able to take over the session. The instructors are told during their induction phase that they need to take care of themselves and give as much warning to their manager if they think their ability to run a session has been compromised.</p> | |
| <p>INDUSTRY BEST PRACTICE:</p> | | <p>WAIPARA ADVENTURE CENTRE TRAINING SCHEDULE:</p> | <p>INSTRUCTOR QUALIFICATIONS:</p> | |
| <ul style="list-style-type: none"> ▪ Project Adventure New Zealand Associates (PANZA) ▪ Skills Active/NZQA Unit Standards ▪ ACC – A Code of Practice for Flying Fox ▪ Association of Challenge Course technology (ACCT) ▪ Haddock,C,2004, Outdoors Safety ▪ Outdoor Activities – Guidelines for Leaders | | <ul style="list-style-type: none"> ▪ All staff are trained as per induction and operate within WAC policies & procedures. ▪ All staff must have their log book signed off by senior staff after competency is reached | <ul style="list-style-type: none"> ▪ Sites specific instructor training and robust assessment of competency gained based on Industry best practice and Abseil/Rock 1 syllabus; or ▪ Rock 1 & 2, Abseil 1 & 2, or sport climbing, or ▪ Unit standard 17155 Facilitate high ropes course activities for personal and social development of participants | |
| <p>Emergency Preparedness:</p> | | | | |
| <ul style="list-style-type: none"> ▪ Qualified first aider – not negotiable ▪ First aid kit – Restocked after activity if used, must be with the instructor at all times ▪ Good communication skills – radio to be carried by all staff ▪ Knowledge of use/overage of emergency radio ▪ Evacuation plan an procedures | | <ul style="list-style-type: none"> ▪ Directive leadership during emergency crisis ▪ Pre-planned crisis management practiced i.e. cut away rescues, gear retrieval etc. ▪ Communication equipment – radio (cell phones don't work) ▪ Crisis management plan ▪ Notification of Centre Director, OSH, Emergency services (if needed) police | | |
| <p>Final Decision on Implementing Activity</p> | | <p>Comments:</p> <p>This RAMS replaces the previous RAMS and has been approved by William F. Drury - Turnbull</p> <p>Operations Manager/Centre Director approved for operational use</p> | | |

Signature of participants: Name:

Date:/...../.....

By signing this I understand the Risk Management requirements of Waipara Adventure Centre and agree to adhere to them.