

RISK ANALYSIS AND MANAGEMENT SYSTEM

NAME: Potiki Adventures Ltd

DATE: January 2019

ACTIVITY/SITUATION: Overnight tramping expeditions in NZ below the snow line

RISKS: Death from hypothermia, broken bones, sprains and strains, cuts and abrasions, blisters, fatigue, getting lost, heat exhaustion, drowning, allergic reaction to stings or bites, dehydration, loss of equipment, students litter or vandalise environment

CASUAL FACTORS

| PEOPLE | EQUIPMENT | ENVIRONMENT |
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| <p>Students do not have sufficient warm clothing or sleeping bags, get wet and cannot keep themselves warm and get hypothermia.</p> <p>Student gets separated from the group and subsequently get lost.</p> <p>Student falls while tramping resulting in broken bones, sprains and strains and or cuts and abrasions.</p> <p>Student is not wearing suitable footwear for tramping which does not support their ankles and they sprain their ankle.</p> <p>Student has not worn in their tramping boots and suffers from severe blisters preventing them from continuing on the tramp.</p> <p>Student does not consume a sufficient amount of food for the demand of the tramp and suffers from fatigue.</p> <p>Student does not know the appropriate way to layer their clothing resulting in heat exhaustion.</p> <p>While attempting a river crossing students do not use the appropriate technique and get swept away by the river resulting in broken bones, cuts and abrasions, hypothermia or drowning.</p> <p>Student does not have enough fluid intake and gets dehydration.</p> | <p>Participants and instructors lose some or all of their gear.</p> | <p>Student pulls leaves and branches off trees and plants.</p> <p>Potiki Adventures staff or students leave rubbish behind.</p> <p>Graffiti is written on trees, plants, signs etc.</p> <p>Students are too noisy and/or rowdy and have an affect on other people using the park.</p> <p>Participants do not abide by the environmental care code and do not move 50 metres from the track before digging a hole to use as a toilet.</p> |

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| <p>Student gets stung or bitten resulting in an allergic reaction causing death.</p> <p>Students do not have the appropriate maps for the area and are not carrying a compass.</p> <p>The participant's fitness levels are not at a level required for the expedition.</p> <p>Students take the wrong path and head towards a dangerous area without the instructor noticing and get into difficulties, ie fall off a cliff or get caught in a river.</p> | | |
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RISK MANAGEMENT STRATEGIES

| PEOPLE | EQUIPMENT | ENVIRONMENT |
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| <p>Instructors are to ensure that all participants have adequate warm clothing and sleeping bags to protect them from New Zealand weather conditions.</p> <p>Instructors are to ensure that the group remains together when tramping so no one gets lost or left behind.</p> <p>If there is terrain that is above the level of the participants the instructor is to assess the area and guide the participants safely past the area.</p> <p>Instructors are to check the participant's footwear is suitable for the terrain including providing adequate ankle support.</p> <p>Participants are to be made aware of the appropriate supplies to bring in their first aid kit to deal with blisters. They will be made aware to wear footwear that has been worn in to minimise the effects of blisters.</p> <p>Instructors are to ensure participants are consuming the appropriate amount of food required to produce sufficient energy levels throughout the expedition.</p> <p>The group is to be familiar with clothing layers and how to control their body temperature before</p> | <p>Everyone is to ensure they do not lose any of their gear during the expedition. A thorough check of the campsite is to be done each day before departing to make sure nothing is left behind.</p> | <p>Students are to be made aware of the area they are in and that we are to treat the trees, plants and wild life with respect and not cause any damage to them.</p> <p>Potiki Adventures is to check the area before the group leaves and pick up any rubbish that has been dropped.</p> <p>Group will be made aware that it is not acceptable to litter in the area.</p> <p>If there is any damage to public or park property or graffiti placed by Potiki Adventures staff or any member of any group they bring to the area, Potiki Adventures is</p> |

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| <p>the expedition to avoid heat exhaustion.</p> <p>Instructors are to manage river crossings and ensure that the group is strong enough to cross the river safely and that the correct technique is being used.</p> <p>Instructors are to observe that everyone is drinking enough fluids to avoid anyone getting dehydrated. Each morning before leaving the campsite each participant is to have 2 litres of water for the day which must be purified every time.</p> <p>Participants are to disclose any medical conditions to the instructors before departure of the expedition. This must include if they are allergic to stings or bites. Instructors are to carry antihistamine in the first aid kits in case of such an event.</p> <p>Each group is to have topographical maps of the area and compasses. The instructors are to be familiar with the route and know exactly where the group is on the map at all times. Each instructor is to have a detailed plan of the expedition and proposed routes and check before departure that they match with the participants plans.</p> <p>The participants are to be made aware well in advance of the expedition of the fitness level required to successfully complete it.</p> <p>The instructor is to be aware where the group is at all times including if the group takes the wrong path. If the instructor can see the group is heading towards dangerous terrain then they are to stop the group immediately and return to safe terrain.</p> | | <p>to take responsibility.</p> <p>Potiki Adventures will explain the significance of the realm of Tane Mahuta to Maori, and encourage them to be quiet and listen to what the ngahere (forest) is like when we are not there. And then ask that they respect this and keep the noise levels to a minimum.</p> <p>Potiki Adventures is to abide by the Environmental Care Code at all times.</p> <p>Potiki Adventures will educate all participants of the Environmental Care Code and ask that they respect it.</p> |
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EMERGENCY PLAN

Intentions of the expedition are to be left with Ngahina from Potiki Adventures with details of how many are in the group and when we are due to arrive back. If we are not back when stated in our intentions form they will send out a search party.

Dial 111 Police, Ambulance, Fire

1st Aid kits in instructor packs

Instructors to have a current First Aid certificate

Instructor to administer first aid.

Instructors to decide before starting the activity, who is to administer first aid and who is to be the leader in the situation and manage the group and delegate jobs to others ie who will go for help etc.

Instructors to have charged cell phones on them at all times.