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| **2. EOTC Risk Assessment and Supervision: Overnight Camping** | Version: | Draft | Date: | 10 Jul 17 |

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| **Harm** | **Hazard** | **Risk**  **Rating?**  How serious? | **Controls** | Check:  Controls implemented?  By who? | **Residual** |
| What could go wrong? | Why would this happen? | How can it be prevented? First try to e)liminate, then m)inimise the risk | **Risk Rating?** |
| Fatality / Serious Injury | Fire | **High** | Check fire risk, fire restrictions, and permission (m)  Identify high risk areas and conditions (dry vegetation, wind etc) (m)  No smoking (e)  No candles inside tents (or matches/lighters if they are likely to be misused) (e)  Carefully consider the use of candles in buildings (m)  Check accommodation buildings for smoke alarms where appropriate (m)  Careful use of potential fire sources – e.g. cookers, generator (m)  If permitted, site campfire away from combustible vegetation on dirt, shingle or concrete |  |  |
| Earthquake / Tsunami / Other | **High** | Brief participants, what to do if (m)  Check site beforehand - consider:  - environmental hazards (proximity to coastline, rockfall hazard etc) (m)  - staying in buildings and shelters e.g. smoke alarms, clear fire exits (m)  Ensure know how to raise alarm (m)  Plan how to evacuate - consider alternative routes (m)  Move to safe location eg/ open area and higher ground (m) |  |  |
| Shooting | **High** | Check land owner - potential for hunters to be present? (e/m)  Avoid common hunting areas and times (e)  Communicate that are camping in area - signage at road end; check in with land owner / DOC (m)  Ensure campsite visible (m)  Consider reflectors, use night light (m) |  |  |
| Tree Fall | **High** | Look up - Check for dead, overhanging &/or large trees & branches (e)  Consider camping 2 tree lengths from susceptible trees (e)  Check weather forecast for high winds (m) |  |  |
| Weather or Earthquake related events - flood, wind, land / mud slide, rock fall, avalanche | **High** | Check site beforehand - consider environmental hazards (include flooding potential, land stability & wind effect) at and near campsite (m)  Check with land owner - previous history etc (m)  Check weather / tide forecast (m) |  |  |
| Other impacts due to environment:  traffic, water, livestock, heights, slopes, ditches | **Med - High** | Check whole of site beforehand - consider other uses, where participants could go (m)  Check with land owner - previous history etc (m)  Consider set up of campsite - avoid thoroughfares (m)  Clear guidelines around behaviour - 2 at all times (m)  Provide (and possibly mark) clear boundaries (m)  Minimise unstructured (free) time (m)  Ensure proactive supervision at all times (m) |  |  |
| Inappropriate action by/with public | **Medium** | Provide clear guidelines around behaviour - at least 2 participants together at all times (m)  Provide clear boundaries (m)  Ensure understand who else is in area (m)  Provide visible supervision of minors (m) |  |  |
| Inappropriate action by/with staff/volunteers | **Medium** | Ensure staff are safety checked - incl referee checks (m)  Consider police vetting of volunteers (m)  Provide clear guidelines around appropriate behaviour - avoid being alone with children, open door policy, involve other adults where possible (m)  Ensure supervisors not distracted - no siblings etc (m) |  |  |
| Medical Incident | Allergic Reaction | **High** | Collect accurate medical information, discuss allergy action plan, ensure info tagged to right person (m)  Ensure participant carries appropriate medication & that others know how to administer (m)  Minimise exposure to triggers:   * Wasps, onga onga (m) * Known food allergy - manage food preparation, clearly labelled food, prevent cross contamination, personal hygiene (m)   Ensure appropriately competent staff know how to recognise and respond to anaphylaxis (First Aid minimum) (m) |  |  |
| Pre-existing Medical Condition | **High** | Collect accurate medical information, discuss & ensure info tagged to right person (m)  Ensure participant carries appropriate medication & that others know how to administer (m)  Ensure appropriately competent staff - First Aid minimum (m) |  |  |
| Injury - cuts, grazes, burns, bruises etc | Unsafe / reckless behaviour | **High** | Ensure behavioural expectations are clear to participants and supervising teachers/helpers (m).  Provide appropriate supervision and reinforce behavioural expectations (m).  Minimise unstructured free time (m). |  |  |
| Missing person | Wanders off and/or doesn’t know how to return to site | **High** | Check whole of site beforehand - where participants could go. Identify handrails and catching features  Clear guidelines around behaviour - 2 at all times  Provide (and possibly mark) clear boundaries  Consider marking path to toilets at night  Method of, and regular, accounting for everyone (buddy up / number off) |  |  |
| Hypothermia (too cold) | Cold and/or windy weather, inadequate clothing &/or shelter | **High** | Be aware of weather conditions and plan accordingly – e.g. contingency plan and consider cancel or alternate activity in poor weather (e).  Brief participants and provide checklist of suitable clothing/sleeping gear etc to bring (m).  Check students clothing (wind & rainproof) and sleeping gear is suitable (m)  Have extra clothing, food and hot drinks available in poor weather (m)  Be aware of signs of hypothermia and the need to keep energy level high (m) |  |  |
| Hyperthermia (overheating) | Hot weather (strong sun, no breeze) &/or overexertion | **High** | Ensure participants have plenty to drink, use sun hats & sun screen and stay in shade, where possible (m)  Adjust activity  Ensure extra water, spare sun hats & sun-screen available (m)  Provide/use shaded areas (m) |  |  |
| Emotional distress | Unfamiliar environment, routine, stressed, anxious, bed wet | **Medium** | Collect accurate medical/behavioural information, discuss with participant and/or caregiver (m)  Implement appropriate strategies (m) |  |  |
| Environmental Damage | Fireplace, litter, damage to trees/plants, toileting, upset neighbours/wildlife | **Medium** | Plan and prepare (packaging, permits etc) (m)  Travel and camp on durable ground - what long term impacts will you have on campsite (m)  Dispose of waste properly - what is the toileting plan? (m)  Leave what you find - artefacts, weed seeds, didymo (m)  Minimise effects of fire (safe firelighting, Leave No Trace fires) (m)  Respect wildlife and farm animals - e.g. reducing temptation to weka, keas, possums, dogs etc (m)  Respect other users - e.g. noise (m) |  |  |
| Illness - diarrhoea and vomiting | Poor hygiene, food or water quality | **Medium** | Ensure food hygiene (including storage), toileting hygiene (hand washing) and water hygiene (safe to drink, how do you know, how do you treat) regimes clear and followed (m). |  |  |

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

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| **Specific Event and Site:** | By: |  | Date: |  |

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| Site Specific Hazards  - What else could go wrong at this site? | Management - How can we control this? |
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| Specific Hazards on the Day  - What could go wrong at this site:  1. On this day (weather, tide, current etc)?  2. With these people (participants, staff etc)? | Management - How can we control this? |
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| **Supervision Requirements** Consider the risk assessment and the staffing requirements to manage the controls | By: |  | Date: |  |

**1. Roles and Competency:** Identify the **roles and competencies** required for the event

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| Role  Names | Police Check? | First Aid? | Skill / Qualification / Experience | Induction and/or Training? |
| ***Person in Charge*** | ***Required*** | ***Required*** | ***Group Management*** | ***Yes – EOTC SMP*** |
| *Fred Smith (example)* | *✓* | *Exp 8/17* | *Teacher* | *Completed 12/02/17 Md* |
| ***Drivers*** | ***Required*** | ***Required*** | ***Group Management / Driving licence*** | ***Yes –Transport policy &***  ***procedures*** |
| *Fred Smith (example)* | *✓* | *Exp 8/17* | *License # B576839 Exp 3/20* | *Completed 12/02/17 Md* |
| *Maggie Brown (example)* | *✓* | *Exp 9/17* | *License # B839209 Exp 7/22* | *Completed 12/02/17 Md* |
| ***Overnight supervisor*** | ***Required*** | ***Prefer*** | ***Group Management*** | ***On the day*** |
| *Maggie Brown (example)* | *✓* | *Exp 9/17* | *Ex teacher, involved at surf club* | *Completed 3/03/17 Md* |
| ***Activity Leader –Overnight camping*** | ***Required*** | ***Required*** | ***Group Management*** | ***Yes – EOTC SMP, Activity specific training*** |
| *Jo Collins (example)* | *✓* | *Exp 4/18* | *NZOIA Bush 1 Exp 3/18* | *SMP Completed 12/02/17 Md*  *Bush Completed 16/02/17 Bob* |
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**2. Group members requiring specific management strategies:** Provide **specific management strategies** for participants requiring special attention

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| **Health** (e.g. asthma, allergies, medical conditions, current injury) |
| **Behaviour** (e.g. poor listeners, ADHD, socially inept, short tempers, disobedience/untrustworthy) |
| **Capabilities** (e.g. swimming ability, physical disability) |

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

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| 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) |

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| **Completed by:** |  | **Date:** |  | **Approved:** |  | **Date:** |  |