



Waka on Avon Risk Analysis and Management (RAMs)

We want you and your group to have a safe and enjoyable visit to Waka on Avon (WOA).

The following document is a Risk Assessment Management tool for school group visits to Waka on Avon. This document does not address potential risks associated with transporting groups to and from Waka on Avon.

We recommend, where possible, that all teachers make a pre-visit to WOA site and carry out their own risk assessment before undertaking a visit to WOA with children.

Students should be encouraged to identify appropriate behaviour in relation to themselves, our staff and other visitors. If you do identify any hazards or witness any incidents, please report to our staff as soon as possible.

It is essential that the students understand:

- The aims and objectives of your visit
- How to avoid specific dangers and what standard of behavior is expected
- Who are responsible for their group
- What to do if separated from the group
- It is our recommendation with regards to our current fleet of waka that students must be year 4 (7/8 years of age)

In the event of an emergency, please follow the instructions and our staff immediately.

WOA operates to relevant industry standards and has been checked and approved by the following governing bodies: Maritime NZ, Christchurch City Council, Harbourmaster's Office.

Please email info@wakaonavon.co.nz or call 021 0906 4735 for further information.

VISIT TO WAKA ON AVON – RISK MANAGEMENT PLAN

Date:	Class level:	Teacher in charge:
No. of children:	No. of adult helpers:	No. of staff:
Day/Time of departure:	Day/Time of return to school:	Reserve contact:
		Approved By:

Group members requiring special consideration:

Health:
Behaviour:
Other:

Pre-activity checklist	On the day	Comments
Trip application approved <input type="checkbox"/>	Students list and contacts <input type="checkbox"/>	
Permission slips returned <input type="checkbox"/>	Medication <input type="checkbox"/>	
Medical records checked <input type="checkbox"/>	First Aid kit <input type="checkbox"/>	
RAMS form to all teachers <input type="checkbox"/>	Cell phone <input type="checkbox"/>	
Guidelines for children understood by all adults and children attending <input type="checkbox"/>	Intentions left at office <input type="checkbox"/>	
	Equipment checked <input type="checkbox"/>	

WAKA ON AVON Risk Analysis and Management System (RAMS)

What could go wrong?	What would cause this?	WOA's Control Measures	Group/Visitor Responsibility	Emergency plan
Personal accident or injury	<ul style="list-style-type: none"> • Falling in the water from the banks • Falling in the river when boarding • Passenger overboard • Distracted or not paying adequate attention • Falling over • Pushing or shoving • General carelessness • Disorderly behaviour 	<ul style="list-style-type: none"> • Full attention required while at the river edge, students are always to pay attention to WOA staff once on-site • Supervision of children • Life preservers provided on site • Teachers ensuring students are always supervised and fully aware of the rules. • Guidelines sent to during the reservations process and reiterated on arrival. 	<ul style="list-style-type: none"> • Supervision of students • Awareness of uneven ground near the riverbanks • Being considerate to other visitors, especially when moving as a large group • Ensure everyone is aware of Guidelines 	<ul style="list-style-type: none"> • Notify WOA staff • Qualified First Aider will attend. • Incident report must be completed
Person is lost or unaccompanied	<ul style="list-style-type: none"> • Inadequate supervision • Inadequate adult to child ratio • Person's lack of awareness of risk in such a situation 	<ul style="list-style-type: none"> • Children cannot enter WOA without a supervising adult • Guidelines for groups sent to organizer and re-iterated on arrival 	<ul style="list-style-type: none"> • Supervision of children • Ensure everyone is aware of Guidelines 	<ul style="list-style-type: none"> • Contact all staff who will then keep a lookout/help search • When located, missing person will be escorted back to group
Person falling ill	<ul style="list-style-type: none"> • Lack of medication • Pre-existing condition 	<ul style="list-style-type: none"> • Unable to control 	<ul style="list-style-type: none"> • Please ensure that all required medications (for asthma, allergies etc.) are readily at hand and that pre-existing conditions are notified and that provision has been made for this 	<ul style="list-style-type: none"> • Notify WOA staff • Qualified First Aider will attend • Incident report must be completed

Earthquake or Natural Disasters	<ul style="list-style-type: none"> • Natural Process 	<ul style="list-style-type: none"> • Unpreventable 	<ul style="list-style-type: none"> • Unpreventable 	<ul style="list-style-type: none"> • Staff will implement evacuation procedure • All visitors will follow directions of WOA staff
Traffic hazards	<ul style="list-style-type: none"> • Inadequate supervision • Inadequate adult:child ratio • Lack of awareness of risk in such a situation 	<ul style="list-style-type: none"> • Off street and on street parking is available. • WOA vehicles are very rarely needed in public areas. 	<ul style="list-style-type: none"> • Be aware of other traffic • Supervise children at all times • Drive carefully when entering/exiting the carpark 	<ul style="list-style-type: none"> • Notify WOA staff • Qualified First Aider will attend • Incident report must be completed
Person falling into Avon Otakaro River	<ul style="list-style-type: none"> • Person not looking where they are going • Straying off the pathway • General carelessness • Disorderly behaviour 	<ul style="list-style-type: none"> • Signage • Guidelines for groups sent to organiser and re-iterated on arrival • Safety barriers 	<ul style="list-style-type: none"> • Supervision of children • Keep to pathways • Ensure everyone is aware of Guidelines 	<ul style="list-style-type: none"> • Notify WOA staff • Qualified First Aider will attend, if medical attention is required • Incident report must be completed
Weather related hazards	<ul style="list-style-type: none"> • Lack of adequate protection against: <ul style="list-style-type: none"> - dehydration - heat - cold - rain - wind - UV radiation 	<ul style="list-style-type: none"> • Please ensure your students have adequate weather protection and if required appropriate bring umbrellas • Various sheltered areas along the river bank while waiting 	<ul style="list-style-type: none"> • Visitors must check the weather forecast and ensure everyone is suitably protected from the elements • Please bring your own sunscreen • Water is available at the playground to fill water bottles 	<ul style="list-style-type: none"> • Notify WOA staff • Qualified First Aider will attend • Incident report must be completed