



<b>Version</b>	Blue Light – <b>Chariots</b> - Activity Management Plan – V2
<b>Issue Date</b>	6/3/2024
<b>Review Date</b>	30/07/2024
<b>Next Review</b>	30/07/2025
<b>Revised By:</b>	Dominic Crow
<b>Authorised By:</b>	Brendon Crompton

Blue Light Chariots Activity Management Plan							
<b>Activity Description</b>	Learning knots to be able to design and build a chariot. Build a chariot to carry a participant or bucket of water			<b>Location</b>	Blue light Awhitu Camp Blue Light youth center Papakura Alternative location as selected		
Toilets	Yes	<b>Max Ratio</b>	2 – Inducted adult helpers 12 - Participants	Water	Yes	<b>Mobile Reception</b>	Yes
<b>Instructor Competency</b>	Inducted and understand Chariots SOP and follows Que Cards			<b>Client Competency</b>	None	<b>First Aid Kit Available</b>	Yes
<b>Equipment required by participants</b>	Covered toe shoes, appropriate clothing for the weather, personal medication if needed			<b>Emergency Response / Incident Reporting</b>	Refer to Blue light Rock & Ropes Incident Reporting Procedure		



#	HAZARD	POTENTIAL INJURY/ILLNESS	CONSEQUENCE	LIKELIHOOD	INITIAL RISK RATING	CONTROL METHODS	CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
1	<b>Falling Injury</b> *Inadequate instruction *Poor supervision *Participant misbehaving or not following instructions *Chariot falls apart *Participant falls off chariot	Death Serious injury Head/Neck/ Spinal Injury	Severe	Likely		*Adults signed off and competent & has a communication line to the instructors *Clear instructions given & que cards followed *Participants briefed on activity and need to follow instructions *Chariot to be tested by instructor before participant are lifted on it. *Helmets worn by participant being lifted *Spotters appointed for people on the chariot *Ensure BL SOP followed	Severe	Rare	
2	<b>Injury-Blunt force</b> *Getting hit by bamboo during building the chariot	Serious Injury Minor Injury	Major	Likely		* Brief on being aware of your surroundings and manage participants	Major	Rare	
3	<b>Injury- Strained or pulled muscle</b> *Lifting chariot incorrectly *Lifting to much of a heavy weight	Death Serious Injury Minor Injury	Major	Likely		*Teach correct lifting technique *Lifting calls (1-2-3-lift) *Ensure there is enough people lifting	Major	Rare	



4	<b>Psychological harm</b> *Forced to participate *Panic Attack *Cultural factors	Psychological Harm / Trauma	Moderate	Likely		*Challenge by choice *Full debrief with students to ensure they have a good understanding of activity and safety processes in place *Ensure every group is supported and treated appropriately	Minor	Unlikely	
5	<b>Equipment failure</b> *Bamboo Splintering	Minor injury	Severe	Likely		*6 month in house inspection completed * Visual inspection completed prior to activity	Severe	Rare	
6	<b>Weather Conditions (Sun, wind, temperature, and lightning)</b> *Hyperthermia / Hypothermia *Heat stroke *Struck by lightning	Serious Injury Minor Injury	Major	Likely		*Activities called to a halt when thunder or lightning & 30/30 rule followed *Ensure group has been briefed on appropriate clothing *Shelter provided *Instructors call a halt if participants impacted / affected by the weather *Ensure water / sunblock available.	Moderate	Unlikely	
7	<b>Instructor impairment</b> *Drug and Alcohol	Death Serious Injury Minor Injury	Major	Unlikely		* <b>No</b> drinking of alcohol prior to or during activity *Adhere to Blue Light drug and alcohol policy *Cease Activity if suspected	Major	Rare	



8	<b>Operator Fatigue</b>	Death Serious Injury Minor Injury	Major	Likely		*Regular breaks, rotations and checks to ensure operator is not fatigued	Moderate	Unlikely	
9	<b>Slips/ Trips/ Falls</b>	Serious Injury Minor Injury	Moderate	Likely		*Ensure good housekeeping. Have equipment. neatly arranged or put away. *Brief participants when walking the chariot over uneven ground	Moderate	Unlikely	
10	<b>Wandering participants</b>	Death Serious Injury Minor Injury	Major	Likely		*Establish clear safety zones. *Instructors to be aware of participant locations at all times.	Major	Unlikely	
11	<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	
12	<b>Medical Injury</b> *Pre-existing medical condition	Serious Injury Minor Injury	Major	Likely		*Collect medical information prior to arriving – (Risk acknowledgement form). *Contact participants with any questionable health issues to better understand conditions so a plan can be made *Ensure participant is carrying medication that may be necessary	Moderate	Unlikely	



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



## Appendix B Emergency Response Plan



### INCIDENT REPORTING PROCEDURE





### Employee Declaration

The Activity Management Plan for Chariots 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