

RISK ASSESSMENT AND MANAGEMENT FORM

Name/Group:		Rangatahi Toa	Date: 31 June 2019	
Location:		Waikato Adventure Park	Co-ordinator's Name:	Luis Mendoza
Activity:		High Rope Course and Obstacle Course		
No. of youth:		25	No. of leaders: 5	
Analysis		Description		
Risks What us the worst thing that could happen during this activity? (e.g. Accident, injury, damage and other forms of loss)		Motor Vehicle Accident causing injury on journey to/from activity Incident on the High Ropes Course causing injury Allergic reactions Behavioural issues - violence, abuse Mental health challenges - panic attacks/ acute anxiety		
Potential Hazards What factors could cause these incidents?		People	Equipment	Environment
		- Youth participants - not following instructions - Instructors - not communicating clearly	Equipment failure/breakage Deliberate damage to facility Vehicle breakdown/damage	Inclement weather - rain, wind
Risk Management	Normal Operations (What can reasonably be done to stop these incidents from happening?)	Clear instructions given Code of Conduct agreed to Youth failing to comply will not be allowed to participate Follow Adventure Park staff guidance and instruction Complete Incident form when able	Follow Adventure Park staff guidance as they will have processes in place Replace equipment Contact Vehicle Breakdown service	Cancel or postpone event Plan alternate indoor activities Review and coordinate with Adventure Park team and Manager
	Emergency (What can I put in place now so that I could deal with an emergency effectively?)	Follow emergency protocols - ring 111, apply first aid. Follow Adventure Park staff guidance and instruction - they will have emergency protocols to follow Complete incident report when able Notify Manager	Follow emergency protocols - ring 111, apply first aid. Follow Adventure Park staff guidance and instruction - they will have emergency protocols to follow Complete incident report when able Notify Manager	Follow Civil Defence instructions

Skills required by leaders (e.g. first aid, swimmers etc)			
Final Decision on implementing activity	Form completed by:		Date:
	Choose one:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Approved by:		
	Position:	Date	