

# Orewa College: Risk Analysis Management System

## Risk Management Plan

Activity: Volunteering at VegaNA Rescue

Person IC: Morgan, Ben and Renee

Date: Sunday 10th July 2016 9:00am

<b>Risks (Significant potential losses e.g. physical/social/psychological injury, programme interruption, material loss i.e. equipment)</b>	
1 Get lost on grounds	4 Venue Incidents e.g fire, loose animals
2 Danger from Animals	5 Miscommunication
3 Broken Equipment (accidental)	6
<b>Causal Factors - List the hazards that could lead to each of the risks above (See page 3 for examples)</b>	
<b>People</b> Skills, attitudes, age, fitness, ratios, experience, health etc.	<b>Risk reduction strategies</b>
<ul style="list-style-type: none"> <li>- <b>GET LOST ON GROUNDS</b> one person from the group could forget where to go.</li> <li>- <b>MISCOMMUNICATION</b> a person from the group and a staff member could not agree on something that the volunteer did or if they did something wrong the staff member might not handle the situation well same for the volunteer.</li> </ul>	<ul style="list-style-type: none"> <li>- try to contact someone from the centre by cell phone or don't move from new found location and wait for further help/ someone to come rescue you.</li> <li>- try to calm the situation down and reach a compromise of understanding.</li> </ul>
<ul style="list-style-type: none"> <li>- <b>BROKEN EQUIPMENT</b> a piece of equipment used for the animals got accidentally get broken by a group member/volunteer.</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- We would offer to pay for a new item or repairs of the broken equipment.</li> <li>- also if it is dangerous we would leave it to the staff to handle for safety.</li> </ul>
<b>Equipment</b> Clothing, shelter, transport, activity, specific gear, safety gear etc	

<p><b>Environment</b> Weather, terrain, water, season etc.</p>	<ul style="list-style-type: none"> <li>- <b>VENUE INCIDENT</b> a fire could occur unexpectedly from something around the grounds</li> <li>- also some of the animals could go missing or get loose. This could result in a lockdown of the rescue centre.</li> <li>- <b>DANGER FROM ANIMALS</b> one of the animals could bite a one of the group members and they could get highly injured etc.</li> </ul>	<ul style="list-style-type: none"> <li>- follow fire emergency procedures already in place at VegaNA Rescue.</li> <li>- stay calm and seek medical attention also let one of the staff know what has happened.</li> </ul>
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<b>Critical incident management</b>	
<i>Emergency procedures to manage each identified risk</i>	<i>Emergency gear required</i>
<b>1 someone gets lost</b> contact one of the staff or another member from the group	Cell phone by student who has staff numbers
<b>2 Danger from Animals</b> tell a staff member straight away	first aid kit
<b>3 Broken Equipment (Accidental)</b> keep staff members up to date repair	repair equipment
<b>4 Venue Incidents e.g fire, loose animals</b> Follow venue RAM procedures if able to Call emergence services if needed Assemble group and head count- have all info on group for school keep VegaNA rescue up to date	contact help e.g emergency services if required first aid kit
<b>5 miscommunication</b> try to be calm in the situation establish what has been the problem	none
6	

**Minimum skills required by activity leaders/assistants**

Level 1 social studies

**Comments:**

Causal Factors: Examples of hazards that could lead to each of the risks

(Use these examples to help identify Causal Factors on page 1)

PEOPLE	RESOURCES & EQUIPMENT	ENVIRONMENT
<ul style="list-style-type: none"> <li>• Who?</li> <li>• <u>How many?</u> <ul style="list-style-type: none"> <li>Students</li> <li>Activity Leaders</li> <li>Assistants</li> </ul> </li> <li>• Experience</li> <li>• Effective supervisions structure (ratios)</li> <li>• <u>Cultural considerations:</u> <ul style="list-style-type: none"> <li>Head touching</li> <li>Swimming for some groups of girls</li> <li>Observing site significance for cultural groups</li> </ul> </li> <li>• Physical size/shape</li> <li>• Fitness</li> <li>• Anxieties/feelings</li> <li>• Motivation</li> <li>• <u>Student needs:</u> <ul style="list-style-type: none"> <li>Educational</li> <li>Medical and Health</li> <li>Language abilities</li> <li>Cultural</li> <li>Behaviour</li> <li>Physical disability</li> </ul> </li> <li>• <u>Social and psychological factors:</u> <ul style="list-style-type: none"> <li>Get-home-it is</li> <li>Risk shift</li> <li>Dropping your guard</li> <li>Unsafe act/s by participants</li> <li>Error/s of judgement by activity leader</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <u>Information to:</u> Parents or Whānau</li> <li>• Plans and systems</li> <li>• Clothing</li> <li>• Footwear</li> <li>• Food and drink</li> <li>• Transport</li> <li>• Toilets</li> <li>• Safe drinking water</li> <li>• First aid kit and knowledge</li> <li>• <u>Special equipment:</u> <ul style="list-style-type: none"> <li>Rope</li> <li>Canoes/kayaks</li> <li>Maps/compass</li> <li>Cameras</li> </ul> </li> <li>• Equipment maintenance, quantity, quality</li> <li>• Safety equipment</li> <li>Are sleeping arrangements/ facilities culturally appropriate?</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Weather:</u> <ul style="list-style-type: none"> <li>Forecast</li> <li>Sun</li> <li>Rain</li> <li>Wind</li> <li>Snow</li> <li>Temperature; Season</li> </ul> </li> <li>• <u>Terrain:</u> <ul style="list-style-type: none"> <li>Where?</li> <li>What?</li> <li>Familiar?</li> <li>Unfamiliar?</li> <li>Bush</li> <li>Mountain</li> <li>Sea</li> <li>River</li> <li>Beach</li> </ul> </li> <li>• <u>Accessibility to help</u> <ul style="list-style-type: none"> <li>Telephone</li> <li>Doctor</li> <li>Ranger</li> <li>Roads/tracks</li> </ul> </li> <li>• Emergency Services</li> <li>• Security</li> <li>• Animals/insects</li> <li>• Road use</li> <li>• Traffic density</li> <li>• Fences</li> <li>• Human created environments</li> <li>• Does the site have cultural significance?</li> <li>Consent and information from landowner/local iwi</li> </ul>