

Health and Safety is the responsibility of ALL (including: staff, students, volunteers, camp staff etc). When completing the initial Hazard Analysis and Risk Assessment consider whether the activity is:

L - Low risk	M- Medium	H- High Risk
There is no or minimal intervention required to further reduce the risk	Some intervention is required to either minimise, substitute or eliminate the risk.	Any high risk activity needs to be addressed and reduced to AT LEAST MEDIUM prior to starting.
Types of Hazards	General Hazards- relating to roads, traffic, weather, people, surfaces etc.	Activity Specific Hazards- relating to equipment, processes specific to any activities that will be undertaken
Assessment Process		
Key Hazards	What could go wrong? A hazard is something with the potential or ability to cause harm	
Cause	What could cause it to go wrong?	
Initial Risk	What is the risk (likelihood/consequence) of it going wrong without additional controls?	
Controls How are we going to manage/eliminate/minimise this risk?	1. Substitution (part or whole). 2. Isolate or prevent contact or exposure to risk. 3. Engineering control- of mechanical devices or processes. 4. Administrative control- methods of work processes and procedures to minimise risk.	
Residual Risk	What is the likely outcome after putting these additional controls in place?	

Camp/ Activity	Dates/Times	Teacher(s) in charge	Parent volunteers	No. of students
Sailing / Biking	18/31 Oct, 8/15 Nov, 5 Dec	Jo Mortimer/Danique McRae		24
Additional Notes	<ul style="list-style-type: none"> Information about the activities given to every student's parent/caregiver to be read Signed consent from all student's parents must be received before activity day First aid kids carried by supervising parents at off site activities All supervising parents will be given the RAMs, and helper expectations before departure with the expectation this is read beforehand Children will be travelling by private vehicle to the Irrigation Boating area near Pukeuri where they will receive instruction on Kayaking & Sailing Children will be crossing the main road and biking on the allocated MTB track with instruction from their teacher in mountain biking 			

General Hazards- relating to roads, traffic, weather, people, surfaces, general environment etc.

Key Hazard	Causes	Initial Risk (HML)	Controls	Responsibility	Residual Risk (HML)
SAILING	<ul style="list-style-type: none"> Driver inattention or carelessness Weather conditions Other road users 	M	<ul style="list-style-type: none"> Ensure drivers licences, registrations, and WOFs are current Ensure Transport Volunteer agreement is signed and followed Ensure procedures for travelling by car are shared with drivers and adhered to Check weather forecasts prior to departure from the school. In adverse 	Teacher in charge Drivers	L

			<p>weather or where road conditions are considered hazardous, either delay, or cancel departure until it is safe to travel</p> <ul style="list-style-type: none"> • Cell phones to be carried by all adults associated with the group • Contents of first aid kits checked and restocked prior to departure from school 		
Hypothermia/Heat stroke/Sunburn	<ul style="list-style-type: none"> • Failure to take the necessary precautions against external influences (heat, cold) • Failure to ensure students understand the instructions around the safety rules to be followed and equipment/supplies needed for each activity 	L	<ul style="list-style-type: none"> • Students are made aware of their own personal safety • Check weather forecasts prior to embarking on an activity and ensure all students/supporting adults have the correct equipment to keep themselves safe from the elements • Wetsuits are encouraged by not compulsory, students are encouraged to have appropriate gear that can get wet but also have warmer layers for colder weather • Ensure school sun hats are worn on sunny days and sunscreen has been applied as well as having sunscreen with the group for reapplication • Extra clothing to be taken by each student to allow for weather changes 	Teacher/Adult in charge Students Supervising Adults	L
Injuries Cuts/Bruises	<ul style="list-style-type: none"> • Inadequate explanation given of the activity and/or safety rules to be followed • Failure to ensure students understand the instructions for an activity and the safety rules to be followed 	L	<ul style="list-style-type: none"> • Area kept safe and free of hazards • Students are given specific instructions clearly and concisely with a check made to ensure that understanding is evident • Students are made aware of their own personal safety • First aid kit with appropriate contents carried by supervising adults • Activity areas checked out, boundaries clearly defined, and any hazards that can be reduced or eliminated done so 	Teacher/Adult in charge Supervising Adults	L
Key Hazard BIKING	Causes	Initial Risk (HML)	Controls	Responsibility	Residual Risk (HML)
Hit by car crossing the highway	<ul style="list-style-type: none"> • Driver inattention or carelessness • Weather conditions • Other road users • Teacher/adult/student inattention or carelessness • Inadequate adult/student ratios with the result of insufficient coverage of risk areas • Inadequate explanation given of the activity and/or safety rules to be followed • Failure to ensure students understand the instructions for an activity and the safety rules to be followed 	L	<ul style="list-style-type: none"> • Students are given specific instructions clearly and concisely with a check made to ensure that understanding is evident • Students are made aware of their own personal safety • Adult/Student ratios are maintained suitable for the activity • First aid kit carried by teacher/adult in charge • Exemplary student behavioural guidelines are established and enforced • Small group numbers support crossing the highway safely 	Teacher/Adult in charge Supervising adult	L
Injuries	<ul style="list-style-type: none"> • Inadequate explanation given of the 	L	<ul style="list-style-type: none"> • Area checked prior to biking to ensure it is kept safe and free of obvious 	Teacher/Adult in charge	L

Cuts/Bruises	<ul style="list-style-type: none"> activity and/or safety rules to be followed Failure to ensure students understand the instructions for an activity and the safety rules to be followed 		<ul style="list-style-type: none"> hazards Students are given specific instructions clearly and concisely with a check made to ensure that understanding is evident Students are made aware of their own personal safety First aid kit with appropriate contents carried by supervising adults Activity areas checked out, boundaries clearly defined, and any hazards that can be reduced or eliminated done so 	Supervising Adults	
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Activity Specific Hazards- relating to equipment, processes specific to any activities that will be undertaken

Activity and Hazard(s) SAILING	Causes	Initial Risk (HML)	Controls	Responsibility	Residual Risk (HML)
Drowning	<ul style="list-style-type: none"> Inadequate adult/student ratios with the result of insufficient coverage of risk areas Inadequate explanation given of the activity and/or safety rules to be followed Failure to ensure students understand the instructions for an activity and the safety rules to be followed Hazards not identified or explained Students moving away from a designated area or their group and entering an out of bounds area Student wandering off Falling into the water 	M	<ul style="list-style-type: none"> Exemplary student behavioural guidelines are established Students are made aware of their own personal safety Students are given specific instructions clearly and concisely with a check made to ensure that understanding is evident Boundaries are clearly identified and enforced Adult/Student ratios are maintained suitable for the activity Life jackets are to be worn in and around the water 	Teacher/Adult in charge Students Supervising Adults	L
Head trauma	<ul style="list-style-type: none"> Swinging boat boom Boat collision Student inattention or carelessness Failure to ensure students understand the instructions around the safety rules to be followed regarding equipment 	M	<ul style="list-style-type: none"> Students are made aware of their own personal safety Students are given specific instructions clearly and concisely with a check made to ensure that understanding is evident Children instructed to keep low and safe Helmets are to be worn at all times when in the boat or kayak Sail reefed if the wind is above skill level Weather forecast checked before event from www.metvuw.com/index.php Weather eye kept for fronts and gusts 	Teacher/Adult in charge Students	L
Severe injury from rescue boat propeller	<ul style="list-style-type: none"> Student inattention or carelessness Failure to ensure students understand the instructions around the safety rules to be followed 	L	<ul style="list-style-type: none"> Helmets are to be worn at all times when in the boat or kayak Students are made aware of their own personal safety Rescue boat operated by a sensible adult Motor is shut off when coming into a rescue situation 	Teacher/Adult in charge	L

	<ul style="list-style-type: none"> regarding equipment • Reckless behaviour from supervising parent 		<ul style="list-style-type: none"> • Oars are available and used in closer situations • Children are not to swim in the open water or around launching area • Children instructed on how to approach the rescue boat • Emergency phone carried by supervising adults 		
Activity and Hazard(s)	Causes	Initial Risk (HML)	Controls	Responsibility	Residual Risk (HML)
Crash off bike resulting in: Head injury Broken bone	<ul style="list-style-type: none"> • Student inattention or carelessness • Failure to ensure students understand the instructions around the safety rules to be followed • Hazards not identified or explained • Inadequate adult/student ratios with the result of insufficient coverage of risk areas • Inadequate explanation given of the activity and/or safety rules to be followed • Students moving away from a designated area without permission and entering an out of bounds area • Inadequate bike maintenance carried out to ensure optimal performance 	L	<ul style="list-style-type: none"> • Students are given specific instructions clearly and concisely with a check made to ensure that understanding is evident • Boundaries are clearly identified and enforced • Students are made aware of their own personal safety • Exemplary student behavioural guidelines are established and enforced • Activity areas checked out, boundaries clearly defined, and any hazards that can be reduced or eliminated done so • Emergency phone carried by supervising adults • Helmets to be worn at all times on bikes • School bikes checked by bike mechanic regularly • Bike and helmet safety checks done at school by supervising teacher/adults before departure 	Teacher/Adult in charge Supervising adults Students	L

Critical Incident Management - if a major emergency were to take place, below are the procedures to follow

Activity and Hazard(s)	Emergency Procedures to Manage Identified Risks	Emergency Gear Required
Vehicle Accident en route to and from Sailing	<ul style="list-style-type: none"> • Students evacuated from vehicles following procedures as instructed by personnel onsite • Emergency services contacted • School office notified (if during school hours) • Principal notified (if outside school hours) • Parents/Caregivers notified through the School Office and/or Principal 	Cell phone First Aid Kit
Accident while participating in a programmed activity	<ul style="list-style-type: none"> • Personal safety of all in the accident area ensured • Initial assessment of injuries carried out • Treat injuries at the site if practical • Arrange transport to doctor or back home if necessary • Emergency services contacted if injuries of a serious nature 	Cell phone First Aid Kit

	<ul style="list-style-type: none"> • Parents/Caregivers notified 	
Ill health / Hypothermia / Heat Stroke / Poisoning	<ul style="list-style-type: none"> • Remove patient to a safe treatment area • Arrange for medication to be brought to the area • Return to activity if treatment is satisfactory and continue to monitor health • If concerned for a patient's condition, arrange for them to be transported to a doctor or the hospital for further diagnosis and/or treatment • Parents/Caregivers 	Cell phone First Aid Kit Medication

Approved by:	Position:	Date:	Teacher in Charge:	Date:
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