

## RISK MANAGEMENT PLAN FOR:- ARCHERY

AREA IN CAMP:- Archery range set up on the rugby field

Risk Detail	Likely Injury/Illness	Likelihood	Severity	Hazard Rating	Risk Control
Misuse of archery gear at archery range.	Pierced skin Loss of faculties	4	4	16	Clear instructions to be given at all times, Supervisor to keep constant watch and strictly monitor.
Arrow going out of bounds hitting others	As above	4	4	16	Inform others that archery is in progress and alert to dangers No other activities to take place close to archery range while shooting in progress.
Bow string burn	Burn, blisters.	5	2	10	Clear instructions to be given and demonstrate correct use.

### SUPERVISORS INSTRUCTIONS

- \* Archery may only be carried out on the designated archery range.
- \* Only one bow is to be used on the range and it is to be under the direction of the supervisor at all times.
- \* Supervised area - not necessarily staffed.
- \* Must have at least 1 responsible adult who has received instructions from Riverbend staff member.
- \* The supervisor must ensure there are no other activities taking place behind the target area.
- \* The supervisor to carry whistle which is to be blown one long blast when the following happens:
  - A.) Persons wandering near archery range and are in danger of being hit.
  - B.) At any other time as situations arise which could endanger others on property.
- \* Whistle signal must not be used indiscriminately.

Operating:.

- \* Participants must be aware of whistle signal and stop shooting immediately.
- \* Participants must be lined up behind the barrier. Only the Instructor and one participant may be inside the barrier at any time.

## RISK MANAGEMENT PLAN FOR:- B.M.X. BIKES

AREA IN CAMP:- B.M.X. track on Karamu Stream riverbank

Risk Detail	Likely Injury/Illness	Likelihood	Severity	Hazard Rating	Risk Control
Losing control, crashing Falling off	Bruising, abrasions, cuts, fractures	4	3	12	Good precise instructions on use of the bikes. Helmets to be worn at all times
Collision with person or object	As above	4	3	12	Keep track clear of obstructions. Spectators to keep outside boundaries of designated tracks.
Collision with other rider	As above	4	3	12	BMX track: Maximum of two bikes. Staggered start e.g. half course, Time trials Maximum of 4 bikes
Mechanical failure e.g. brakes	As above	2	4	8	Regular maintenance check of equipment

## INSTRUCTIONS

- Supervised area - not necessarily staffed.
- Must have at least 1 responsible adult who has received instructions from Riverbend staff member.
- Each day before riding commences the supervisor of the first rider must walk the track and ensure it is free from obstructions.
- Young and/or inexperienced riders must be closely supervised.
- A competitive and/or aggressive rider must ride alone, or be reasonable evenly matched and/or restricted.

## RISK MANAGEMENT PLAN FOR:- BARBECUES AND CAMP FIRES

AREA IN CAMP:- Barbecue is mobile therefore no set area is designated.

Risk Detail	Likely Injury/Illness	Likelihood	Severity	Hazard Rating	Risk Control
Falling against barbecue	Burns	3	4	12	No running or pushing near the barbecue All unnecessary ground obstructions to be cleared away
Falling in or near campfire	As above	3	4	12	As above

### INSTRUCTIONS

- \* An adult is responsible for this activity
- \* Supervised area - not necessarily staffed.
- \* Must have at least 1 responsible adult who has received instructions from Riverbend staff member.
- \* Area must be supervised at all times while the barbecue is hot.

## RISK MANAGEMENT PLAN FOR:- BICYCLES

AREA IN CAMP:- Driveways and grass areas

Risk Detail	Likely Injury/Illness	Likelihood	Severity	Hazard Rating	Risk Control
Crashing into windows	Cuts	2	5	15	Cycles must not be ridden around buildings.
Losing control, crashing	Bruising, abrasions, cuts,	4	3	12	Helmets to be worn at all times. Parents or guardians to be responsible for rider competence.
Collision with person or object	As above	4	4	16	Keep clear of obstructions.
Collision with other rider	As above	3	4	12	Care required by riders.

## INSTRUCTIONS

\* Young and/or inexperienced riders must be closely supervised by parent or guardian.

**RISK MANAGEMENT PLAN FOR:- FLYING FOX** (See training and Maintenance forms at the end of this document)

AREA IN CAMP:- Between Flying Fox tower and ending pole on opposite side of the river.

Risk Detail	Likely Injury/Illness	Likelihood	Severity	Hazard Rating	Risk Control
Falling off	Bruising, cuts, abrasion Fractures,spinal injury	2 2	5 6	10 12	Good precise instructions and only ONE at a time.
Collision with spectators	As above	2	6	18	Clearway to be kept clear
Spectator hit by carriage or trailing rope	As above	3	5	15	As above and pull rope up into cage.
Wire breaking or fixings parting or anchor failing	Bruising, concussion, cuts, abrasion, fractures spinal/back injury	2	6	12	Strength of wire exceeds loading. Regular maintenance inspection of rope and connections Regular maintenance checks.

**SUPERVISORS INSTRUCTIONS**

- \* Supervised area - not necessarily staffed.
- \* Minimum of 2 responsible adults who have received instructions from Riverbend staff member.
- \* One adult at top of flying fox to assist people onto seat and the other at the end of flying fox to supervise the dismount.
- \* Make sure the person knows correct way to sit and hang on.
- \* Make sure the safety harness is worn correctly.

**Operating:**

- \* Maximum of one person riding on flying fox at a time.
- \* Maximum of two people on either platform at one time.
- \* At ending pole, participants must wait on the level ground, not on the mound or the steps, and walk up the steps when called.
- \* Shoes or boots must be worn.

## RISK MANAGEMENT PLAN FOR:- HOBBIES

AREA IN CAMP:- As arranged by Leaders.

Risk Detail	Likely Injury/Illness	Likelihood	Severity	Hazard Rating	Risk Control
Pokerwork: Hot wire	Burn	4	2	8	Adequate space for working. Good supervision.
Sewing/Needlework Scissors/Needles	Cuts, pricks	4	1	4	Adequate space for working. Good supervision.
Woodwork/Fretwork Workpiece slips	Cuts	3	1	4	Adequate space for working. <b>Good supervision.</b>

## RISK MANAGEMENT PLAN FOR:- KAYAKS

AREA IN CAMP:- Boatshed, Karamu Stream.

Risk Detail	Likely Injury/Illness	Likelihood	Severity	Hazard Rating	Risk Control
Handling kayaks	Skin grazing	3	1	3	Adult supervision. Nominated individuals. No undue speed or pressure to complete.
Drifting out of bounds (wind or current)	Panic, capsize, drowning	3	7	21	Good precise instructions and continuous observation from shore or observation boat. Participants to know whistle instructions.
Snag, overhanging trees River weed	Scratches, minor cuts Panic, capsize, drowning	2	7	14	Identify hazards. Stay away from areas. Lifejackets to be worn at all times. Regular maintenance of equipment and buoyancy aids.
Hypothermia,	Loss of body temperature	3	6	18	Wrap in blanket, return to camp buildings. Bring victims body temperature back to normal. Call Dr if necessary. Everyone else out of water. Remaining participants must not be left on the water without supervision.
Accident	Drowning	3	7	21	Administer CPR, call ambulance

(Continued)

## RISK MANAGEMENT PLAN FOR:- KAYAKS (Continued)

AREA IN CAMP:- Boatshed, Karamu Stream.

---

Risk Detail	Likely Injury/Illness	Likelihood	Severity	Hazard Rating	Risk Control
-------------	-----------------------	------------	----------	------------------	--------------

---

### ALL SUPERVISORS MUST BE COMPETENTLY TRAINED IN THE FOLLOWING PROCEDURES

- \* Swimming
- \* Dry entry and exit from kayak
- \* Wet exit drill
- \* Use of paddle, paddle strokes and position
- \* Assisting participants to re-enter their craft after a capsize.

### ALL SUPERVISORS MUST HAVE

- \* An adequate knowledge of hazards in the river
- \* Basic people control skills

## RISK MANAGEMENT PLAN FOR: KAYAKS (Continued)

AREA IN CAMP:- Boatshed, Karamu Stream.

---

Risk Detail	Likely Injury/Illness	Likelihood	Severity	Hazard Rating	Risk Control
-------------	-----------------------	------------	----------	---------------	--------------

---

### SUPERVISORS INSTRUCTIONS

- \* Supervised area - not necessarily by Riverbend staff.
- \* A suitably qualified person approved by Riverbend Management must supervise this activity at all times.
- \* Any conditions imposed on the Supervisor's qualification must be strictly adhered to.
- \* If kayaks are in use, retain one kayak for the use of supervisors or on shore ready for use for emergency and/or assistance.
- \* Suitable clothing must be worn by Supervisors and participants. Determined by weather conditions.
- \* Identify all known hazards and obstructions prior to commencing.
- \* No one gets into kayaks until shown how and directed.
- \* One supervisor must carry a whistle.
  - One long whistle blast - Stop immediately and return to base. If communication is possible listen for further instructions.
  - One long blast and two short - Everyone back to base and out of the water.
- \* Ensure sealed warm blanket package from boatshed is available for emergency use.

### PARTICIPANTS

- \* Must wear lifejackets of appropriate size, done up properly. No jeans or boots.
- \* Must follow instructions of supervisor and know what whistle signals mean.
- \* Must remain inside the designated area.
- \* Must be aware of the following wet exit drill:
  - Stay with and cling to kayak;
  - Do not try to right the craft;
  - Alert supervisor by raising hand;
  - If possible also retain oars.

## RISK MANAGEMENT PLAN FOR:- RECREATION: INDOOR / PARTY GAMES

RM/ AREA IN CAMP:- Dining Room, Recreation Room

Risk Detail	Likely Injury/Illness	Likelihood	Severity	Hazard Rating	Risk Control
Falling while playing games	Grazes/bruising,	4	3	12	Choose appropriate activity for size of room and number of participants.
	Friction burns	5	3	15	
	Fractures	3	5	15	
Collision with another player or object.	Grazes/bruising,	5	3	15	Remove excessive or unnecessary objects from room eg. Chairs & forms. Choose appropriate activity for size of room and number of participants. Give adequate instructions.
Slipping on floor surface	Grazes/bruising,	5	3	15	Check for and remove moisture on floor. Appropriate foot wear.
Inadequate ventilation	Fainting/respiratory disorders	1	5	5	Open windows and doors.
Noise	Deafness	2	4	8	Monitor and control level of noise.

### SUPERVISORS INSTRUCTIONS

- \* Select games and activities which are appropriate for the size of the room and number of participants..
- \* Adequate preparation and planning.
- \* Be able to control and be prepared with control methods eg. whistle etc..
- \* Remove ALL unnecessary objects and furniture from room.

(continued next page)

**RISK MANAGEMENT PLAN FOR:- RECREATION: INDOOR / PARTY GAMES (continued)**

RM/ AREA IN CAMP:- Dining Room, Recreation Room

---

Risk Detail	Likely Injury/Illness	Likelihood	Severity	Hazard Rating	Risk Control
-------------	-----------------------	------------	----------	---------------	--------------

---

**SUPERVISORS INSTRUCTIONS CONTINUED:**

- \* Ensure adequate ventilation throughout programme.
- \* Make all participants and spectators aware of potential hazards in room, e.g. fireplace, servery edge, door frames etc.
- \* Make adequate provision for spectators e.g. Where to stand or sit.

**Operating:-**

- \* Participants must be aware of control signal and what it means.
- \* Ensure for each activity appropriate foot wear and clothing is worn.
- \* Inappropriate jewellery / accessories to be removed.

**RISK MANAGEMENT PLAN FOR:- RECREATION: OUTDOOR SPORTS League - Touch - Soccer - Volley ball - Softball - Frisbees etc.**

AREA IN CAMP:- Playing field, volleyball court

Risk Detail	Likely Injury/Illness	Likelihood	Severity	Hazard Rating	Risk Control
Falling and landing	Grazing, burns, cuts, abrasions, dislocations, bruising, sprains	4	4	16	Check flatness of playing surface. Ensure appropriate clothing/footwear is worn
	Fractures, concussion, spinal injuries	3	6	18	
Collision with another player	As above	4	6	24	Either adapt rules of game to suit players or play only players of similar size/weight.
Collision with playing equipment	As above	3	6	18	Correct supervision of players Correct verbal instructions. Select appropriate equipment. Use safety & protective equipment. Provide padding on temporary goal posts
Over stretching	Soft and connective tissue strains, ruptures	3	4	12	Adequate warm-up.
Over-exertion	Cardiac arrest, angina attack	3	6	18	People are to be aware of their own level of fitness & limits.
Asthma, respiratory problems	Fainting, lack of breath	3	6	18	Find out which participants have these

**INSTRUCTIONS**

- \* These are activities that normally need no supervision.
- \* Supervision may be provided if a referee is required for competitive games.

## RISK MANAGEMENT PLAN FOR:- RECREATION: PLAYGROUND ACTIVITIES

AREA IN CAMP:- Various locations

Risk Detail	Likely Injury/Illness	Likelihood	Severity	Hazard Rating	Risk Control
-------------	-----------------------	------------	----------	---------------	--------------

### SLIDE:

Falling down slide	Grazes/bruising, cuts	4	2	8	One at a time on ladder and slide.
Land on top of someone	Winding	4	4	16	Check before sliding that all is clear.

### SWINGS:

Falling or jumping off	Bruises, grazes, abrasion	4	2	8	Provide stable seating. Jumping off to be actively discouraged.
	Fractures	4	7	28	
Running into swing	Bruises, grazes, abrasion cuts	4	4	16	Playing round swings area to be actively discouraged.
Striking a spectator or pusher	As above	4	5	20	Spectators to keep well clear Pushers must remain vigilant and remain clear behind the swing.
Chain breaking	As above	2	5	10	Perform regular maintenance checks.

### INSTRUCTIONS

- \* These are activities that need no supervision unless there are pre-school aged children using them.
- \* Young children must be supervised by an adult.

## RISK MANAGEMENT PLAN FOR:- SHOOTING (CAMP AIR RIFLE)

AREA IN CAMP:- On Camp Rifle Range beside fence

Risk Detail	Likely Injury/Illness	Likelihood	Severity	Hazard Rating	Risk Control
Mis-use of rifle	Pellet wound, loss of eye or broken skin etc.	4	6	24	Clear instructions strictly policed.
Pellet going out of boundary and hitting others.	As above	4	5	20	Inform others that rifles are being used and alert to dangers. No other activities to take place close to the rifle range during shooting.

### SUPERVISORS INSTRUCTIONS

- \* Supervised area - not necessarily staffed.
- \* At least 1 responsible adult who has received instructions from Riverbend staff member.
- \* Competent person only to supervise. Must have firearms licence.
- \* Only one rifle is to be used on the range and it is to be under the direction of the supervisor at all times.
- \* The Supervisor must carry a whistle which is to be blown only when the following happens:
  - \* Persons wandering near rifle range and are in danger of being shot.
  - \* At any other time as situations arise which could endanger others on property.
- \* The supervisor must ensure there are no water based activities taking place behind the target area.
- \* Air rifles must be stored in locked sports cupboard and pellets in office draw.
- \* Rifles and pellets to be returned immediately after use.
- \* To be used on rifle range only.

Operating:.

- \*Participants must be aware of whistle signal and what it means.
- \*Participants must be lined up behind the barrier. Only the Instructor and one participant may be inside the barrier at any time.

## RISK MANAGEMENT PLAN FOR:- SHOOTING (CLUB/SPECIALIST GROUP ACTIVITY WITH OWN FIREARMS)

AREA IN CAMP:- On Camp Rifle Range or on designated temporary range.

Risk Detail	Likely Injury/Illness	Likelihood	Severity	Hazard Rating	Risk Control
Mis-use of rifle	Bullet wound, injury or death	4	7	28	Club/Group to have clearly defined safety procedures. All members to have received appropriate safety instructions.
Projectile going out of boundary and hitting others.	As above	4	7	28	Inform others that rifles are being used and alert to dangers. No other groups to be using the property during shooting. Shooting must be confined to targets on the designated shooting range.
Firearm equipment failure	As above	4	7	28	Club/Group to have clearly defined emergency procedures. All group members to have received appropriate safety instructions.

### GROUP REQUIREMENTS:

- \* Club/Group must have defined health and safety procedures and strictly adhere to them.
- \* If there is any conflict between this document and the Club/Group procedures it must be resolved before any shooting activity is commenced.
- \* Only a competent person approved by the club/group management may supervise this activity.
- \* Group must have a designated Safety Officer on site with a clear definition of responsibilities.
- \* All participants must have a current firearms licence
- \* Penalties and restrictions for any who fail to obey safety instructions must be set out and enforced.

### SUPERVISOR'S INSTRUCTIONS

- \* The Supervisor must carry a whistle which is to be blown only when the following happens:
- \* Any person encroaching near the rifle range who becomes in danger of being shot.
- \* At any other time as situations arise which could endanger others on property.
- \* Participants must be aware of whistle signal and what it means.

## RISK MANAGEMENT PLAN FOR:- SWIMMING

AREA IN CAMP:- Swimming Pool (Within fenced area)

---

Risk Detail	Likely Injury/Illness	Likelihood	Severity	Hazard Rating	Risk Control
Out of depth	Panic, drowning	2	7	14	Constant watch to be kept on swimmers.

---

### SUPERVISORS INSTRUCTIONS

- \* Supervised area – (not necessarily by Riverbend staff)
- \* Minimum of 2 experienced adults who have received instructions from Riverbend staff member.
- \* One adult must be observing at all times.
- \* A maximum ratio of 8 children for each Supervisor must be observed at all times.
- \* Night swimming or twilight swimming is not permitted.

### Participants

- \* Must follow instructions of supervisor. Nobody is to get in the water until permission is given.
- \* Must have appropriate swimwear - NO JEANS!
- \* Throwing, pushing, or ducking anyone is not permitted at any time or for any reason.
- \* Must not leave the activity area without first advising the Supervisor.

## RISK MANAGEMENT PLAN FOR:- TENNIS

AREA IN CAMP:-

On tennis court

Risk Detail	Likely Injury/Illness	Likelihood	Severity	Hazard Rating	Risk Control
Falling	Grazing, bruising, sprains,	3	3	9	Ensure appropriate clothing/footwear is worn.
Collision with another player	As above	3	3	9	In doubles play partners to be only players of similar size/weight.
Over-stretching	Soft and connective tissue strains, ruptures	3	2	6	Adequate warm-up.
Over-exertion	Cardiac arrest, angina attack	2	6	12	People are to be aware of their own level of fitness & limits.
Asthma, respiratory problems	Fainting, lack of breath	3	6	18	Find out which participants have these medical conditions. Check they have their medication at hand.

### INSTRUCTIONS

- \* This activity normally needs no supervision.
- \* Supervision may be provided if a referee is required for competitive play.

## RISK MANAGEMENT PLAN FOR:- TRAMPOLINE

AREA IN CAMP:-

Playground

Risk Detail	Likely Injury/Illness	Likelihood	Severity	Hazard Rating	Risk Control
Falling off tramp	Grazes, bruising, cuts, fractures, neck/ back injury	3	6	18	Clear instructions given.
Fall through springs	As above	3	6	18	Keep to the middle of the trampoline.
Collision	As above	4	5	20	Only one person on a tramp at a time.

## INSTRUCTIONS

- \* This is an activity that needs no supervision unless there are small children using the trampoline.
- \* Small children must be supervised by an adult.
- \* Ensure that there is only one person at a time on a trampoline.
- \* No shoes to be worn.

## RISK MANAGEMENT PLAN FOR:- VEHICLE MOVEMENTS

AREA IN CAMP:- Driveways and grass areas

Risk Detail	Likely Injury/Illness	Likelihood	Severity	Hazard Rating	Risk Control
Collision with person	Bruises, grazes, abrasion Fractures.	3 3	3 5	9 15	Vehicle speed not to exceed 10 km/h Vehicles to keep on driveways at all times unless parking Extreme care to be taken at all times when driving on grass areas. Driver to check behind vehicle before reversing. If children are playing in the area get a pilot to maintain a clearway.

## INSTRUCTIONS

- \* All vehicles brought onto the property must be registered and have a current Warrant of Fitness
- \* All drivers must have a current Drivers Licence.
- \* No one is permitted to ride on any trailer
- \* No one is permitted to ride on any vehicle unless seated on a properly constructed seat fastened to the vehicle.
- \* Hands, feet and limbs must be kept inside the vehicle at all times when the vehicle is moving.

## RISK MANAGEMENT PLAN FOR:- MISCELLANEOUS CAMP ACTIVITIES

AREA IN CAMP:-

Various

Risk Detail	Likely Injury/Illness	Likelihood	Severity	Hazard Rating	Risk Control
Cleaning Chemicals	Inhaling fumes	3	3	9	Chemicals are not to be mixed. If a different chemical is obtained partway through a cleaning task then the first chemical is to be completely washed away before applying any of the second.
Dormitory Ladder Low overhead clearance.	Bruising, Concussion	6	3	18	Signs erected to warn of limited clearance. People must climb down the ladder completely to the bottom. Jumping downwards to miss the bottom 2 or 3 steps is hazardous.
Slippery floors	Bruising, dislocated joints	3	3	9	Signs will be erected when work has been done. Signs will be erected if staff are aware of slippery floors resulting from natural causes, condensation rain etc. Visitors are asked to report any occurrence so remedial action can be taken.

## RISK MANAGEMENT PLAN FOR:- MISCELLANEOUS CAMP KITCHEN ACTIVITIES

AREA IN CAMP:-	Various				
Risk Detail	Likely Injury/Illness	Likelihood	Severity	Hazard Rating	Risk Control
Cook's Knives	Cuts	4	4	16	Guests and clients are not to handle cook's knives. They must be left for staff to attend to. Cook's knives are not to be washed with any other dishes.
Food mixer Hands catching in beaters	Cuts, bruises, broken finger	1	5	5	Only staff may operate this equipment. All others to keep well clear if this machine is working.
Food slicer	Cuts	3	4	12	Food slicer to be cleaned only by staff.. Guests and clients are not to operate or clean this equipment.
Toaster Burns from touching toaster	Burns	3	4	12	While operating, ensure there is adequate space to move without being obstructed by other people.
Electrocution	Burns, death	3	7	21	Good precise instructions. Turn off power before inserting any utensil to attempt to remove jammed toast.

## RISK MANAGEMENT PLAN FOR:- WATER-SLIDE

AREA IN CAMP:- On Karamu Stream bank.

Risk Detail	Likely Injury/Illness	Likelihood	Severity	Hazard Rating	Risk Control
Hitting another person using the slide.	Bruising, cuts, fractures	3	4	12	Make sure slide is clear before letting another person go.

### SUPERVISORS INSTRUCTIONS

- \* Supervised area - not necessarily staffed.
- \* Minimum of 1 adult who has received instructions from Riverbend staff member.
- \* Get clear instructions on the use of the slide.
- \* Make sure slide is clear before letting a rider go.

- Operating.-
- \* Riders must line up clear of the top of the slide.
  - \* Spectators must keep clear of slide at all times.