



## Ngatuhua Lodge Hazard and Risk Management "HARM's" form

<b>Activity:</b>	3.4 Confidence course	<b>Participants No's:</b>	TBA	<b>Supervision ratio:</b>	1:15
<b>Date:</b>		<b>Cell phone reception?</b>	Y/N	<b>Nearest reliable communication:</b>	Ngatuhua Lodge Custodians/instructors cottage.
<b>Activity Controller:</b>	Teacher / parent / visitor to Ngatuhua Lodge.	<b>Intensions left with?</b>			
<b>Location:</b>	Ngatuhua Lodge				
<b>Communication means?</b>	Lodge Phone available via the custodian.				

**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.

<u>Significant Hazard:</u>	<u>Eliminate (E) Minimise (M)</u>	<u>Management Strategies:</u>	<u>Whose responsibility:</u>
<b>Location</b>			
Falls due to wet and slippery conditions.	<b>M</b>	This activity must not operate in wet conditions or if the activities are too wet.	
<b>Environment</b>			
Severe / Adverse Weather	<b>M</b>	Up to date weather forecast obtained pre-activity. Consideration given to weather forecast and impact on participant safety. Appropriate decisions made. Weather monitored throughout activity and further appropriate decisions made. Modify or postpone programme.	
Obstacle surfaces wet and damp.	<b>M</b>	Check surfaces. If there has been any rain or dew the surface will need to dry out. Some elements may need to be minimised if wet.	
<b>People</b>			
Insufficient instruction given, inadequate skills taught.	<b>E</b>	Make sure all elements are taught before student's attempt.	
Exposure to sun, wind, temperature changes.	<b>M</b>	Include in pre-course briefing to bring along sun cream, hat, warm clothing and jacket to allow for sudden weather changes.	
Pre-existing medical conditions, accidental injuries during activity,	<b>M</b>	Pre-existing medical conditions disclosed prior to activity. Stress 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 on site and that everyone knows where it is.	
Inadequate food / fluid for activity	<b>M</b>	Pre-briefing emphasises need for regularly eating snacks & need for consistent hydration. Water available at Lodge. Programme provides for regular food & water breaks,	
Inattentive supervisors and spotters.	<b>M</b>	Supervisors must be vigilant and watch at all times to ensure the correct techniques are being used and spotters are watching their buddy and are using the correct spotting technique. See Annex 5 to SOP for the correct spotting technique.	
<b>Equipment / Clothing</b>			
Damaged equipment.	<b>E</b>	Check item(s) before use to ensure that sufficient and fit for purpose. Check again after use & update condition.	
Clothing not sufficient.	<b>E</b>	Check personal and p/pant equipment and clothing prior to use to ensure that is sufficient. Pre-activity planning to ensure guidance given on appropriate clothing and equipment. Check long hair or scarves, loose items of clothing.	
Equipment or clothing not fit for purpose.	<b>E</b>	Check all elements, personal and participants equipment and clothing prior to use. Use an equipment log if necessary.	

<b>Participant medical details checked:</b>	<b>Y/N</b>	<b>Participants requiring special attention: If available to the lodge.</b>	
<p><b>Emergency Plan - include any location/venue, activity or person specific emergency details/information</b> 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"> <li>• <b>Recognise an emergency has occurred/ is occurring</b></li> <li>• <b>Assess the situation and determine the severity of the event</b></li> <li>• <b>Apply Ngatuhua Lodge Emergency Procedure – SMP part 1.11 Emergency plan.</b></li> </ul> <p><b>First Aid Kit:</b> Group First Aid Kit located at Lodge.</p> <p><b>Additional Emergency landlines available at:</b> Custodians Cottage.</p> <p><b>Additional emergency No's:</b> For all emergencies your first point of call is <b>111</b>. 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><b>Injury:</b> 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><b>Death:</b> 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. Contact police for further advice.</p> <p><b>Hypothermia (Cold Exhaustion):</b> Stop activity, seek shelter (get out of the wind), remove all wet clothes, replace with dry ones, keep warm (wrap 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 fed, rotate with other people if possible (we don't want them getting hypothermia as well).</p> <p><b>Hyperthermia (Heat Exhaustion):</b> 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><b>Dehydration</b> Be able to recognise symptoms. Patient to rest and take fluids a little at a time until they are able to continue.</p> <p><b>Allergic reaction (Bee Sting or other):</b> 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 to 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>			
<b>Hazard Management Checklist</b>			
<input type="checkbox"/> Hazards assessed for significance <input type="checkbox"/> Significant hazards included on page 1 <input type="checkbox"/> Communication devices that meet policy requirements available <input type="checkbox"/> First Aid kit that meets policy requirements available <input type="checkbox"/> Course director and Instructors meet minimum warrant requirements <input type="checkbox"/> Supervision structure meets discipline 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			
<b>Sign off:</b>			
<b>President Ngatuhua Lodge outdoor education society incorporated:</b>		<b>Instructor/Custodian Ngatuhua Lodge</b>	