

Risk Analysis and Management System – MEDIUM RISK field trips (within 10-30 min of vehicles)

Risks: <i>Vehicle Accident, Bad Experience, Medical Emergency, Accident causing personal harm, Cultural insensitivity, Lost person or people</i>	
Contributing factors	Risk Management Strategies (Normal operation)
<i>Ways that people can cause accidents/injuries.</i> <ul style="list-style-type: none"> • Poor briefing / lack of information for participants • People getting lost • Poor health / fitness • No disclosure of medical or other problems • Inexperienced drivers 	<i>What you will do before and during the activity about each of these people hazards</i> <ul style="list-style-type: none"> • Thorough briefing prior to activity of hazards, expectations and outcomes for the day • Buddy system for people who move away from main group – record intentions with leader • Medical information in camera cases – location of medication known by trip leader • Check whether trip has a qualified First Aid person(s) going – identify on trip list • Contact list with trip leader, including next of kin (cell phone(s) carried and on for everyone) • Licensed and experienced drivers
<i>Ways that equipment and vehicles can cause accidents/injuries.</i> <ul style="list-style-type: none"> • Poorly maintained vehicles • Lack of safety plan and equipment • No or insufficient First Aid equipment • No emergency vehicle 	<i>What you will do before and during the activity about each of these equipment hazards</i> <ul style="list-style-type: none"> • Vehicles checked by drivers prior to activity incl. WOF, etc. • Appropriate equipment / clothing checked by attendees using checklist off NPS website • First Aid Kits available at all times • PLB <i>MAY</i> be carried, including second PLB if a group splits off from main group
<i>Ways that the environment can cause accidents/injuries</i> <ul style="list-style-type: none"> • Changeable weather, hot, cold, wet, etc. • Lack of appropriate clothing if the weather does change • Inappropriate weather conditions • Uneven terrain • Cliffs • Earthquakes • Roads and traffic – movement of vehicles 	<i>What you will do before and during the activity about each of these environment hazards</i> <ul style="list-style-type: none"> • Weather forecast • Ability to alter or cancel activities as appropriate • Wear appropriate foot wear • Work with caution near bases of cliffs – check for loose rocks and other hazards before approaching • Move back to vehicles immediately after earthquake • Cross road only when there is no traffic
Emergency procedures <i>What you plan to do to deal with an accident/crisis (for when your risk management has failed and the risks have turned to reality)</i> <ul style="list-style-type: none"> • Someone remains with injured party and on-site medical assistance given – any injuries fully recorded • Other field trip attendees located and brought together • Appropriate help summoned (cellphone / PLB) • Emergency vehicle(s) met at venue • Clear delegation of responsibility during emergency procedures (First Aid, communication with emergency services, group leadership) 	