

# Survivor Safety Operating Procedure (SOP)



## 1. Purpose

This SOP outlines the safe planning and delivery of the Survivor activity to ensure outdoor, navigation, shelter-building, and cooking-related risks are effectively managed and all participants are supported throughout the experience.

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## 2. Scope

Applies to all AOEC staff, instructors, supervising adults, and participants involved in the Survivor activity.

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## 3. Description of Activity

Survivor is an instructor-led bushcraft and outdoor safety activity designed to develop teamwork, problem-solving skills, resilience, and practical outdoor knowledge.

During the activity, participants spend time in a natural bush environment learning essential outdoor skills, including:

- Compass navigation using back bearing techniques
- Team-based route finding and decision making
- Construction of basic emergency shelters
- Outdoor hex stove skills and safe use of cooking equipment

The programme typically runs over a 3½-hour session (including preparation), although timing may be adjusted to suit group needs.

The activity takes place in a natural outdoor environment and may involve uneven terrain, bush tracks, variable weather conditions, and physical activity.

Participants are supported by trained AOEC instructors who manage environmental conditions, provide instruction, and continuously assess risks throughout the activity.

Risks are inherent in outdoor activities; however, these are actively managed through experienced staff, appropriate supervision, safety briefings, emergency procedures, and ongoing assessment.

Tea is provided during shelter and hexi stoves. Groups must supply appropriate morning tea and/or afternoon tea for participants. Food should be packed in suitable reusable containers (e.g., ice cream containers)

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## 4. Roles & Responsibilities

AOEC Instructors - Lead and manage the activity safely - Conduct risk assessments and make go/no-go decisions - Deliver safety briefings and monitor conditions - Teaching navigation, shelter-building, and outdoor cooking skills - Monitoring participant wellbeing throughout the activity - Coordinate emergency response if required

Supervising Adults (Teachers/Parents) - Retain duty of care for students at all times - Actively supervise assigned students (max 1:4-5 ratio) - Follow all instructor directions and safety procedures - Monitoring students for fatigue, cold exposure, confidence levels, or concerns - Assist with risk management and emergency response if required.

Supervising adults must understand that this activity requires active participation and support. They should not assume the instructor alone is responsible for monitoring all participants.

Participants - Follow all instructions - Wear required clothing and equipment - Working cooperatively with their team - Remaining with their assigned group - Disclose relevant medical or behavioural conditions

## 5. Instructor Requirements

- Minimum of 2 trained AOEC instructors per session
- New instructors are trained by a senior instructor, with training based on - Outdoor experience - Navigation knowledge - Bush safety skills - risk management - group management.
- Returning & Seasonal Instructors are updated with new safety practices and procedures
- Risk Management Workshops are held on a regular basis for all instructors.
- Instructors must be familiar with:
  - Activity route and environment.
  - Compass navigation procedures
  - Emergency procedures
  - Risk management systems (RAMS)

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## 6. Ratios

- Minimum instructor ratio: 2 instructors per 20 participants
  - Supervising adult ratio: minimum 1 adult per 4-5 students
  - Ratios may be increased depending on participant age and ability, medical or behavioural considerations or risk level
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## 7. Pre-Activity Requirements

### 7.1 Risk Disclosure & Medical Information

- All participants and their caregivers must have completed risk disclosure forms prior to activity, which includes the acceptance of Risks of this activity disclosed by AOEC.
- Medical conditions, injuries, behavioural needs, fitness considerations, and medication requirements must be disclosed.
- A responsible adult must be assigned for participants requiring medication

### 7.2 Equipment Checks

Instructors must ensure the group carries: - Waterproof pack or dry bag - Communication device - Personal Locator Beacon (PLB) - First aid kit - warm clothing and emergency food/drink - Rain protection - Activity-specific equipment - Map and Compasses

### 7.3 Clothing Requirements & Checks

Participants must wear: Thermal, polyprop, or merino layers required - No cotton! Additional thermal layer during colder conditions - Waterproof jacket - Beanie - Covered footwear suitable for bush conditions - Participants are checked for correct clothing and footwear.

### 7.4 Other Requirements

- Participants must go to the bathroom before leaving.
- Groups must supply appropriate morning tea and/or afternoon tea for participants. Food should be packed in suitable reusable containers (e.g., ice cream containers)
- ENSURE participants bring their personal medication with them, and that there is someone present (adult supervisor) who knows how to administer it
- Hair should be tied up and out of the face.

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## 8. Environmental & Weather Assessment (Go/No-Go Criteria)

The activity must not proceed if:

- Severe weather creates unsafe conditions
- Heavy rain affects tracks or terrain
- Wind creates hazards in the bush environment
- Environmental conditions increase risk beyond acceptable levels

Guiding principle: If in doubt, stay out.

Instructors must:

- Assess conditions before departure
  - Monitor weather and participant wellbeing throughout the activity
  - Modify routes, activities, or cancel if conditions deteriorate
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## 9. Safety Briefing (Mandatory for all participants)

Must include:

- Activity expectations
- Behaviour expectations, team work, staying with their group
- Use of navigation equipment
- Radio and whistle communication
- Navigation safety and bush hazards.
- Appropriate clothing and equipment
- Emergency procedures.
- Environmental care expectations

Supervising adults must be present and engaged during the briefing.

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## 10. Activity Management

During the activity:

- Instructors lead navigation and route decisions
  - Participants remain with assigned groups. Supervising adults actively monitor students.
  - Instructors regularly check participant wellbeing
  - Outdoor cooking activities are supervised
  - Equipment is used only as instructed
  - Participants are regularly checked for: - Cold exposure (hypothermia) - Fatigue - Injury - Confidence levels
  - Activity must be stopped if safety is compromised.
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## 11. Emergency Response (Summary)

In the event of an incident:

- Instructor takes control of situation
  - First aid is administered by trained person
  - Emergency services contacted via 111 or PLB if required
  - AOEC Management contacted.
  - Group managed and kept safe by supervising adults
  - Designated person meets emergency services at access point
  - All incidents must be reported to AOEC management and recorded.
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## 12. Environmental Care (Reinforce this to the students)

- Respect the forest and natural environment.
- Stay on designated routes where possible
- Avoid damaging vegetation by standing on seedlings and breaking branches
- Leave no Trace. Everything we take to the forest must be removed and disposed of properly back at camp, including food/scraps, footwear and clothing.
- Respect nature and its wildlife.

# Survivor – Risk Disclosure



## Understanding the Risks

We acknowledge that participating in Survivor involves inherent risks, including but not limited to: - Slippery and uneven terrain - Bush environment hazards - Getting lost or separated from the group - Weather exposure - Cold exposure and risk of hypothermia - Injury from falls or equipment use - Outdoor cooking risks

We understand these risks cannot be completely eliminated.

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## Medical & Fitness Declaration

We confirm that: - we have disclosed all relevant medical conditions, injuries, medications, and behavioural considerations - all participants (students & adults) are physically and mentally able to participate in this activity. We will inform staff of any changes prior to participation.

All participants have consented to receive medical treatment deemed necessary in an emergency.

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## Participant Responsibilities

We agree to: - Follow all instructions given by AOEC staff - That everyone will wear appropriate clothing and footwear at all times - Act responsibly and not endanger themselves or others

We understand that failure to follow instructions may result in removal from the activity.

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## Acknowledgement of Risk

We confirm that: - We understand the nature of the activity and associated risks - we have had the opportunity to ask questions - We are aware that everyone voluntarily choose to participate.

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## Liability

We understand that, to the extent permitted by law, AOEC is not liable for injury, loss, or damage resulting from risks inherent to the activity, particularly where instructions and safety requirements are not followed.

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## Additional Conditions

- We agree to care for any equipment provided and accept responsibility for damage caused by misuse
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## Survivor – Risk Disclosure (continued)

### Risk Disclosure Documentation

All adult participants, and the parents/caregivers of participating students, have signed the risk disclosure document, confirmed they have read the activity overview and risk management summary, and have been given the opportunity to ask questions.

In addition, the school is required to complete and return a Risk Disclosure and Emergency Management Summary document. This document includes a full list of all participants (adults and students), relevant medical information, behavioural considerations, and any injuries. It also records confirmation, by way of a checklist against each participant's name, that signed risk disclosures and activity overview documents have been received.

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### Consent

Name of Teacher in Charge

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Signature: \_\_\_\_\_.

Date: \_\_\_\_\_

Name of Principal/Member of BOT

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Position \_\_\_\_\_

Signature: \_\_\_\_\_.

Date: \_\_\_\_\_

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# Bush Compass Navigation - Risk Analysis & Management

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|  | <b>Reviewed:</b> Karen Tobich & Emily Underwood<br><b>Approved:</b> Board of Trustee - Nisha Duncan                         |                                                                                                                                                  | <b>Date:</b> 03/08/2026 |                                                                                                                                                                                                                                                                                     | <b>Next Reviewed by:</b> 03/08/2027 |  |
|                                                                                   | Risk Rating System: Likelihood (1–5) x Consequence (1–5): 1–5 Low - 6–10 Moderate - 11–15 High                              |                                                                                                                                                  |                         |                                                                                                                                                                                                                                                                                     |                                     |  |
|                                                                                   | What would cause someone to get hurt?                                                                                       | What could happen?                                                                                                                               | Risk Rating             | Risk Management Control Measures                                                                                                                                                                                                                                                    | Risk Rating                         |  |
|                                                                                   | Hazards/Harm                                                                                                                | Risk                                                                                                                                             | Initial                 | What can be prevented? By Whom?                                                                                                                                                                                                                                                     | Post Control                        |  |
| People                                                                            | • Poor Instructor Training                                                                                                  | • Loss of process<br>• Instructor lost in bush<br>• Participants lost in Bush<br>• Hypothermia<br>• Loss of mana<br>• Damage to environment      | 10                      | • Compass and Navigation Training<br>• Knowledge of the terrain/area<br>• Regular Risk Management & Emergency Plan Training<br>• Lead Instructors must have a minimum of 6-8 sessions assisting a trained and competent Instructor.<br>• Radios for communicating with others/staff | 4                                   |  |
|                                                                                   | • Supervising Adults not familiar with activity instructions, responsibilities & risks i.e. not following instructions      | • Loss of Process<br>• Group lost in Bush<br>• Loss of Mana                                                                                      | 5                       | • Activity Leaders / Adult Supervisors familiarise themselves with Activity Instructions, Responsibilities and RAMS prior to camp/ activity commencement.                                                                                                                           | 2                                   |  |
|                                                                                   | • Poor Instructions                                                                                                         | • Loss of Process<br>• Group lost in Bush<br>• Loss of Mana                                                                                      | 6                       | • Go with group through instructions, environment care, safety guidelines & hazards                                                                                                                                                                                                 | 2                                   |  |
|                                                                                   | • Not sufficient compass Training                                                                                           | • Loss of Process<br>• Group lost in Bush<br>• Loss of Mana                                                                                      | 5                       | • Thoroughly go through compass training with participants and supervising adults. Students & parents need to participate                                                                                                                                                           | 2                                   |  |
|                                                                                   | • Failure to disclose risks                                                                                                 | • Lack of safety for self/others                                                                                                                 | 10                      | Firmly go through the risks. This activity is about accuracy NOT speed.                                                                                                                                                                                                             | 2                                   |  |
|                                                                                   | • Poor Navigation                                                                                                           | • Loss of Process<br>• Group lost in Bush<br>• Loss of Mana                                                                                      | 6                       | • Supply Radio to all groups.<br>• Outline Emergency Procedure - Clear landmark boundaries (rivers/tracks). If lost or need help, STOP and radio/whistle for help                                                                                                                   | 2                                   |  |
|                                                                                   | • Lost                                                                                                                      | • Loss of Process<br>• Group lost in Bush<br>• Loss of Mana                                                                                      | 12                      | • Be continuously aware of compass bearing and use back bearing technique for accuracy.<br>• Stay together                                                                                                                                                                          | 6                                   |  |
|                                                                                   | • Not sufficient Supervision                                                                                                | • Loss of Process<br>• Larger groups causing damage to environment or unable to process                                                          | 4                       | • One supervising adult per team of 4-6.<br>• Cancel/change activity if supervision ratio can not be reach                                                                                                                                                                          | 1                                   |  |
|                                                                                   | • Not listening & Unruly behaviour                                                                                          | • Loss of Process<br>• Damage to environment<br>• Missing important instructions<br>• Affecting others learning                                  | 8                       | • Students& Supervising adults must listen well<br>• Good Leadership is essential<br>• Adequate Supervision<br>• Halt the activity if necessary                                                                                                                                     | 4                                   |  |
|                                                                                   | • Special Needs not identified                                                                                              | • Loss of Process<br>• Loss of Mana<br>• Minor/Major injury<br>• Death                                                                           | 15                      | • Know medical conditions/behaviour issues of students & adults. Who is the nominated knowledgeable person to deal with known medical/behavioural issues                                                                                                                            | 8                                   |  |
|                                                                                   | • Student/Group Leader/Supervising Adult becomes incapacitated (Injury, heart attack, asthma, etc)                          | • Minor Injury<br>• Major injury<br>• Death                                                                                                      | 20                      | • Other Adults in Group must know what to do in an emergency                                                                                                                                                                                                                        | 15                                  |  |
|                                                                                   | • Failure to practice environment awareness                                                                                 | • Minor Injury<br>• Major injury<br>• Physical wellbeing (hypothermia, hyperthermia)<br>• Death<br>• Damage to environment                       | 15                      | • Discuss minimum impact on the environment                                                                                                                                                                                                                                         | 6                                   |  |
| Equipment                                                                         | • Poor Clothing & Footwear                                                                                                  | • Death<br>• Major injury<br>• Minor Injury<br>• Physical well-being (hypothermia, hyperthermia)<br>• Loss of process                            | 20                      | • Before leaving, check that everyone in group (students and adults) are wearing appropriate clothing and foot ware. Must wear covered shoes, dress for the conditions.<br>• Check wet weather gear, take emergency rain ponchos or black plastic bags                              | 2                                   |  |
|                                                                                   | • Lost or broken compass                                                                                                    | • Loss of Process<br>• Lost in the bush                                                                                                          | 12                      | • Use other group members compass to get through                                                                                                                                                                                                                                    | 2                                   |  |
|                                                                                   | • No or insufficient Emergency Supplies (emergency food & drink, first aid, additional warm clothing, communication device) | • Physical well-being (hypothermia, hyperthermia, low blood sugar)<br>• Minor injury<br>• Major injury<br>• Death                                | 15                      | • Ensure supervising adults have emergency supplies (radio, water, food, warm clothing, whistle, map)                                                                                                                                                                               | 6                                   |  |
|                                                                                   | • Weather unsuitable for session                                                                                            | • Death<br>• Major injury<br>• Minor Injury<br>• Damage to environment<br>• Physical well-being (hypothermia, hyperthermia)<br>• Loss of process | 15                      | • Cancel if necessary, the instructor will make this call<br>• Halt the activity if necessary                                                                                                                                                                                       | 6                                   |  |

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|                                                                                     | <b>Reviewed:</b> Karen Tobich & Emily Underwood<br><b>Approved:</b> Board of Trustee - Nisha Duncan |                                                                                                       | <b>Date:</b> 03/08/2026                                                                                                   | <b>Next Reviewed by:</b> 03/08/2027                                                                                                                                 |                                                                                                              |
|                                                                                     | Risk Rating System: Likelihood (1–5) x Consequence (1–5): 1–5 Low - 6–10 Moderate - 11–15 High      |                                                                                                       |                                                                                                                           |                                                                                                                                                                     |                                                                                                              |
|                                                                                     | What would cause someone to get hurt?                                                               | What could happen?                                                                                    | Risk Rating                                                                                                               | Risk Management Control Measures                                                                                                                                    | Risk Rating                                                                                                  |
|                                                                                     | Hazards/Harm                                                                                        | Risk                                                                                                  | Initial                                                                                                                   | What can be prevented? By Whom?                                                                                                                                     | Post Control                                                                                                 |
|                                                                                     | Environment                                                                                         | <ul style="list-style-type: none"><li>• Ground steep, slippery &amp; wet</li></ul>                    | <ul style="list-style-type: none"><li>• Minor injury</li><li>• Major Injury</li><li>• Damage to the environment</li></ul> | 10                                                                                                                                                                  | <ul style="list-style-type: none"><li>• Wear close-toe shoes</li><li>• Move slowly it's not a race</li></ul> |
| <ul style="list-style-type: none"><li>• Wasps</li></ul>                             |                                                                                                     | <ul style="list-style-type: none"><li>• Minor Injury</li><li>• Major injury</li><li>• Death</li></ul> | 8                                                                                                                         | <ul style="list-style-type: none"><li>• Report any sightings of wasp, carry first aid kit and Wasp Spray</li></ul>                                                  | 6                                                                                                            |
| <ul style="list-style-type: none"><li>• Fallen Trees and dense bush</li></ul>       |                                                                                                     | <ul style="list-style-type: none"><li>• Minor Injury</li><li>• Major injury</li><li>• Death</li></ul> | 12                                                                                                                        | <ul style="list-style-type: none"><li>• Naviagte carefully around a fallen tree/dense bush</li></ul>                                                                | 8                                                                                                            |
| <ul style="list-style-type: none"><li>• Weather hot/cold/wet/dry/lighting</li></ul> |                                                                                                     | <ul style="list-style-type: none"><li>• Minor Injury</li><li>• Major injury</li><li>• Death</li></ul> | 15                                                                                                                        | <ul style="list-style-type: none"><li>• Dress for the conditions, weather can change rapidly, in lighting storm stay away from tall trees and crouch down</li></ul> | 6                                                                                                            |

|                       |                                                                                                          |                                                                                                        |                                                                                                        |
|-----------------------|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <b>Emergency Plan</b> | <b>First Aid</b>                                                                                         | <b>Medical Treatment</b>                                                                               | <b>Serious Injury</b>                                                                                  |
|                       | • Who is the trained and nominated First Aider                                                           | • Follow Emergency Action Plan Discussed at Pre Activity Safety Talk and at Safety Stations            | • See Emergency Action Plan discussed at Safety Talks and at Safety Stations                           |
|                       | • First Aid Kit - Instructors have this                                                                  | • Katikati Medical Centre 07 549 0411 4<br>• Clive Road, Katikati                                      | • Call 111 or activate PLB                                                                             |
|                       | • Know medical conditions/behaviour issues of students & adults and knowledgeable person to deal with it | • Tauranga Hospital, Cameron Road, Tauranga<br>• 07 579 8000                                           | • Nominate someone to meet Emergency Services at Gate                                                  |
|                       | • Incident & Accident Reporting                                                                          | • Report to AOEC Management<br>• Incident & Accident Reporting on Safety Log at Kitchen Safety Station | • Report to AOEC Management<br>• Incident & Accident Reporting on Safety Log at Kitchen Safety Station |



# Hexi Stove - Risk Analysis & Management

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|  | <b>Reviewed:</b> Karen Tobich & Emily Underwood<br><b>Approved:</b> Board of Trustee - Nisha Duncan | <b>Date:</b> 03/08/2026                                                              | <b>Next Review Date:</b> 03/08/2027 |                                                                                                                                                                                                                                                                                                                                         |              |
|                                                                                   | Risk Rating System: Likelihood (1–5) x Consequence (1–5): 1–5 Low - 6–10 Moderate - 11–15 High      |                                                                                      |                                     |                                                                                                                                                                                                                                                                                                                                         |              |
|                                                                                   | What would cause someone to get hurt?                                                               | What could happen?                                                                   | Risk Rating                         | Risk Management Control Measures                                                                                                                                                                                                                                                                                                        | Risk Rating  |
|                                                                                   | Hazards/Harm                                                                                        | Risk                                                                                 | Initial                             | What can be prevented? By Whom?                                                                                                                                                                                                                                                                                                         | Post Control |
| People                                                                            | • Supervising Adults not familiar with activity instructions, responsibilities & risks              | • Major Injury<br>• Minor Injury<br>• Damage to Equipment<br>• Damage to Environment | 6                                   | • Activity Leaders / Adult Supervisors familiarise themselves with Activity Instructions, Responsibilities and RAMS prior to camp/ activity.                                                                                                                                                                                            | 4            |
|                                                                                   | • Poor Safety Instructions/Briefing/ Observation                                                    | • Major Injury<br>• Minor Injury<br>• Damage to Equipment<br>• Damage to Environment | 6                                   | • Thoroughly cover instructions, environment care/ safety guidelines & risks/hazards.<br>• Explain consequences of ignoring environmental hazards.<br>• Firmly enforce safety rules.<br>• No running around camp fire.                                                                                                                  | 3            |
|                                                                                   | • Not sufficient Supervision                                                                        | • Major Injury<br>• Minor Injury<br>• Damage to Equipment<br>• Damage to Environment | 6                                   | • Adequate adult supervision, additional support for participants with behaviour issues or disabilities. 1 Adult per Hexi stove                                                                                                                                                                                                         | 3            |
|                                                                                   | • Improper use of fuel tabs                                                                         | • Major Injury<br>• Minor Injury                                                     | 9                                   | • Use fuel tabs according to directions, do not ingest (touch and lick fingers)<br>• If ingested call poison Hotline                                                                                                                                                                                                                    | 2            |
|                                                                                   | • Hexi Stoves not set up correctly                                                                  | • Major Injury<br>• Minor Injury<br>• Damage to Equipment<br>• Damage to Environment | 9                                   | • Make sure stoves are stable on tray and are opened enough to fit billies.<br>• Ensure group is sitting safety far enough back incase the stove and what is cooking on the stove tips over.                                                                                                                                            | 4            |
|                                                                                   | • Failure to respect equipment & fire                                                               | • Major Injury<br>• Minor Injury<br>• Damage to Environment                          | 9                                   | • Thoroughly go through fire risks, environment care and cooking outdoors instructions. Give an appropriate and thorough fire talk<br>• Exercise caution when handling flame & hot equipment<br>• No running around stations                                                                                                            | 3            |
|                                                                                   | • Contaminated Food                                                                                 | • Major injury<br>• Minor Injury                                                     | 6                                   | • Practice food safety & hygiene clean all equipment thoroughly after use<br>• Ensure any allergies are disclosed and adjust the food/drink to suit on a separate station.                                                                                                                                                              | 3            |
|                                                                                   | • Not listening & Unruly behaviour                                                                  | • Major injury<br>• Minor Injury<br>• Damage to equipment<br>• Damage to Environment | 6                                   | • Brief group on safe behaviour<br>• Stop activity and sit any participants that are not following the rules out.                                                                                                                                                                                                                       | 4            |
|                                                                                   | • Special Needs not identified                                                                      | • Major injury<br>• Minor Injury                                                     | 6                                   | • Risk Disclosure forms with Disabilities must be discussed before or on arrival of camp.<br>• Ensure extra adult support is met                                                                                                                                                                                                        | 3            |
|                                                                                   | • Student/Group Leader/Supervising Adult becomes incapacitated (Injury, heart attack, asthma, etc)  | • Death<br>• Major injury<br>• Minor Injury                                          | 10                                  | • Know medical conditions/behaviour issues of students & adults. Who is the nominated knowledgeable person to deal with known medical/behavioural issues<br>Other Adults in Group must know what to do in an emergency                                                                                                                  | 8            |
| Equipment                                                                         | • Poor Clothing & Footwear                                                                          | • Major injury<br>• Minor Injury                                                     | 9                                   | • Check that everyone in group (students and adults) are wearing appropriate clothing and foot ware. No jandals, or bare feet, must wear covered shoes.                                                                                                                                                                                 | 3            |
|                                                                                   | • Inappropriately use of stoves and tabs                                                            | • Major injury<br>• Minor Injury<br>Damage to Equipment                              | 6                                   | • Use equipment as per instructions<br>• Place tray under hobo stoves<br>Handle hot equipment with care use leather gloves or wait to cool<br>• Clean, dry and store all equipment thoroughly after use                                                                                                                                 | 2            |
|                                                                                   | • No Fire Blanket or leather gloves handy                                                           | • Major injury<br>• Minor Injury<br>• Damage to Equipment                            | 9                                   | • Be prepared, have Fire blanket ready as well as leather gloves for handling hot stoves                                                                                                                                                                                                                                                | 2            |
|                                                                                   | • No First Aid Kit or Cold Water handy (for burns)                                                  | • Major injury<br>• Minor Injury                                                     | 9                                   | • Have first aid kit and a bucket of cold water handy for minor burns                                                                                                                                                                                                                                                                   | 3            |
|                                                                                   | • Weather unsuitable for session                                                                    | • Minor injury<br>• Major Injury<br>• Damage to the environment                      | 10                                  | • If fires are not permitted due to fire bans, or a permit is required due to restricted fire season, please consult AOEC Management on how to run activity<br>Give an appropriate and thorough fire safety talk<br>If windy reconsider where to have stoves /activity or cancel activity - Consult with AOEC management when in doubt. | 3            |

|             |                                                                                                     |                                                                 |                         |                                                                                                                 |              |
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|             | <b>Reviewed:</b> Karen Tobich & Emily Underwood<br><b>Approved:</b> Board of Trustee - Nisha Duncan |                                                                 | <b>Date:</b> 03/08/2026 | <b>Next Review Date:</b> 03/08/2027                                                                             |              |
|             | Risk Rating System: Likelihood (1–5) x Consequence (1–5): 1–5 Low - 6–10 Moderate - 11–15 High      |                                                                 |                         |                                                                                                                 |              |
|             | What would cause someone to get hurt?                                                               | What could happen?                                              | Risk Rating             | Risk Management Control Measures                                                                                | Risk Rating  |
|             | Hazards/Harm                                                                                        | Risk                                                            | Initial                 | What can be prevented? By Whom?                                                                                 | Post Control |
| Environment | • Is it safe to light a fire? Prohibited fire season?                                               | • Minor injury<br>• Major Injury<br>• Damage to the environment | 10                      | • Ensure you have a fire permit. No permit not fire!                                                            | 2            |
|             | • Sourcing firewood from surrounding forest/ bush                                                   | • Damage to the environment                                     | 9                       | • Use only fuel tabs provided. Do not collect firewood from surrounding bush/forest, it affects the eco system. | 2            |
|             | • Ground surface - uneven, slippery, tripping hazards                                               | • Minor injury<br>• Major Injury                                | 6                       | • Wear close toe shoes, no running near Hexi stove.<br>Choose a flat surface to set up station.                 | 3            |

|                       |                                                                                                                                                              |                                                                                                                                                                |                                                                                                                                                                |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Emergency Plan</b> | <b>First Aid</b>                                                                                                                                             | <b>Medical Treatment</b>                                                                                                                                       | <b>Serious Injury</b>                                                                                                                                          |
|                       | <ul style="list-style-type: none"> <li>Who is the trained and nominated First Aider</li> </ul>                                                               | <ul style="list-style-type: none"> <li>Follow Emergency Action Plan Discussed at Pre Activity Safety Talk and at Safety Stations</li> </ul>                    | <ul style="list-style-type: none"> <li>See Emergency Action Plan discussed at Safety Talks and at Safety Stations</li> </ul>                                   |
|                       | <ul style="list-style-type: none"> <li>First Aid Kit - Instructors have this</li> </ul>                                                                      | <ul style="list-style-type: none"> <li>Katikati Medical Centre 07 549 0411 4</li> <li>Clive Road, Katikati</li> </ul>                                          | <ul style="list-style-type: none"> <li>Call 111 or activate PLB</li> </ul>                                                                                     |
|                       | <ul style="list-style-type: none"> <li>Know medical conditions/behaviour issues of students &amp; adults and knowledgeable person to deal with it</li> </ul> | <ul style="list-style-type: none"> <li>Tauranga Hospital, Cameron Road, Tauranga</li> <li>07 579 8000</li> </ul>                                               | <ul style="list-style-type: none"> <li>Nominate someone to meet Emergency Services at Gate</li> </ul>                                                          |
|                       | <ul style="list-style-type: none"> <li>Incident &amp; Accident Reporting</li> </ul>                                                                          | <ul style="list-style-type: none"> <li>Report to AOEC Management</li> <li>Incident &amp; Accident Reporting on Safety Log at Kitchen Safety Station</li> </ul> | <ul style="list-style-type: none"> <li>Report to AOEC Management</li> <li>Incident &amp; Accident Reporting on Safety Log at Kitchen Safety Station</li> </ul> |

# Shelter Building - Risk Analysis & Management

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|  | <b>Reviewed:</b> Karen Tobich & Emily Underwood<br><b>Approved:</b> Board of Trustee - Nisha Duncan  | <b>Date:</b> 03/08/2027                                                                                    | <b>Next Reviewed Date:</b> 03/08/2027 |                                                                                                                                                                                                                                                            |              |
|                                                                                   | Risk Rating System: Likelihood (1–5) x Consequence (1–5): 1–5 Low - 6–10 Moderate - 11–15 High       |                                                                                                            |                                       |                                                                                                                                                                                                                                                            |              |
|                                                                                   | What would cause someone to get hurt?                                                                | What could happen?                                                                                         | Risk Rating                           | Risk Management Control Measures                                                                                                                                                                                                                           | Risk Rating  |
|                                                                                   | Hazards/Harm                                                                                         | Risk                                                                                                       | Initial                               | What can be prevented? By Whom?                                                                                                                                                                                                                            | Post Control |
| People                                                                            | • Group Leaders/Supervising Adults not familiar with activity instructions, responsibilities & risks | • Major injury<br>• Minor Injury<br>• Damage to Environment<br>• Damage to equipment<br>• Lost in the bush | 6                                     | • Activity Leaders / Adult Supervisors familiarise themselves with area, Outdoor safety code, environment code, responsibility & RAMS prior to camp/activity commencement.                                                                                 | 2            |
|                                                                                   | • Poor Instructor/Group Leader knowledge                                                             | • Major injury<br>• Minor Injury<br>• Damage to Environment<br>• Damage to equipment<br>• Lost in the bush | 6                                     | • Go with group through objective of activity, instructions, environment care/safety guidelines & hazards                                                                                                                                                  | 2            |
|                                                                                   | • Lack of Support/Supervision                                                                        | • Major injury<br>• Minor Injury<br>• Damage to Environment<br>• Damage to equipment<br>• Lost in the bush | 4                                     | • Supervision at prominent spots and around critical out of bounds boundaries.<br>• Additional support may be required for younger participants.                                                                                                           | 1            |
|                                                                                   | • Unsafe building/Shelter collapse                                                                   | • Major injury<br>• Minor Injury<br>• Damage to Equipment                                                  | 4                                     | • Brief participants on hazards, when carrying large sticks and branches, how to make a good shelter. Assist if needed.                                                                                                                                    | 3            |
|                                                                                   | • Environment Care Code not practiced                                                                | • Damage to environment                                                                                    | 6                                     | • Discuss respectful and safe use of environment<br>• Use AOEC Shelter building location only<br>• Go through hazards and environment care when shelter building ie check surroundings to not disturb wildlife or trample on any seedlings or damage trees | 3            |
|                                                                                   | • Special Needs not identified                                                                       | • Major injury<br>• Minor Injury                                                                           | 4                                     | • Know medical conditions/behaviour issues of students & adults. Ensure extra adult support if needed.                                                                                                                                                     | 2            |
|                                                                                   | • Student/Group Leader/Supervising Adult becomes incapacitated (Injury, heart attack, asthma, etc)   | • Death<br>• Major injury<br>• Minor Injury                                                                | 10                                    | • Know medical conditions/behaviour issues of students & adults. Who is the nominated knowledgeable person to deal with known medical/behavioural issues.<br>• Other Adults in Group must know what to do in an emergency.                                 | 8            |
| Equipment                                                                         | • Poor Clothing & Footwear                                                                           | • Major injury<br>• Minor Injury                                                                           | 6                                     | • Ensure everyone in group is wearing covered shoes and is dressed according to the weather                                                                                                                                                                | 3            |
|                                                                                   | • Poor resources care and storage (ripped tarps, knotted, frail rope)                                | • Damage to equipment                                                                                      | 4                                     | • Store equipment dry, clean and tidy<br>• Remove all knots from ropes<br>• Make sure equipment is stored dry, hang to dry in boiler room/woodshed where necessary<br>• Regular AOEC checks of resources<br>• Report damaged equipment to AOEC Management  | 1            |
|                                                                                   | • No first aid kit on site                                                                           | • Major injury<br>• Minor Injury                                                                           | 6                                     | • Ensure first aid is on site                                                                                                                                                                                                                              | 3            |
| Environment                                                                       | • Weather unsuitable for session                                                                     | • Major injury<br>• Minor Injury<br>• Physical well-being (hypothermia, hyperthermia)                      | 6                                     | • Check latest weather forecast - watch for unexpected changes in weather conditions<br>Cancel or change activities if weather isn't safe<br>• Wear weather appropriate clothing                                                                           | 3            |
|                                                                                   | • Ground slippery, muddy and uneven                                                                  | • Major injury<br>• Minor Injury                                                                           | 6                                     | • Covered shoes must be wore                                                                                                                                                                                                                               | 3            |
|                                                                                   | • Out of Bounds not clearly marked                                                                   | • Damage to environment                                                                                    | 4                                     | • Burma trail line to mark out of shelter building areas                                                                                                                                                                                                   | 2            |
|                                                                                   | • Wasps                                                                                              | • Major injury<br>• Minor Injury<br>• Death                                                                | 6                                     | • Check for wasp nests regularly in the area, ensure students with allergies have their medication                                                                                                                                                         | 2            |

|                       |                                                                                                                                                              |                                                                                                                                                                |                                                                                                                                                                |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Emergency Plan</b> | <b>First Aid</b>                                                                                                                                             | <b>Medical Treatment</b>                                                                                                                                       | <b>Serious Injury</b>                                                                                                                                          |
|                       | <ul style="list-style-type: none"> <li>Who is the trained and nominated First Aider</li> </ul>                                                               | <ul style="list-style-type: none"> <li>Follow Emergency Action Plan Discussed at Pre Activity Safety Talk and at Safety Stations</li> </ul>                    | <ul style="list-style-type: none"> <li>See Emergency Action Plan discussed at Safety Talks and at Safety Stations</li> </ul>                                   |
|                       | <ul style="list-style-type: none"> <li>First Aid Kit - Instructors have this</li> </ul>                                                                      | <ul style="list-style-type: none"> <li>Katikati Medical Centre 07 549 0411 4 Clive Road, Katikati</li> </ul>                                                   | <ul style="list-style-type: none"> <li>Call 111 or activate PLB</li> </ul>                                                                                     |
|                       | <ul style="list-style-type: none"> <li>Know medical conditions/behaviour issues of students &amp; adults and knowledgeable person to deal with it</li> </ul> | <ul style="list-style-type: none"> <li>Tauranga Hospital, Cameron Road, Tauranga 07 579 8000</li> </ul>                                                        | <ul style="list-style-type: none"> <li>Nominate someone to meet Emergency Services at Gate</li> </ul>                                                          |
|                       | <ul style="list-style-type: none"> <li>Incident &amp; Accident Reporting</li> </ul>                                                                          | <ul style="list-style-type: none"> <li>Report to AOEC Management</li> <li>Incident &amp; Accident Reporting on Safety Log at Kitchen Safety Station</li> </ul> | <ul style="list-style-type: none"> <li>Report to AOEC Management</li> <li>Incident &amp; Accident Reporting on Safety Log at Kitchen Safety Station</li> </ul> |