

# RISK MANAGEMENT PLAN

<b>Activity:</b>	<b>Kites</b>	<b>Location:</b>	<b>Mountain Trails Adventure School</b>	<b>Supervision ratio:</b>	<b>1:12</b>
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**Experience of participants:** Novice

<b>AIMS OF THE ACTIVITY</b>	<b>QUALIFICATIONS AND EXPERIENCE OF ACTIVITY GUIDES</b>	<b>STUDENT REQUIREMENTS AND SAFETY</b>
1. For the students to have fun being creative 2. For the students to learn skills related to kite making 3. To develop skills in team work.	<b>What are the current experience, competencies or qualifications needed for this activity?</b> <ul style="list-style-type: none"> <li>• Training in group management</li> <li>• Past experience in building kites</li> <li>• Current first aid certificate</li> <li>• Wilderness first aid is desirable but not essential</li> </ul>	<b>How will the students be supervised?</b> Students remain within campsite boundaries or kite flying boundaries set out by the guide prior to the activity being undertaken.
		<b>How will the staff be deployed?</b> supervising and assisting students with their projects
		<b>Over what area will students be spread?</b> 30m <sup>2</sup> while making kites, 100m <sup>2</sup> when flying kites.
		<b>What activities will students do as preparation for this activity?</b> NA
		<b>Have the students been tested for any prerequisite skills? (eg swimming)</b> NA

## EQUIPMENT USED IN THIS ACTIVITY

<b>Equipment / Protective clothing</b>	<b>Industry Standard</b>	<b>Are there safety checks carried out?</b>		<b>Is the equipment appropriate for age group?</b>	<b>What can go wrong? Action in event of failure</b>	
		<b>Yes</b>	<b>No</b>			<b>How often</b>
Kite kits	N/A	Yes		Before activity	Yes	Breaking of kites
Materials for building kites	N/A	Yes		Before activity	Yes	Inability to make kites
Covered shoes, hats, sunscreen etc	N/A	Yes		Before activity	Yes	Participants being unable to take part in the activity

## IDENTIFY THE RISKS (Potential loss – physical, emotional, etc.) AND SCORE (Using accompanying model)

<b>#</b>	<b>RISK</b>	<b>SCORE</b>	<b>#</b>	<b>RISK</b>	<b>SCORE</b>
1	Poor facilitation	Low	5	Poor weather (storms, extreme heat, lightning etc)	Moderate
2	Slips, trips, falls when flying kites	Moderate	6	Inappropriate behaviour of participants	Moderate

3	Dangerous flora and fauna when flying kite	Moderate	7	Injuries from kite making material	Low
4	Snakes during hot season	High	8		

May 2015



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## IDENTIFY THE CONTRIBUTING FACTORS AND MANAGEMENT STRATEGIES TO COMBAT THOSE FACTORS

CATEGORY	CONTRIBUTING FACTORS	MANAGEMENT STRATEGY
<b>PEOPLE</b> Attributes people bring to an activity such as skills, attitudes, age, physical fitness, health numbers, etc.	<ol style="list-style-type: none"> <li>Unresponsive participants, work stress of activity guide</li> <li>Participant ridicule</li> <li>Peer pressure</li> </ol>	<ol style="list-style-type: none"> <li>responsible rostering, teaching staff briefing</li> <li>Maintain participants group 'Full Value Contract'</li> <li>conduct session in 'Challenge by Choice' framework</li> </ol>
<b>EQUIPMENT</b> Resources that impact on the activity such as clothing, helmets, ropes, harnesses, tents, hardware, etc.	<ol style="list-style-type: none"> <li>Kite kit damage</li> <li>Material and equipment for building kites damage</li> <li>Inappropriate attire of participants</li> </ol>	<ol style="list-style-type: none"> <li>Replace or repair the kite kit, checks of kits before activity</li> <li>Replace or repair material and equipment, checks of equipment before activity.</li> <li>Ask participants to change their attire prior to commencing the activity or ask the participant to sit out of the activity.</li> </ol>
<b>ENVIRONMENT</b> Factors that impact on the activity such as weather, terrain, water, tides, fire, flora, fauna, wind, etc.	<ol style="list-style-type: none"> <li>Dangerous flora and fauna</li> <li>Severe weather conditions</li> <li>Uneven terrain</li> </ol>	<ol style="list-style-type: none"> <li>Give an induction on the local flora and fauna and ask participant not to touch the fauna or flora that is dangerous. Pick a site to fly kites where flora and fauna will impact the activity the least.</li> <li>Check weather forecast prior to the activity, have a contingency plan for if weather is inappropriate.</li> <li>Pick a site that is least affected by this factor</li> </ol>
<b>OCCUPATIONAL HEALTH AND SAFETY</b> Factors which might arise if a regulation or safety guideline was not followed	<ol style="list-style-type: none"> <li>Injury to participants or facilitator</li> </ol>	<ol style="list-style-type: none"> <li>Follow safety guidelines, have correctly trained staff, follow activity plan</li> </ol>

### EMERGENCY MANAGEMENT PLAN

<b>1. Keep group together</b>	<b>How remote is the activity from sources of assistance?</b>	on site
<b>2. Implement Emergency Management Plan</b>	<b>How would help be called?</b>	phone, messenger, UHF radio
<b>3. Alert teaching staff to Management Plan</b>	<b>How long would it take to get help after an accident?</b>	other staff – 2 mins ambulance – 12 mins

**REPORT PREPARED BY: Bronwyn Pye    DATE: 12/05/2015    REPORT APPROVED BY: Malcolm Bennett**

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