

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
ACTIVITY					
Unidentified hazards	<ul style="list-style-type: none"> • Stress • Accident 	Yes	Minimise	<ul style="list-style-type: none"> • Undertake a risk assessment evaluation and investigation. • Outline all hazards that staff and students could be exposed to • Activities must have TARP and cover sheet • Ensure best practice standards met – ASG etc • More information Adventure & Outdoors Tourism Tourism Industry Association New Zealand • More information on www.tki.org.nz/e/community/eotc 	Review before and after event
Safety management plan <ul style="list-style-type: none"> • Assess risks 	<ul style="list-style-type: none"> • Injury • Fatality • Stress 	Yes	Minimise	<ul style="list-style-type: none"> • Checklists for planning and equipment • Activity approval process consent and medical forms required • Standards of instruction expertise supervision guidelines • Transport guidelines • Safety planning tools TARP • Emergency procedures • Accident / Incident register and reporting system • A mechanism for evaluation and change • Planning includes referral to relevant legislation, codes of practice and related standards 	Review before and after event

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

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

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

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

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