



*Where Memories Are Made*

# **Activity RAM Sheets**

**Version 2 - November 2022**



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## RISK ASSESSMENT AND MANAGEMENT PLANS

### KEY TO PROBABILITY OF OCCURRENCE

This key is used in determining the probability of an accident/injury/illness occurring in any of the activities made available to paying groups or organisations who use these facilities.

KEY:

- 1 Not known to have happened.
- 2 Not likely to happen.
- 4 Could happen.
- 5 Has happened.
- 6 Has happened here
- 8 Happened occasionally.
- 10 Happens reasonably frequently.

Note.

Due to the nature of some activities/events injuries will be unavoidable. E.g. contact sport. Every endeavour will be made as can be seen throughout the Risk Management Plan, to ensure that this is minimised.

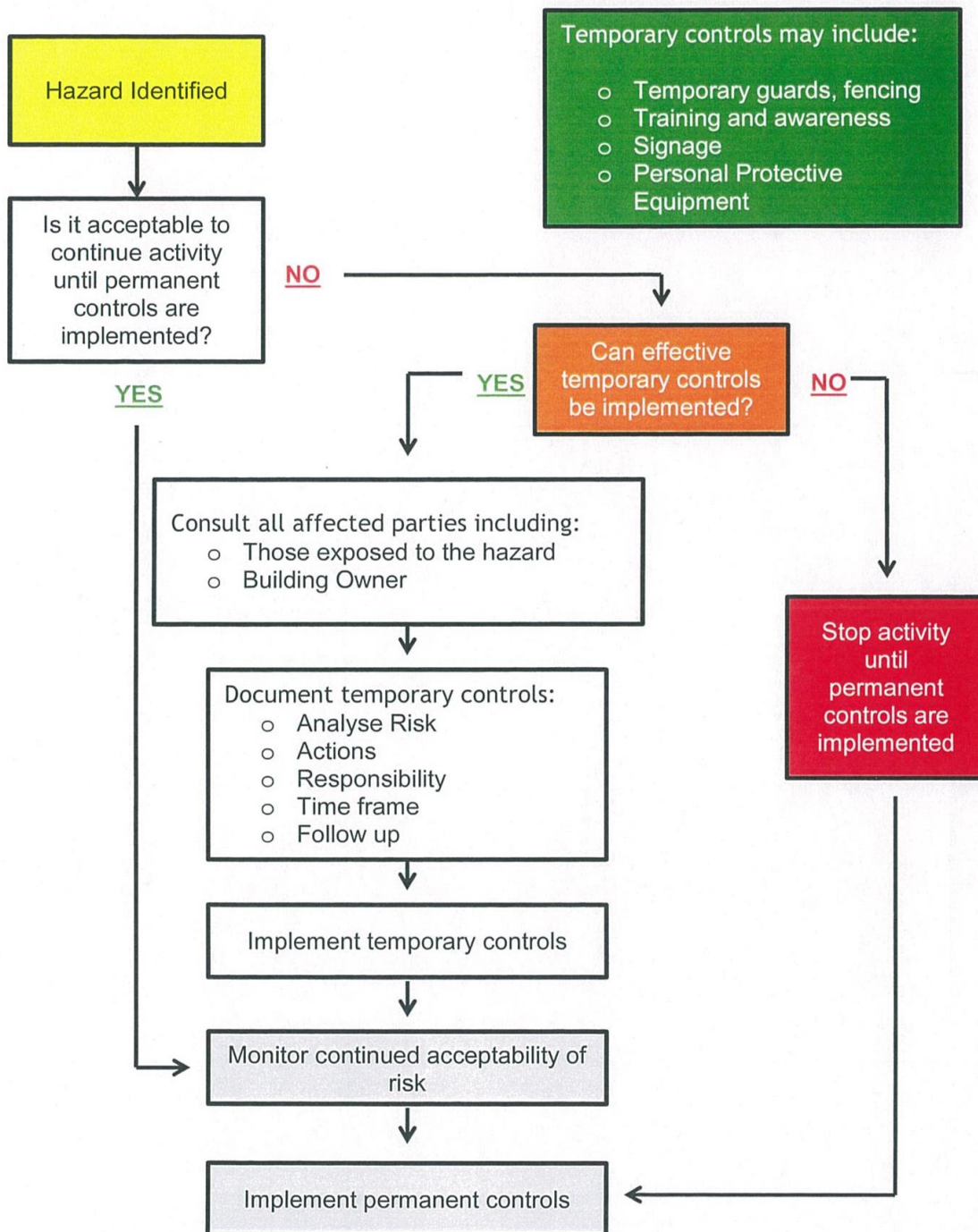
### KEY TO SEVERITY OF OCCURRENCE

This key is used in determining the severity of an accident/injury/illness occurring in any of the activities made available to paying groups or organisations who use these facilities.

- 1. Personal discomfort
- 2. Slight cuts, sprains or burns
- 3. Moderate cuts
- 4. Bruising or burns
- 5. Severe bruising Soft tissue damage
- 6. Extensive cuts, bruising, dislocated joints
- 7. Severe cuts and lacerations Broken Bone, Causes illness
- 8. Crushing, severe cuts Loss of hearing Diseases, Poisons  
(National poisons centre 0800 764 766)
- 9. Asphyxiation Broken Bones Loss of sight, Loss of consciousness
- 10 Death

The HAZARD RATING = FREQUENCY multiplied by the SEVERITY.

In addition to the RAM reports we already have in place the following flow chart describes how we will deal with hazards that are identified either by ourselves or advised to us by a client in the course of business.





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## **ACTIVITIES AVAILABLE AT Camp Raglan**

**ARCHERY**

**WATER SLIDE**

**QUAD BIKES (N/A for Schools)**

**B.M.X.**

**BURMA BRIDGE (Part of C Course)**

**BUSHWALKS**

**CONFIDENCE COURSE**

**FLYING FOX**

**TRAMPOLINE**

**CRAFT**

**JUMPING OFF THE BRIDGE INTO THE  
RAGLAN HARBOUR (off site)**

**KAYAKING (Off site)**

**BONFIRE (Toasting Marshmallows)**

**ORIENTEERING Cryptic clues and quiz**

**LOW ROPES COURSE**

**INDOOR GAMES**

**OUTDOOR SPORTS**

**PLAYGROUND**

**SHOOTING (Air Rifles)**

**SKIMMERS & SLEDS**

**SWIMMING**

**VOLLEY BALL**

**TEAM CHALLENGE COURSE**

**INDOOR CLIMBING WALL**

**BURMA TRAIL (In Bush)**

**SEA BISCUITING (off site)**

**PAINT BALL**

**RISK MANAGEMENT PLAN FOR: -**  
**RM/ AREA IN CAMP: -**

**ARCHERY**  
 Archery range set up on lower field.



| <u>Risk Detail</u><br><i>Likely Injury/Illness</i>  | Probability | Severity | Hazard Rating | Risk Control   |
|---|-------------|----------|---------------|--|
| <u>Misuse of archery gear at archery range</u><br><i>Pierced skin</i><br>Loss of faculties. | 4           | 9        | 36            | Clear instructions to be given.<br>Supervisor to keep constant watch and strictly monitor this activity.   |
| <u>Arrow going out of bounds and hitting others</u><br>As above                             | 2           | 9        | 18            | Inform others that archery is in progress and be alert to dangers. No other activities to take place close to archery range while shooting in progress |
| <u>Bowstring burn</u><br>Burn, blisters.  | 6           | 2        | 12            | Clear instructions to be given and demonstrate correct use.  |

**SUPERVISORS INSTRUCTIONS**

- Archery may only be carried out on the designated archery range.
- Supervised area - not necessarily staffed.
- Must have at least 1 responsible adult who has received instructions from CAMP RAGLAN Staff Member.
- The supervisor must ensure there are no 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 person shooting at the target.

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

AREA IN CAMP: -

***B.M.X. track above the Cooks' house.***

| <u>Risk Detail</u><br><i>Likely Injury/Illness</i>                                  | Probability | Severity | Hazard Rating | Risk Control  |
|---|-------------|----------|---------------|---|
| <u>Losing control, crashing falling off</u><br>Bruising, abrasions, cut's fractures | 6           | 6        | 36            | Good precise instructions on use of the bikes.<br>Helmets to be worn at all times. Long sleeve tops and pants are recommended |
| <u>Collision with person or object</u><br>As above                                  | 2           | 6        | 12            | Keep track clear of obstructions.<br>Spectators to keep outside boundaries of tracks.   |
| <u>Collision with other rider</u><br>As above                                       | 2           | 6        | 12            | BMX track:<br>Maximum of three bikes on track. Staggered start<br>Time trials   |
| <u>Mechanical failure e.g. brakes</u><br>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 CAMP RAGLAN Staff Member.
- 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.
- Riders must be informed how to use the pedal brakes.



RISK MANAGEMENT PLAN FOR: - QUAD. BIKES

AREA IN CAMP: - Quad Bike track above the Cooks' house.

| <u>Risk Detail</u><br>Likely Injury/Illness   | Probability | Severity | Hazard<br>Rating | Risk Control   |
|---|-------------|----------|------------------|--|
| <u>Losing control, crashing falling off</u><br>Bruising, abrasions, cuts<br>fractures | 6           | 7        | 42               | Good precise instructions on use of the bikes.<br>Helmets to be worn at all times.                                 |
| <u>Collision with person or object</u><br>As above                                    | 2           | 6        | 12               | Keep track clear of obstructions.<br>Spectators to keep outside boundaries of tracks.                              |
| <u>Collision with other rider</u><br>As above   | 2           | 6        | 12               | QUAD track:<br>Maximum of four bikes starting at once.<br>Full instructions given that this is not a contact sport |
| <u>Mechanical failure e.g. brakes</u><br>As above                                     | 2           | 4        | 8                | Regular maintenance check and servicing of equipment.  |

#### INSTRUCTIONS

- Supervised area - Camp Raglan or CBM staff only to run this activity.
- Must have at least 1 other responsible adult who has received instructions from CAMP RAGLAN Staff Member.
- Young and/or inexperienced riders must be closely supervised.
- A competitive and/or aggressive rider must be reasonable evenly matched and/or restricted.



RISK MANAGEMENT PLAN FOR: -

BURMA BRIDGE

AREA IN CAMP: -

Creek by Confidence Course

| <u>Risk Detail</u>                         | Probability | Severity | Hazard Rating | Risk Control   |
|--|-------------|----------|---------------|--|
| <u>Likely Injury/Illness</u>               |             |          |               |  |
| <u>Falling.</u>                            |             |          |               |  |
| Bruising, abrasion cuts                    | 6           | 3        | 18            | Good precise instructions.   |
| Fractures, concussion                      | 2           | 7        | 14            | Only ONE at a time on the bridge.<br>Spectators are not to interfere with ropes. |
| <u>Rope breaking or attachment failure</u> |             |          |               |  |
| All the above.                             | 2           | 7        | 14            | Regular maintenance inspections.<br>Regular maintenance checks.                  |

#### SUPERVISORS INSTRUCTIONS

- Supervised area - not necessarily staffed.
- Minimum of 2 responsible adults who have received instructions from a CAMP RAGLAN staff member.
- It is not suitable for very young children.



RISK MANAGEMENT PLAN FOR: -  
RM/ AREA IN CAMP: -

CONFIDENCE COURSE  
On lower field.



| <u>Risk Detail</u>                         | Probability | Severity | Hazard Rating | Risk Control  |
|--|-------------|----------|---------------|---|
| <u>Likely Injury/Illness</u>               |             |          |               |   |
| <u>Falling.</u>                            |             |          |               |   |
| Bruising, abrasion cuts                    | 4           | 4        | 16            | Good precise instructions.                                      |
| Fractures, concussion                      | 4           | 5        | 20            | Only ONE at a time on any activity or rope.                     |
| <u>Rope breaking or attachment failure</u> |             |          |               |   |
| All the above.                             | 2           | 7        | 14            | Regular maintenance inspections.<br>Regular maintenance checks. |

#### SUPERVISORS INSTRUCTIONS

- Supervised area - not necessarily staffed.
- Minimum of 2 responsible adults who have received instructions from CAMP RAGLAN Staff Member. (one adult should always have sight of the 3 rope bridge)
- If equipment is slippery in severe wet conditions the CC should not be used. Remember SAFETY FIRST

RISK MANAGEMENT PLAN FOR: -  
 RM/ AREA IN CAMP: -

LOW ROPES COURSE  
 On lower field.



| <u>Risk Detail</u><br>Likely Injury/Illness | Probability | Severity | Hazard<br>Rating | Risk Control  |
|---|-------------|----------|------------------|---|
| <u>Falling.</u>                             |             |          |                  |   |
| Bruising, abrasion cuts                     | 4           | 4        | 16               | Good precise instructions.                                      |
| Fractures, concussion                       | 4           | 5        | 20               | Only ONE at a time on any activity or rope.                     |
| <u>Rope breaking or attachment failure</u>  |             |          |                  |   |
| All the above.                              | 2           | 7        | 14               | Regular maintenance inspections.<br>Regular maintenance checks. |

SUPERVISORS INSTRUCTIONS

- Supervised area - not necessarily staffed.
- Minimum of 2 responsible adults who have received instructions from CAMP RAGLAN Staff Member.

RISK MANAGEMENT PLAN FOR: -  
 RM/ AREA IN CAMP: -

TEAM BUILDING CHALLENGES  
 On top field above cook's house



| <u>Risk Detail</u><br>Likely Injury/Illness | Probability | Severity | Hazard<br>Rating | Risk Control  |
|---|-------------|----------|------------------|---|
| <u>Falling.</u>                             |             |          |                  |   |
| Bruising, abrasion cuts                     | 4           | 4        | 16               | Good precise instructions.                                      |
| Fractures, concussion                       | 4           | 5        | 20               | .   |
| <u>Rope breaking or attachment failure</u>  |             |          |                  |   |
| All the above.                              | 2           | 7        | 14               | Regular maintenance inspections.<br>Regular maintenance checks. |

SUPERVISORS INSTRUCTIONS

- Supervised area - not necessarily staffed.
- Minimum of 2 responsible adults who have received instructions from CAMP RAGLAN Staff Member.
- It is not suitable for young children.



| <u>Risk Detail</u><br>Likely Injury/Illness                              | Probability | Severity | Hazard<br>Rating | Risk Control   |
|--|-------------|----------|------------------|--|
| <u>Falling off</u>   |             |          |                  |  |
| Bruising, cuts, abrasion   | 2           | 5        | 10               | Good precise instructions and only ONE at a time.  |
| Fractures  | 2           | 7        | 14               |  |
| <u>Collision with spectators or object</u>                               |             |          |                  |  |
| As above   | 4           | 7        | 28               | Spectators to remain in designated area.<br>Clear way to be kept clear                           |
| <u>Spectator hit by bungee rope or trailing rope</u>                     |             |          |                  |  |
| As above   | 4           | 4        | 16               | As above, and the pull rope must be in the riders hands.   |
| <u>Wire breaking or fixings parting or anchor failing</u>                |             |          |                  |  |
| Bruising, concussion, cuts,<br>abrasion, fractures<br>spinal/back injury | 2           | 9        | 18               | Strength of wire exceeding loading<br>Regular maintenance inspection of rope<br>and connections. |

#### FLYING FOX SUPERVISORS INSTRUCTIONS

- Minimum of 2 responsible people who have received instructions from C.B.M. staff member.
- One adult at top of flying fox to assist people into harness and onto seat
- One adult or JL at the end of flying fox to supervise the dismount using the ladder and making sure that the ladder is removed before release of the next rider.
- Make sure the person knows correct way to sit and hang on.
- All users of the flying fox must wear a harness. (different sizes are available)
- All users must wear a safety helmet (provided)
- Riders are responsible for returning the seat to the platform after their ride.
- Maximum of one person riding on flying fox at a time.
- Maximum of two people on platform at one time.
- Any damage to equipment or injury must be reported to the activity coordinator.
- Before releasing the F/Fox the leader is to ensure that there is NO ONE IN THE PATH OF THE F/FOX
- Rider to hold the return rope in their hand while also firmly holding on to the chain
- Weight Limit 70Kg
- Lock flying fox to tower when activity is finished



RISK MANAGEMENT PLAN FOR: -

GLOW WORMS VISIT

RM/ AREA IN CAMP: -

There are two possible sites and details are obtainable from CAMP RAGLAN. Staff.

| <u>Risk Detail</u><br>Likely Injury/Illness                     | Probability | Severity | Hazard<br>Rating | Risk Control  |
|---|-------------|----------|------------------|---|
| <u>Getting lost</u><br>Panic                                    | 2           | 1        | 2                | Give clear instructions.<br>Party to keep together.<br>Move quietly so calls for help can be heard. (This is also necessary so that glow worms are not disturbed) |
| <u>Tripping or falling in dark</u><br>Bruising, cuts, abrasions | 5           | 2        | 10               | Each participant must have their own torch.<br>Warm clothing and suitable footwear <b>must be worn.</b>   |

**This activity is not currently available.**



RISK MANAGEMENT PLAN FOR: - CRAFT

RM/ AREA IN CAMP: - This activity will be carried out on tables in the dining room

| <u>Risk Detail</u><br>Likely Injury/Illness | Probability | Severity | Hazard Rating | Risk Control                                     |
|---|-------------|----------|---------------|--|
| <u>CRAFT-WORK:</u>                          |             |          |               |  |
| Craft knives                                |             |          |               |  |
| Cuts  | 4           | 2        | 8             | Adequate space for working                       |
| <u>Hammer</u>                               |             |          |               |  |
| Bruise                                      | 4           | 2        | 8             | Good supervision.                                |
| <u>Hot wire</u>                             |             |          |               |  |
| Burn  | 4           | 1        | 4             |  |
| <u>Hot glue gun</u>                         |             |          |               |  |
| Burn  | 4           | 2        | 8             |  |
| <u>Super Glue</u>                           |             |          |               |  |
| Skin bonding                                | 2           | 1        | 2             |  |
| Glue in eyes                                | 1           | 9        | 9             |  |
| <u>SEWING/NEEDLEWORK</u>                    |             |          |               |  |
| <u>Scissors/Needles</u>                     |             |          |               |  |
| Cuts, pricks                                | 6           | 1        | 6             | Adequate space for working.<br>Good supervision. |
| <u>WOODWORK/FRETWORK</u>                    |             |          |               |  |
| <u>Work-piece slips</u>                     |             |          |               |  |
| Cuts  | 6           | 1        | 6             | Adequate space for working.<br>Good supervision. |

RISK MANAGEMENT PLAN FOR: -  
RM/ AREA IN CAMP: -

RECREATION: INDOOR GAMES  
Dining Room, Gym, and Meeting Hall.



| <u>Risk Detail</u>                             | Probability | Severity | Hazard Rating | Risk Control  |
|--|-------------|----------|---------------|---|
| <u>Likely Injury/Illness</u>                   |             |          |               |   |
| <u>Falling while playing games</u>             |             |          |               |   |
| Grazes/bruising,                               | 6           | 2        | 12            | Choose appropriate activity for size of room and number of participants.  |
| Friction burns                                 | 4           | 4        | 16            |   |
| Fractures                                      | 2           | 7        | 14            |   |
| <u>Collision with another player or object</u> |             |          |               |   |
| Grazes/bruising,                               | 6           | 2        | 12            | Remove excessive or unnecessary objects from room e.g. Chairs & forms. Choose appropriate activity for size of room and number of participants. Give adequate instructions. |
| .  |             |          |               |   |
| <u>Slipping on floor surface</u>               |             |          |               |   |
| Grazes/bruising,                               | 6           | 2        | 12            | Check for and remove moisture on floor. Appropriate foot wear.  |
| <u>Inadequate ventilation</u>                  |             |          |               |   |
| Fainting/respiratory disorders                 | 2           | 9        | 18            | Open windows and doors.   |
| <u>Noise</u>                                   |             |          |               |   |
| Deafness                                       | 2           | 8        | 16            | 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...
- Make all participants and spectators aware of potential hazards in room, e.g. fireplace, servery edge, door frames etc.
- Be able to control and be prepared with control methods e.g. whistle etc...
- Remove ALL unnecessary objects and furniture from room.
- Make adequate provision for spectators e.g. Where to stand or sit.
- Ensure adequate preparation and planning.
- Ensure adequate ventilation throughout programme.

#### Operating: -

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

RISK MANAGEMENT PLAN FOR: -

RECREATION: OUTDOOR SPORTS

RM/ AREA IN CAMP: -

Cricket - Frisbees - League - Soccer - Softball - Touch - Volley ball etc.  
Playing field, volleyball court



| <u>Risk Detail</u>   | Probability | Severity | Hazard Rating | Risk Control   |
|--|-------------|----------|---------------|--|
| <u>Likely Injury/Illness</u>   |             |          |               |  |
| <u>Falling and landing</u><br>Grazing, burns, cuts, abrasions, dislocations, bruising, sprains | 6           | 4        | 24            | Check flatness of playing surface.<br>Ensure appropriate clothing/footwear is worn.  |
| Fractures, concussion, spinal injuries   | 4           | 7        | 28            |  |
| <u>Collision with another player</u><br>As above   | 6           | 6        | 36            | Either adapt rules of game to suit players or play only players of similar size/weight.  |
| <u>Collision with equipment</u><br>As above  | 4           | 6        | 24            | Correct supervision of players<br>Correct verbal instructions. Select appropriate equipment.<br>Use safety & protective equipment. Provide padding on temporary goal posts |
| <u>Over stretching</u><br>Soft and connective tissue strains, ruptures                         | 1           | 3        | 3             | Adequate warm-up.  |
| <u>Over-exertion</u><br>Cardiac arrest, angina attack  | 1           | 9        | 9             | People are to be aware of their own level of fitness & limits.   |
| <u>Asthma, respiratory problems</u><br>Fainting, lack of breath                                | 4           | 7        | 28            | 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



RM/ AREA IN CAMP: -

Near Bethel House

| <u>Risk Detail</u>  | Probability | Severity | Hazard Rating | Risk Control   |
|---|-------------|----------|---------------|--|
| Likely Injury/Illness   |             |          |               |  |
| <b><u>SLIDE:</u></b>  |             |          |               |  |
| <u>Falling down slide</u>   |             |          |               |  |
| Grazes/bruising, cuts   | 4           | 2        | 8             | One at a time on ladder and slide.   |
| <u>Land on top of someone</u>   |             |          |               |  |
| Winding   | 4           | 4        | 16            | Check before sliding that all is clear.  |
| <b><u>SEA SAW</u></b>   |             |          |               |  |
| <u>Falling off/Jumping off</u>  |             |          |               |  |
| Grazes/bruising   | 6           | 2        | 12            | Adequate supervision.  |
| <b><u>SWINGS:</u></b>   |             |          |               |  |
| <u>Falling or jumping off</u>   |             |          |               |  |
| Bruises, grazes, abrasion   | 4           | 2        | 8             | Provide stable seating.  |
| Fractures   | 4           | 7        | 28            | Jumping off to be actively discouraged.  |
| <u>Running into swing</u> Bruises, grazes, abrasion cuts  | 4           | 4        | 16            | Playing round swings area to be actively discouraged.                                    |
| <u>Striking a spectator or pusher</u>   |             |          |               |  |
| As above  | 4           | 5        | 20            | Spectators to keep well clear. Pushers must remain vigilant and remain behind the swing. |
| <u>Chain breaking</u>   |             |          |               |  |
| As above  | 1           | 5        | 5             | Perform regular maintenance checks.  |
| <b><u>INSTRUCTIONS</u></b>  |             |          |               |  |
| <ul style="list-style-type: none"> <li>• These are activities that need no supervision unless there are pre-school aged children using them.</li> <li>• Young children must be supervised by an adult.</li> </ul> |             |          |               |  |

RISK MANAGEMENT PLAN FOR: -  
RM/ AREA IN CAMP: -

RECREATION: PLAYGROUND ACTIVITIES (Cont.)  
Playground by Bethel



| <u>Risk Detail</u>                       | Probability | Severity | Hazard Rating | Risk Control  |
|--|-------------|----------|---------------|---|
| Likely Injury/Illness                    |             |          |               |   |
| <u>CLIMBING ROPES:</u>                   |             |          |               |   |
| <u>Falling off</u>                       |             |          |               |   |
| Grazes or bruising,                      | 4           | 4        | 16            | Adequate supervision and rules for safe usage.  |
| <u>Land on top of someone</u>            |             |          |               |   |
| Winding                                  | 4           | 4        | 16            | Adequate supervision and rules for safe usage.  |
| <u>LULLABY:</u>                          |             |          |               |   |
| <u>Falling or jumping off</u> Bruises,   |             |          |               |   |
| grazes, abrasion                         | 4           | 2        | 8             | Provide stable seating.   |
| Fractures                                | 4           | 7        | 28            | Jumping off to be actively discouraged.   |
| <u>Running into lullaby</u>              |             |          |               |   |
| Bruises, grazes, abrasion & cuts         | 5           | 6        | 30            | Playing round lullaby area to be actively discouraged.  |
| <u>Striking a spectator or pusher</u> As |             |          |               |   |
| above                                    | 5           | 6        | 30            | Spectators to keep well clear and pushers must remain vigilant and remain behind the lullaby. |
| <u>Supports breaking</u>                 |             |          |               |   |
| As above                                 | 1           | 7        | 7             | 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: - RECREATION: PLAYGROUND ACTIVITIES (Cont.)

RM/ AREA IN CAMP: - Hillside below meeting hall

| <u>Risk Detail</u>                    | Probability | Severity | Hazard Rating | Risk Control   |
|---------------------------------------|-------------|----------|---------------|--|
| <b><u>SKIMMERS</u></b>                |             |          |               |  |
| <b><u>Falling off</u></b>             |             |          |               |  |
| Bruises, grazes, abrasion, Fractures  | 6           | 2        | 12            | Adequate supervision and rules.  |
|                                       | 4           | 7        | 28            | Risk taking to be actively discouraged.  |
| <b><u>Running into fence</u></b>      |             |          |               |  |
| Bruises, grazes, abrasion, cuts       | 5           | 6        | 30            | others playing in the area forbidden.<br>Spectators to keep well clear.  |
| <b><u>Striking another person</u></b> |             |          |               |  |
| As above                              | 4           | 4        | 16            | others playing in the area forbidden.<br>Spectators to keep well clear.  |
| <b><u>HAMMOCK</u></b>                 |             |          |               |  |
| <b><u>Falling off</u></b>             |             |          |               |  |
| Bruises, grazes, abrasion             | 6           | 2        | 12            | Adequate supervision and rules.<br>No more than 6 at a time Hammock is not to be flipped. Those pushing are not to hang on and swing on the hammock. |

**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)



RM/ AREA IN CAMP: -

as instructed by CAMP RAGLAN Staff

| <u>Risk Detail</u>                                     | Probability | Severity | Hazard Rating | Risk Control  |
|--|-------------|----------|---------------|---|
| <u>Likely Injury/Illness</u>                           |             |          |               |   |
| <u>Mis-use of rifle</u>                                |             |          |               |   |
| Pellet wound, loss of eye or broken skin etc.          | 4           | 9        | 36            | Clear instructions strictly policed.  |
| <u>Pellet going out of boundary and hitting others</u> |             |          |               |   |
| As above   | 4           | 9        | 36            | Inform others that rifles are being used and be alert to dangers. No other activities to take place close to the rifle range during shooting. |
| <u>Blocked barrel</u>                                  |             |          |               |   |
| As above   | 4           | 9        | 36            | Clear instructions.<br>Check barrel.  |

#### SUPERVISORS INSTRUCTIONS

- Supervised area - not necessarily staffed.
- At least 1 responsible adult who has received instructions from CAMP RAGLAN Staff Member.
- Competent person only to supervise.
- 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. Air rifles and pellets must be stored in locked sports cupboard.
- 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 waiting for a turn must be seated on bench behind the persons shooting at the targets. No one is to move into the target area till all rifles are "safe" and when directed by the supervising adult

RISK MANAGEMENT PLAN FOR: -

SWIMMING



RM/ AREA IN CAMP: -

Swimming pool, Beach, Hot Pools

| <u>Risk Detail</u><br>Likely Injury/Illness | Probability | Severity | Hazard<br>Rating | Risk Control   |
|---|-------------|----------|------------------|--|
| <u>Losing footing</u><br>Panic              | 4           | 2        | 8                | Note any reported pot holes. (Beach)   |
| <u>Out of depth</u><br>Panic, drowning      | 2           | 10       | 20               | Constant watch to be kept on swimmers.<br>Swimmers must swim where directed. |
| <u>Hitting your head</u>                    | 4           | 7        | 28               | No diving into pool (Camp Raglan)  |

#### SUPERVISORS INSTRUCTIONS

- Supervised area - not necessarily staffed.
- Minimum of 2 experienced adults who have received instructions from CAMP RAGLAN Staff Member.
- Both adults must be observing at all times from the sides of the pool or the designated swimming area if off site

#### Participants

- Must follow instructions of supervisor.
- No Diving at the Camp Raglan Pool
- Must have appropriate swimwear - NO JEANS!
- Must remain inside the designated area.  
Must return to pool side, bank to shore immediately on whistle signal.

RISK MANAGEMENT PLAN FOR: -

KAYAKING (Takes place in the Raglan Harbour using Kayaks hired from a local company)



RM/ AREA IN CAMP: -

Raglan Harbour (off site activity)

| <u>Risk Detail</u><br>Likely Injury/Illness         | Probability | Severity | Hazard Rating | Risk Control   |
|---|-------------|----------|---------------|--|
| <u>Being hit by another paddle</u><br>Cuts/bruising | 4           | 4        | 16            | Clear instructions given<br>Keep clear of other Kayaks   |
| <u>Capsizing</u><br>Panic, drowning                 | 2           | 10       | 20            | Constant watch to be kept on kayakers by onshore leader.<br>and leader in a kayak or Tender boat<br>Swimmers must swim where directed. |
| <u>Drifting out of the harbour</u>                  | 2           | 6        | 12            | A Tender boat must be in the water at all times  |

### SUPERVISORS INSTRUCTIONS

- Supervised area – Minimum of two leaders who are capable swimmers one on the shore and one in a kayak or Tender boat with the other kayakers.
- All those in Kayaks must wear a life jacket.

### Participants

- Must follow instructions of supervisor. Which will include...
- How to paddle forwards, backwards, and in a circle.
- What to do in an emergency
- Must have appropriate swimwear - NO JEANS!
- Must remain inside the designated area. No-one is to Kayak out of sight or hearing of the activity leaders
- Must return to shore immediately on whistle signal.

RISK MANAGEMENT PLAN FOR: -

SEA BISCUITING (Takes place in the Raglan Harbour)



RM/ AREA IN CAMP: -

Raglan Harbour (off site activity)

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| <u>Risk Detail</u>                                      | Probability | Severity | Hazard Rating | Risk Control  |
|---|-------------|----------|---------------|---|
| <u>Likely Injury/Illness</u>                            |             |          |               |   |
| <u>Crashing into another boat, kayak or obstruction</u> |             |          |               |   |
| Cuts/bruising   | 2           | 6        | 12            | Boat driver to ensure that this activity takes place clear Of other boats, kayaks, swimmers or obstructions.                    |
| <u>Being dumped out of the biscuit</u>                  | 10          | 1        | 10            | This is part of the activity but participants need to be told That this can happen and to be prepared Life jackets must be worn |
| <u>Drowning</u>   |             |          |               |   |
| Panic, drowning   | 1           | 10       | 10            | Constant watch to be kept on biscuits by on-board observer and person driving the boat.   |

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### SUPERVISORS INSTRUCTIONS

- Supervised area – Minimum of three leaders who are capable swimmers two on the shore with those waiting for a turn who can be swimming and one in the boat that is towing the biscuit.
- All those using the biscuit and in the boat must wear a life jacket.

### Participants

- Must follow instructions of supervisor. Which will include.
- How to sit in the biscuit.
- What to do in an emergency
- Must have appropriate swimwear - NO JEANS!

RISK MANAGEMENT PLAN FOR: -

JUMPING off the foot bridge



(off site activity available to older campers only)

RM/ AREA IN CAMP: -

Raglan Harbour

| <u>Risk Detail</u><br>Likely Injury/Illness                                      | Probability | Severity | Hazard Rating | Risk Control   |
|--|-------------|----------|---------------|--|
| <u>Landing on another swimmer, boat or kayak</u><br>Cuts/bruising                | 4           | 6        | 24            | Jumpers to ensure there is no-one or no obstruction in their path before they jump. Leaders to monitor the Jumping area          |
| <u>Landing on the ocean floor</u><br>Extensive cuts, bruising, dislocated joints | 5           | 6        | 30            | This activity must not take place if the tide is too low<br>An outgoing tide must be monitored carefully by the Leader in charge |
| <u>Out of depth</u><br>Panic, drowning   | 2           | 10       | 20            | Constant watch to be kept on Jumpers/swimmers.<br>jumpers must jump/swim where directed.   |

#### SUPERVISORS INSTRUCTIONS

- Supervised area - not necessarily staffed.
- Minimum of three leaders who are capable swimmers one on the bridge and two in or near the water. All adults must be observing at all times.

#### Participants

- Must follow instructions of supervisor.
- Must have appropriate swimwear - NO JEANS!
- Must remain inside the designated area.
- Must return to shore immediately on whistle signal.



RISK MANAGEMENT PLAN FOR: -

VOLLEY BALL



RM/ AREA IN CAMP: -

On Grassed area above swimming pool

| <u>Risk Detail</u><br>Likely Injury/Illness                               | Probability | Severity | Hazard<br>Rating | Risk Control   |
|---|-------------|----------|------------------|--|
| <u>Falling</u><br>Grazing, bruising, sprains,                             | 4           | 2        | 8                | Ensure appropriate clothing/footwear is worn.  |
| <u>Collision with another player</u><br>As above                          | 4           | 2        | 8                |  |
| <u>Over-stretching</u><br>Soft and connective tissue<br>sprains, ruptures | 2           | 3        | 6                | Adequate warm-up.  |
| <u>Over-exertion</u><br>Cardiac arrest, angina attack                     | 2           | 9        | 18               | People are to be aware of their own level<br>of fitness & limits.  |
| <u>Asthma, respiratory problems</u><br>Fainting, lack of breath           | 4           | 7        | 28               | Find out which participants have these<br>medical conditions. Check they have their<br>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



RM/ AREA IN CAMP: -

Playground and on hill overlooking beach

| <u>Risk Detail</u><br>Likely Injury/Illness   | Probability | Severity | Hazard<br>Rating | Risk Control                            |
|---|-------------|----------|------------------|---|
| <u>Falling off tramp</u><br>Grazes, bruising, cuts,<br>fractures, neck/ back injury | 5           | 7        | 35               | Clear instructions given.               |
| <u>Fall through springs</u><br>As above   | 4           | 7        | 28               | Keep to the middle of the trampoline.   |
| <u>Collision</u><br>As above  | 2           | 7        | 14               | Only two people on the tramp at a time. |

#### INSTRUCTIONS

- This is an activity that needs no supervision unless there are small children using the trampoline.
- Very young children must be supervised by an adult.
- Ensure that there is only two people at a time on a trampoline.
- No shoes to be worn.

RISK MANAGEMENT PLAN FOR: -VEHICLE MOVEMENTS



RM/ AREA IN CAMP: - Driveways

| <u>Risk Detail</u><br>Likely Injury/Illness | Probability | Severity | Hazard<br>Rating | Risk Control                               |
|---|-------------|----------|------------------|--|
| <u>Collision with person</u>                |             |          |                  |  |
| Bruises, grazes, abrasion Fractures.        | 4           | 3        | 12               | Vehicle speed not to exceed 10 km/h        |
|   | 2           | 7        | 14               | Vehicles to keep on driveways at all times |

INSTRUCTIONS

- All vehicles brought onto the property must be registered and have a current Vehicle Inspection Certificate
- All drivers must have a current Drivers Licence.



RISK MANAGEMENT PLAN FOR: -

WATER-SLIDE

RM/ AREA IN CAMP:

Gym Paddock RAGLAN CAMP

| <u>Risk Detail</u><br>Likely Injury/Illness                           | Probability | Severity | Hazard<br>Rating | Risk Control  |
|---|-------------|----------|------------------|---|
| <u>Heat Burn</u><br>Blister, Burn                                     | 4           | 2        | 8                | <ul style="list-style-type: none"> <li>Wet whole slide 10min before allowing people onto it.</li> <li>Wear rash shirts or T shirt</li> <li>Leader goes first</li> </ul>   |
| <u>Injuries from coming off slide</u><br>Cuts, Bruising, Broken Bones | 4           | 5        | 20               | <ul style="list-style-type: none"> <li>No running starts</li> <li>No interference from those walking up</li> </ul>  |
| <u>Rolling out</u><br>Cuts, Bruising, Broken Bones                    | 4           | 5        | 20               | <ul style="list-style-type: none"> <li>Limited moving around – stay in position</li> <li>Positions – sitting or lying on back (feet first) only. NO STANDING</li> </ul>   |
| <u>Sun Burn</u><br>Blister, Burn                                      | 4           | 4        | 16               | <ul style="list-style-type: none"> <li>Apply sunscreen before going outside</li> </ul>  |
| <u>Injuries from other people</u><br>Bruising, Broken Bones           | 4           | 4        | 16               | <ul style="list-style-type: none"> <li>No interference with slide riders</li> <li>Walk along the side of the retaining wall back to the start</li> <li>Line up behind the riders at the top of the slide</li> </ul> |

#### WATER SLIDE SUPERVISERS INSTRUCTIONS:

- Supervised area – One adult at top of the slides
- One at a time down each slide
- 10 minutes before activity starts wet slide fully to cool plastic down
- Leader to check there are no obstructions on the slide before starting the activity
- Only allow next rider on after first rider is fully off the slide
- Walk along the side of the retaining wall back to the start
- No soap
- Lock gates after use

#### PARTICIPANTS

- Must follow instructions of supervisor
- One at a time down each slide
- No running or jumping starts
- No backwards, kneeling or standing rides
- No standing on the slide at all
- T shirts or Rash shirts must be worn when using the slide
- No wet suits to be worn on the water slide



| <u>Risk Detail</u>                           | Probability | Severity | Hazard Rating | Risk Control  |
|--|-------------|----------|---------------|---|
| <u>Likely Injury/Illness</u>                 |             |          |               |   |
| <u>Bruising &amp; Welts</u>                  | 10          | 4        | 40            | This is a likely outcome with paintball and is part of the experience; it can be minimised by the wearing of thick clothing or several layers of clothing to cover the body         |
| <u>Falling, slipping or tripping</u>         |             |          |               |   |
| <u>Bruising, cuts, fractures</u>             | 4           | 3        | 12            | Warning participants of the risks of running round in the bush and the potential for tripping, slipping or falling.<br>Paintball should not take place in or after very heavy rain. |
| <u>Loss of sight or other damage to face</u> | 2           | 9        | 18            | This major risk is controlled by the wearing of full face helmets which are worn as a condition of playing<br>NO HELMET NO PLAY   |

**SUPERVISORS INSTRUCTIONS**

CBM/Camp Raglan Staff member will hold a full briefing with those going to play and issue face masks and Paint Ball guns with safety in place before anyone goes down to the paintball course

Players will be instructed in safety procedures, shooting distances and use of the safe zone.

RISK MANAGEMENT PLAN FOR: -  
 AREA IN CAMP: -

CLIMBING WALL  
 Inside the Gymnasium.



| <u>Risk Detail</u>  | Probability | Severity | Hazard Rating | Risk Control   |
|---|-------------|----------|---------------|--|
| Likely Injury/Illness   |             |          |               |  |
| <u>Climber falls to the ground from height</u><br>Bruising, Fractures, Concussion | 2           | 6        | 12            | This Hazard should be eliminated by the correct use of the auto belay unit and correct fastening of the harness<br>Climbers to follow instructions and Buddy/instructor to check connections.<br><br>No Climber is to climb without a harness and belay<br><br>Bouldering should not take place on this wall |
| <u>Low level fall to the ground</u><br>Bruising, Fractures                        | 4           | 5        | 20            |  |
| <u>Knocked over or hit by Descending climber</u>                                  | 4           | 2        | 8             | Only climbers and spotters are allowed on the mat area   |

THIS ACTIVITY IS NOT TO BE USED or equipment moved unless instructed by a Camp Raglan Instructor

**SUPERVISORS INSTRUCTIONS**

See provided instructions and briefing document which is to be used before each climbing session

RISK MANAGEMENT PLAN FOR: -  
 AREA IN CAMP: -

BONFIRE and TOASTING Marshmallows  
 Lower field behind air rifle area.



| <u>Risk Detail</u><br>Likely Injury/Illness         | Probability | Severity | Hazard Rating | Risk Control  |
|---|-------------|----------|---------------|---|
| <u>Burn from falling into fire area</u>             | 1           | 6        | 6             | This Hazard should be eliminated by having good Supervision and clear expectations of where children can stand and ensuring that there is no loose wood between the logs children sit on and the fire itself                |
| <u>Burn to mouth from Hot Marsh mallows</u><br>your | 2           | 6        | 12            | This Hazard should be eliminated by having good Supervision and clear instructions on how to toast Mallows and let them cool before eating  |
| <u>Fire getting out of control</u>                  | 1           | 4        | 4             | Ensure that the fire is laid and maintained by a responsible adult, that it is not built larger than is needed, and that buckets of water are on hand to douse the fire if necessary. The fire must not be left unattended. |

THIS ACTIVITY IS NOT TO BE USED unless organised and directed by the camp raglan manager or a nominated camp raglan staff member

SUPERVISORS INSTRUCTIONS. Clear instructions will be given by camp staff on the use of the fire area and the procedures for toasting marsh mallows, no wood must be used other than that which is provided to you by camp staff. The area between the logs the children sit on and the fire itself must be kept clear of obstructions. No-one is to run round the fire area. Large buckets of water must be on hand to douse the fire. Sticks or Skewers that are long enough to avoid potential burns from the heat of the fire should be used for toasting marsh mallows and this should be done on embers not in a roaring fire. The fire must be completely doused (several buckets of water from the stream) and checked that there are no remaining embers before leaving the camp fire site.





**RISK MANAGEMENT PLAN FOR:**

**Burma trail**

**RM/ AREA IN CAMP: -**

Bush area at base of flying fox paddock.

| <i>Risk Detail</i>   | Probability | Severity | Hazard Rating | Risk Control  |
|--|-------------|----------|---------------|---|
| <i>Likely Injury/Illness</i>   |             |          |               |   |
| <i>Slipping in or after wet weather</i><br><i>Bruising</i><br>Twists or sprains. | 4           | 2/3      | 8/12          | Clear instructions to be given.<br>Children to hold onto the rope at all times<br>Strong shoes to be worn.<br>Supervisor to keep constant watch and monitor this activity.      |
| Scrapes/cuts from branches<br><br>small  | 4           | 3        | 12            | Supervisor to check trail before use, remove any<br><br>branches that could cause injury to children.<br>Advise camp manager/caretaker of any larger branches that need removal |
| Panic Attacks<br>Distress  | 1           | 1        | 1             | Clear instructions to be given and expectation of what will happen (without taking away some element of surprise.   |

### SUPERVISORS INSTRUCTIONS

- Check the trail before use.
- Remove any obstacles that could cause injury to children
- Give children clear instructions and expectations (without destroying the element of fun and surprise).
- Ensure children are wearing strong covered shoes and preferably long sleeves and long pants
- Don't do anything that would cause a child to panic (Different frights for different children) Ensure all leaders understand this
- Participants must be aware of whistle signal and stop immediately.

**RISK MANAGEMENT PLAN FOR:**

**Bush Walks**



RM/ AREA IN CAMP: -

DOC tracks to Beach or Water intake.

| <i>Risk Detail</i>   | Probability | Severity | Hazard Rating | Risk   |
|--|-------------|----------|---------------|--|
| <i>Control Likely Injury/Illness</i>   |             |          |               |  |
| <i>Slipping in or after wet weather</i><br><i>Bruising</i><br>Twists or sprains. | 4           | 2/3      | 8/12          | Clear instructions to be given.<br>Should not take place in wet conditions<br>Strong shoes to be worn.<br>Supervisor to keep constant watch and monitor group and have a realistic child /leader ratio |
| Scrapes/cuts from branches, etc.   | 4           | 3        | 12            | Supervisor to check trail before use (or to lead the walk), remove any obstructions that could cause injury to children.   |

**SUPERVISORS INSTRUCTIONS**

- Check the trail before use or have leader lead the group
- Remove any obstacles that could cause injury to children
- Give children clear instructions and expectations
- Ensure children are wearing strong covered shoes
- Take a first aid kit with you on this outing
- Participants must be aware of whistle signal and stop immediately.
- If crossing the road care must be taken and stop N Go signs used



**RISK MANAGEMENT PLAN FOR:**

**Orienteering /Cryptic Clues – Camp Quiz**

**RM/ AREA IN CAMP: -**

Walking all areas of the main camp site.

| <i>Risk Detail</i>   | Probability | Severity | Hazard Rating | Risk   |
|--|-------------|----------|---------------|--|
| <i>Control Likely Injury/Illness</i>   |             |          |               |  |
| <i>Slipping in or after wet weather</i><br><i>Bruising</i><br>Twists or sprains. | 4           | 2/3      | 8/12          | Clear instructions to be given.<br>Should not take place in wet conditions<br>Footwear should be worn.<br>Supervisor to keep constant watch and monitor group and have a realistic child /leader ratio |
| Scrapes/cuts from trip or fall.  | 4           | 3        | 12            | Supervisor to check the area covered by the orienteering map before use (or to lead the first group), remove any obstructions that could cause injury to children.                                     |

**SUPERVISORS INSTRUCTIONS**

- check the area covered by the orienteering map
- Remove any obstacles that could cause injury to children
- Give children clear instructions and expectations
- Ensure children are wearing suitable footwear
- Participants must be aware of whistle signal and stop immediately.

