

iconz4girlz

Risk Analysis and Management

Event/Activity: Sleepover and trip to Riccarton Bush

Unit: XXXXXXXXXXXXX

Date: Sat 24 - Sun 25 September 2016

Time: 3pm Sat to 12pm Sunday

Leaders with current First Aid Certificates: XXXX XXXXX, XXXXXX XXXXX

Proposed Activity	Actual or potential causes or sources of harm *	Practical steps to take to ensure persons are not harmed. **	Emergency Procedures
Sleep over at church	Tripping Wetting of bed	Keep area tidy, belongings next to bed Walk inside No drink after tea, toilet before bed, light on to find toilet, spare sleeping bag	First aid Child wash themselves with a flannel Put wet bedding in a plastic bag
Car ride to Riccarton Bush	Driver gets lost	Ensure all drivers know the way to Riccarton Bush Check leaders and helpers have their mobile phones turned on	Give directions via mobile phone
Riccarton Bush for Traxz badge activities including picking up rubbish	Dangerous rubbish (e.g. glass) Strangers Stream	Wear gloves Talk about what to be aware of Wear footwear Be with an adult Don't go too close to stream	First aid Contact another leader on site via mobile phone
Eating Dinner	Food safety Choking	Wash hands before touching food Sit down to eat Adult supervising eating time	First aid - encourage to cough. Hit upwards on back. Call 111

* Consider all known hazards for your activity, physical and environmental factors etc.

** The legal requirements to eliminate, isolate and minimise (ie. implement safe operating procedures, provide suitable personal clothing and equipment, monitor persons exposure to the significant hazard).

Following the above will assist everyone to demonstrate compliance with their respective legal duties and delegated responsibilities.

Name of Leader in Charge: XXXXX XXXXXX Mobile Phone: 021 123 4567

Signed:

Date: