|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 Forecast  This 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 |
|  |  |  |
|  |  |  |
|  |  |  |