

## TOPEC Risk Assessment - TOPEC Activities General

Hazards	Describe Harm that could occur	Is it a Significant Hazard? (Yes / No)	Eliminate? Isolate? Minimise?	Control Action	Frequency of Monitoring
<b>ACTIVITY</b>					
Unidentified hazards	<ul style="list-style-type: none"> <li>Stress</li> <li>Accident</li> </ul>	Yes	Minimise	<ul style="list-style-type: none"> <li>Undertake a risk assessment evaluation and investigation.</li> <li>Outline all hazards that staff and students could be exposed to</li> <li>Activities must have TARP and cover sheet</li> <li>Ensure best practice standards met – ASG etc</li> <li>More information <a href="#">Adventure &amp; Outdoors Tourism   Tourism Industry Association New Zealand</a></li> <li>More information on <a href="http://www.tki.org.nz/e/community/eotc">www.tki.org.nz/e/community/eotc</a></li> </ul>	Review before and after event
Safety management plan <ul style="list-style-type: none"> <li>Assess risks</li> </ul>	<ul style="list-style-type: none"> <li>Injury</li> <li>Fatality</li> <li>Stress</li> </ul>	Yes	Minimise	<ul style="list-style-type: none"> <li>Checklists for planning and equipment</li> <li>Activity approval process consent and medical forms required</li> <li>Standards of instruction expertise supervision guidelines</li> <li>Transport guidelines</li> <li>Safety planning tools TARP</li> <li>Emergency procedures</li> <li>Accident / Incident register and reporting system</li> <li>A mechanism for evaluation and change</li> <li>Planning includes referral to relevant legislation, codes of practice and related standards</li> </ul>	Review before and after event

PEOPLE					
<p>Staff</p> <ul style="list-style-type: none"> <li>• Experience</li> <li>• Competence</li> <li>• Student/Staff member ratios</li> <li>• Training</li> <li>• Medical risk</li> </ul>	<ul style="list-style-type: none"> <li>• Injuries</li> <li>• Stress</li> <li>• Illness</li> </ul>	Yes	Minimise	<ul style="list-style-type: none"> <li>• Develop a system to check staff and helper capabilities are compatible with skills required.</li> <li>• A system needs to assess competence in the activity</li> <li>• A system to identify training needs</li> <li>• A system to keep certification of staff members current – eg first aid, life saving certificate</li> <li>• Check health status of staff/helpers/students</li> <li>• Ensure risk assessment calculates safe student/staff and helper ratios</li> <li>• Ensure staff can take breaks and cover is maintained during trip</li> <li>• Ensure staff and helpers are well briefed. Plan briefing before hand. Give each helper specific instructions</li> </ul>	Review before and after event
<p>Students</p> <ul style="list-style-type: none"> <li>• Behaviour</li> <li>• Experience</li> <li>• Understanding language skills</li> <li>• Medical risk</li> </ul>	<ul style="list-style-type: none"> <li>• Stress</li> <li>• Injuries</li> <li>• Illness</li> </ul>	Yes	Minimise	<ul style="list-style-type: none"> <li>• Ensure risks are adequately communicated to students</li> <li>• Establish code of conduct</li> <li>• Establish disciplinary protocols for breaches of safety procedures and code of conduct</li> <li>• Check health status of staff/helpers/students</li> </ul>	Review before and after event

<p>Assess psycho-social hazards</p> <ul style="list-style-type: none"> <li>• Horse play</li> <li>• Other users of the facilities</li> <li>• Fatigue</li> </ul> <p>Communication issues or misunderstandings</p>	<ul style="list-style-type: none"> <li>• Stress</li> <li>• Accidents</li> <li>• Injuries</li> </ul>	<p>Yes</p>	<p>Minimise</p>	<ul style="list-style-type: none"> <li>• Plan trip to take into account fatigue of students and helpers/staff</li> <li>• Try and anticipate any issues that might arise due to other users of the facilities, misunderstanding of instructions and horse play</li> </ul>	<p>Review before and after event</p>
<p>Communicable diseases e.g. Hep A/B, measles, mumps, rubella, TB, whooping cough, chicken pox, influenza, nits, ringworm</p> <ul style="list-style-type: none"> <li>• Bodily fluids</li> <li>• Illnesses</li> <li>• Hygiene</li> <li>• Food poisoning</li> <li>• Waste disposal</li> </ul>	<ul style="list-style-type: none"> <li>• Disease</li> <li>• Parasites</li> </ul>	<p>Yes</p>	<p>Minimise</p>	<ul style="list-style-type: none"> <li>• Excellent hygiene procedures</li> <li>• Use a body spills kit when attending to injured/ill person</li> <li>• Dispose of rubbish e.g. food scraps in sealed containers</li> <li>• Staff trained in first aid</li> <li>• Have clear procedures for disposing of bodily waste</li> <li>• Offer staff flu vaccinations and vaccinations against Hep A/B and other diseases</li> </ul>	<p>Review before and after event Ongoing</p>

EQUIPMENT					
Transport <ul style="list-style-type: none"> <li>• Driving</li> <li>• Student management</li> <li>• Pick up/drop off</li> <li>• Stop offs</li> </ul>	<ul style="list-style-type: none"> <li>• Stress</li> <li>• Motor vehicle accident</li> </ul>	Yes	Minimise	<ul style="list-style-type: none"> <li>• Ensure there are enough skilled/experienced adults to supervise students</li> <li>• If driver – be refreshed with a full night's sleep previously</li> <li>• Do not exceed maximum loadings of vehicles</li> <li>• Be familiar with the vehicle that is being driven</li> <li>• Each passenger to wear a seat belt</li> <li>• Each vehicle to have current Warrant of Fitness and Registration</li> </ul>	Review before and after event
Equipment <ul style="list-style-type: none"> <li>• Maintained</li> <li>• Present</li> <li>• Relevant for activity</li> </ul>	<ul style="list-style-type: none"> <li>• Falls</li> <li>• Accidents</li> <li>• Injuries</li> </ul>	Yes	Minimise	<ul style="list-style-type: none"> <li>• Plan what equipment is needed</li> <li>• check equipment before the trip</li> <li>• Make sure equipment is well maintained, appropriate for activity and meets any current standards</li> <li>• Designate someone to look after equipment and maintain if necessary during the trip</li> </ul>	Review before and after event

ENVIRONMENT					
Assess environmental hazards <ul style="list-style-type: none"> <li>• Cold water</li> <li>• Heat</li> <li>• Sun</li> <li>• Wind</li> <li>• Rain</li> </ul>	<ul style="list-style-type: none"> <li>• Hypothermia</li> <li>• Heat stroke</li> <li>• Sun burn</li> <li>• Drowning</li> </ul>	Yes	Minimise	<ul style="list-style-type: none"> <li>• Bring correct clothing eg waterproof raincoats, sun hat, sun block, etc</li> <li>• Check weather forecasts</li> <li>• Plan for an emergency and have procedures in place</li> <li>• Have a Plan B</li> <li>• Have communication devices- PLB, cellphone, two way or marine VHF radio</li> <li>• Check devices are working before trip</li> <li>• First aid training completed and/or up to date</li> </ul>	Review before and after event
Assess physical hazards <ul style="list-style-type: none"> <li>• Terrain</li> <li>• Equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Falls</li> <li>• Injuries</li> </ul>	Yes	Minimise	<ul style="list-style-type: none"> <li>• Control measure in place for each hazard</li> <li>• Control measures and plan explained to students and helpers</li> </ul>	Review before and after event
Assess biological hazards <ul style="list-style-type: none"> <li>• Communicable diseases</li> <li>• Allergies to insects/food</li> </ul>				<ul style="list-style-type: none"> <li>• Ascertain allergies and health problems of staff and students before trip</li> <li>• Take first aid kit that has body spill kit, or at least gloves</li> <li>• Find out before hand if there has been a problem in the area with wasps and bees, poisonous spiders etc</li> </ul>	Review before and after event

<p>Assess chemical hazards</p> <ul style="list-style-type: none"> <li>• gas or white spirit stove</li> <li>• gas heaters</li> </ul>	<ul style="list-style-type: none"> <li>• Poisonings</li> <li>• Fumes</li> <li>• Lung problems</li> </ul>	<p>Yes</p>	<p>Minimise</p>	<ul style="list-style-type: none"> <li>• Instruct safe use of equipment (eg stove)</li> <li>• Put in place control measures</li> <li>• Wear any personal protective equipment required</li> <li>• Communicate risks and required behaviours</li> </ul>	<p>Review before and after event</p>
<p>Assess ergonomic hazards</p> <ul style="list-style-type: none"> <li>• Lifting</li> <li>• Carrying</li> <li>• Twisting/bend-ing</li> </ul>	<ul style="list-style-type: none"> <li>• Stress</li> <li>• Back/neck/shoulder injuries</li> </ul>	<p>Yes</p>	<p>Minimise</p>	<ul style="list-style-type: none"> <li>• Ensure staff and students are trained in safe lifting practices and back care strategies</li> <li>• Use any lifting equipment provided or available</li> </ul>	<p>Review before and after event</p>