



AdventureMasters

—— New Zealand ——

Abseiling Instructors Manual

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Abseiling- an overview

by Evan Jamieson, General Manager

AMNZ has been providing abseil services for schools and businesses now for 17+ years on a commercial basis. We started because many schools were recommended to me by people who knew of my back ground in rope rescue.

With the advent of legal liability and the onus on purchasers and providers to employ skilled and qualified instructors we took on the role.

It quickly became apparent to me that many adults had had bad experiences abseiling and climbing in the past. Many of the horror stories told to me were from people who still had the memory of “that day” fresh in their minds after 25 years!

Much of their experiences were based on the fear approach and being “forced” to abseil with no gradual build up or positive reinforcement to what they had achieved.

The fear as a result of those past experiences was (and is today by people I meet during these training sessions) graphic to say the least!

With this in mind I want you to remember that we are in the business of providing positive and rewarding outdoor experiences. In other words we never force a person to do something they do not wish to, in fact we must reward them with encouragement and praise for the steps they have taken to get where they are.

Whether it be climbing to the foot of the abseil wall, doing a practice slope, climbing to the top of the steep abseil wall and saying no! or actually doing the big wall... every step is an achievement and make sure you tell them that!

As a small business with a very limited advertising budget it is vital we make the most of every meeting with every person we are in contact with. Projecting the business in a positive and honest manner is vital for our long term survival (and our jobs).

The old saying is “a customer will tell 10 people about a great experience..., but will tell 100 people about a bad one”. The lasting impression of the AdventureMasters business a customer will have is the one you give them.

Enjoy your job, have fun, be relaxed, be skilled, practice heaps, enjoy the challenge of those clients you may have difficulty with and be positive.

My door is always open for anything you may wish to discuss.

Welcome to AMNZ

Evan Jamieson

Document Control & Availability

The information contained with this SOP has been prepared for the use of AdventureMasters Instructors. It contains a complete system for the planning, safety assessment, operation, incident management and review for abseiling outdoors.

The manual is for the use of instructors operating single pitch (one single abseil from top to bottom with no changes of anchors or attachments by the abseilier) top rope (the rope runs through an anchor installed by the instructor at the top of the abseil installed before the student abseilers begin) and belayed from either the top of the abseil (start) or the bottom of the abseil (finish point).

The information in this document may be reviewed and altered at any point. Updated versions of this document are alerted to staff the day they are altered via email and update reviews communicated in staff meetings.

All previous editions of this manual must be permanently removed from your records as the information contained within it is the property of AdventureMasters NZ.

For current manual identification and information please contact AdventureMasters NZ on 03 4767634 or email us at the link provided. amnz1@xtra.co.nz

This document edition is

<i>Staff Standard Series OMAF Sect 15-45- AMNZ Doc SOP Abseiling Instructors Manual Ed07/22/01/14</i>

Manuals Purpose

This large and complex document is the result of just a tiny piece of the knowledge AMNZ instructors are expected to hold when it comes to taking groups of roudy, uncontrolled, misbehaving chocolate filled children to the top of a rock face for a safe abseiling experience!

Note that I use the word experience... not instruction. This is due to the fact that our 8-12 year old clients want the best experience we can give them on the one turn they will get until next years camp (maybe). They have at this age very little need for a training course in abseiling.

This manual also serves as the basis of knowledge and a prerequisite to be able to go on to attain other instructor qualifications relating to technical rope skills and use with AdventureMasters. In fact you have one hour and 7 students to kit up and abseil.

Indeed passing this standard alone takes a huge amount of time, effort, study and practice on your part but it is entirely achievable as many instructors prior have done and demonstrated.

Remember that in our KaiZen (constant improvement) quest we are looking for instructors who constantly question, examine, test and critique everything we do.

Legislation, Standards and Qualifications

Please note: To view NZ Laws related to AMNZ staff, activities and clients please see the current edition of the Safety Management Plan.

Standards relevant to Abseiling within our business

Standard, Guideline, Code of Practice	Contains	Review date	Signature
Support Adventure ASG-Abseiling	NZ guideline for commercial abseiling provision		
Queensland Adventure Activity Standards-Abseiling	An excellent and informative guide to abseiling and safety system.		
Australian Standard 2316.1-2009	Artificial climbing structures and challenge courses – fixed and mobile artificial climbing and abseiling walls.		
Best Practice Guidelines for Industrial Rope Access in New Zealand	Design and build standards for structures and anchors		
European Standard 15567-1 (EN 15567-1)	European standard for ropes courses		
AS/NZS 4488 and AS/NZS 1891.4.	Bolts and fall arrest information		
Standards relating to Equipment			
UIAA	International Mountaineering and Climbing Federation		
CE	European Conformity		
CI	Cordage Institute		
AS/NZS	Australian Standards/New Zealand Standards		
EN 1891 AS4142.3 AS4142.2 ANSI Z133 CI1801.	Standards specific to life bearing rope European standards maintained by CEN (<u>European Committee for Standardization</u>),		

	Australian Standard, American National Standards Institute, Cordage Institute		
Qualifications Relating to Abseiling in NZ			
NZ Mountain Safety Council- Abseil Advanced	For leaders who deliver courses to large groups		
Bachelor of Adventure Recreation & Outdoor Education	Level 7 with specialist strands in Rock Climbing/Abseiling		
NZQA Unit standard 26243	Demonstrate abseiling knowledge and skills		
NZQA Unit Standard 20157	Demonstrate the use of basic rope systems for top rope rock climbing and abseiling		
NZQA Unit standard 20154 Level 5	Instruct in single-pitch rock climbing		
NZQA Unit standard 26242 Level 4	Lead a single-pitch top- rope rock climbing experience for a group		
Unit 20145	Demonstrate knowledge of theories and processes associated with instructing in the outdoors		
Unit 20150	Demonstrate rock climbing skills on natural rock		
Unit 20151	Demonstrate skills with ropes, knots, anchors, and belays for rock climbing and abseiling		
NZOIA Rock Climbing Leader			
NZOIA Rock 1			
NZOIA Rock 2			
NZOIA Sport Climbing E & I			
Skills Active National Cert in Outdoor Recreation (leadership) Rock Climbing			
Other known Qualifications with climbing components			
IRATA International Rope Access Technicians Association			

NZ Mountain Guides Association			
Skills Active SRT Cave Guide Cert 1			
NZQA Unit 451	Manage Risk for an outdoor activity		
NZQA unit standards 6400, 6401, 6402 and 424 or 26551, 26552 and 424	First aid unit standards for workplace and outdoor environments		
Guidelines & Codes			
Department of Conservation Environmental Care Code- Climbing			
<i>Abseiling - A Manual for Instructors</i> Mountain Safety Manual 32, fifth edition published 2013			
Outdoor Safety - Risk Management for Outdoor Leaders Mountain Safety Manual 38, third edition published 2013			
Alpine Rescue Techniques Mountain Safety Manual 36, third edition published 2008			
NZ Rock Climbing Grading System	Ewbank 1-20 climbing grade.		

Goals

Staff

Always SAFETY FIRST! For you, the clients and others. Our goal is to achieve a zero staff injury rate in all operation areas.
To have highly skilled and assessed staff capable of running this task in the shortest possible time frame.

Activity

An activity which is easy to assess for safety, easy to manage, fun for all levels of abilities, simple to setup, simple to operate, keeps everyone busy and has many levels of challenge available.

Client/s

No physical injury to clients
No emotional trauma as a result of the activity
A fun, positive and challenging activity for all ages and levels of abilities.
An activity which provides an achievement for all involved.

Business

To promote the exceptional skills and abilities of staff providing adventure activities for our clients.

To support and provide staff with every opportunity within our power to improve their personal and professional abilities as instructors.

To maintain and provide the most current and up to date training and operating systems available.

To have an annual zero target workplace accident record for all staff in adventure activity instruction.

Staff Roles

Specialist Instructor

A specialist has the maturity, training, skills, abilities, understanding and experience to assess the risks of the activity, plan the activity to achieve the desired outcomes for all involved (management, staff, clients, participants and interested parties), manage the task, adapt to changing needs under any situation, manage emergencies, review the event tasks and practice KaiZen.

To achieve all these things takes a huge amount of team work, self improvement, assessment and skill on the part of all involved. At the end of the day it is critical that an instructor has the confidence to stop the task at anytime if safety is compromised and to know that the instructor has the full and complete support of Management in doing so.

On occasions client and participant pressure to run the task can be enormous but if safety is ever a concern for any reason the instructor on scene has final say to stop or cancel the activity.

Trainee Instructor

The primary role of any trainee instructor is to learn, understand and practice all the components of the activity to a very high standard and to be assessed and pass the standards laid down by AdventureMasters NZ for abseiling.

Safety first is the mantra of all instructors and a trainee must ensure they take all steps possible to protect their own safety at all times.

Where a safety issue or operation alteration/improvement is noticed this must be brought to the attention of the Senior Instructor onsite immediately. In the case of a client/participant in or about to enter a hazardous situation it may require the immediate action of the trainee to prevent risk or harm occurring providing the trainee instructor does not place themselves at risk to do so.

You will learn from others as others learn from you. You will challenge knowledge, systems and methods to aid learning, skill and abilities. You will take every opportunity to improve your abilities and grab every bit of information you can find in your quest as nothing short of a brilliant instructor.

You will at all times maintain constant vigilance and care for yourself, fellow staff members and all persons in and around the activity site. You will maintain a humble demeanour because one of the biggest risks to the safety of people in an outdoor activity is EGO!

Staff Performance & Entry Information

Staff passing this standard are able to: prepare for instructing in, and teach, single-pitch abseiling skills; demonstrate effective instruction techniques during single-pitch abseiling; provide leadership for abseiling; demonstrate rescue techniques; and evaluate the effectiveness of the instruction and leadership provided.

In addition to this staff must also be able to:

Respond to an emergency care situation for an outdoor activity; Manage risk for an outdoor activity; Provide first aid; Demonstrate knowledge of theories and processes associated with instructing in the outdoors; Demonstrate abseiling skills on natural rock and towers; Demonstrate skills with ropes, knots, anchors, and belays for abseiling.

Staff are required to achieve a pass mark of a minimum of 75% in the written exam and a pass mark of a minimum of 75% in the practical exam.

Staff passing the exams will then be required to instruct three separate sessions of abseiling to the standards laid out in this manual under assessment and supervision of the Specialist Instructor/Manager/Owner. If the sessions are instructed to standard the newly qualified instructor will then be under indirect supervision of the Specialist Instructor/Manager/Owner for a period of 12 months.

Reassessment of instructor skills, techniques and SOPs will occur annually for this standard. Reassessment will require an instructor to demonstrate the skills and techniques required according to the standards laid out in this manual for abseiling to a single school class size of students at any given location used for abseiling. The class size must be a minimum of 10 students and upto a maximum of 35 students in a single day.

Failure of any part of the standard will require retraining, assessment and supervision.

Nationally recognised external qualifications maybe produced as evidence for immediate entry application as a AMNZ Abseil Instructor. Those persons having achieved an external qualification will be able to progress immediately to the Trainer supervised practical instructional performance requirements of this standard.

This is a four step process and is outlined on page 180 of this document. Failure to complete this process to the required skill level will require the applicant to complete a full formal AMNZ Abseiling Instructor training course and exams to our standards.

Hazards

Identify hazards and manage risk for Abseiling

The management of risks is a huge task, at first the risks and hazards seem to be monumental, complex and almost overwhelming (and they can be) BUT... with practice and the use of systems it quickly becomes manageable and almost second nature for staff.

You could simply imagine risk management as looking after each other. You will notice that in your training and work environment we all comment, critique and watch each other constantly.

We must always operate in a state of KaiZen or constant improvement. Do not ever imagine you are being “pick on” because other staff members are commenting on your setup, systems or instructing methods.

A great instructor will listen carefully to the comments, learn from those and make improvements or changes all in the need for self improvement.

Self improvement makes it easier to assess and manage risk, use SOPs because standardised systems save lives, setup systems, instruct to the highest level possible, manage emergencies and incidents and critique the event when finished. Self improvement helps you provide the very best experience for you and for the client.

To help you work through risk assessment we use a colour coded system in three steps... just like traffic lights!

Red- Means STOP... areas of high risk. Places where you may be injured or die if you do not protect yourself and others.

In a abseiling environment this would be the top of the rock face or crag (you could fall off when setting up or have a rope cut on sharp edges), the face itself (rocks fall down, sharp edges cause injury or a jam could occur) and the base (where everything will land on your head!).

Orange- Means CAUTION... this is your equipment site. The spot your gear is stowed for use. You rescue kit, spare ropes or rope ends, instructor pack and the like.

This is usually near the base of the crag and is the site belayers are working. For that reason the work area must be clear of obstructions and hazards, kept tidy and organised and easily recognisable. This is a NO GO zone for bystanders with equipment and ropes in the area.

Green- Means SAFE... the area the participants and bystanders wait in. In this area you will have your PPE setup for clients to put on. The clients personal effects (bags, clothes etc) and spots for people to take photos and relax in.

This coloured coded system allows quick and easy identification and management of each area and risk level.

Risk Levels for Climbing and Abseiling



DANGER

You must be wearing and have fastened helmets, harnesses and safety ropes to you at all times in the RED Danger area. Once you have finished your climb or abseil exit the danger area immediately.



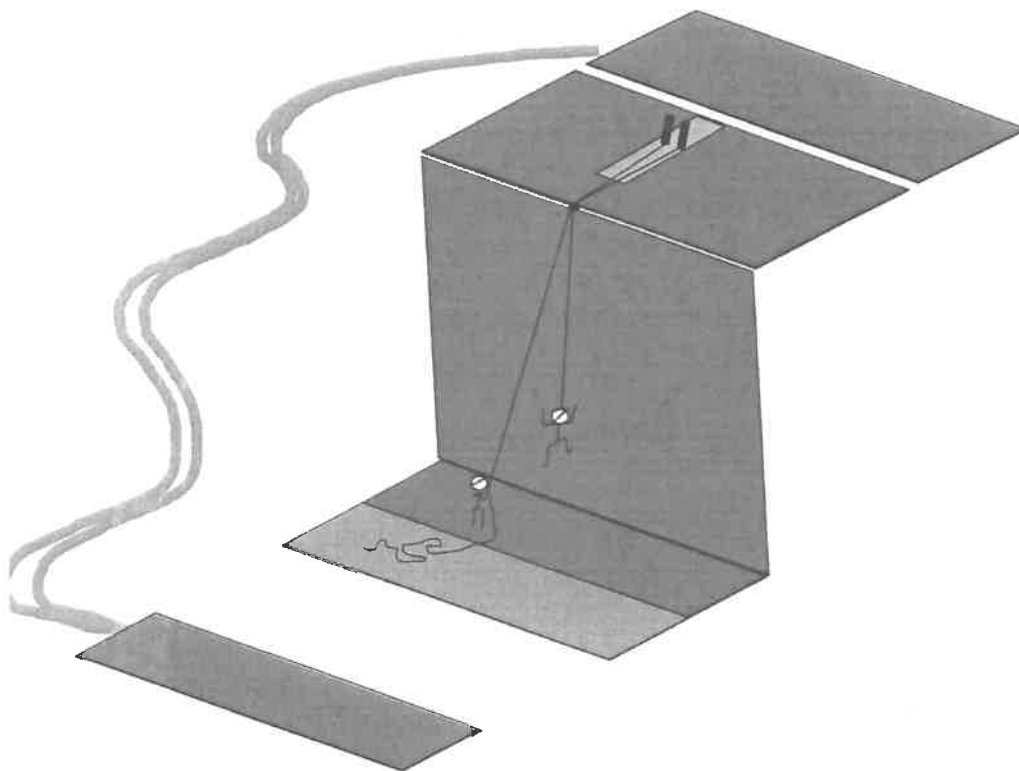
CAUTION

Watch out for work equipment and hazards in this area. Ropes maybe on the ground or at head height along with packs and safety items. Trip hazards may occur.



SAFE

You may get ready for the task here, leave your personal bags and clothing here. Once finished return to this site to remove your equipment and pick up your items. This is your safe waiting area when finished.



This simple diagram demonstrates how you will imagine the risk factors at any site. By colour coding the site in your mind you can easily and quickly plan and implement management systems for each area. This system works for all AMNZ activities.

The following pages provide our generic risk management plan for rock climbing and abseiling and our generic hazard assessment form. You must read and understand the causes of the risks and the reduction strategies outlined in these documents.

If you have any problems understanding this information please talk to your training supervisor, manager or business owner for clarification.

Sample Form 18 AdventureMasters NZ

RAMS- Risk Management Plan for Rock Climbing/Abseiling Master

RAMS: Risk Management Plan for Rock Climbing/Abseiling

Ed 5 06/02/14

School

Activity Rock Climbing & Abseiling Belayed Single Pitch Top Rope

Instructors:

Location: Generic Topic RMP

Group:

Date: 06/02/14

Risks (significant potential losses)

1 Death		4 Site Failure	
2 Catastrophic Physical Injury/Illness		5 Equipment Failure	
3 Emotional Trauma		6 Systems Failure	
Causal Factors (lemons)		Risk reduction strategies	
People Skills, attitudes, age, fitness, ratios, experience, health etc.	<p>Lack of skills by staff and participants</p> <p>Poor operating procedure</p> <p>Risk aversion by participant/leaders</p> <p>Behaviour of those involved</p> <p>Lack of knowledge</p> <p>Lack of risk reduction strategy by staff</p> <p>Group control failure</p> <p>Communication failure between staff & clients</p> <p>Ego of staff- failure to cancel or reduce risk</p> <p>Excess client leader ratios</p> <p>First aid skill and ability requirement</p> <p>Emergency system failure by staff</p> <p>Management failure for staff abilities</p> <p>Management failure for assessment</p> <p>Management failure for standards</p> <p>Peer pressure</p> <p>Medical problems</p> <p>Special needs for some people</p> <p>Failure to follow instruction</p> <p>Deliberate challenge of event rules</p> <p>Language barrier to understanding</p> <p>Fear</p>	<p>Staff trained and assessed to applicable standards</p> <p>Staff training and assessment reviewed annually</p> <p>Operating standards reviewed annually</p> <p>Risk assessment a company philosophy and mandate</p> <p>People management skills assessed and practiced</p> <p>Clear behaviour requirements communicated</p> <p>Clear instruction, planning, management and event operation</p> <p>Staff must use briefing sheets in instructor booklets</p> <p>Staff trained in ego hazards and risks</p> <p>Maximum staff client ratio for site and activity</p> <p>First aid quals mandatory and skills practiced</p> <p>Emergency management skills trained and practiced</p> <p>Management/staff/industry review of systems and standards</p> <p>Management of peer pressure and people management skills</p> <p>Training for staff dealing with special needs requirements</p> <p>Leadership training, assessment and skills for challenging clients and those who challenge instructions</p> <p>Training in methods of communication for those with language or understanding barriers</p> <p>Methods of overcoming fears using challenge by choice and stepped development</p>	

<p>Clothing, shelter, transport, activity, specific gear, safety gear etc</p>	<p>Anchor failure Equipment failure Damaged equipment Inappropriate attire for activity Inappropriate foot wear for activity Lack of protective clothes for elements Failure of PPE Failure to use PPE for correct purpose PPE not correctly stowed, used or audited Lack of shelter for staff and clients Incorrect equipment for system and rescue</p>	<p>Anchor checks made before event setup, standards for anchors specified in activity SOP Equipment inspected for safe operation before and during setup, use and recovery to SOP manufacturers standards Care of equipment and use in systems to prevent damage Clothing and footwear checks of participants before event start Protective clothing checked before event and allocated PPE (helmets, harnesses etc) inspected before, during and after event use. Damage logged and reported, item removed from service and red tagged Appropriate shelter and clothing identified and used element protection Equipment reviewed, gear lists checked, stowage checks before operation and regular audits of sites, systems and operational needs by staff and management</p>
<p>Environment Weather, terrain, water, season etc.</p>	<p>Venue/site Exposure to elements Extreme temperatures Dehydration/Hypothermia risk Insects Pollen Allergies Topography- angle of terrain, slippery or loose, exposed trip hazards, tracks on edges/inclines. Environment- dark damp bush or lonely tussock ridge Proximity to other people/activities Proximity to emergency assistance Site risks from live stock/animals Catastrophic site failure ie landslide/tsunami/earthquake/rock slide/tree fall Emergency exits Communication blind spots</p>	<p>Task analysis and hazard ID of site before event, site mapped, SAP and related system information updated Shelter located for staff and clients Appropriate clothing for event and site conditions Food, drink and shelter arranged Safety warnings (ie wasps in Beech or bush) and first aid treatment briefings prior to event Allergy relief available if required in first aid kits Safety check of topography site hazards- brief clients Alter mental thought process with redirection for those afraid of the environment Safety management planned and initiated with other site users Emergency assistance sites mapped and contacts logged Brief and identify safe methods to control the hazards posed from stock or animals Be aware of and use staff SOPs, hazard management plans and local information to assist in risk or event management, alerts and warnings to natural catastrophes Identify and practice use of emergency exits from sites Identify, log, report and test for communication blind spots, use staff information series for recently updated information.</p>

Critical incident management

All methods and systems of management for the items listed above are found in your activity SOP

The method for managing critical incidents 1-6 listed assumes in all cases serious injury has occurred requiring ambulance intervention.

Where injury has not occurred OSH does not need to be immediately involved, however emergency services may require contact if the scene possesses a risk to life, stock or essential services.

Emergency procedures to manage each identified risk	Emergency gear required
1 Death Immediately protect yourself, clients and bystanders from harm Summon emergency assistance Evacuate students. away from scene Initiate TIC/Principal on sites Traumatic Incident Procedure Protect the scene, notify OSH Notify AMNZ Management Gather witnesses	Communication methods- cell, UHF, landline Camera- to record site/scene Camera or note pad to gather witness names Survival blanket to cover body
2 Catastrophic Physical Injury/Illness Immediately protect yourself, clients and bystanders from harm Summon emergency assistance Evacuate students. away from scene Provide medical assistance, summon aid locally Initiate TIC/Principal on sites Traumatic Incident Procedure Protect the scene, notify OSH Notify AMNZ Management Gather witnesses	Communication methods- cell, UHF, landline Camera- to record site/scene Camera or note pad to gather witness names First aid equipment Essential paperwork for patient assessment and post event reporting
3 Emotional Trauma Immediately protect yourself, clients and bystanders from harm Summon emergency assistance Evacuate students. away from scene Provide medical assistance, summon aid locally Initiate TIC/Principal on sites Traumatic Incident Procedure Protect the scene, notify OSH if required Notify AMNZ Management Gather witnesses	Communication methods- cell, UHF, landline Camera- to record site/scene Camera or note pad to gather witness names First aid equipment Essential paperwork for patient assessment and post event reporting
4 Site Failure Immediately protect yourself, clients and bystanders from harm Summon emergency assistance Evacuate students. away from scene Provide medical assistance, summon aid locally Initiate TIC/Principal on sites Traumatic Incident Procedure Protect the scene, notify OSH if required Notify AMNZ Management Gather witnesses	Communication methods- cell, UHF, landline Camera- to record site/scene Camera or note pad to gather witness names First aid equipment Essential paperwork for patient assessment and post event reporting
5 Equipment Failure Immediately protect yourself, clients and bystanders from harm Summon emergency assistance Evacuate students. away from scene Provide medical assistance, summon aid locally Initiate TIC/Principal on sites Traumatic Incident Procedure Protect the scene, notify OSH if required Notify AMNZ Management Gather witnesses	Communication methods- cell, UHF, landline Camera- to record site/scene Camera or note pad to gather witness names First aid equipment Essential paperwork for patient assessment and post event reporting
6 Systems Failure Immediately protect yourself, clients and bystanders from harm Summon emergency assistance	Communication methods- cell, UHF, landline Camera- to record site/scene Camera or note pad to gather witness names

<p>Evacuate students. away from scene Provide medical assistance, summon aid locally Initiate TIC/Principal on sites Traumatic Incident Procedure Protect the scene, notify OSH if required Notify AMNZ Management Gather witnesses</p>	<p>First aid equipment Essential paperwork for patient assessment and post event reporting</p>
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National standards applicable

Support Adventure ASG- Abseiling
Queensland Adventure Activity Standards-Abseiling
 Australian Standard 2316.1-2009
 AS/NZS 4488 and AS/NZS 1891.4.
 UIAA, CE, CI, AS/NZS, EN 1891, AS4142.3, AS4142.2, ANSI Z133, CI1801.
Abseiling - A Manual for Instructors
 Mountain Safety Manual 32, fifth edition published 2013
Queensland Adventure Activity Standards-Abseiling

Policies and guidelines recommended (activity specific)

Australian Standard 2316.1-2009
Queensland Adventure Activity Standards-Rock Climbing
 Department of Conservation Environmental Care Code- Climbing
Outdoor Safety - Risk Management for Outdoor Leaders
 Mountain Safety Manual 38, third edition published 2013
Alpine Rescue Techniques
Queensland Adventure Activity Standards-Abseiling
 Department of Conservation Environmental Care Code- Abseiling
 NZ Activity Safety Guideline- Abseiling

Minimum skills required by activity leaders/assistants

AdventureMasters NZ Abseiling Instructor (Specialist) Equivalent to Unit standard 20154 and/or any of the standards listed below
 Bachelor of Adventure Recreation and Outdoor Education Level 7 with Abseil/Rock Climb strands
 NZ Mountain Safety Council- Abseil Advanced For leaders who deliver courses to large groups
 NZQA Unit standard 26243 Demonstrate abseiling knowledge and skills
 NZQA Unit Standard 20157 Demonstrate the use of basic rope systems for top rope rock climbing and abseiling
 Other standards for skills for Rock Climbing Instruction-
 NZQA Unit standard 20154 Level 5 or similar NZQA Unit standard 26242 Level 4, Unit 20145, Unit 20150, Unit 20151, NZOIA Rock Climbing Leader, NZOIA Rock 1, NZOIA Rock 2, NZOIA Sport Climbing E & I, Skills Active National Cert in Outdoor Recreation (leadership) Rock Climbing, Skills Active SRT Cave Guide Cert 1

 First Aid (not all standards are required)
 NZQA first aid unit standards 6400, 6401, 6402 and 424 or 26551, 26552 and 424

Final Approval

Accept

Evan Jamieson- AMNZ

Reject

Comments:

Abseiling Instructors Manual 2014

Doc ID: Master v14 06/02/14 **Activity:** Abseiling **Location:** Generic Topic Assessment

Risks	Hazards	Significant?	Controls
What could go wrong?	Why would this happen?	Yes / No	How can we prevent it?
Injuries caused as a result of poor practice. Anxiety caused by realisation of imminent danger without the means to manage the risks.	Instructor and/or participants unaware of hazards and safe working practice.	Yes	All participants are to be accompanied by instructors who are able to risk assess actively on site, have significant <i>instructional</i> experience in the type of environment in which they are working and have been trained, assessed by appointed technical expert. Instructors should offer an appropriate safety brief taking into account the nature of the client group, their anxieties, their confidence, and their questions. All instructors are to carry appropriate technical and safety equipment sufficient for all members of their party.
Injury caused by a fall from height	Heights PPE not used ie personal safety line Edge failure	Yes	Instructors must ensure that all participants, themselves and observers are aware of the whereabouts of the edge and of sloping and/or loose ground leading to the edge. We recommend using a physical marker e.g. ropes to identify a no-go parameter. Instructors must ensure that their own edge safety PPE is installed and used as the number one priority in any situation (especially setup). Instructors must ensure that they make careful visual and physical inspections of the site before use. With a focus on leading edge fall risks and rock types. Instructors must ensure that all participants, themselves and observers are belayed effectively before approaching an edge at height, and before leaving the ground to climb. (Except for situations such as bouldering at low level, and lead climbing to the first runner). All participants engaged in climbing or abseiling must be belayed effectively at all times, unless their height is minimal and/or physical support (spotting) can be used. Instructors should ensure that all participants know not to climb unless the instructor is supervising. Abseilers waiting their turn must be adequately supervised. People are advised of the no go area unless invited by the instructor.
Injuries caused by failure in the operation of the belay system	Faulty belaying	Yes	If all participants are considered not to be sufficiently responsible, instructor should consider self-lining (instructor backup of trainee belayer) or another appropriate form of belay. Instructor is to ensure the Office and/or Ops Manager has details of their destination, party, estimated time and date of return. Instructor must not change location or vary route significantly without first contacting the Office and/or Ops Manager and changing destination details and ETR.

Injury caused by falling rock	Rockfall	Yes	<p>All participants, observers and staff shall wear correctly fitted helmets at all times whilst under or approaching a crag in all red or orange risk zones.</p> <p>Instructors must identify a safe area in which all people can stand/sit, ideally out of reach of falling debris.</p> <p>Loose debris is to be removed, stabilized or avoided to prevent it falling after having achieved the above situation.</p> <p>Instructors should consider not using a venue that is prone to rockfall.</p>
Injuries caused by failure of equipment	Faulty equipment	Yes	<p>All equipment will be checked prior to use and faulty items removed from operation.</p> <p>Equipment must be used only for the purpose(s) intended.</p> <p>Equipment must be treated with respect, with care and will be maintained as required to ensure good working order.</p> <p>We recommend using minimal components in the safety system or the K's (keep is simple) principle.</p>
Injuries caused by failure in the operation of the belay system	Faulty belaying	Yes	<p>Instructors must carefully instruct belayers and observe their practice at all times, or sufficiently regularly to ensure that they <i>maintain</i> good practice.</p> <p>All sub-standard practice by participants must be stopped and corrected immediately.</p> <p>Instructors must check understanding of belay principles and check operation before allowing participants to belay.</p> <p>If a Gri-Gri is used, the dead rope must be held securely behind the belay device at all times whilst belaying is in progress. A Gri-Gri must not be used as a failsafe device.</p> <p>Instructors should be aware that no belay devices are failsafe devices.</p> <p>No client/student belayer will operate on their own, every belayer must have a backup belayer to operate. Additional belayers will be required where the climber is larger and heavier than the belayer.</p>
Anxiety and stress caused by fear	Cragfast participant	Yes	<p>Instructors should make themselves aware of a participant's state of mind, their fears and anxieties.</p> <p>Instructors are to ensure that they have the means to perform a mid crag rescue at all times.</p> <p>Instructors are to offer appropriate support to enable participants to regain control and retain dignity for themselves.</p>

Anxiety and stress caused by fear, minor cuts/bruises	Cragfast participant caused by jammed abseil device, trapped clothing, jewellery, hair or parts of the body.	Yes	<p>Instructors are to ensure that they have the means to perform a mid crag rescue at all times.</p> <p>Instructors must use a releasable abseil rope system as required.</p> <p>Instructor must advise participants to remove/tape jewellery that increases this risk.</p> <p>Instructor could advise participants to wrap, tuck or hide long hair to reduce the risk of it becoming entangled in the belay or abseil device.</p> <p>Instructors must ensure that loose clothing, toggles, laces, etc. are appropriately tucked away.</p>
Injuries caused by impact with rock, another object or another person during a swing or fall	<p>Climber/abseiler pendulums or falls</p> <p>Body jewellery causing injury to clients and staff</p>	Yes	<p>Instructors must ensure that the abseiler/climber remains directly below their point of attachment as much as possible.</p> <p>Instructors to maintain appropriately tight belays in a situation where a fall or swing would cause significant impact with another object, especially trees, rock ledges.</p> <p>Instructor to ensure that climbers and abseilers do not move into a position from which a swing or fall will cause an impact with another person.</p> <p>Instructors to ensure appropriate space for a fall/swing where unavoidable, and to ensure that other people do not occupy that space.</p> <p>Jewellery removed or taped down ie piercings in stomach or chest at harness area</p> <p>Instructors are to use the best instruction method for the individual to attempt to avoid this occurring- in particular focus on the gravity line and wide feet stance</p>
<p>Injuries caused by losing control of the abseil rope</p> <p>Injuries caused by impact with ground or other objects at speed</p>	<p>Abseiling rapidly</p> <p>Instructor not using Dead Mans brake PPE</p>	Yes	<p>All abseilers, including instructors are to wear protective gloves when abseiling.</p> <p>Instructors must use a personal safety device (e.g. shunt, Prussicks) whilst abseiling without a belayed safety rope ("dead mans brake")</p> <p>Instructors must ensure that belayers tighten the safety rope so that the abseiler almost stops 2-3 metres from the ground, and is then gently approaches the ground.</p> <p>Belayers are to be exceptionally vigilant at all times and to maintain close control of the abseilers speed by means of well-controlled safety rope (e.g. one with no significant free rope or fall length).</p>
<p>Injuries caused by a fall on rugged terrain.</p> <p>Injuries caused by a slip leading to a fall from height.</p>	Rugged or steep terrain leading to top or base of crag	Yes	<p>Instructors are to identify an approach route to avoid hazards as much as reasonably possible.</p> <p>Instructors to install a fixed rope or belay when a slip on the approach might lead to a more catastrophic fall.</p> <p>All participants to wear "grippy firm soles" providing ankle support and</p>

			protection on rugged approaches. SOP requires belays to be taken to the climber/abseiler in a safe zone so the client is belayed towards the edge to protect from fall risk.
Injuries caused by instructor fall. Isolation of participants in a hazardous environment.	Instructor falls whilst climbing free	Yes	Instructor is to consider ensuring that at least one member of their party is aware of an emergency procedure to be implemented in this scenario. If all participants are considered not to be sufficiently responsible, instructor should consider self-liming or another appropriate form of belay. Instructor is to ensure the Office/Ops Manager/Senior Instructor has details of their destination, party, estimated time and date of return. Instructor must not change location or vary route significantly without first contacting the Event Coordinator/responsible person and changing destination details and ETR.

RAMS Review Process:

Document Control

Created by:	E Jamieson	Date:	06/02/2014
Reviewed by Ops Manager:	P Swale	Date:	

[illegible][illegible]

Document Reviews

This document is reviewed annually by staff, management and owner/s and maybe updated at anytime. Reviews and updates are forwarded to staff as they occur

Activity Procedures

Prerequisites - Instructors teaching abseiling are required to have been assessed and have passed the AMNZ Abseiling Instructors standard or equivalent to be able to teach and run abseiling without senior instructor/trainer supervision.

Initial & Ongoing Hazard Assessment

- Owner/Manager completes a master copy of the Labour Departments “Hazard ID Form” after walk through of site and individual assessment.
- All staff complete EOTC Manual Sample form 17 RAMS Hazard assessment and control after walk through of site. Individuals forms are compared and additional items listed on the master form. Task Analysis is reviewed by staff and updated as required.

All staff complete EOTC Sample form 18 RAMS Risk management plan after walk through of site. Individuals forms are compared and additional items listed on the master form.

All staff complete EOTC Sample form 19 SAP Safety Action Plan after walk through of site. Individuals forms are compared and additional items listed on the master form.

- Staff discuss control methods for hazards (either onsite and/or at the staff meeting which follows) and instigation and completion date of controls is allocated to individuals on the master form. Controls include posting of hazard notices and updating training and assessment needs. Updating vehicle and trailer folders and client forms.
- Operating staff review master EOTC Sample forms 17, 18 & 19 during and at the end of the activity and update as required. Updates are forwarded to the office for immediate instigation into the system and forward changes to all staff.
- Management reviews control measures with staff at the following month staff meeting to identify further needs or measures required or if controls are working. Review control date is allocated based on level of risk assessment.

Management reviews control measures with staff annually or the process is repeated when a new hazard, work site or equipment is introduced

Rest Breaks

- It is vital for instructors to eat well and often, drink plenty of fluids and rest when able. Instructors are in a constant heightened state of emergency management, hazard assessment and readiness when caring for young students in a risk activity.
- Staff who are exhausted, off colour or ill must never attempt to work in a high risk task like climbing. This has happened to most of us at some point in our careers and it is vital you excuse yourself from the task. We all get sick or exhausted sometimes!
- The simple act of sitting down and snacking for 5 minutes will assist in keeping your readiness level at a high state. By the end of a day with a boisterous group of young students your stamina has been severely depleted and you are physically and mentally exhausted.
- The simple act of driving home becomes a challenge filled with risk for the tired staff members. It is a good idea for staff operating high risk tasks all day to share responsibilities with fellow instructors. Self assessment... not ego! must guide your actions at this point.

Recovery

- Instructors must recover their equipment in the reverse order of setup. Great risk occurs at the point an instructor removes anchors and safety PPE. It may even be prudent to ask an adult to stay on for a few minutes and watch your safety ie that you get off the crag safely.
- It is a good idea however to pack helmets and harnesses away (checking and inspecting as you do so) immediately the group finishes the task. The members of the group can often be asked to carry helmet boxes back to a pickup location for you. This is done with great thanks of course.
- Damaged equipment is removed immediately from circulation, red tagged and placed in the vehicle for return to base.
- Audit and inspect the required number of items and the condition as you pack them away, many a helmet and harness has been worn while walking back to camp. Chasing these down takes time and money and occasionally may never return.

De Brief

- Visit the TIC and check they are happy with the activity. Promote AdventureMasters for their EOTC needs. Query bookings for the next event. Offer further activity suggestions for the future, promote Western Hills.
- Check with the Senior Instructor on next tasks. Advise them of any notes, red tagged items, comments on site or management of event.

Documentation & Reports

During return drive to base the passenger must complete required paperwork. These include:

- Staff Log Book
- Equipment Log
- Damaged equipment form
- RAMS updates
- SAPS updates
- Restocking form
- Notes for office
- Incident Form

Emergency Management

Instructors are required to be skilled and practiced in the techniques for rescue provided in the AMNZ Abseiling Instructors Manual.

Emergency management relates to a wide range of events that may occur within the activity site however common events occur during the operation phase of an activity. These events are listed below.

Abseiler stopped, stuck or frozen on a crag suffering extreme anxiety. **Note: this has resulted in students attempting to release themselves off the system while standing on ledges.**

- ❖ Immediate action required is twofold- immediately yell “stop what you are doing, do not undo that carabineer” and at the same time lift the belay line up for the sudden and forceful tightening of the belay rope so the client is suspended by the carabineer in their harness. This ensures capture in the system and forces the climber to grab the rope or rock releasing the carabineer.
- AMNZ considers the act of an instructor travelling to the client and performing rescue is a dangerous high risk task that must be avoided at all costs. There is always the chance that that very technique is required so we train for and practice that skill but plan on never using it.

In order of priority rescue methods are: (list based on risk to the instructor, client and belayers)

- 1) Talking them into sitting in their harness and being lowered. Use clear concise instruction with one movement at a time ie move left hand to the rope, now right hand etc etc. Have them focus on the rope not the ground as falling is usually the fear factor. Many voices and tones maybe required to have them follow your instruction.
- 2) Tension belay line to place weight on harness not feet and hands. Clients must trust the rope and harness to support their weight. Once used to the feeling the client may be able to continue or finish under control.
- 3) Belay drag- A serious and possibly hazardous move that requires a separate drag line clipped onto the belay via carabineer. The drag line is used to pull the climber away from the rock so they are suspended. It is vital the climber cannot reach out and grab the rock. The climber is then lowered by the belayer while the drag line is under tension. Risk occurs from jammed fingers, it is often possible to have the climber attach the drag line to their harness under the guise of a safety rope.

This rescue may result in severe emotional distress to the climber for a period of time and can invoke panic reactions resulting in the use of colourful language or aggression.

- 4) Instructor recovery... the most dangerous task there is to any instructor. After attachment to the rescue system and using a deadmans brake system the instructor abseils down to the client (off centre in case of rock fall on the climber) and either talks the client down or uses a pluck off technique. Either method requires the attachment of a short tether between the rescuers descender and the climbers harness.

- 5) Raising??? While this is an option (typically using a Pig Rig) I have not ever experienced a situation where it has occurred. The only feasible place I can think of is an unconscious or ambulatory person positioned on a ledge who would need to be raised for extraction over the edge on a Belay Drag or recovered to the top.

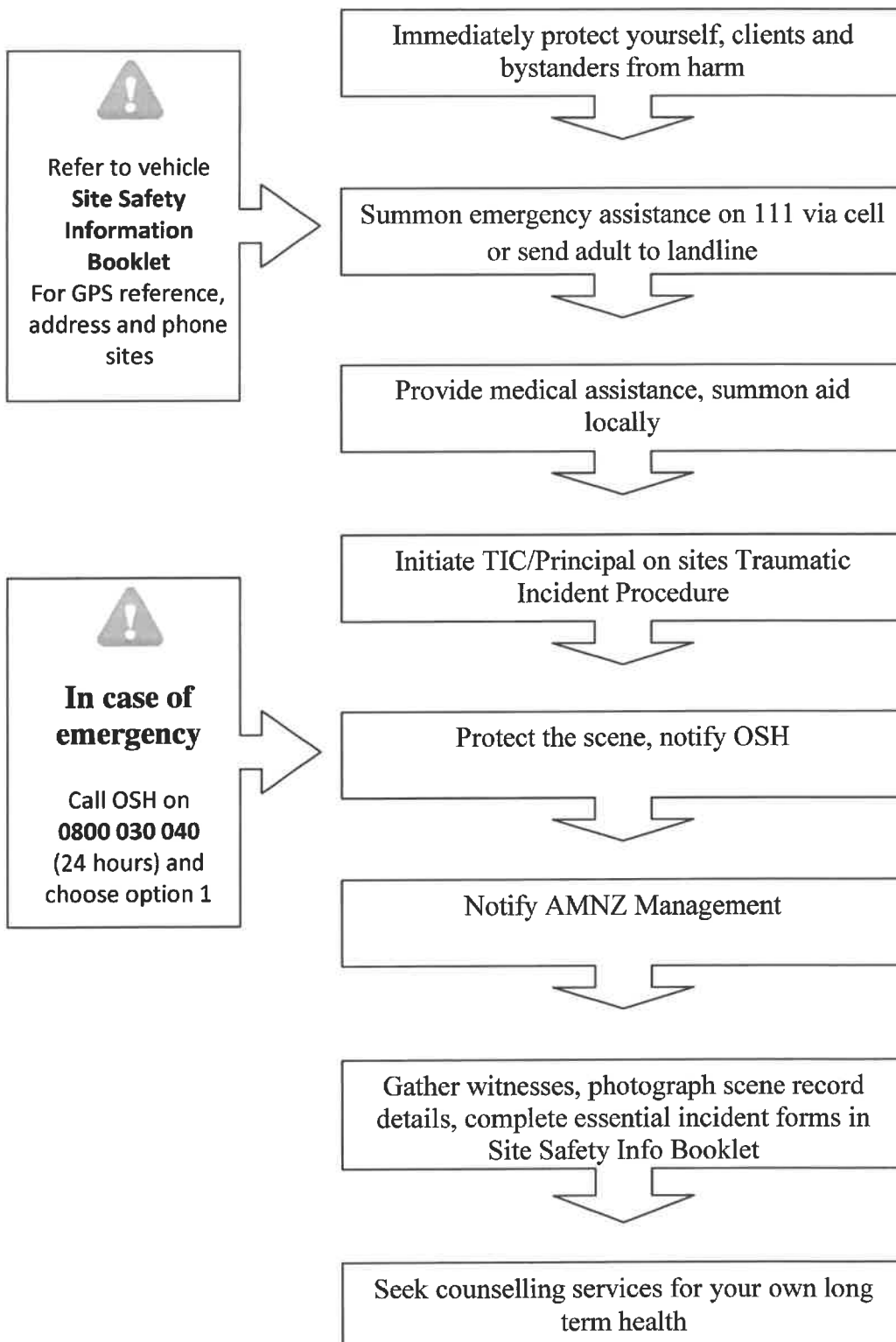
Other incidents requiring Hazard Management

These incidents are listed based on the requirement for emergency assistance as it is presumed the event has caused injury or death.

The same process is required in all situations where an injury occurs.

- **Death or Catastrophic Physical Injury/Illness.**
This could occur as a result of the activity or a medical condition/event with an adult.
- **Emotional Trauma**
Which can have physical effects on the body including symptoms which look like a heart attack, stroke, seizure, breathing problems and loss of body functions to name just a few.
- **Site Failure**
It maybe rock fall, land fracture, land slide, mud slide or any event that causes a failure of the site and its use resulting in injury or death.
- **Equipment Failure**
Even new equipment may have faults causing failure. A “typical” event is one of loose knots sliding undone, anchor failure, rope cut or breaking on sharp rock and harnesses not correctly tensioned and adjusted (inverting or falling out of them)
- **Systems Failure**
Failure of the procedures, training and assessments provided by management result in poorly prepared instructors. Instructors fail to follow SOP and hazard management systems. Multiple small incidents may occur accumulating in the factors that result in a major incident.

Manage a Major Injury Incident



Your Site Safety Information Booklet contains all the information required at the site for coms, GPS reference points, incident management and forms.

Oceans

Some activity sites for abseiling and rock climbing occur on the edge of beaches or rock faces which can be effected by ocean currents and waves.

No “above water” event will occur unless wind direction, sea state and tide tables have been checked the day of the event. Onshore wind, high tides and sea state (heavy swells, height, rough conditions) are high risk indicators and may require a cancellation of the activity.

Note that instructors busy with the clients will not usually notice changing sea conditions or tidal flows which may occur very slowly.

Instructors are required to have rescue equipment to effect a water rescue if a client was suddenly swept into the sea by a “rogue” wave or foolish action.

Instructors and bystanders must be able to access water rescue equipment immediately so it must be highly visible and to hand. Minimum requirements are PFD for two adults XL & L Throw Bag- weighted with minimum 15m line

- One adult stationed at the base of the crag is tasked with rescue and must wear a PFD at all times. This adult should be a competent swimmer and have been briefed on throw bag use. The throw bag and second PFD must be to immediate hand and clipped to an anchor point in case of wash.
- In the event of a student or students requiring rescue make the scene safe, evacuate participants to a safe area. Call for help on 111 if able to do so immediately. Start rescue procedure.
- Use throw bag immediately if swimmer is on the surface and able to grab the line.
- If not then second PFD is fitted on instructor and instructor should if safe to do so attempt water rescue by swimming to their aid.
- Instructor/s in the water must keep helmets on particularly when entering rocky areas.
- Adult uses throw bag to aid recovery of both people in the water.
- Additional ropes are available using the climbing or abseil kit.
- ANY person under AMNZ care who is at possible risk of being swept away by wave action MUST be attached to a safety rope to reduce the risk of this occurring.

Rivers

Some activity sites for abseiling and rock climbing occur on the edge of rivers which can be effected by rapidly rising water or flash flood.

No “above water” event will occur unless forecasts for the river catchment areas have been checked the day of the event. Heavy rain in the days preceding or on the day along with dirty water in the river and fast currents are high risk indicators and may require a cancellation of the activity.

Note that instructors busy with the clients will not usually notice rivers changing which may occur very slowly.

Instructors are required to have rescue equipment to effect a water rescue if a client was suddenly swept into the water or falls into the water.

Instructors and bystanders must be able to access water rescue equipment immediately so it must be highly visible and to hand. Minimum requirements are PFD for two adults XL & L Throw Bag- weighted with minimum 15m line

- One adult stationed at the base of the crag is tasked with rescue and must wear a PFD at all times. This adult should be a competent swimmer and have been briefed on throw bag use. The throw bag and second PFD must be to immediate hand and clipped to an anchor point in case of wash.
- In the event of a student or students requiring rescue make the scene safe, evacuate participants to a safe area. Call for help on 111 if able to do so immediately. Start rescue procedure.
- Use throw bag immediately if swimmer is on the surface and able to grab the line.
- If not then second PFD is fitted on instructor and instructor should if safe to do so attempt water rescue by swimming to their aid.
- Instructor/s in the water must keep helmets on particularly when entering rocky areas.
- Adult uses throw bag to aid recovery of both people in the water.

Instructors are required to demonstrate swimming skills and be familiar with the Water Safety Rivers Document.

Fires

- Stop activity, muster at event site, do head count.
- Check wind direction and strength for direction of fire travel.
- Identify fire size and strength.
- Call fire on 111 and alert other AMNZ staff and site users using UHF radio.
- If safely able evacuate to venue muster point.
- Alert camp warden or site manager/s.
- Begin evacuation of your group via safest route.
- Travel across wind from the fire direction and out of fuel areas. Avoid travelling uphill if able as fire burns up with the available fuel.



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Western Hills is a venue for activities only. We have setup to provide an option for schools wanting day trips and to provide an even greater array of tasks for those on camps in the area.

Looking after our camp clients from Dunedin, Waiora, Tirohanga, Sutton, Berwick and Waihola is still our number one priority. And now in addition to offering our amazing onsite programs we can offer even more with a purpose built adventure venue close to the city.

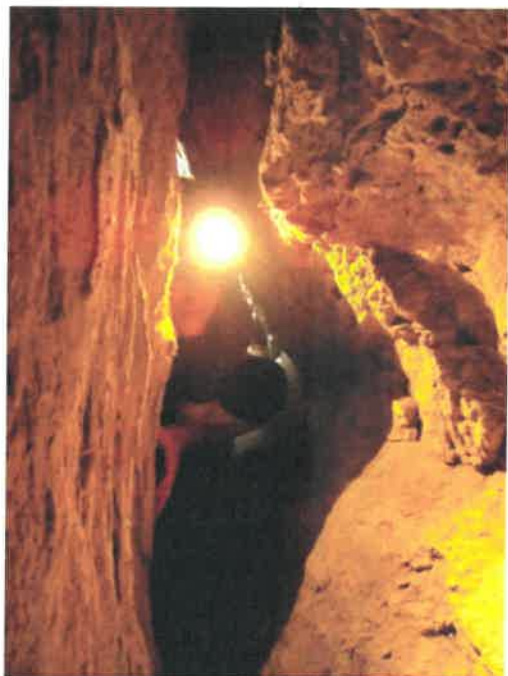
The topography is amazing and awe inspiring with superb natural features to challenge every age. From towering rock climbs to ancient forest, trickling mountain streams to dark cool caves... there is a surprise around every corner!

Western Hills Adventure Centre

Inside the CD you will find heaps of options for EOTC activities at camps, At schools and at our new Dunedin venue.

AMNZ currently offers over **75** activities for schools going on camps and we have a vast array of tasks for onsite school based programs like our amazing Team Building Days or Gunge Wars.

For more information contact us on the numbers below.



OUT DOOR

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ADVENTURE, EDUCATION & TEAM BUILDING PROVIDERS



AdventureMasters

— New Zealand —



Dear Client,

These are our RAMS forms which are completed for any every site and every task we operate. They are updated every time we visit an event site and a change is noted or a new hazard is identified. These are NOT operations plans. Our SOPs are a training, resource and instruction manual for every setup and event possibility you can imagine. They are simply a “how too and what if” manual which are updated the same way a RAMS form is, the SOP is reviewed yearly by all staff to identify any changes needed.

Given that they have in many cases taken years to complete and get “just right” they are in some cases hundreds of pages long and treated like gold. RAMS forms are useful to identify changes to a site, new issues or things you had not thought about but offer little in the operation of a specific activity task.

If you are using outside providers to run your tasks then you should be able to sight their operations plan for every task they are running. Given the work that goes into getting these manuals just right no operator would allow their manual to be copied or used by someone else (after all this is what you are paying for, their knowledge, skill, standards and procedures for an activity and all that could possibly occur).

You should however be able to view these at anytime.

If the operator cannot produce the SOP for a task then one would wonder why? And if that is the question then would you really want to hire this person?

Given the number of activities we run at Berwick I have simply left them all in a bunch. These are the most common tasks but certainly not all. Please feel free to print off the RAMS you need for your task to present to the BOT. These forms have been sited and assessed by teachers, outdoor educators and ERO Audits. We have by now been checked many hundreds of times and welcome everyone. Because the day we stop trying to improve our standards is the day we have an accident!

If an “unusual” activity is chosen we will update the RAMS and send it through.

My thanks

Evan Jamieson

Evan Jamieson
AMNZ

To aid your printing RAMS for your activities are listed below with the page number opposite

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Please note these forms are a very simple short version for public use. Our actual RAMS involve three separate forms and are typically 5-10 pages long for each individual activity. With 8 or 9 tasks a day provided this may involve 80 + pages for any one day. These instructor use only forms are just a small portion of our Standard Operating Procedure (SOP) for each task which again may be up to 300 pages long.

Note: Building evacuations are included in our SOPs for indoor tasks but not included as a hazard on the RAMS sheets as they are extra ordinary events outside the "normal" area of operation.

Emergency actions, management, control, SAPs, methods etc are all contained in our Operations Manuals for each activity but are also condensed into a **Site Safety Manual**. Should an emergency occur all the required information and management procedure is immediately to hand for any instructor, teacher or parent helper.

The large range of venues, methods, sites and other factors mean that the "standard" assessments provided by external providers fall very short of our needs and standards. No AMNZ Instructor is deemed to be "qualified" until they pass our own internal exams for the activities they instruct in.

Berwick Lodge Operational Area

Berwick is situated inside an operational forestry area. The forestry owners (and Rural Fire) have provided in depth emergency and evacuation procedures which all persons entering the lodge must comply with. These plans override any and all AMNZ "standard procedures" and must be complied with. These plans have been provided specifically for Berwick Lodge users. As of the 09/08/15 logging operations may start on the bottom entry road into the camp but are limited to outside the front gate and do not impact activities or camp users.

AMNZ RAMS Assessment

Activity	Assault Course
Venue	Berwick Lodge
Assessment Date	Update No 12 on 27/01/17, site assessed on Thursday 19th January 2017
Assessor	Evan Jamieson

*Risks specific to this activity on this site not withstanding our Activity Operation Plan
This form is taken with us and rechecked/updated on the day before any activity is undertaken.*

Priority 1 (Minimize risk Level 1)

Internal Camp traffic- activity is undertaken when access to road south of bus turn around is blocked.
Avoid all areas marked on the BAS Map as being off limits.

Priority 2 (Minimize risk Level 2)

Warm up required for participants to reduce muscle strain
Cold weather and cold water may cause asthma attack, medication carried with adult observer incase of attack
Obstructions in creek- route walked before event to check for water born debris etc
Double check shoelaces are done up and correct footwear worn for event
Route checked for obstructions before task and during task.

Priority 3 (Neutralize risk)

Some parts of the our "Classic" assault course route have been removed due to course damage from logging operations in the camp environs and residual stick debris that remains

Notes:

AMNZ RAMS Assessment

Activity	Gunge War
Venue	Berwick Lodge
Assessment Date	Update No 12 on 27/01/17, site assessed on Thursday 19th January 2017
Assessor	Evan Jamieson

*Risks specific to this activity on this site not withstanding our Activity Operation Plan
This form is taken with us and rechecked/updated on the day before any activity is undertaken.*

Priority 1 (Minimize risk Level 1)

Nil
Pre brief re entry to buildings when gunged

Priority 2 (Minimize risk Level 2)

Warm up required for participants to reduce muscle strain
Level ground located, cone off slope.
Water for eye irrigation if required, hose required by AMNZ from Fire reel and West end of building.

Priority 3 (Neutralize risk)

Briefing as per Ops Manual

Notes:

AMNZ RAMS Assessment

Activity	Navigation
Venue	Berwick Lodge
Assessment Date	Update No 12 on 27/01/17, site assessed on Thursday 19th January 2017
Assessor	Evan Jamieson

*Risks specific to this activity on this site not withstanding our Activity Operation Plan
This form is taken with us and rechecked/updated on the day before any activity is undertaken.*

Priority 1 (Minimize risk Level 1)

Provide AMNZ Berwick Map identifying potential risks on this site to all participants
Until further notice access to the East end of the camp tracks is closed.

Priority 2 (Minimize risk Level 2)

Warm up required for participants to reduce muscle strain
Adult helpers at a 1:5 ratio
Adults shown area, distance and direction to return to base
Appropriate clothes and footwear for activity
Clear instructions for adults and children regarding rules for event, especially toilet breaks or injury.

Priority 3 (Neutralize risk)

No routes near kayaking pond or abseil tower
Routes clear of the creek
No Routes near logging area- sharp sticks in ground near these sites, heavy machinery, log fall, trucks

Notes:

AMNZ RAMS Assessment

Activity	Confidence Course
Venue	Berwick Lodge
Assessment Date	Update No 12 on 27/01/17, site assessed on Thursday 19th January 2017
Assessor	Evan Jamieson

Risks specific to this activity on this site not withstanding our Activity Operation Plan

This form is taken with us and rechecked/updated on the day before any activity is undertaken.

Priority 1 (Minimize risk Level 1)

Off limits to all children & staff until safety training for helpers is complete
Risks & reasons explained to students and adults at orientation briefing and walk

Priority 2 (Minimize risk Level 2)

Warm up required for participants to reduce muscle strain
Adult helpers at a 2:1 ratio for each section of the course involving heights over 1.8m foot rope, 1:1 for other tasks
Correct methods for tasks shown and practiced by adult helpers.
Appropriate clothes and footwear for activity
Clear instructions for adults and children regarding rules for event, especially toilet breaks or injury.
Moss kill may be required during wet or winter periods to aid traction

Priority 3 (Neutralize risk)

No sections may be undertaken until adults are in place and ready.
Stress it is not a play area and fractures or worse could occur if treated as one.
Adult supervisors required for elements and full training required to operate safely due to injury risk.

Notes:

All wires have been replaced on this course by AMNZ in 2015 to NZ standards and fastened with DIN spec clamps.

AMNZ RAMS Assessment

Activity	Team Building activities
Venue	Berwick Lodge
Assessment Date	Update No 12 on 27/01/17, site assessed on Thursday 19th January 2017
Assessor	Evan Jamieson

*Risks specific to this activity on this site not withstanding our Activity Operation Plan
This form is taken with us and rechecked/updated on the day before any activity is undertaken.*

Priority 1 (Minimize risk Level 1)

Off limits to all children & staff until safety training for helpers is complete
Risks & reasons explained to students and adults at orientation briefing and walk

Priority 2 (Minimize risk Level 2)

Warm up required for participants to reduce muscle strain
Adult helpers at a 2:6 ratio for each section of the course
Correct methods for tasks shown and practiced by adult helpers.
Appropriate clothes and footwear for activity
Clear instructions for adults and children regarding rules for event, especially toilet breaks or injury.
People lifts and risks practiced and explained.
Helpers read and understand the role of the tasks and rules of operation with briefing sheets provided

Priority 3 (Neutralize risk)

No sections may be undertaken until adults are in place and ready.
Stress it is not a play area and fractures or worse could occur if treated as one.

Notes:

AMNZ RAMS Assessment

Activity	Flying Kiwi, JJ's Crazy Swing
Venue	Berwick Lodge
Assessment Date	Update No 12 on 27/01/17, site assessed on Thursday 19th January 2017
Assessor	Evan Jamieson

Risks specific to this activity on this site not withstanding our Activity Operation Plan

This form is taken with us and rechecked/updated on the day before any activity is undertaken.

Priority 1 (Minimize risk Level 1)

Off limits to all children & staff until safety training for helpers is complete
Clearly defined waiting area for students and staff

Priority 2 (Minimize risk Level 2)

Warm up required for participants to reduce muscle strain
Adult helpers at a 1:1 ratio for the task as this is all that is required
Correct methods for tasks shown and practiced by adult helpers.
Appropriate clothes and footwear for activity

Priority 3 (Neutralize risk)

Close fire escape door to prevent outside entry to building and entry to swing area.

Notes:

Instructor run task, all methods as per Ops Manual

AMNZ RAMS Assessment

Activity	Night tasks- Eeling, walking, nature watching, games
Venue	Berwick Lodge
Assessment Date	Update No 12 on 27/01/17, site assessed on Thursday 19th January 2017
Assessor	Evan Jamieson

*Risks specific to this activity on this site not withstanding our Activity Operation Plan
This form is taken with us and rechecked/updated on the day before any activity is undertaken.*

Priority 1 (Minimize risk Level 1)

Water areas Off limits to all children & staff until safety training for helpers is complete

Risks & reasons explained to students and adults at orientation briefing and walk

Priority 2 (Minimize risk Level 2)

Torches issued to all participants & checked

Adult helpers at a 1:5 ratio for each section of the course/activity

Correct methods for tasks shown and practiced by adult helpers.

Appropriate clothes and footwear for activity

Clear instructions for adults and children regarding rules for event, especially toilet breaks or injury.

Avoid puddle areas in winter which turn to ICE (N of CC & ENE of AF Bridge)

Identify all water holes over 500mm in creek (3 currently at this date)

Priority 3 (Neutralize risk)

No sections may be undertaken until adults are in place and ready.

Keep tasks slow & groups quiet to aid management

Notes:

Creek activities are checked immediately prior to the activity to confirm depth and any holes or changes

AMNZ RAMS Assessment

Activity	Bush walk/tramping (Option 1)
Venue	Berwick Lodge
Assessment Date	Update No 12 on 27/01/17, site assessed on Thursday 19th January 2017
Assessor	Evan Jamieson

*Risks specific to this activity on this site not withstanding our Activity Operation Plan
This form is taken with us and rechecked/updated on the day before any activity is undertaken.*

Priority 1 (Minimize risk Level 1)

Logging and tree fall/no go restrictions in camp environs advised by Camp Warden
No activity anywhere near logging/fall area identified on operation map

Priority 2 (Minimize risk Level 2)

Warm up required for participants to reduce muscle strain
Adult helpers at a 1:6 ratio for the walk
Medication carried for those who need it, medical kit carried by AMNZ instructor
Appropriate clothes and footwear/socks for activity
Clear instructions for adults and children regarding rules for event, especially toilet breaks or injury.
Radio coms for leaders at set intervals including front & rear

Priority 3 (Neutralize risk)

No children or adults may leave the group to “go to the toilet” in the bush. ALL tasks are done in pairs and all must wait until everyone in the team is ready.

Notes:

All walking groups in the forest MUST have a Fluro Vest at front and rear of walking groups to aid visibility for logging traffic or SAR/Forest Evacuation. Forestry Rule.

AMNZ RAMS Assessment

Activity	Abseiling
Venue	Berwick Lodge
Assessment Date	Update No 12 on 27/01/17, site assessed on Thursday 19th January 2017
Assessor	Evan Jamieson

*Risks specific to this activity on this site not withstanding our Activity Operation Plan
This form is taken with us and rechecked/updated on the day before any activity is undertaken.*

Priority 1 (Minimize risk Level 1)

Tower is Off limits to all children & staff until safety training for helpers is complete & instructor is on the tower

Risks & reasons explained to students and adults at orientation briefing and walk

Locked gate is a no go area

Priority 2 (Minimize risk Level 2)

No load limit is on the tower so AMNZ policy is 1 instructor, 1 adult helper and 2 students maximum (300kg)

Adult helpers are two required, one for top and one for bottom.

Correct methods for tasks shown and practiced by adult helpers.

Appropriate clothes and footwear for activity along with safety gear (supplied)

Clear instructions for adults and children regarding rules for event, especially toilet breaks.

Priority 3 (Neutralize risk)

Adult helper at base of tower must wear helmet and be clear of base during the abseil

Extreme winds may occur on occasion- evacuation may be required due to tree fall risk on entry road

Notes:

AMNZ RAMS Assessment

Activity	Canoeing/Tube Raft Challenge (Man made still water kayaking pond)
Venue	Berwick Lodge
Assessment Date	Update No 12 on 27/01/17, site assessed on Thursday 19th January 2017
Assessor	Evan Jamieson

Risks specific to this activity on this site not withstanding our Activity Operation Plan

This form is taken with us and rechecked/updated on the day before any activity is undertaken.

Priority 1 (Minimize risk Level 1)

Off limits to all children & staff until safety training for helpers is complete
Risks & reasons explained to students and adults at orientation briefing and walk
Off limits to all people until buoyancy aid fitment is demonstrated, fitted and checked by instructors/adults

Priority 2 (Minimize risk Level 2)

Adult helpers at a 1:3 ratio for water tasks
Correct methods for tasks shown and practiced by adult helpers.
Hats and sun block as the weather element is the biggest risk- sun burn & cold
Appropriate clothes and footwear for activity
Clear instructions for adults and children regarding rules for event, especially if a child falls in the water.
No jumping off jetty into pond as water is shallow (400mm) and has rocks in mud

Priority 3 (Neutralize risk)

No children in the water until adults are in place and ready.

Notes:

AMNZ RAMS Assessment

Activity	Mountain Bike Trials Riding
Venue	Berwick Lodge
Assessment Date	Update No 12 on 27/01/17, site assessed on Thursday 19th January 2017
Assessor	Evan Jamieson

*Risks specific to this activity on this site not withstanding our Activity Operation Plan
This form is taken with us and rechecked/updated on the day before any activity is undertaken.*

Priority 1 (Minimize risk Level 1)

Roads within the camp have no vehicle movements on them
No biking near the kayak pond edges or tracks to the South west side

Priority 2 (Minimize risk Level 2)

No speed rides down gravel roads due to fall risk
Adult helpers at a 1:5 ratio for each section of the course
Correct methods for tasks shown and practiced by adult helpers.
Appropriate clothes and footwear for activity, helmets correctly fitted.
Clear instructions for adults and children regarding rules for event, especially toilet breaks or injury.
Trails course involves very slow control, balance & co-ordination skills so an injury fall is extremely low risk.

Priority 3 (Neutralize risk)

No sections may be undertaken until adults are in place and ready.
No riding across foot bridges within the camp or near the creek west of the flying fox start area.
Danger tape or block off the east end of the hill track
Trails course enters creek W of Wall Initiative course, entry and exit is a 1:1 ratio task

Notes:

Special Hazard Warning, Logging operations. Residual logs and sticks are hidden under grass and pose considerable risk if riders venture off track.

AMNZ RAMS Assessment

Activity	Compound Bow Archery
Venue	Berwick Lodge
Assessment Date	Update No 12 on 27/01/17, site assessed on Thursday 19th January 2017
Assessor	Evan Jamieson

*Risks specific to this activity on this site not withstanding our Activity Operation Plan
This form is taken with us and rechecked/updated on the day before any activity is undertaken.*

Priority 1 (Minimize risk Level 1)

Off limits to all children & staff until safety training for helpers is complete
Risks & reasons explained to students and adults at orientation briefing and walk
All areas East of the range are closed during the activity day.

Priority 2 (Minimize risk Level 2)

Warm up required for participants to reduce muscle strain
Adult helpers at a 1:1 ratio for each archer
Correct methods for tasks shown and practiced by adult helpers.
Appropriate clothes and footwear for activity
Clear instructions for adults and children regarding rules for event, especially range rules.
Wrist guards worn at all times
Bow pull customized to suit range of sizes & strengths
Special warning regarding elbow flexation with young ladies
Wind direction & strength checked per Archery Operations Manual

Priority 3 (Neutralize risk)

Area fenced off and range block clearly marked
Range Officer has control of the range during operations

Notes:

AMNZ RAMS Assessment

Activity	Target Shooting- Berwick Lodge Range
Venue	Berwick Lodge
Assessment Date	Update No 12 on 27/01/17, site assessed on Thursday 19th January 2017
Assessor	Evan Jamieson

*Risks specific to this activity on this site not withstanding our Activity Operation Plan
This form is taken with us and rechecked/updated on the day before any activity is undertaken.*

Priority 1 (Minimize risk Level 1)

Off limits to all children & staff until safety training for helpers is complete
Safety fence required between shooting stand & target area
If forestry traffic or transport to range is an issue then the second option for a range inside the camp is used

Priority 2 (Minimize risk Level 2)

Warn transport people re the ditch at the range on the road
Adult helpers at a 1:1 ratio for each shooter
Correct methods for tasks shown and practiced by adult helpers.
Appropriate clothes and footwear for activity
Clear instructions for adults and children regarding rules for event, especially range rules.
Extreme heat in the summer & cold in the winter

Priority 3 (Neutralize risk)

Area fenced off and range block clearly marked
Range Flag up during use on road side of entry bridge

Notes:

AMNZ RAMS Assessment

Activity	Indoor or Tree Climbing (Belayed)
Venue	Berwick Lodge
Assessment Date	Update No 12 on 27/01/17, site assessed on Thursday 19th January 2017
Assessor	Evan Jamieson

Risks specific to this activity on this site not withstanding our Activity Operation Plan

This form is taken with us and rechecked/updated on the day before any activity is undertaken.

Priority 1 (Minimize risk Level 1)

Priority 2 (Minimize risk Level 2)

Clear “handling area” for climber/belayers
Adult helpers at a 1:1 ratio for each climber
Correct methods for tasks shown and practiced by adult helpers.
Appropriate clothes and footwear for activity, helmets correctly fitted.
Clear instructions for adults and children regarding rules for event & gear safety

Priority 3 (Neutralize risk)

Doors to gym may be opened on hot days, wind can slam them closed so must be secured to prevent injury.
Use both rated and unrated twin chains for top rope attachment point off the rafter
Gloves required for tree climbing
Appropriate clothes/footwear for weather conditions

Notes:

AMNZ RAMS Assessment

Activity	Search & Rescue/Bush Survival/CC Navigation
Venue	Berwick Lodge
Assessment Date	Update No 12 on 27/01/17, site assessed on Thursday 19th January 2017
Assessor	Evan Jamieson

*Risks specific to this activity on this site not withstanding our Activity Operation Plan
This form is taken with us and rechecked/updated on the day before any activity is undertaken.*

Priority 1 (Minimize risk Level 1)

Roads within the camp have no vehicle movements on them
No logging or poison operations are in place in the immediate camp environs to run this activity
SAR maps identify no go areas for search teams.

Priority 2 (Minimize risk Level 2)

Walk SAR Controller/Group Leader around site to identify land marks
Adult helpers at a 1:5 ratio
Correct methods for tasks shown and practiced by adult helpers.
Appropriate clothes and footwear for activity, radios checked.
Clear instructions for adults and children regarding rules for event, especially toilet breaks or injury.
Rules for searches/tasks near the creek or pond explained to students and controller
Identify holes in creek that are potential danger areas due to depth (.75m or greater)
Wasps, honey and bumble bees and other stinging/biting insects can be an issue during summer and winter, all med kits have oral & topical antihistamine in them
Clear rules for lost coms, lost persons, lost teams during this task. Coms limited S of pond.

Priority 3 (Neutralize risk)

Notes: two areas of trees and bush exist at present, the forest on the Northern edge of the camp and the bush on the SW corner of the pond
These areas provide ample area to operate in.

AMNZ RAMS Assessment

Activity	Flying Fox
Venue	Berwick Lodge
Assessment Date	Update No 12 on 27/01/17, site assessed on Thursday 19th January 2017
Assessor	Evan Jamieson

Risks specific to this activity on this site not withstanding our Activity Operation Plan

This form is taken with us and rechecked/updated on the day before any activity is undertaken.

Priority 1 (Minimize risk Level 1)

Flying Fox remains locked when not supervised

Priority 2 (Minimize risk Level 2)

Lodge operation plan for this task is read by adult helpers
Adult helpers at a 2:10 ratio
Correct methods for tasks shown and practiced by adult helpers.
Appropriate clothes and footwear for activity.
Clear instructions for adults and children regarding rules for event, especially toilet breaks or injury.
Special note regarding the stopping point for the activity and the risk of attempting to jump off when moving
The haul Rope must be held in the hand or tucked in the body cavity in a manner which will stop any possibility of it being dropped while in use & if dropped it must not catch on the body or hand of the user

Priority 3 (Neutralize risk)

While helmets are not required they are recommended for this FF during a camp run by AMNZ and are provided
While the risk of head injury trauma is low the helmet requirement will be enforced

Notes:

AMNZ has been asked to install a new Flying Fox and this has been completed

AMNZ RAMS Assessment

Activity	Pioneering
Venue	Berwick Lodge
Assessment Date	Update No 12 on 27/01/17, site assessed on Thursday 19th January 2017
Assessor	Evan Jamieson

Risks specific to this activity on this site not withstanding our Activity Operation Plan
This form is taken with us and rechecked/updated on the day before any activity is undertaken.

Priority 1 (Minimize risk Level 1)

[illegible]

Priority 2 (Minimize risk Level 2)

Position 1 Creek crossing involved, water 600mm deep, clean bottom and no obstructions
Adult helpers at a 1:6 ratio
Correct methods for tasks shown and practiced by adult helpers.
Appropriate clothes and footwear for activity
Clear instructions for adults and children regarding rules for event, especially falling into the water.
Position 2 N edge of the forest, ground clean with little obstruction
Position 2 requires clear areas with no windfall debris, check wind direction and strength is under 15kts

Priority 3 (Neutralize risk)

PHOTO 5 (continued)

Notes:

AMNZ RAMS Assessment

Activity	Field Tasks- Top Team, Treasure Hunt, Tenting, Tow tasks
Venue	Berwick Lodge
Assessment Date	Update No 12 on 27/01/17, site assessed on Thursday 19th January 2017
Assessor	Evan Jamieson

Risks specific to this activity on this site not withstanding our Activity Operation Plan

This form is taken with us and rechecked/updated on the day before any activity is undertaken.

Priority 1 (Minimize risk Level 1)

Any task operated in the field area must be clear of tree fall areas in windy conditions with priority on tent tasks
Waiting area for students and adults clearly defined and fenced with road cones or safety fence

Priority 2 (Minimize risk Level 2)

Correct methods for tasks shown and practiced by adult helpers.
Appropriate clothes and footwear for activity
Rain may cause puddles in low lying areas of the field
Clear views of the field area are provided from the camp BBQ/Kitchen area

Priority 3 (Neutralize risk)

No field activities are to be operated near old logging skid area due to mud, sharp sticks and debris

Notes:

AMNZ RAMS Assessment

Activity	Push kart racing
Venue	Berwick Lodge
Assessment Date	Update No 12 on 27/01/17, site assessed on Thursday 19th January 2017
Assessor	Evan Jamieson

*Risks specific to this activity on this site not withstanding our Activity Operation Plan
This form is taken with us and rechecked/updated on the day before any activity is undertaken.*

Priority 1 (Minimize risk Level 1)

Roads within the camp have no vehicle movements on them
No vehicle access to North & South of the kart area

Priority 2 (Minimize risk Level 2)

No speed rides down gravel roads past the start point
Adult helpers at a 1:5 ratio for each section of the course
Correct methods for tasks shown and practiced by adult helpers.
Appropriate clothes and footwear for activity, helmets correctly fitted.
Clear instructions for adults and children regarding rules for event, especially toilet breaks or injury.
Adult to assist at pond exit due to slippery bank.

Priority 3 (Neutralize risk)

No sections may be undertaken until adults are in place and ready.
No riding across jetty.
Road coned off to prevent vehicle access.

Notes:

AMNZ RAMS Assessment

Activity	Slippery Slide
Venue	Berwick Lodge
Assessment Date	Update No 12 on 27/01/17, site assessed on Thursday 19th January 2017
Assessor	Evan Jamieson

Risks specific to this activity on this site not withstanding our Activity Operation Plan

This form is taken with us and rechecked/updated on the day before any activity is undertaken.

Priority 1 (Minimize risk Level 1)

Off limits to all children & staff until safety training for helpers is complete
Clearly defined waiting area for students and staff
Anchors cordoned off to prevent entry

Priority 2 (Minimize risk Level 2)

Warm up required for participants to reduce muscle strain and practice landing
Adult helpers at a 1:1 ratio for the task as this is all that is required
Correct methods for tasks shown and practiced by adult helpers.
Appropriate clothes and footwear for activity, bare feet required on slide but bunkroom to slide needs shoes etc
Cold is an issue when participants are wet and waiting.
Double check slide area is clear of items under the slide like stones & sticks etc

Priority 3 (Neutralize risk)

Ensure all children are aware of the rules around the slide
One extra adult is required for this task to operate safely, must be one staff member and one assistant
Check all tree fall and wind blow areas
Walk slide area prior to setup and clear all ground obstructions

Notes:

AMNZ RAMS Assessment

Activity	Incline & Cliff Rescue
Venue	Berwick Lodge
Assessment Date	Update No 12 on 27/01/17, site assessed on Thursday 19th January 2017
Assessor	Evan Jamieson

*Risks specific to this activity on this site not withstanding our Activity Operation Plan
This form is taken with us and rechecked/updated on the day before any activity is undertaken.*

Priority 1 (Minimize risk Level 1)

Site is Off limits to all children & staff until safety training for helpers is complete & instructor is on the site
Risks & reasons explained to students and adults at orientation briefing and walk
Site above rescue is a no go area
Landing area is clear of all people, adult assistant at the bottom is required to wear a safety helmet.

Priority 2 (Minimize risk Level 2)

No students are allowed near or in the stream without adult supervision
Adult helpers are two required, one for top and one for bottom.
Correct methods for tasks shown and practiced by adult helpers.
Appropriate clothes and footwear for activity along with safety gear (supplied)
Clear instructions for adults and children regarding rules for event, especially toilet breaks.
Clear vegetation on site, check site for possible rock fall and obstructions

Priority 3 (Neutralize risk)

Provide equipment area clear of site to prevent students placing items ie drink bottles/helmets/cameras on top of ground and risking a fall on the stretcher team, patient or assistants.

Notes:

AMNZ RAMS Assessment

Activity	Blindfold Off Road Driving/4WD Recovery
Venue	Berwick Lodge
Assessment Date	Update No 12 on 27/01/17, site assessed on Thursday 19th January 2017
Assessor	Evan Jamieson

Risks specific to this activity on this site not withstanding our Activity Operation Plan

This form is taken with us and rechecked/updated on the day before any activity is undertaken.

Priority 1 (Minimize risk Level 1)

No other vehicles or people are allowed on the course at any time.
Entry road is closed with tape and cones
Vehicle movement may not occur until all safe zones are adhered to (as per Ops Manual & DMI 4WD Manual)

Priority 2 (Minimize risk Level 2)

Vehicles placed in Low Ratio 4WD first gear, with top speed of approx 4kph
Confirm route is clear of vehicle damaging obstructions
Correct methods for tasks shown and practiced by drivers and navigators.
Appropriate clothes and footwear for activity
Clear instructions for participants regarding rules for event.
Route checked and instructor driven on day to confirm suitability and traction

Priority 3 (Neutralize risk)

Key stop available to instructor at all times to prevent person and vehicle risk.
No students maybe in vehicles crossing bridges
Two vehicle length distance (8m minimum) is maintained during a student hand held rope tow if used
Lashings must comply with Pioneering Ops Manual and bridge trees minimum diameter as per ops manual

Notes:

As this task is on enclosed private property a drivers licence is not required. The ability to have any driving skill or experience is not required either.

Suitable bridge logs are in place at Berwick as of this date.

Risk Management Plan and Hazard Assessment Sample 2016

The following pages are a sample of our Risk Management Plan and our Hazard Assessment form for a single activity.

These make up a small section in our SOPs for instructors and are provided to show you, your employers, safety staff and BOT members our actual assessment.

Emergency management procedures, venue maps, coms, and a huge range of other essential emergency management information is contained within our Site Safety Booklets provided to the TIC at any camp venue for the period we are contracted to run your event.

For further information please contact the owner Evan Jamieson on 03 476 7634 or direct dial on 027 450 7952.

Please note the information within this document is copyright and may not be used, copied or transmitted in any form by any means to any other parties.

It is for the strict use of employees, governing bodies and auditors of the school this has been provided to.

Thank you

Sample Form 18 AdventureMasters NZ

RAMS- Risk Management Plan for Rock Climbing/Abseiling Master

RAMS: Risk Management Plan for Rock Climbing/Abseiling

Ed 8 14/07/16

School

Activity Rock Climbing & Abseiling Belayed Single Pitch Top Rope

Instructors: Location: Generic Topic RMP

Group: Date: 27/01/16

Risks (significant potential losses listed in order of significance)

1 Death	4 Site Failure
2 Catastrophic Physical Injury/Illness	5 Equipment Failure
3 Emotional Trauma	6 Systems Failure
Causal Factors (lemons) Coloured risk level Red= High risk, Orange= Medium Green=Low. Risk management (E)= Eliminate, (M)= Minimise	
People Skills, attitudes, age, fitness, ratios, experience, health etc.	Risk reduction strategies
(M) Lack of skills by staff and participants (E) Poor operating procedure (E) Risk aversion by participant/leaders (E) Behaviour of those involved (E) Lack of knowledge (E) Lack of risk reduction strategy by staff (M) Group control failure (E) Communication failure between staff & clients (M) Ego of staff- failure to cancel or reduce risk (E) Excess client leader ratios (E) First aid skill and ability requirement (E) Emergency system failure by staff (E) Management failure for staff abilities (E) Management failure for assessment (E) Management failure for standards (E) Peer pressure (M) Medical problems (M) Special needs for some people (E) Failure to follow instruction (E) Deliberate challenge of event rules (M) Language barrier to understanding (M) Fear	Staff trained and assessed to applicable standards Staff training and assessment reviewed annually Operating standards reviewed annually Risk assessment a company philosophy and mandate People management skills assessed and practiced Clear behaviour requirements communicated Clear instruction, planning, management and event operation Staff must use briefing sheets in instructor booklets Staff trained in ego hazards and risks Maximum staff client ratio for site and activity First aid quals mandatory and skills practiced Emergency management skills trained and practiced Management/staff/industry review of systems and standards Management of peer pressure and people management skills Training for staff dealing with special needs requirements Leadership training, assessment and skills for challenging clients and those who challenge instructions Training in methods of communication for those with language or understanding barriers Methods of overcoming fears using challenge by choice and stepped development

Clothing, shelter, transport, activity, specific gear, safety gear etc	<p>(M) Anchor failure</p> <p>(M) Equipment failure</p> <p>(M) Damaged equipment</p> <p>(E) inappropriate attire for activity</p> <p>(E) inappropriate foot wear for activity</p> <p>(E) Lack of protective clothes for elements</p> <p>(E) Failure of PPE</p> <p>(E) Failure to use PPE for correct purpose</p> <p>(E) PPE not correctly stowed, used or audited</p> <p>(M) Lack of shelter for staff and clients</p> <p>(E) Incorrect equipment for system and rescue</p>	<p>Anchor checks made before event setup, standards for anchors specified in activity SOP</p> <p>Equipment inspected for safe operation before and during setup, use and recovery to SOP manufacturers standards</p> <p>Care of equipment and use in systems to prevent damage</p> <p>Clothing and footwear checks of participants before event start</p> <p>Protective clothing checked before event and allocated</p> <p>PPE (helmets, harnesses etc) inspected before, during and after event use.</p> <p>Damage logged and reported, item removed from service and red tagged</p> <p>Appropriate shelter and clothing identified and used element protection</p> <p>Equipment reviewed, gear lists checked, stowage checks before operation and regular audits of sites, systems and operational needs by staff and management</p>
Environment Weather, terrain, water, season etc.	<p>(M) Venue/site</p> <p>(M) Exposure to elements</p> <p>(M) Extreme temperatures</p> <p>(E) Dehydration/Hypothermia risk</p> <p>(M) Insects</p> <p>(M) Pollen</p> <p>(M) Allergies</p> <p>(M) Topography- angle of terrain, slippery or loose, exposed trip hazards, tracks on edges/inclines.</p> <p>(M) Environment- dark damp bush or lonely tussock ridge</p> <p>(M) Proximity to other people/activities</p> <p>(M) Proximity to emergency assistance</p> <p>(M) Site risks from live stock/animals</p> <p>(M) Catastrophic site failure ie landslide/tsunami/earthquake/rock slide/tree fall</p> <p>Emergency exits</p> <p>(M) Communication blind spots</p>	<p>Task analysis and hazard ID of site before event, site mapped, SAP and related system information updated</p> <p>Shelter located for staff and clients</p> <p>Appropriate clothing for event and site conditions</p> <p>Food, drink and shelter arranged</p> <p>Safety warnings (ie wasps in Beech or bush) and first aid treatment briefings prior to event</p> <p>Allergy relief available if required in first aid kits</p> <p>Safety check of topography site hazards- brief clients</p> <p>Alter mental thought process with redirection for those afraid of the environment</p> <p>Safety management planned and initiated with other site users</p> <p>Emergency assistance sites mapped and contacts logged</p> <p>Brief and identify safe methods to control the hazards posed from stock or animals</p> <p>Be aware of and use staff SOPs, hazard management plans and local information to assist in risk or event management, alerts and warnings to natural catastrophes</p> <p>Identify and practice use of emergency exits from sites</p> <p>Identify, log, report and test for communication blind spots, use staff information series for recently updated information.</p>

Critical incident management

All methods and systems of management for the items listed above are found in your activity SOP

The method for managing critical incidents 1-6 listed assumes in all cases serious injury has occurred requiring ambulance intervention. Refer to your Pocket Field Guide for exact roles and management.

Where injury has not occurred WORKSAFE may still need to be advised, however emergency services may require contact if the scene possesses a risk to life, stock or essential services.

Emergency procedures to manage each identified risk	Emergency gear required
1 Death Immediately protect yourself, clients and bystanders from harm Summon emergency assistance Evacuate students. away from scene Initiate TIC/Principal on sites Traumatic Incident Procedure Protect the scene, notify WORKSAFE Notify AMNZ Management Gather witnesses	Communication methods- cell, UHF, landline Camera- to record site/scene Camera or note pad to gather witness names Survival blanket to cover body
2 Catastrophic Physical Injury/Illness Immediately protect yourself, clients and bystanders from harm Summon emergency assistance Evacuate students. away from scene Provide medical assistance, summon aid locally Initiate TIC/Principal on sites Traumatic Incident Procedure Protect the scene, notify WORKSAFE Notify AMNZ Management Gather witnesses	Communication methods- cell, UHF, landline Camera- to record site/scene Camera or note pad to gather witness names First aid equipment Essential paperwork for patient assessment and post event reporting
3 Emotional Trauma Immediately protect yourself, clients and bystanders from harm Summon emergency assistance Evacuate students. away from scene Provide medical assistance, summon aid locally Initiate TIC/Principal on sites Traumatic Incident Procedure Protect the scene, notify WORKSAFE if required Notify AMNZ Management Gather witnesses	Communication methods- cell, UHF, landline Camera- to record site/scene Camera or note pad to gather witness names First aid equipment Essential paperwork for patient assessment and post event reporting
4 Site Failure Immediately protect yourself, clients and bystanders from harm Summon emergency assistance Evacuate students. away from scene Provide medical assistance, summon aid locally Initiate TIC/Principal on sites Traumatic Incident Procedure Protect the scene, notify WORKSAFE if required Notify AMNZ Management Gather witnesses	Communication methods- cell, UHF, landline Camera- to record site/scene Camera or note pad to gather witness names First aid equipment Essential paperwork for patient assessment and post event reporting
5 Equipment Failure Immediately protect yourself, clients and bystanders from harm Summon emergency assistance Evacuate students. away from scene Provide medical assistance, summon aid locally Initiate TIC/Principal on sites Traumatic Incident Procedure Protect the scene, notify WORKSAFE if required Notify AMNZ Management Gather witnesses	Communication methods- cell, UHF, landline Camera- to record site/scene Camera or note pad to gather witness names First aid equipment Essential paperwork for patient assessment and post event reporting
6 Systems Failure Immediately protect yourself, clients and bystanders from harm Summon emergency assistance	Communication methods- cell, UHF, landline Camera- to record site/scene Camera or note pad to gather witness names

Evacuate students. away from scene
Provide medical assistance, summon aid locally
Initiate TIC/Principal on sites Traumatic Incident Procedure
Protect the scene, notify WORKSAFE if required
Notify AMNZ Management
Gather witnesses

First aid equipment
Essential paperwork for patient assessment and post event reporting

National standards applicable

Support Adventure ASG- Abseiling
Queensland Adventure Activity Standards-Abseiling
Australian Standard 2316.1-2009
AS/NZS 4488 and AS/NZS 1891.4.
UIAA, CE, CI, AS/NZS, EN 1891, AS4142.3, AS4142.2, ANSI Z133, CI1801.
Abseiling - A Manual for Instructors
Mountain Safety Manual 32, fifth edition published 2013
Queensland Adventure Activity Standards-Abseiling

Policies and guidelines recommended (activity specific)

Australian Standard 2316.1-2009
Queensland Adventure Activity Standards-Rock Climbing
Department of Conservation Environmental Care Code- Climbing
Outdoor Safety - Risk Management for Outdoor Leaders
Mountain Safety Manual 38, third edition published 2013
Alpine Rescue Techniques
Queensland Adventure Activity Standards-Abseiling
Department of Conservation Environmental Care Code- Abseiling
NZ Activity Safety Guideline- Abseiling

Minimum skills required by activity leaders/assistants

AdventureMasters NZ Abseiling Instructor (Specialist) Equivalent to Unit standard 20154 and/or any of the standards listed below
Bachelor of Adventure Recreation and Outdoor Education Level 7 with Abseil/Rock Climb strands
NZ Mountain Safety Council- Abseil Advanced For leaders who deliver courses to large groups
NZQA Unit standard 26243 Demonstrate abseiling knowledge and skills
NZQA Unit Standard 20157 Demonstrate the use of basic rope systems for top rope rock climbing and abseiling
Other standards for skills for Rock Climbing Instruction-
NZQA Unit standard 20154 Level 5 or similar NZQA Unit standard 26242 Level 4, Unit 20145, Unit 20150, Unit 20151, NZOIA Rock Climbing Leader, NZOIA Rock 1, NZOIA Rock 2, NZOIA Sport Climbing E & I, Skills Active National Cert in Outdoor Recreation (leadership) Rock Climbing, Skills Active SRT Cave Guide Cert 1

First Aid (not all standards are required)
NZQA first aid unit standards 6400, 6401, 6402 and 424 or 26551, 26552 and 424

Final Approval

Accept

Evan Jamieson- AMNZ

Reject

Comments:



Risks	Hazards	Significant?	Controls
What could go wrong?	Why would this happen?	Yes / No	How can we prevent it?
Injuries caused as a result of poor practice. Anxiety caused by realisation of imminent danger without the means to manage the risks.	Instructor and/or participants unaware of hazards and safe working practice.	Yes	All participants are to be accompanied by instructors who are able to risk assess actively on site, have significant <i>instructional</i> experience in the type of environment in which they are working and have been trained, assessed by appointed technical expert. Instructors should offer an appropriate safety brief taking into account the nature of the client group, their anxieties, their confidence, and their questions. All instructors are to carry appropriate technical and safety equipment sufficient for all members of their party.
Injury caused by a fall from height	Heights PPE not used ie personal safety line Edge failure	Yes	Instructors must ensure that all participants, themselves and observers are aware of the whereabouts of the edge and of sloping and/or loose ground leading to the edge. We recommend using a physical marker e.g. ropes to identify a no-go parameter. Instructors must ensure that their own edge safety PPE is installed and used as the number one priority in any situation (especially setup). Instructors must ensure that they make careful visual and physical inspections of the site before use. With a focus on leading edge fall risks and rock types. Instructors must ensure that all participants, themselves and observers are belayed effectively before approaching an edge at height, and before leaving the ground to climb. (Except for situations such as bouldering at low level, and lead climbing to the first runner). All participants engaged in climbing or abseiling must be belayed effectively at all times, unless their height is minimal and/or physical support (spotting) can be used. Instructors should ensure that all participants know not to climb unless the instructor is supervising. Absellers waiting their turn must be adequately supervised. People are advised of the no go area unless invited by the instructor.
Injuries caused by failure in the operation of the belay system	Faulty belaying	Yes	If all participants are considered not to be sufficiently responsible, instructor should consider self-lining (instructor backup of trainee belayer) or another appropriate form of belay. Instructor is to ensure the Office and/or Ops Manager has details of their destination, party, estimated time and date of return. Instructor must not change location or vary route significantly without first contacting the Office and/or Ops Manager and changing destination details and ETR.

Injury caused by falling rock	Rockfall	Yes	<p>All participants, observers and staff shall wear correctly fitted helmets at all times whilst under or approaching a crag in all red or orange risk zones.</p> <p>Instructors must identify a safe area in which all people can stand/sit, ideally out of reach of falling debris.</p> <p>Loose debris is to be removed, stabilized or avoided to prevent it falling after having achieved the above situation.</p> <p>Instructors should consider not using a venue that is prone to rockfall.</p>
Injuries caused by failure of equipment	Faulty equipment	Yes	<p>All equipment will be checked prior to use and faulty items removed from operation.</p> <p>Equipment must be used only for the purpose(s) intended.</p> <p>Equipment must be treated with respect, with care and will be maintained as required to ensure good working order.</p> <p>We recommend using minimal components in the safety system or the Kis (keep is simple) principle.</p>
Injuries caused by failure in the operation of the belay system	Faulty belaying	Yes	<p>Instructors must carefully instruct belayers and observe their practice at all times, or sufficiently regularly to ensure that they <i>maintain</i> good practice.</p> <p>All sub-standard practice by participants must be stopped and corrected immediately.</p> <p>Instructors must check understanding of belay principles and check operation before allowing participants to belay.</p> <p>If a Gri-Gris is used, the dead rope must be held securely behind the belay device at all times whilst belaying is in progress. A Gri-Gri must not be used as a failsafe device.</p> <p>Instructors should be aware that no belay devices are failsafe devices.</p> <p>No client/student belayer will operate on their own, every belayer must have a backup belayer to operate. Additional belayers will be required where the climber is larger and heavier than the belayer.</p>
Anxiety and stress caused by fear	Cragfast participant	Yes	<p>Instructors should make themselves aware of a participant's state of mind, their fears and anxieties.</p> <p>Instructors are to ensure that they have the means to perform a mid crag rescue at all times.</p> <p>Instructors are to offer appropriate support to enable participants to regain control and retain dignity for themselves.</p>

Anxiety and stress caused by fear, minor cuts/bruises	Cragfast participant caused by jammed abseil device, trapped clothing, jewellery, hair or parts of the body.	Yes	<p>Instructors are to ensure that they have the means to perform a mid crag rescue at all times.</p> <p>Instructors must use a releasable abseil rope system as required.</p> <p>Instructor must advise participants to remove/tape jewellery that increases this risk.</p> <p>Instructor could advise participants to wrap, tuck or hide long hair to reduce the risk of it becoming entangled in the belay or abseil device.</p> <p>Instructors must ensure that loose clothing, toggles, laces, etc. are appropriately tucked away.</p>
Injuries caused by impact with rock, another object or another person during a swing or fall	<p>Climber/abseiler pendulums or falls</p> <p>Body jewellery causing injury to clients and staff</p>	Yes	<p>Instructors must ensure that the abseiler/climber remains directly below their point of attachment as much as possible.</p> <p>Instructors to maintain appropriately tight belays in a situation where a fall or swing would cause significant impact with another object, especially trees, rock ledges.</p> <p>Instructor to ensure that climbers and abseilers do not move into a position from which a swing or fall will cause an impact with another person.</p> <p>Instructors to ensure appropriate space for a fall/swing where unavoidable, and to ensure that other people do not occupy that space.</p> <p>Jewellery removed or taped down ie piercings in stomach or chest at harness area</p> <p>Instructors are to use the best instruction method for the individual to attempt to avoid this occurring- in particular focus on the gravity line and wide feet stance</p>
<p>Injuries caused by losing control of the abseil rope</p> <p>Injuries caused by impact with ground or other objects at speed</p>	<p>Abseiling rapidly</p> <p>Instructor not using Dead Mans brake PPE</p>	Yes	<p>All abseilers, including instructors are to wear protective gloves when abseiling.</p> <p>Instructors must use a personal safety device (e.g. shunt, Prussics) whilst abseiling without a belayed safety rope ("dead mans brake")</p> <p>Instructors must ensure that belayers tighten the safety rope so that the abseiler almost stops 2-3 metres from the ground, and is then gently approaches the ground.</p> <p>Belayers are to be exceptionally vigilant at all times and to maintain close control of the abseilers speed by means of well-controlled safety rope (e.g. one with no significant free rope or fall length).</p>
<p>Injuries caused by a fall on rugged terrain.</p> <p>Injuries caused by a slip leading to a fall from height.</p>	<p>Rugged or steep terrain leading to top or base of crag</p>	Yes	<p>Instructors are to identify an approach route to avoid hazards as much as reasonably possible.</p> <p>Instructors to install a fixed rope or belay when a slip on the approach might lead to a more catastrophic fall.</p> <p>All participants to wear "grippy firm soles" providing ankle support and</p>

			protection on rugged approaches. SOP requires belays to be taken to the climber/abseiler in a safe zone so the client is belayed towards the edge to protect from fall risk.
Injuries caused by instructor fall. Isolation of participants in a hazardous environment.	Instructor falls whilst climbing free	Yes	<p>Instructor is to consider ensuring that at least one member of their party is aware of an emergency procedure to be implemented in this scenario.</p> <p>If all participants are considered not to be sufficiently responsible, instructor should consider self-lining or another appropriate form of belay.</p> <p>Instructor is to ensure the Office/Ops Manager/Senior Instructor has details of their destination, party, estimated time and date of return.</p> <p>Instructor must not change location or vary route significantly without first contacting the Event Coordinator/responsible person and changing destination details and ETR.</p>



AdventureMasters

— New Zealand —



Turn your camp at Berwick or Tirohanga from ordinary to **AMAZING** with AdventureMasters

AdventureMasters NZ... Providers of amazing outdoor camp experiences for 20 years specialising in Primary & Intermediate EOTC. We bring the adventure to your camp venue. We do all your EOTC, BOT and ERO required paperwork. You simply provide the students and some adult helpers!!!

A "typical" day with us will include at least SIX activities but often seven or eight... the only problem you will have is choosing which of the more than 75 tasks we offer to do!

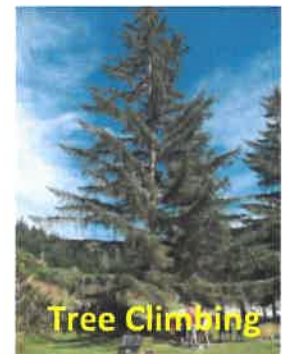
For your free information CD simply call Evan at AdventureMasters on **03 476 7634** anytime, direct dial my cell on **027 450 7952** or email amnz1@xtra.co.nz All we need is your venue, date and student numbers.



Check out this awesome short video of a winter camp with AdventureMasters kindly provided by Michelle Suddaby from Mt Aspiring College

<https://youtu.be/IGZBLUjf4vw>

These images show just a tiny portion of what we provide.



OUT DOOR

Ph/Fax 03 476 7634 Cell 0274 507952 E-mail: amnz1@xtra.co.nz

P O Box 6117, Dunedin, 9059, New Zealand

ADVENTURE, EDUCATION & TEAM BUILDING PROVIDERS

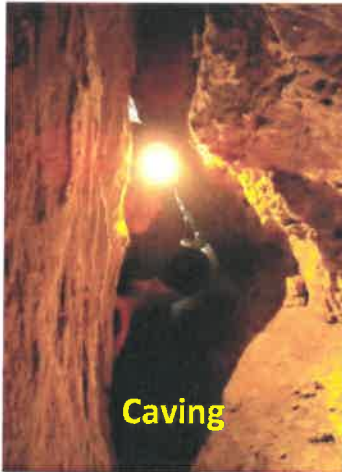


AdventureMasters

— New Zealand —



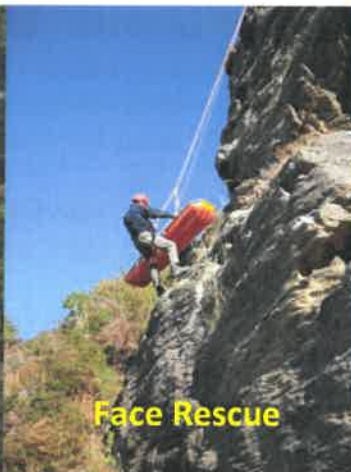
AdventureMasters proudly introduces our newest activity site for day trips set on a hill side surrounded by 200 year old beech forest, mountain waterfalls and spectacular scenery near Dunedin Airport.



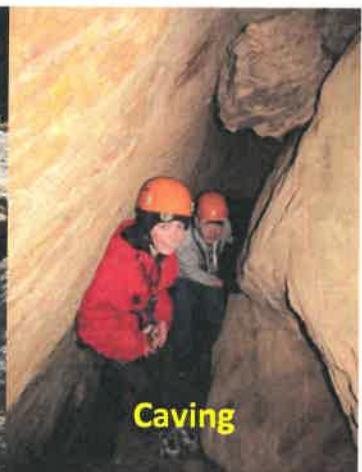
Caving



Abseiling



Face Rescue



Caving

Rock Climbing
Bouldering
Stream Walks
Nature Discovery
Bush Survival
Adventure Races
Leadership Programs

Western Hills Adventure Centre

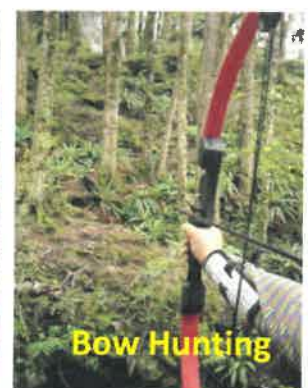
ATV Rides
4WDing
Pellet Balling
SWAT Course
Tree Climbing
Navigation
And much more!



Zipline



**High Ropes
Challenge Course**



Bow Hunting

Situated on the Mungatua Hills overlooking the Dunedin Airport. Just 7 minutes from Outram, 15 minutes from both Tirohanga and Berwick Camps, 20 minutes from Mosgiel and 35 minutes from central Dunedin.

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**To be completed by the contracting agency****(if there is more than one contractor, a form should be completed by each one)**

The following checklist is sent to you as an outside provider to assess the level of safety management expertise provided by your organisation.

Name of organisation

AdventureMasters New Zealand

Contact person

Evan Jamieson

Address

P.O. Box 6117, Dunedin North, Dunedin, 9059

Phone and fax

03 4767634 (ph/fax) or Cell 027 4507952

Email

amnzl@extra.co.nz

Length of time as contractor

My own business for 20 years, 28 years as EOTC trainer

Date

Updated January 2017

Please return this form by

to

Please complete the following:

Yes

No

- Do you have selection standards for your staff?
What are these?

☒
☐

Staff are required to hold a recognized qual, equivalence or higher in the tasks they will instruct where applicable

- Do you have training standards for your staff?
What are they?

☒
☐

As a provider of over 75 EOTC activities we have many standards both internal & external

- Do these standards comply with nationally accepted best practice standards? **Where these exist, we commonly exceed these "standards"**
- Does your organisation regularly monitor compliance with these standards?

☒
☐
☒
☐

How does it do this?

With internal and external audits & membership of National organizations

- Does your organisation have safety policies and guidelines for each activity, including vehicle use?
- Are these documented?
- May our staff sight these safety guidelines?

☒
☐
☒
☐
☒
☐

Your organisation's safety performance.

- | | Yes | No |
|--|-------------------------------------|-------------------------------------|
| • Are records kept of incidents and accidents? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Are logs kept of equipment use? (for example ropes) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Is there a safety management plan for each activity?
(for example RAMS or SAP) Every activity has an SOP manual including RAMS & SAPS
Site specific RAMS are contained in a 150 page booklet. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Safety management plans (including emergency procedures) for all activities this school will be involved in are attached. This is commercially sensitive info- you may site but NOT copy this info.
(We have had this information used illegally in the past and also passed on to our competitors) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Can you supply a list of instructors who will be used for our event, with their CVs and logbooks? CV's contain personal information which is not allowed to be released under the information act unless individual staff agree in writing. Where required for risk tasks a qualification record can be supplied. Due to the number of camps, locations, activity types and staff we have the individual staff member may be reassigned without notice. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Can you confirm that if personnel are changed for any reason, people of equal professional capability only will be used. Most definitely, note that as a training provider we also often have trainee instructors accompanying senior staff in a learning role and to gain experience. These trainees are not charged for and are used in a non-risk activity environment or learning role in a risk environment only. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Referees:

Please supply the names and contact details of two supporting referees that your organisation has supplied services for in the past.

Referee one: Below are just a few of the schools we currently supply Camp Activities for

Name:

Cromwell College, Mt Aspiring College, Logan Park HS, Waitaki Valley

**Silverstream, Dunedin North Intermediate, Balmacewen Intermediate, Green Island
Fairfield, , Waitati, Waimate HS and hundreds more across the Southern Region**

Referee two

Name:

There is about 200 more between Canterbury and Stewart Island

**+ youth groups, "at risk" groups, jamborees, holiday programs, special needs
groups, corporate clients and more.**

The information supplied above is correct.

Signed

Evan Jamieson

Position

Owner/Manager

Name

Evan Jamieson

Date

7th January 2017

Note: A hard copy of this form is kept on file in our office.



AdventureMasters

— New Zealand —



Attn- To Our Clients
From- Evan Jamieson (Owner and Chief Instructor)
Dated- 30/05/14

Re: National Safety Audit Requirement

Hello Clients,

As some of you are aware as of Nov 2011 the government introduced the Adventure Activities Regulations. All adventure and EOTC providers in NZ are required to be registered with WorkSafe NZ, been Safety Audited and finally Safety Certified to provide a range of adventure activities considered "High Risk". These fall within three categories based on activity types.

The initial requirement was to have passed the audit by 1st April 2014 but due to large numbers of providers failing to meet these requirements and just a single audit company in NZ to provide the audits the Government extended the date until November 2014 and have brought more auditors onboard to meet demand and relieve workloads.

AdventureMasters started the audit process early, our documentation and site audits occurred and were passed on the 1st of April with the official paperwork received on 30th May 2014.

We proudly passed with flying colours with excellent comments from the auditor with 30 years experience in this industry. Our standards are second to none!

If I can be of further help please contact me at anytime.

With kind regards

Evan Jamieson

OUT
DOOR

Ph/Fax 03 476 7634 Cell 0274 507952 E-mail: amnz1@xtra.co.nz
P O Box 6117, Dunedin, 9059, New Zealand

ADVENTURE, EDUCATION & TEAM BUILDING PROVIDERS



AdventureMasters

— New Zealand —



AdventureMasters New Zealand is proudly Safety Audit Certified

Our audit was provided by **OutdoorsMark**

Certification Number **2014282**

Issue Date **30th May 2014**

Expiry Date **29th May 2017**



Our **WorkSafe Registered AAO No** (Adventure Activities Operator Number) is **446**

We have been audited in Cat I & II Risk activities as defined under the Adventure Activities Regulations 2011

OUT DOOR
Ph/Fax 03 476 7634 Cell 0274 507952 E-mail: amnz1@xtra.co.nz
P O Box 6117, Dunedin, 9059, New Zealand
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AdventureMasters

— New Zealand —

Site Safety Information Booklet

This booklet contains essential emergency management tools, contact information, venue maps, medical assistance, procedures and more.

Contents

Document Control & Availability	7
In case of emergency	8
Venue Information.....	Error! Bookmark not defined.
Berwick.....	Error! Bookmark not defined.
Venue Emergency Contact information.....	Error! Bookmark not defined.
Site Specific Risks Berwick.....	Error! Bookmark not defined.
Berwick Site Map with cell cover, activity location and evac routes.....	Error! Bookmark not defined.
Map of Berwick Lodge and surrounding area.....	Error! Bookmark not defined.
Aerial Photo Over view of Berwick Lodge.....	Error! Bookmark not defined.
Venue Information.....	Error! Bookmark not defined.
Waiora.....	Error! Bookmark not defined.
Venue Emergency Contact information.....	Error! Bookmark not defined.
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Document Control & Availability

The information contained with this SOP has been prepared for the use of AdventureMasters Instructors. It contains a complete system for the planning, safety assessment, operation, incident management and review for rock climbing outdoors.

The manual is for the use of instructors operating single pitch (one single climb from bottom to top with no changes of anchors or attachments by the climber) top rope (the rope runs through an anchor installed by the instructor at the top of the climb installed before the student climbers begin) and belayed from either the top of the climb (finish) or the bottom of the climb (start point).

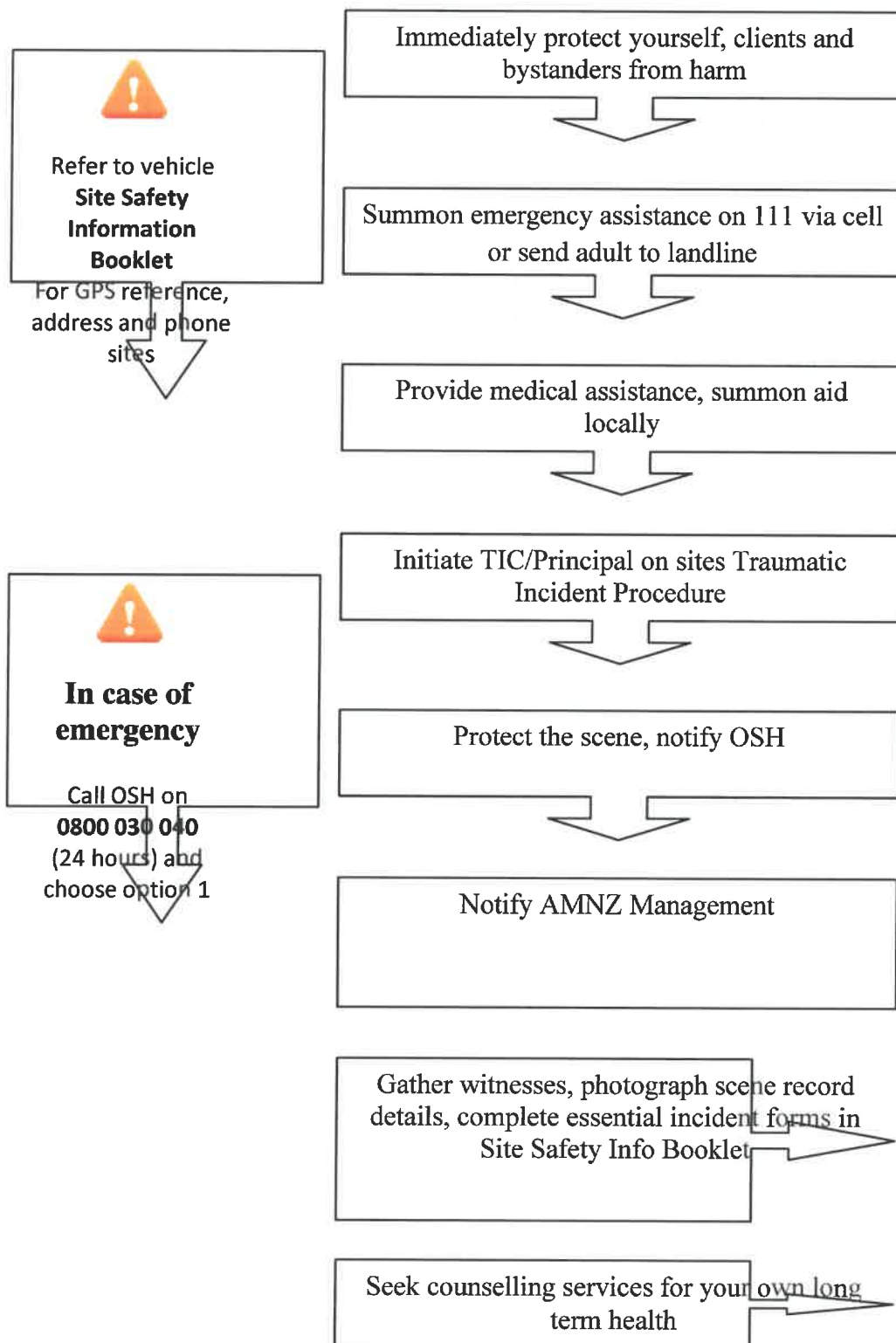
The information in this document maybe reviewed and altered at any point. Updated versions of this document are alerted to staff the day they are altered via email and update reviews communicated in staff meetings.

All previous editions of this manual must be permanently removed from your records as the information contained within it is the property of AdventureMasters NZ.

For current manual identification and information please contact AdventureMasters NZ on 03 4767634 or email us at the link provided. amnz1@xtra.co.nz

This document edition is
<i>Staff Standard SeriesOMAF Sect 15-45- AMNZ Doc SOP Rock Climbing Outdoors Ed04/27/01/14</i>

Manage a Major Incident



Your Site Safety Information Booklet contains all the information required at the site for coms, GPS reference points, incident management and forms.



This form provides information about the venue/facility to be used.

Venue	Berwick Lodge owned by the Otago Youth Adventure Trust
Address	Berwick, RD, Outram, (Camp Warden- Jenny Scott 486 2837
Distance from school	Approx 40km by surface street from Dunedin
Date	03/07/2016
Liaison person/contact	Evan Jamieson- AMNZ 027 450 7952 or Berwick Camp 03 486 2714
Organisation	AdventureMasters New Zealand
Staff member assessing venue	Evan Jamieson- AMNZ Chief Instructor

List of activities available at venue:

Activity 1	Approximately 65 activities are available at this site
Activity 2	Activities are provided on your program sheet attached for this site and your camp.
Activity 3	
Activity 4	
Activity 5	
Activity 6	
Activity 7	
Activity 8	
Activity 9	
Activity 10	

- | | |
|---|---------------------|
| 1. Is venue appropriate for activities planned? | Yes / No |
| 2. Is there suitable vehicle access for emergencies? | Yes / No |
| 3. Is there a supply of fresh water on site? | Yes / No |
| 4. Is communication available at the venue in an emergency? | Yes / No |

5. Communication method/s available (cellphone, telephone, VHF radio, etc including numbers /call sign)? Please list.

UHF between staff/activity leaders
Cellular to emergency services, camp phone in Lions Den & Kitchen, Wardens phone at road end
Site map with address supplied with first aid packs, emergency services aware of venue location

6. Are there hazards that require specific management strategies? Yes / ~~No~~

7. If so, what are they?

Creek runs through field edges within camp boundary
Grass hides deep holes and land fracture points
This site has vertical faces in places with no edge barriers or warning
Extreme heat and cold dependent on wind direction and temp
Site bordered and within active forest, evacuation plan prepared by OYAT, Wenita and DCC Rural Fire
Logging within camp environment (front gate) with stop/go marshal at this date, logging trucks on entry road.

8. What strategies are in place to manage the hazards so that the venue is safe and effective for use?

Briefings to all students each day regarding care with footing and travel around tracks, walking techniques and emergency procedures, students are accompanied by adults at all times near water. Hidden holes flagged.
Activity sites all have safe exit routes to avoid hazardous terrain.(checked)
Training and supervision rules for walking around site will be provided.
Adult or instructor run tasks for the days activities booked.
Identify slip areas and edges to students, brief regarding avoidance and risks
Appropriate clothing required for weather and terrain.
No go areas identified, risks identified to all participants.
Activities provided run in accordance with AMNZ SOPs Manual for that task.
Emergency personnel identified to students and adults, procedure if an accident/injury/problem occurs
No activities near logging operation at this date are allowed or run

9. Does the facility have a current building Warrant of Fitness? Yes / ~~No~~

10. Are there any age constraints or special conditions for use of any of the activities you offer?

No other than compliance with the Terms of Trade and Provider contract provided

11. Are there suitable and adequate hygiene/toilet arrangements for off-site activities?
(e.g. rafting, camping). Yes / ~~No~~

12. Additional notes relevant to safety.

All activities will be provided to the standards laid out in our AMNZ SOP for each task
All camp site rules will be adhered to