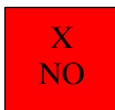


# Big Flying Fox



Risk Symbol:



	Risk	Causal Factors	Normal Operation Risk Management	Emergency response
People	-Rope burn, bruising, fractures.	-Failing to use equipment as instructed, standing in way of chair.	-Use proper procedures, keep children in designated safe areas.	-Take to first aid room if possible. Call First Aid Officer to administer first aid. If necessary notify Cove staff and 1-111 will be called.
Equipment	-Damage to Equipment	-Incorrect use or natural damage over time	-Equipment regularly checked and maintenance carried out if required	-Unsafe equipment is not to be used.
Environment	-Mild hypothermia, stings from poisonous plants, wasps or bees.	-Low temperatures, chance encounter with bee/wasp/plant.	-Ensure children have appropriate clothing and footwear. Be aware of bee or wasp allergies. Notify staff of any poisonous plants and bee or wasp nests so they can be removed.	-Take to first aid room. Notify First Aid Officer to apply first aid. If necessary notify Cove staff and 1-111 will be called.

Equipment required: Appropriate clothing and footwear, medication for any existing medical conditions.

Minimum Supervisor skills required: Training in how to safely use equipment, ability to manage the group of children.

Please ensure that any incidents or accidents are recorded on the provided OFI (Opportunity for Improvement) forms.

# Bouldering Wall



Risk Symbol:



	Risk	Causal Factors	Normal Operation Risk Management	Emergency response
People	-Impact injuries	-Falling off, collision with spectators.	-Spectators must stand at a safe distance from the wall, children must be competently supervised, and each child must have a spotter while on the wall. No more than two children may be on the bouldering wall at one time, and neither spotters nor climbers may wear socks.	-Take to first aid room if necessary. Call First Aid Officer to administer first aid. If necessary notify Cove staff and 1-111 will be called.
Equipment	-Loose or damaged handholds, splinters.	-Normal wear and tear.	-Wall must be checked for damage.	-The wall must not be used if it is unsafe. - Report any damages
Environment	None	None	None	None

Equipment required: Medication for any pre-existing medical conditions.

Minimum Supervisor skills required: Ability to manage the group of children, and knowledge of how to safely use the wall.

Please ensure that any incidents or accidents are recorded on the provided OFI (Opportunity for Improvement) forms.

# Confidence Course



Risk Symbol:



	Risk	Causal Factors	Normal Operation Risk Management	Emergency response
People	<ul style="list-style-type: none"> <li>-Impact or Abrasion injuries</li> <li>-Children become lost or separated from group</li> </ul>	<ul style="list-style-type: none"> <li>-Falls, scrapes or bumps.</li> <li>-Inadequate supervision</li> </ul>	<ul style="list-style-type: none"> <li>-Supervisor ensures proper use of equipment, 'spots' children. 1:6 supervisor to child ratio or better required.</li> <li>-1:6 child to supervisor ratio required, supervisors must be competent.</li> </ul>	<ul style="list-style-type: none"> <li>-Take to first aid room if possible. Call First Aid Officer to administer first aid. If necessary notify Cove staff. 1-111 will be called if needed.</li> <li>-Look for child, leaving other children adequately supervised. Notify staff</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>-Damage to equipment</li> </ul>	<ul style="list-style-type: none"> <li>-Normal wear and tear or incorrect use.</li> </ul>	<ul style="list-style-type: none"> <li>-Equipment regularly checked and maintenance carried out as required</li> </ul>	<ul style="list-style-type: none"> <li>-Unsafe equipment is not to be used.</li> </ul>
Environment	<ul style="list-style-type: none"> <li>-Slippery equipment</li> <li>-Mild hypothermia, stings from poisonous plants, wasps or bees.</li> </ul>	<ul style="list-style-type: none"> <li>-Rain</li> <li>-Low temperatures, chance encounter with bee, wasp, or poisonous plant.</li> </ul>	<ul style="list-style-type: none"> <li>-Skip unsafe parts of course</li> <li>-Ensure children have appropriate clothing and footwear. Be aware of bee or wasp allergies. Notify staff of any poisonous plants and bee or wasp nests so they may be removed.</li> </ul>	<ul style="list-style-type: none"> <li>-Cancel confidence course in extreme weather.</li> <li>-Take to first aid room. Call First Aid Officer to administer first aid. If necessary notify Cove staff and 1 111 will be called.</li> </ul>

Equipment required: Appropriate clothing and footwear, medication for any existing medical conditions.

Minimum Supervisor skills required: Knowledge of how to safely use equipment, ability to demonstrate proper use of activities, ability to manage the group of children.

Please ensure that any incidents or accidents are recorded on the provided OFI (Opportunity for Improvement) forms.

# Discovery Trail (Bush Study)



Risk Symbol:



	Risk	Causal Factors	Normal Operation Risk Management	Emergency response
People	<ul style="list-style-type: none"> <li>-Impact or Abrasion injuries</li> <li>-Child become lost or separated from group</li> </ul>	<ul style="list-style-type: none"> <li>-Falls, scrapes or bumps.</li> <li>-Inadequate supervision</li> </ul>	<ul style="list-style-type: none"> <li>-Go at speed appropriate to group and weather conditions. Trail is rough in places and can be slippery and wet from rain, dew or leaf matter on ground, so need to watch foot placement at all times. Single file with distance between each person.</li> <li>-1:6 child to supervisor ratio required, supervisors must be competent.</li> </ul>	<ul style="list-style-type: none"> <li>-Cancel walk in extreme weather conditions. First Aid Officer to administer first aid, return to camp if possible. Notify Cove staff. 1- 111 will be called if needed.</li> <li>-Look for child, leaving other children adequately supervised. Notify Cove staff, and 1-111 will be called if necessary.</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>-Track damaged</li> </ul>	<ul style="list-style-type: none"> <li>-Normal wear &amp; tear/extreme weather event.</li> </ul>	<ul style="list-style-type: none"> <li>-Areas of mild damage walked through carefully, notify camp staff of any obstacles</li> </ul>	<ul style="list-style-type: none"> <li>-Cancel walk if the track is unsafe or extreme weather is forecast.</li> </ul>
Environment	<ul style="list-style-type: none"> <li>-Mild hypothermia, sunburn, stings from poisonous plant, bees or wasps</li> <li>-Mild dehydration</li> <li>-Flooding</li> </ul>	<ul style="list-style-type: none"> <li>-Low temperatures, high UV, chance encounter with poisonous plant, bees or wasps</li> <li>-High temperatures</li> </ul>	<ul style="list-style-type: none"> <li>-Ensure children have hats and sunscreen or warm clothes if necessary and are wearing appropriate footwear. Be aware of any bee or wasp allergies, and notify staff of any poisonous plants or bee or wasp nests so they may be removed.</li> <li>-Everyone should carry a drink bottle.</li> <li>- Trail not to be used after heavy rain, as creek crossing can be unpassable</li> </ul>	<ul style="list-style-type: none"> <li>-First Aid Officer to administer first aid. Bring person back to camp if necessary. Notify Cove staff. 1-111 will be called if needed. The walk should not be attempted in extreme weather conditions.</li> </ul>

Equipment required: Appropriate clothing and covered footwear. Hat and sunscreen if necessary, water bottles. A radio for contact with camp must be taken, and medication for any existing medical conditions.

Minimum Supervisor skills required: Ability to manage and motivate the group of children.

Please ensure that any incidents or accidents are recorded on the OFI (Opportunity for Improvement) forms.

# Fishing (off Wharf)

Risk Symbol:



	Risk	Causal Factors	Normal Operation Risk Management	Emergency response
People	<ul style="list-style-type: none"> <li>-Drowning</li> <li>-Cuts on fingers or feet</li> </ul>	<ul style="list-style-type: none"> <li>-Children falling off wharf</li> <li>-Children standing on hooks or knives, or cutting themselves with bait knife.</li> </ul>	<ul style="list-style-type: none"> <li>-No running on wharf. Supervision must be at a 1:6 child to supervisor ratio or better.</li> <li>-All spare hooks to be in tackle boxes or tins, Knife to be on the bait board at all times, bait cutting to be supervised by an adult. Shoes must be worn on the wharf.</li> </ul>	<ul style="list-style-type: none"> <li>-Rescue child and administer first aid immediately. Call First Aid Officer. If necessary notify Cove staff. 1- 111 will be called if needed.</li> <li>-Take to first aid room. Call First Aid Officer to administer first aid. If necessary, notify Cove staff. 1-111 will be called if needed.</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>-Tangling of lines with ropes, crushing injuries</li> </ul>	<ul style="list-style-type: none"> <li>-Fishing near boats, sitting with body parts between wharf and boat.</li> </ul>	<ul style="list-style-type: none"> <li>-Fishing is to be done on the seaward side of the wharf only, and keep well clear of boats and ropes.</li> </ul>	<ul style="list-style-type: none"> <li>- Administer first aid immediately. Take to first aid room &amp; call First Aid Officer. If necessary notify Cove staff. 1-111 will be called if needed.</li> </ul>
Environment	<ul style="list-style-type: none"> <li>-Mild hypothermia or sunburn</li> <li>-Stings or other injuries from potentially harmful wildlife</li> </ul>	<ul style="list-style-type: none"> <li>-Low temperatures, high UV</li> <li>-Rare encounter with pink jellyfish or other potentially harmful wildlife.</li> </ul>	<ul style="list-style-type: none"> <li>-Children must have hats and sunscreen or warm clothing if necessary.</li> <li>-Do not allow children play with any pink jellyfish that are caught</li> </ul>	<ul style="list-style-type: none"> <li>- Take to first aid room if necessary. Notify First Aid Officer to apply first aid. Notify Cove staff. 1-111 will be called if needed.</li> <li>-Take to first aid room if necessary. Notify First Aid Officer to apply first aid. If necessary notify Cove staff. 1-111 will be called if needed.</li> </ul>

Equipment required: Appropriate clothing and footwear, medication for any existing medical conditions.

Minimum Supervisor skills required: Knowledge of how to safely use equipment, ability to manage the group of children. Supervisors with competent swimming ability must be present.

Please ensure that any incidents or accidents are recorded on the provided OFI (Opportunity for Improvement) forms.

# Games Room



Risk Symbol:



	Risk	Causal Factors	Normal Operation Risk Management	Emergency response
People	-Abrasion or impact injuries.	-Throwing balls, running, waving pool queue, other careless activities.	-Games to be played sensibly, under supervision. -Instructions for how to play games safely are displayed	-Take to first aid room if necessary. Call First Aid Officer to administer first aid. Notify Cove staff. 1-111 will be called if needed.
Equipment	-Damaged equipment	-Normal wear and tear or misuse	- Use games as designed, with supervision.	-Notify Cove staff of any breakages.
Environment	-Damage to room or windows	-Normal wear and tear, spilled food or drink, balls thrown through window, or mud tracked in by shoes.	-Games played sensibly, under supervision, food and drink are not permitted in the games room, and shoes must not be worn.	-Notify Cove staff of any damage.

Equipment required: none.

Minimum Supervisor skills required: Ability to manage the group of children.

Please ensure that any incidents or accidents are recorded on the provided OFI (Opportunity for Improvement) forms.

# Jetty Jumping



Risk Symbol:



	Risk	Causal Factors	Normal Operation Risk Management	Emergency response
People	-Drowning.	-Dangerous conditions or limited swimming ability.	-Swim in good weather conditions. Keep within boundaries - no more than 10m from wharf. Be aware of swimmers' abilities. Child to supervisor ratio must be 1:4 or better.	-Rescue child and administer first aid immediately. Call First Aid Officer. Notify Cove staff, leaving other children properly supervised, and 1-111 will be called if necessary.
Equipment	-Unconsciousness and drowning, bruises, concussion, lacerations, or impact injuries.	-Impact with wharf, sea floor or boat, or with propeller of moving boat.	- Swimmers are not to go under the wharf or around any boat, and must get out of the water if a moving boat comes near. Jetty jumping must occur only on the seaward side of the wharf & within 10m.	- Rescue child and administer first aid immediately. Ensure all other children are out of the danger area. Contact First Aid Officer and notify Cove staff. 1- 111 will be called if necessary
Environment	-Mild hypothermia or sunburn  -Stings, bites or lacerations from pink jellyfish, sharks, stingrays, or other potentially harmful wildlife.	-Low temperatures, high UV  -Rare encounter with potentially harmful wildlife.	-Children must have hats and sunscreen, wetsuits if necessary, and towels and dry clothes ready to warm up afterwards.  -Do not allow children to swim near potentially harmful wildlife.	-Take to first aid room if necessary. Contact First Aid Officer. If necessary notify Cove staff, apply first aid. 1-111 will be called if needed.  -Rescue child and administer first aid. Ensure other children are out of the water. If necessary, take to first aid room. Call First Aid Officer. If necessary notify Cove staff. 1 111 will be called if needed.

Equipment required: Appropriate swimwear and footwear. Hat and sunscreen if necessary and towel and dry clothing ready. Medication for any existing medical conditions.

Minimum Supervisor skills required: Supervisors with competent swimming ability must be present. Supervisor to child ratio must be 1:4 at all times.

Please ensure that any incidents or accidents are recorded on the provided OFI (Opportunity for Improvement) forms.

Updated Nov 2016

# Kayaks



Risk Symbol:

	Risk	Causal Factors	Normal Operation Risk Management	Emergency response
People	-Impact or abrasion injuries, lacerations, or drowning.	-Kayaks colliding or scraping with each other, the wharf, boats or propellers. Children falling from kayak.	-Lifejackets are required for all persons on the water. Supervisor teaches children how to use kayaks correctly and controls any games that are played. 1:6 supervisor to child ratio or better required, and children must stay within boundaries. Kayaking near boats or under the wharf is not permitted.	-Rescue child and administer first aid immediately. Take to first aid room if possible, notify Cove staff. 1-111 will be called if necessary.
Equipment	-Damage to Equipment	-Incorrect use or natural damage over time	-Equipment regularly checked and maintenance carried out if required. Kayaks are to be beached on the sandy strip only, and must be carried in and out of the storage container by two people.	-Unsafe equipment is not to be used.
Environment	-Child blown out beyond boundaries.  -Mild hypothermia or sunburn  -Stings, bites or lacerations from potentially harmful wildlife.	-Strong south-easterly conditions.  -Low temperatures, high UV -Rare encounter with potentially harmful wildlife.	-Kayaks are not to be used in strong south-easterly conditions. Conditions are to be assessed before and during the use of Kayaks.  -Children must have hats and sunscreen, wetsuits if necessary, and towels and dry clothes ready to warm up afterwards. -Do not allow children to kayak near sharks, stingrays, pink jellyfish or other potentially harmful wildlife.	-Child gets blown out to sea then competent adult kayaker will take rescue kayak out to them with rescue throw (stored on beach). Notify staff management immediately. Child towed in to safety, other children off the water. - Notify camp staff. Administer necessary first aid and 1 111 will be called if needed. -Administer first aid. If necessary, take to first aid room and notify Cove staff. 1-111 will be called.

Equipment required: Appropriate clothing and footwear, medication for any existing medical conditions. Supplied lifejackets must be worn at all times by all persons on the water.

Minimum Supervisor skills required: Knowledge of how to safely use equipment, ability to manage the group of children. Supervisors with competent swimming ability must be present.

Please ensure that any incidents or accidents are recorded on the OFI (Opportunity for Improvement) forms.



# Mt. Kahikitea Walk



Risk Symbol:

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WAIT

	Risk	Causal Factors	Normal Operation Risk Management	Emergency response
People	-Impact or Abrasion injuries  -Child become lost or separated from group	-Falls, scrapes or bumps.  -Inadequate supervision	-Go at speed appropriate to group and weather conditions.  -1:6 child to supervisor ratio required, supervisors must be competent.	-Cancel walk in extreme weather conditions. First Aid Officer to administer first aid, return to camp if possible. Notify Cove staff. 1- 111 will be called if needed. -Look for child, leaving other children adequately supervised. Notify Cove staff, and 1-111 will be called if necessary.
Equipment	-Track damaged	-Normal wear & tear/extreme weather event.	-Areas of mild damage walked through carefully	-Cancel walk if the track is unsafe or extreme weather is forecast.
Environment	-Mild hypothermia, sunburn, stings from poisonous plant, bees or wasps -Mild dehydration	-Low temperatures, high UV, chance encounter with poisonous plant, bees or wasps -High temperatures	-Ensure children have hats and sunscreen or warm clothes of necessary and are wearing appropriate footwear. Be aware of any bee or wasp allergies, and notify staff of any poisonous plants or bee or wasp nests so they may be removed.  -Water should be taken with the group. In very high temperatures the walk should not be attempted.	-First Aid Officer to administer first aid. Bring person back to camp if necessary. Notify Cove staff. 1-111 will be called if needed. The walk should not be attempted in extreme weather conditions.

Equipment required: Appropriate clothing and covered footwear. Hat and sunscreen if necessary, water bottles. A radio for contact with camp must be taken, and medication for any existing medical conditions.

Minimum Supervisor skills required: Ability to manage and motivate the group of children.

Please ensure that any incidents or accidents are recorded on the OFI (Opportunity for Improvement) forms.

# Playground



Risk Symbol:



	Risk	Causal Factors	Normal Operation Risk Management	Emergency response
People	-Bruises, breaks, sprains, fractures dislocations or cuts & abrasions.	-Falling off equipment, colliding with other children.	-No more than one person allowed on the trampoline at once, no shoes or socks allowed on trampoline.	-Take to first aid room if necessary. Contact First Aid Officer to administer first aid. If necessary, notify Cove staff, and 1-111 will be called if needed.
Equipment	- Damaged equipment	-Normal wear and tear or misuse	- Declare broken equipment out of bounds until fixed, notify staff.	
Environment	-Mild hypothermia, sunburn, stings from poisonous plants, wasps or bees.	-Low temperatures, high UV, chance encounter with bee/wasp/plant	-Ensure children have appropriate clothing and footwear, and hats and sunscreen if necessary. Be aware of bee or wasp allergies. Notify staff of bee or wasp nests or poisonous plants so they may be removed.	-Take to first aid room. Contact First Aid Officer to administer first aid. If necessary notify Cove staff. 1-111 will be called if needed.

Equipment required: Appropriate clothing. Hat and sunscreen if necessary.

Minimum Supervisor skills required: Supervision not required.

Please ensure that any incidents or accidents are recorded on the provided OFI (Opportunity for Improvement) forms.

Updated Nov 2016

# Point Walk



Risk Symbol:



	Risk	Causal Factors	Normal Operation Risk Management	Emergency response
People	<ul style="list-style-type: none"> <li>-Impact or Abrasion injuries</li> <li>-Children become lost or separated from group</li> </ul>	<ul style="list-style-type: none"> <li>-Falls, scrapes or bumps.</li> <li>-Inadequate supervision</li> </ul>	<ul style="list-style-type: none"> <li>-Go at speed appropriate to group and weather conditions.</li> <li>-1:6 child to supervisor ratio required, supervisors must be competent.</li> </ul>	<ul style="list-style-type: none"> <li>-Cancel walk in extreme weather conditions. First Aid Officer to administer first aid, return to camp if possible. Notify Cove Staff. 1-111 will be called if needed.</li> <li>-Look for child, leaving other children adequately supervised. Notify Cove staff</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>-Track damaged</li> </ul>	<ul style="list-style-type: none"> <li>-Normal wear and tear or extreme weather event.</li> </ul>	<ul style="list-style-type: none"> <li>-Areas of mild damage walked through carefully</li> </ul>	<ul style="list-style-type: none"> <li>-Cancel walk if the track is unsafe.</li> </ul>
Environment	<ul style="list-style-type: none"> <li>-Mild hypothermia, sunburn, stings from poisonous plant, bees or wasps</li> <li>-Mild dehydration</li> </ul>	<ul style="list-style-type: none"> <li>-Low temperatures, high UV, chance encounter with poisonous plant, bees or wasps</li> <li>-High temperatures</li> </ul>	<ul style="list-style-type: none"> <li>-Ensure children have hats and sunscreen or warm clothes of necessary and are wearing appropriate footwear. Be aware of any bee or wasp allergies, and notify staff of any poisonous plants or bee or wasp nests so they may be removed.</li> <li>-Drink water before leaving or take with the group on a hot day. In very high temperatures the walk should not be attempted.</li> </ul>	<ul style="list-style-type: none"> <li>-First Aid Officer to administer first aid. Bring child back to camp if necessary. Notify Cove staff. 1-111 will be called if needed.</li> </ul>

Equipment required: Appropriate clothing and covered footwear. Hat and sunscreen if necessary, water bottles, and medication for any existing medical conditions.

Minimum Supervisor skills required: Ability to manage and motivate the group of children.

Please ensure that any incidents or accidents are recorded on the OFI (Opportunity for Improvement) forms.

# Swimming



Risk Symbol:



	Risk	Causal Factors	Normal Operation Risk Management	Emergency response
People	<ul style="list-style-type: none"> <li>-Drowning.</li> <li>-Cuts on feet.</li> </ul>	<ul style="list-style-type: none"> <li>-Dangerous conditions or limited swimming ability.</li> <li>-Sharp shells, stones, or other debris.</li> </ul>	<ul style="list-style-type: none"> <li>-Swim in good weather conditions. Keep within boundaries, and be aware of swimmers' abilities. Child to supervisor ratio must be 1:4 or better.</li> <li>-Make sure children wear footwear, or swim only in the sandy area.</li> </ul>	<ul style="list-style-type: none"> <li>-Rescue child and administer first aid immediately. Notify Cove staff, leaving other children properly supervised, and 1-111 will be called if necessary.</li> <li>-Take to first aid room if necessary, First Aid Officer to administer first aid.</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>-Unconsciousness and drowning, bruises, concussion, lacerations.</li> </ul>	<ul style="list-style-type: none"> <li>-Impact with wharf or boat, or with propeller of moving boat.</li> </ul>	<ul style="list-style-type: none"> <li>- Children are not allowed to swim near the wharf or any boat, and must get out of the water if a moving boat comes near.</li> </ul>	<ul style="list-style-type: none"> <li>- Rescue child and administer first aid immediately. Ensure all other children are out of the danger area. Notify Cove staff. 1-111 will be called if necessary</li> </ul>
Environment	<ul style="list-style-type: none"> <li>-Mild hypothermia or sunburn</li> <li>-Stings, bites or lacerations from pink jellyfish, sharks, stingrays, or other potentially harmful wildlife.</li> </ul>	<ul style="list-style-type: none"> <li>-Low temperatures, high UV</li> <li>-Rare encounter with potentially harmful wildlife.</li> </ul>	<ul style="list-style-type: none"> <li>-Children must have hats and sunscreen, wetsuits if necessary, and towels and dry clothes ready to warm up afterwards.</li> <li>-Do not allow children to swim near potentially harmful wildlife.</li> </ul>	<ul style="list-style-type: none"> <li>-Take to first aid room if necessary. First Aid Officer to administer first aid. If necessary notify Cove staff. 1-111 will be called if needed.</li> <li>-Administer first aid. If necessary, take to first aid room. Call First Aid Officer and notify Cove staff. 1-111 will be called if needed.</li> </ul>

Equipment required: Appropriate swimwear and footwear, medication for any existing medical conditions. Hat and sunscreen if necessary, and towel and dry clothing ready.

Minimum Supervisor skills required: Supervisors with competent swimming ability must be present. Supervisor to child ratio must be 1:4 at all times.

Please ensure that any incidents or accidents are recorded on the OFI (Opportunity for Improvement) forms.