

Risk Register for Outdoor Activities

Identify		Analyse			Manage
Hazard / Work Task	Associated Risk(s)	Consequence of Risk	Likelihood of Risk	Est. Level of Risk	Control(s)
Environmental exposure	<ul style="list-style-type: none"> Hypothermia Frost bite/nip Hyperthermia / Heat stroke Sun burn 	4	2	8	<ul style="list-style-type: none"> Weather checks are made before the activity, and weather conditions are monitored throughout the activity by staff Have clear cut off parameters for weather conditions Sufficient amounts of suitable clothing and equipment is carried or available throughout the activity Sufficient amounts of food and water is carried or available throughout the activity Sun smart practices are observed when appropriate
Participants with special needs (physical, mental, medical, dietary etc.)	<ul style="list-style-type: none"> Illness Injury Stress Loss of process 	4	1	4	<ul style="list-style-type: none"> Special needs awareness is included as part of staff training Participant's special needs are identified before the start of the activity and are discussed with relevant staff and other stakeholders (i.e. the effected individual, the parent or guardian of the individual etc.). Decisions should then be made about any changes that may need to be made to the activity and then communicated to all relevant staff Staff check that individuals have the relevant personal medication or any other relevant equipment, clothing etc. with them before the start of the activity Staff monitor effected individuals throughout the activity If participants are children this staff should hold on to and then administer any medication
Lost or missing person	<ul style="list-style-type: none"> Injury Stress 	3	2	6	<ul style="list-style-type: none"> Appropriate ratio for the activity is used An appropriate level of supervision is maintained throughout the activity by staff In relevant situations counting methods should be used
Walk across, beside or near roads	<ul style="list-style-type: none"> Injury 	4	1	4	<ul style="list-style-type: none"> Limit the amount of time that participants need to spend near roads When walking beside a road with a narrow verge then a single file line should be used Depending on the makeup of the group (i.e. children) a controlled process for crossing the road maybe required
Use of inappropriate or damaged clothing or equipment, or inappropriate use of equipment, or equipment failure	<ul style="list-style-type: none"> Injury Stress Lost or damaged equipment 	3	2	6	<ul style="list-style-type: none"> Ensure that organisational equipment or clothing is fit for purpose and is maintained correctly Ensure participants clothing or equipment is fit for purpose before the start of the activity Have appropriate spares or repair equipment available
Inadequate food and water intake	<ul style="list-style-type: none"> Illness 	3	2	6	<ul style="list-style-type: none"> Ensure participants have sufficient food and water available for the duration of the activity Ensure staff carry spare water and/or food in appropriate situation (e.g. during a hike) Observation of food and water intake by staff in appropriate situation (e.g. during multi day trips)

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Poor facilitation	<ul style="list-style-type: none"> Injury Loss of process 	3	2	6	<ul style="list-style-type: none"> Staff have relevant qualifications Staff have had adequate induction, supervision and training Staff are deemed competent to run the activity Mechanisms are available for feedback and continued development of staff
Client behaviour	<ul style="list-style-type: none"> Injury Altercations Loss of process Damaged property or equipment 	2	2	4	<ul style="list-style-type: none"> Staff have the authority to stop the activity if necessary Staff sufficiently trained Adequate briefing and communication with participants When appropriate standards of behaviour maybe outlined by staff before the start of the activity
Difficult terrain	<ul style="list-style-type: none"> Injury 	3	2	6	<ul style="list-style-type: none"> Appropriate foot wear is worn Knowledge of terrain and/or trip route by staff Adequate briefing by staff before activity Sufficient supervision is undertaken
Water activities	<ul style="list-style-type: none"> Drowning or near-drowning Hypothermia Animal bit or sting 	4	2	8	<ul style="list-style-type: none"> Appropriate safety equipment (e.g. PFDs) are worn by participants and staff, and these are checked for fit by staff Appropriate briefing and/or demonstration is carried out Participants water confidence and competence is ascertained by staff Adequate briefing by staff before activity Adequate supervision throughout the activity Staff trained in rescue techniques and rescue equipment is available
Fall from height	<ul style="list-style-type: none"> Injury 	4	2	8	<ul style="list-style-type: none"> Appropriate safety equipment (e.g. harnesses) are worn by participants and staff, and these are checked for fit by staff Appropriate briefing and/or demonstration of safety systems Adequate supervision during the activity Staff trained in rescue techniques and rescue equipment is available
Other users	<ul style="list-style-type: none"> Injury Stress Loss of process 	3	2	6	<ul style="list-style-type: none"> Relevant permissions are gained, and relevant individuals or organisation are contacted and notified Adequate supervision is undertaken Staff have the authority to stop the activity if necessary Staff are aware of, and consider other users when undertaking activities in public areas

Note: This document details the management of general risks/hazards that relate to Outdoor or Adventure Activities. The management of specific risks/hazards for particular activities are detailed in a separate Activity Management Plan (AMP). These documents are part of the YMCA Christchurch Safety Management System (SMS), an overview of which is given in the YMCA Chch Safety Management Plan (SMP).