



<b>Version</b>	Blue Light – <b>Overnight Camping / Camping Skills</b> - Activity Management Plan – V1
<b>Issue Date</b>	6/11/2024
<b>Review Date</b>	6/11/2024
<b>Next Review</b>	6/11/2025
<b>Revised By:</b>	Dominic Crow
<b>Authorised By:</b>	Brendon Crompton

Blue Light Overnight Camping / Camping Skills Activity Management Plan							
<b>Activity Description</b>	Participants will embark on an overnight camping trip to learn essential outdoor skills and enjoy the experience, all under the supervision of trained Blue Light Instructors			<b>Location</b>	Various locations – RAMS to be completed where applicable – Overnight camping		
<b>Toilets</b>	Yes	<b>Max Ratio</b>	1 – Lead Instructor 1 – Assistant Instructor 12 -Participants	<b>Water</b>	Yes	<b>If mobile reception is limited, PLB required</b>	Mobile Reception / PLB
<b>Instructor Competency</b>	Lead Instructor – Bush Leader NZOIA or Blue Light internal competency or experience / competencies from other outdoor centers. First Aid certification			<b>Client Competency</b>	Physically able to walk to the camping site with gear	<b>First Aid Kit Available</b>	Yes
<b>Equipment required by participants</b>	Camping Equipment			<b>Emergency Response / Incident Reporting</b>	Refer to Blue Light Incident Reporting Procedure		



#	HAZARD	POTENTIAL INJURY/ILLNESS	CONSEQUENCE	LIKELIHOOD	INITIAL RISK RATING	CONTROL METHODS	CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
1	<b>Wearing pack incorrectly</b> *Uneven straps *Bag is too loose *Packing unnecessary items making the pack heavy	Serious injury Minor Injury	Major	Likely		*Only trained instructor to run activity *Instructor maintains personal wellbeing while at work *Instructor to brief students on correct wear, fit and packing of their tramping bags. Staff to check packs are correctly fitted and packed *Staff to check contents of bags and take out unnecessary items to ensure there is even weight distribution *Adult helpers to supervise students at all times throughout activity	Moderate	Unlikely	
2	<b>Slips/Trips/Falls</b>	Serious Injury Minor Injury	Major	Likely		*Ensure group has been briefed on appropriate clothing and footwear *Instructor to brief participants of activity and safety processes *Adult helpers to manage participants on the walking tracks and communicate any hazards in the way e.g. tree roots, branches overhead, loose dirt, uneven walkway *Instructor to brief participants on safety areas, potential hazard areas and no-go zones *Instructor to assess area no sooner than 2 months prior to tramp commencing and communicate with DOC that there are no track changes *Instructor to brief participants of activity and safety processes around cliffs (shown on maps)	Moderate	Unlikely	
3	<b>Physical injury</b> *Scratches/Grazes/Cuts / Sprains & Strains / Broken Bones	Serious Injury Minor Injury Bruises/Bumps/ Grazes/Cuts	Major	Likely		*Ensure group has been briefed on appropriate clothing and footwear *Instructor to brief participants of activity and safety processes around cliffs (shown on maps) *Adult helpers are to supervise their group at all times *Adult helpers to manage participants on the walking tracks and communicate any hazards in the way e.g. tree roots, branches overhead, loose dirt, uneven walkway, cliff or steep banks	Moderate	Unlikely	



4	<b>Medical Injury</b> *Pre-existing medical condition	Serious Injury Minor Injury	Severe	Likely		*Instructor to be informed of any pre-existing or current injuries/medical conditions ( <i>Medical Risk Acknowledgement Form</i> ) *Instructor to contact participants with any questionable medical conditions to understand and make a plan if necessary *Student to be excluded from activity if pre-existing injury is aggravated due to the activity *Ensure participant is carrying personal medication if necessary	Major	Unlikely	
5	<b>Psychological harm</b> *Forced to participate *Panic Attack *Cultural factors *Staff /participants entering designated they are not authorized to enter	Psychological Harm/Trauma	Major	Likely		*Instructor to brief students on 'Challenge by choice' *Instructor to brief participants of activity and safety processes including taking regular breaks and supporting each other in their groups *Ensure every group is supported and treated appropriately *Instructor to be informed of any pre-existing or current psychological /medical conditions ( <i>Medical Risk Acknowledgement Form</i> ) * Clear guidelines will be in place regarding staff and participants entering areas designated for the opposite sex, ensuring respect for privacy and maintaining appropriate boundaries at all times	Moderate	Rare	
6	<b>Burn Injuries</b> *Campfires *Gas / BBQ Cooking	Serious Injury Minor Injury	Major	Likely		*All cooking equipment will be checked prior to use *A safety briefing will be provided to all participants, covering safe practices and appropriate clothing around fires and cooking as per SOP *Instructor to ensure safety equipment onsite – Fire Blanket/ Extinguisher and Bucket with water * A designated cooking area will be established to ensure safety during meal preparation and to minimize any fire hazards	Moderate	Unlikely	
7	<b>Equipment failure / Dangerous Environment</b> *Pack falling apart *Tramping boots too small, too big or not in appropriate condition *Tents with rips or tears *Track Slips *Broken Steps	Serious Injury Minor Injury Bruises/Bumps/ Grazes/Cuts	Major	Likely		*3-6 month in house inspection completed *Instructors to conduct pre-use check on tramping packs, tramping boots and tents before giving them out to participants and monitor throughout sessions *Instructor to assess area no sooner than 2 months prior to tramp commencing and communicate with DOC that there are no track changes	Moderate	Rare	



8	<b>Weather Conditions (Sun, wind, temperature, and lightning)</b> *Hyperthermia *Hypothermia *Heat stroke *Struck by lightning *Dehydration	Serious Injury Minor Injury	Severe	Likely		*Ensure group has been briefed on appropriate clothing *Find shelter if heavy rain/hail *Instructors call a halt if participants impacted/affected by the weather *Ensure water/sunblock available *Activities called to a halt when thunder or lightning and 30/30 rule followed * Weather forecast to be checked prior to tramp if unsafe for tramp postpone ( <i>Factors to consider but not limited to – Wind / rain/ thunder / lightning- if unsure consult with experienced tramping delegate</i> ).	Major	Unlikely	
9	<b>Instructor impairment</b> *Drug and Alcohol	Death Serious Injury Minor Injury	Major	Unlikely		*No drinking of alcohol prior to or during activity *Adhere to Blue Light drug and alcohol policy outlines risk and identifies strategies to manage drug and alcohol hazards *Cease Activity if suspected	Major	Rare	
10	<b>Wandering participants/Absconding Lost Group</b>	Death Serious Injury Minor Injury	Severe	Likely		*Instructor to brief participants on safety areas, potential hazard areas and no-go zones *Adult helpers are to supervise their group at all times *Continuous head counts *Appropriate staff to participant ratios *Instructor to brief participants that they walk at the pace of the slowest participant, they all walk together as a group and never leave the group, they can take regular breaks, always stick to the walking track and if anyone gets lost and cannot see anyone else in the group, the participant is to sit down, put on their warm clothes and wait *Cell-phone contact maintained with lead instructor	Severe	Rare	



11	<b>Drowning</b>	Death Serious Injury Minor Injury	Severe	Unlikely		<ul style="list-style-type: none"> <li>*Instructors are to have a baseline understanding of participants level of ability in the water (<i>Medical Risk Acknowledgement Form</i>)</li> <li>*Participants are briefed on the rules surrounding swimming and being near water as well as safety areas and no-go zones</li> <li>*Adult helpers to be supervising participants at all times</li> </ul>	Severe	Rare	
12	<b>Poor reception coverage / accessibility</b>	Death Serious Injury Minor Injury	Severe	Likely		<ul style="list-style-type: none"> <li>*When designing tramping location – reception coverage must be checked prior. If poor, ensure PLBs are available, and all staff are briefed on poor coverage areas – Contingency plans put in place (<i>Base contact / when to be contacted / time frame for callout of emergency services</i>)</li> <li>*PLBs are to be held by designated staff lead based on complexity of students</li> <li>*Must identify nearest location for evacuation / medical assistance / vehicle accessibility</li> <li>*All staff / assistants must be trained on PLBs and Emergency Procedures</li> <li>*Ensure staff ratios / competencies are considered when planning tramps</li> <li>*Ensure all staff have accessibility to First Aid Kits</li> <li>*All adult helpers are to have the instructor's phone number and call them before leaving for the activity</li> </ul>	Major	Unlikely	
13	<b>Unsafe Vehicle/Driver(s)</b>  *Not maintaining safe driving skills, other road users  *No WOF and/or REGO on vehicle  *Unexpected vehicle failure	Death Serious Injury Minor Injury	Severe	Unlikely		<ul style="list-style-type: none"> <li>*Instructors to ensure vehicles have current WOF / REGO and up to date service</li> <li>*Vehicle check completed before departure, checks to include but not limited to – water, oil, fuel, tyres and tyre pressures, brake fluid, automatic transmission fluid, lights, indicators, demister working, wipers, seatbelts (<i>Blue Light to complete vehicle check on Auditz App</i>)</li> <li>*If there are issues identified, use alternative vehicle</li> <li>*Instructor to ensure all staff have appropriate license for driving a vehicle</li> <li>*Drivers to take regular breaks to avoid fatigue – consider changing drivers if driving for extended periods</li> </ul>	Severe	Rare	



14	<b>Natural Disasters</b>  *Earthquake  *Tsunami  *Volcanic Eruption	Death Serious Injury Minor Injury	Severe	Likely		*Follow EMP (Emergency Management Plan) whilst at Awhitu Camp (Located: H&S Board – Dining Room, Blue H&S Folder – Kitchen) *Follow Civil Defence Guidelines *Weather forecast to be checked prior to tramp if unsafe for tramp postpone / cancel	Severe	Unlikely	
15	<b>Manual Handling</b>	Serious Injury Minor Injury	Major	Unlikely		*All staff complete in-house Health and Safety training which includes manual handling	Major	Rare	



In assessing the level of risk, considerations such as the likelihood of an incident happening in combination with the seriousness of a consequence are used to gauge the overall risk level for an activity. The matrix below has been used as a guide to assist with developing the risk assessment:

Risk Level	
Low	Continue
Medium	Control to minimise risk
High	Control to eliminate risk
Severe	Stop – find alternative

**Risk Matrix**

Risk Assessment Matrix	Consequences			
	1. Minor	2. Moderate	3. Major	4. Severe
Likelihood	None/minimal Injuries	Moderate injuries	Medical treatment	Fatalities
1. Almost certain	Medium	High	Severe	Severe
2. Likely	Medium	High	High	Severe
3. Unlikely	Low	Medium	Medium	High
4. Rare	Low	Low	Medium	Medium



# Emergency Response Plan



## INCIDENT REPORTING PROCEDURE







### Employee Declaration

The Activity Management Plan for **Tramping & Orienteering** has been covered in this session and I have been given the opportunity to ask questions and review the information provided. I fully understand the procedures and agree to comply with them.

Employee Name	Signature	Date