|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Completed By:** |  | **Activity Date:** |  |  |  |
| **Designated First Aider:** |  | **Sign:** |  |  |  |
| **Activity** |  |  |  |  |  |  |  |  |  |  |  |  | **Tramping** |  |  |  |  |  |  |  |  |  |
| **Activity Description** |  | Education based activity teaching participants basic bush survival skills and general knowledge. |  |  |  |  |  |  |
| **Activity Site** |  | Hunua Ranges |  |  | **Water**: |  | Camp Adair / Falls | **Toilets**: | Camp Adair / Falls |  |  |  |  |  |  |
| **Instructor Requirements** |  |  |  |  | Can manage entire group effectively |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | Ensure a first aid kit, radio and rescue kit is readily accessible in your area |  | Instructor | **1** |  |  |  |
|  |  |  |  |  |  | Conduct pre use checks on the equipment, element, environment |  |  | Level: |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | Continually identify, manage and disclose hazards and risks |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | Clearly brief the group and ensure they understand their roles and can confidently perform them |  |  |  |  |  |  |  |
|  |  |  |  |  |  | Ensure correct clothing is worn |  |  |  |  |  |  |  |  |  |  |  |
| **Participant Competencies** | * Physically able to perform the task
* Psychologically able to perform the task
* Can understand and follow activity safety rules
* No current or pre-existing medical injuries that effects the client’s safety
 | Ratio: | **1:25** |
| **Equipment** |  | **1.** | Covered footwear |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | **2.** | Water |  |  |  |  |  |  |  |  |  | Weight: |  |  | **N/A** |  |  |
|  |  |  | **3.** | Clothes appropriate for the weather |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | **4.** | First aid kit |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | **5.** | Radio |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | **6.** | Map |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Policies** |  | Standard operating procedures, SMS, Calling a halt to an activity |  |  |  |  |  |  |  |  |  |
| **Weather Factors** |  | Check Weather ForecastThis activity can be run in most weather conditions |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Site Specific Hazard** |  |  |  | **Severity** |  | **Potential** |  |  |  |  |  | **Management of Hazard** |  |  |  |  | **Result** |  |  |
| Slippery ground |  |  |  |  | **M** |  | **M** | Ensure that clients are aware of the footing and proceed with caution. |  |  | **M** |  |  |
| **Activity Specific Hazard** |  |  | **Severity** |  | **Potential** |  |  |  |  |  | **Management of Hazard** |  |  |  |  | **Result** |  |  |
| Abrasions and cuts from |  |  |  |  | **L** |  | **M** | Ensure whole group has appropriate closed toe footwear and clothing on before |  |  | **M** |  |  |
| apparatus or ground. |  |  |  |  |  |  |  | Commencing hike. Monitor apparatus for signs of wear. |  |  |  |  |  |  |  |  |
| Lost person |  |  |  |  | **M** |  | **M** | Participants to number off and check multiple times during the session. |  |  | **M** |  |  |
|  |  |  |  |  |  |  |  |  | Instructor to appoint a front person and a back person. |  |  |  |  |  |  |  |  |
| Separation from group |  |  |  |  | **M** |  | **M** | Make group stop and number off at every intersection/junction Create obvious specific groups and ensure participants know that they stay with their group for the entirety of the tramp |  |  | **M** |  |  |
| Kauri dieback |  |  |  |  | **L** |  | **H** | Make sure everybody scrubs and spays their shoes before going over the bridge. |  |  | **E** |  |  |
| Bridge |  |  |  |  | **H** |  | **M** | Maximum of 10 people on the bridge at a time and no running or swinging. |  |  | **M** |  |  |
| ***Severity & Potential:*** |  | *L = Low, M = Medium, H = High* |  |  |  |  | ***Result****:* | *I = Isolates Hazard, M = Minimizes Hazard, E = Eliminates Hazard* |  |  |

**Review by – August 2016**

**Tracking Changes**

|  |  |  |
| --- | --- | --- |
|  | **Who and When** | **What was Changed** |
| **Written:** | Steffen Poepjes Feb 16 | New format |
| **Amendments:** | Steffen Poepjes Feb 16 | Participant Competencies Updated |
|  |  |  |
|  |  |  |
|  |  |  |