


Activity:	3.1 Te Rere I Oтуру Tramp			
Date:				
Activity Controller:	Approved NZOIA/MSC instructor.	Ngatuhua Lodge	Hazard and Risk	Management "HARM's" form
Location:	Ngatuhua Lodge	Participants No's:	TBA	Supervision ratio: 1:10
Communication means?	Lodge Phone available via the custodian.	Cell phone reception?	Y/N	Nearest reliable communication: Ngatuhua Lodge Custodians/instructors cottage.
Intentions left with?				
Hazard Identification & Management - include Significant Hazards only: (use additional pages if required)				
Eliminate: By ensuring that the hazard no longer exists, or is no longer part of the activity e.g. do not take people under a certain age or without a certain skill set. If this isn't possible;				
Minimise: By doing whatever can reasonably be done to lessen the hazard, this should be to a point where you no longer consider the hazard to be significant.				
Significant Hazard:	Eliminate (E) Minimise (M)	Management Strategies:		Whose responsibility:
Location				
Slippery surface, potential fall HAZARD.	M	Participants are to be reminded prior to arrival and once at the base of the falls that the rock surface is extremely slippery! There is to be no running at the base of the falls. The tramp leader and other teacher/parents must continually monitor and control this hazard.		
Environment				
Severe / Adverse Weather.	E	Up to date weather forecast obtained pre-activity. Consideration given to weather forecast and impact on participant safety, site suitability and proposed activities. Appropriate decisions made. Weather monitored throughout activity and further appropriate decisions made. Modify or postpone programme.		
Terrain.	M	Track surfaces can be very slippery. Take care on ascents and descents.		
Rivers.	M	Two river crossings so check river levels before attempting. Have leader in river for assistance at bottom of DB hill.		
People				
Poor fitness levels	M	Ensure participants are aware of effort required for all day hike. Remain behind if in doubt. Set reasonable pace to suit group		
Exposure to sun, wind, temperature changes.	M	Include in pre-course briefing to bring along sun cream, hat, warm clothing and jacket to allow for sudden weather changes. Participants reminded at frequent intervals; role modelled by parents and teachers. Shade sought at appropriate times.		
Pre-existing medical conditions, accidental injuries during activity,	M	Pre-existing medical conditions disclosed prior to activity, re-iterated during pre-activity briefing on day. Stress in the pre-brief that they need to bring their own medication for any medical conditions they may have. Disclosed to instructor / Participants where is in case required i.e. epipen, inhaler etc... Ensure that there is a Group first aid kit with group and that everyone knows who has it.		
Inadequate food / fluid for activity (Course).	M	Pre-briefing emphasises need for breakfast, regularly eating snacks (incl. travel) & need for consistent hydration. Water available at Lodge. Leader provides for regular food & water breaks,		
Characteristics of participant group including size, age, gender, culture / ethnicity	M	Appropriate group management techniques applied including clear supervision structure and system – that is implemented and adhered to. Activity briefing outlines structure & boundaries. Identify tail end Charlie. Spread adults through the group.		
Insufficient Activity briefing	E	Briefing to follow SOP Activity Briefing Checklist –Opportunity for participants to ask questions given – and answered!		
Equipment / Clothing				
Clothing or equipment not sufficient.	E	Pre-activity planning to ensure guidance given on appropriate clothing and equipment. Check personal and p/pant equipment -Packs adjusted to fit well and clothing prior to use to ensure that is sufficient. Ensure all have warm waterproof clothing. Carry spare rubbish bags.		

Participant medical details checked:	Y/N	Participants requiring special attention: If available to the lodge.	
<p>Emergency Plan - include any location/venue, activity or person specific emergency details/information Ensure everyone knows what to do in case of an emergency (if you are incapacitated) such as where the emergency equipment including communication device and first aid kit is located</p> <ul style="list-style-type: none"> • Recognise an emergency has occurred/ is occurring • Assess the situation and determine the severity of the event • Apply Ngatuhua Lodge Emergency Procedure – SMP part 1.11 Emergency plan. <p>First Aid Kit: Group First Aid Kit located at Lodge. All activities should have a basic first aid kit at the activity site. Recommended first aid kit supplies can be locate in the Lodge SMP, Part 4.5.</p> <p>Additional Emergency landlines available at: Custodians Cottage.</p> <p>Additional emergency No's: For all emergencies your first point of call is 111. Ask them for the assistance you require. Be prepared to provide them information on the patient. A copy of the Pre hospital reporting form can be found in the lodges SMP document; Part 4.3 PHEC reporting form.</p> <p>Getting lost: Stop, seek shelter & stay warm, conserve food, wait for searchers, if you hear them calling for you respond but only do so once you have heard them. Use a whistle if you have one, three blasts in distress and two blasts for searchers. For the full Ngatuhua Lodge SAR procedure please refer to the lodges SMP, Part 1.13 Annex A SAR Procedures wall chart.</p> <p>Injury: Apply appropriate first aid. Bleeding: pressure, cover and elevate fractures: support, immobilise, minimise patient's pain, ensure an adequate blood supply to any fractured limbs, protect an open fracture from infection. Treat for shock, get help, monitor and record vital signs. Record all relevant information such as how the incident occurred, any medication that was given and when.</p> <p>Death: Cover, call police, initiate Ngatuhua Lodge's Emergency Communication process, and manage group. Look for signs of life and apply appropriate first aid. If person deceased, cover the body, secure the group. Contac police for further advice.</p> <p>Hypothermia (Cold Exhaustion): Stop activity, seek shelter (get out of the wind), remove all wet clothes, replace with dry ones, keep warm (rap patient in emergency blanket or sleeping bag), if conscious give light snacks and lukewarm drinks with sugar (cordial, sweet tea), Keep warm. Seek medical help or advice by phone or radio. Unconscious: Same as above except nil by mouth, Place in a sleeping bag with another person in the recovery position and monitor. Keep the rescuer warm and well feed, rotate with other people if possible (we don't want them getting hypothermia as well).</p> <p>Hyperthermia (Heat Exhaustion): Move person to cooler shaded area, sit or if feeling dizzy lie them down and elevate feet, remove excess clothing, give drinks particularly electrolytes, sponge bare skin with cool water, particularly around the neck and head.</p> <p>Dehydration Be able to recognise symptoms. Patient to rest and take fluids a little at a time until they are able to continue.</p> <p>Allergic reaction (Bee Sting or other): Establish if the victim is allergic if not treat irritation, remove sting etc. If they are allergic, this would have been established before activity, give medication e.g. adrenaline too largest muscle nearest the sting. If they are not allergic, they may choose to have an antihistamine (upon parent approval in the case of juniors) to help with the swelling and irritation. Rest and observe and seek medical help, evacuate if needed. If they are not allergic, they may choose to have an antihistamine (upon parent approval in the case of juniors) to help with the swelling and irritation.</p>			
Hazard Management Checklist			
<input type="checkbox"/> Hazards assessed for significance <input type="checkbox"/> Significant hazards included on page 1 <input type="checkbox"/> Communication devices that meet requirements <input type="checkbox"/> First Aid kit that meets policy requirements <input type="checkbox"/> and Instructors meet minimum warrant requirements <input type="checkbox"/> Supervision structure meets specific SOPs <input type="checkbox"/> Participant medical details checked <input type="checkbox"/> Intentions left (if required) <input type="checkbox"/> Activity level is appropriate to the groups capability			
Sign off:			
President Ngatuhua Lodge outdoor education society incorporated:		Instructor/Custodian Ngatuhua Lodge	