The Kind Foundation™
Mō tātou katoa. For all of us.

OUTDOOR ACTIVITIES RISK REGISTER

Identify		Analyse			Manage
Hazard / Work Task	**Associated Risk(s)**	**Consequence of Risk**	**Likelihood of Risk**	**Estimated Level of Risk**	**Control(s)**
Poor communication (between: Staff and clients, or staff and other staff, or staff and other people)	• Injury • Stress • Lost or missing people • Loss of process	3	2	M	• Robust briefings are undertaken between different groups • Hazards/risks relating to activity are disclosed • Staff are qualified, trained and assessed appropriately • Relevant permissions are gained, and relevant individuals or organisation are contacted and notified
Environmental exposure	• Hypothermia • Frost bite/nip • Hyperthermia / Heat stroke • Sun burn	4	2	M	• 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.)	• Illness • Injury • Stress • Loss of process	4	1	L	• 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

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					• 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	• Injury • Stress	3	2	M	• 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	• Injury	4	1	L	• Limit the amount of time that participants need to send 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	• Injury • Stress • Lost or damaged equipment	3	2	M	• 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	• Illness	3	2	M	• 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)
Poor facilitation	• Injury	3	2	M	• Staff have relevant qualifications

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	• Loss of process				• 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	• Injury • Altercations • Loss of process • Damaged property or equipment	2	2	L	• 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	• Injury	3	2	M	• Appropriate footwear is worn • Knowledge of terrain and/or trip route by staff • Adequate briefing by staff before activity • Sufficient supervision is undertaken
Water activities	• Drowning or near-drowning • Hypothermia • Animal bit or sting	4	2	M	• Appropriate safety equipment (e.g. PFDs) is 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	• Injury	4	2	M	• Appropriate safety equipment (e.g. harnesses) is worn by participants and staff, and these are checked for fit by staff

Identify		Analyse			Manage
Hazard / Work Task	Associated Risk(s)	Consequence of Risk	Likelihood of Risk	Estimated Level of Risk	Control(s)
					• 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	• Injury • Stress • Loss of process	3	2	M	• 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
Transport	• Injury • Damage to property or equipment	4	2	M	• All The Kind Foundation vehicles have a current registration and WoF and are serviced and maintained in good and safe working order. • All staff that drive The Kind Foundation vehicles must have a current full driver's licence. • All staff that drive The Kind Foundation vehicles must obey road rules and drive safely at all times. • All staff that drive The Kind Foundation vans or use The Kind Foundation trailers must have the relevant training and have passed the relevant assessments. • All occupants of vehicles during The Kind Foundation activities (including The Kind Foundation vehicles and participant vehicles) must be seated and be using a seat belt.

Appendices

Estimate of Consequence Table

Level	Descriptor	Impact on Participation/Work	Injury	Illness	Social / Psychological Damage	Incident	Environmental Damage
1	Insignificant	Minor/short term impact that does not affect work or participation	Minimal or no injury: Splinters, insect bites, stings, minor sunburn, scrapes, bruises, minor cuts	Minor cold or infection, mild allergy	Temporary stress or embarrassment	Minor behavioural event e.g. participant calling another participant a silly name – careless rather than malicious. Minor cost	Minor damage that will quickly recover
2	Minor	Short term impact that affects participation / work for that day or session	Minor first aid required: Blisters, minor sprain, minor dislocations, heat/cold stress	Minor asthma, cold, upset stomach	Stressed beyond normal comfort level	Minor behavioural event, malicious and has caused a little distress to another person. Careless regard for YMCA values or rules. Damage to a value of $100	Plant damage, scorched campsite etc.
3	Moderate	Medium impact that affects participation / work for less than a month	Medical treatment required: Moderate Lacerations or burns, minor factures, sprains and hyperextensions	Flu, food / hygiene related diarrhoea / vomiting	Distressed, may require on site counselling. Does not want to participate again	Moderate behavioural event – repeated malicious / moderate bullying / causing ongoing distress to another person. Damage to a value of $1,000	Plant life destroyed in sensitive area, toileting close to water course etc.
4	Major	Major impact that affects participation or work for a month or more	Serious Harm: Serious head injury, amputation, a serious eye injury, a serious burn, a spinal injury, the loss of a bodily function.	Any illness that requires, or would usually require, the person to be admitted to a hospital for treatment	Professional counselling or therapy required	Malicious and deliberate behaviour causing harm. Damage to a value of $10,000	Fire, pollution etc. resulting in the destruction of small area of the environment.
5	Catastrophic	Life changing effect on staff or participants	Fatality: Single or multiple fatality	Single or multiple fatality	Suicide resulting from incident	Demonstrating intent or attempting to cause fatal harm. Damage to a value of $100,000	Fire, pollution etc. resulting in the destruction of a large area of the environment.

Estimate of Likelihood Table

Level	Descriptor	Likelihood of occurrence	Likely risk exposure	Likely probability of damage	History of occurrence
1	Rare	May only occur in exceptional circumstances	Only rare exposure to risk	Very low probability of damage	No history of occurrence
2	Unlikely	May occur at some time	Infrequent exposure to risk	Low probability of damage	Little history of occurrence
3	Moderate	Should occur at some time	Occasional exposure to risk	Moderate probability of damage	Some history of occurrence
4	Likely	Will probably occur in most circumstances	Frequent exposure to risk	High probability of damage	Clear history of occurrence
5	Almost Certain	Is expected to occur in most circumstances	Constant exposure to risk	Significant probability of damage	Substantial history of occurrence

Estimated Level of Risk

	Consequence				
Likelihood	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Rare 1	L	L	L	M	C
Unlikely 2	L	L	M	M	C
Moderate 3	L	L	M	C	C
Likely 4	L	M	M	C	C
Almost Certain 5	M	M	C	C	C

Definitions

Definitions of the headings and an explanation of what is given in each column is given below:

1. Hazard / Work Task – Details all activities, arrangements, circumstances, events, occurrences, phenomenon, processes, situations, or substances that are an actual or potential cause or source of harm. This may also include situations where a person's behaviour may be an actual (or potential) cause (or source) of harm to themselves or another person.
2. Associated Risk(s) – Details what the potential outcomes of the given hazard are.
3. Consequence of Risk – Gives an indication (on a 1-5 scale) of the potential consequence of the risk occurring. A copy of the Consequence of Risk table can be found in the Appendices of this document.
4. Likelihood of Risk – Gives an indication (on a 1-5 scale) of the potential likelihood of the risk occurring. A copy of the Likelihood of Risk table can be found in the Appendices of this document.
5. Estimated Level of Risk – This gives an overall indication of the level of risk (on a 1 -25 scale). The Estimated Level of Risk is calculated by multiplying the Consequence of Risk number by the Likelihood of Risk number. A copy of the Estimated Level of Risk table can be found in the Appendices of this document.
6. Controls – This column details the different ways in which the given hazard and risk is to be controlled. Please note that the controls given in this risk register may refer to other documentation or systems, which will need to be used in conjunction with this risk register.

Document Control

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<tr><td colspan="2">Scope:
Outdoor Activities</td><td rowspan="3">Approved By
Name: Crispian Hills

Role: Health and Safety Officer</td></tr>
<tr><td>Policy Owner:
Health and Safety Officer</td><td>Parent Policy:
The Kind Foundation Risk Register</td></tr>
<tr><td>Date of Implementation:
November 2023</td><td>Review date:
November 2024</td></tr>
<tr><td>V 1.1
Date of Implementation:
August 2025</td><td>Review date:
August 2026</td><td>Approved By
Name: Dave Golsworthy
Role: Health and Safety Manager</td></tr>
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