

## Pre WBC field activity operation risk assessment form

**WBC weather assessment** (completed at least 3 hours prior to the planned activity start time).

**Forecast notes:** (use internet search such as met service and LINZ appropriate for your site to determine information on, rain, tide, temperature, visibility and flow - *consider previous adverse conditions such as recent flooding in the area. Consider the height in relation to water depth, and the swimming ability of group members to determine a suitable operation area accordingly. If the flow is any swifter than 1 metre per second, relocate or postpone the activity*)

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 .....

**Maramataka:**.....

**Weather assessment decision (circle one)**                      Proceed    or    Delay    or    Relocate

*Water quality assessment for brackish waters, waters proximate to sewage and run-off inlets, at places of animal access and at populated waterways/city ports. Refer to water quality guidelines.*

**Water quality assessment decision (circle one)** Proceed    or    Delay    or    Relocate

**Once on site.** *This form must be completed at the start of any guided field operation. Notes within the grid are there for guidance only. Use your judgement very carefully, be conservative and allow for specific local conditions. Treat each column separately and feel free to add your own notes. Tick your score in each column and then add your score up.*

**Enter any notes about weather or water quality assessment decisions here:**

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 .....

Site name: ..... Date: .....

Name of school/group: .....

**Event type:** School delivery                      Fieldwork                      Event                      Other:

Score	Age (of youngest)	Experience of supervisors and/or volunteers	Environment (stream depth and flow, tidal movement)	Weather (variable on the day)
1	Adult group (18+)	Majority of parents are experienced people (have come fully prepared etc.)	Safe access to water No swift flow Good visibility - easy to watch group	
2	13 - 18 (Year 9-13)			Weather fairly suitable for the day
3	11 - 12 (Year 7-8)			

<b>4</b>	9 – 10 (Year 4-6)		Wrong tide for site	
<b>5</b>	7 – 8 (Year 2-3)	Never met the adult supervisors	Deep pools	
<b>6</b>	5 – 6 (Year 0-1)	Adults not well briefed or prepared e.g. wearing unsuitable footwear	Strong flow	
<b>7</b>	0-4 (Early childhood)	Adults challenging the processes and instructions of the leader	Rapids, deep pools and a high tide	Heavy rainfall and flooding
<b>Score</b>				

Total score (all 4 columns): .....

<b>Low risk 4 – 9</b>	<b>Medium Risk 10 – 17</b>	<b>High Risk 18 – 22</b>	<b>Unacceptable Risk 23 +</b>
Conditions suitable		Hazards beyond the experience of the group. Consider and document additional procedures	Hazards beyond the experience of the group. Alternative location should be assessed.

Notes on any extra management steps taken to minimise any risks for the day:


Name of WBC leader: .....

Signature:.....

**Once participants arrive**

- Total number of participants present on the day (for head count in emergencies)

<b>Personnel Onsite:</b>	<b>Group One:</b>	<b>Group Two:</b>	<b>Group Three:</b>
WBC Coordinators:			
Teachers/teacher aides:			
Adults (parents/whanau):			
Students:			
WBC Volunteers			

WBC Field Technicians			
Members of public (if known)			

- Medical conditions should be discussed and documented;
- If school delivery - teacher declaration needs to be signed on the back of this form
- Volunteer forms filled in (if you bring any).
- Record additional first aid and rescue training from participants/adult helpers

**Procedures to be activated (if applicable but not limited to)**

- Increased supervision
- Boundary restrictions
- limiting extent of participation (depth and distance)
- Extended briefing for supervising adults - site specific and/or dynamic hazard management
- Provide specialised equipment, i.e. rope strung up along downstream end of study site.
- In some cases withdrawal from activity if safety is compromised

**Medical condition and ability management notes (for events this information will be on the registration form):** (epilepsy, diabetes, asthma, heart condition, allergy/anaphylaxis, seizures of any type, anxiety issues around water/crowds etc. for example)

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**First Aid and Rescue training from Participants/Adult helpers:**

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**School Delivery | Skip this section if you are running an event**

**Teacher/group leader medical, supervision declaration and risk acknowledgment**

As the school teacher in charge/representative on the day responsible for the schools Health & Safety, I confirm that I have collected the relevant consent forms for the students to participate in the activity today. I can confirm that I have disclosed any medical conditions/ability issues to the WBC leader and discussed the management of any of these conditions and that all students/group are in my opinion fit to participate. I can also confirm that the adults and volunteers that the school has provided are suitable for the supervision role<sup>1</sup> .

**Risk disclosure statement**

I hereby acknowledge the risks associated with this activity. I fully understand and have read the potential risks and risk reduction strategies identified in the Site Specific RAFs provided by WBC for the planned activity.

Name of school/group: ..... Date: .....

Name of school H & S representative:.....

Signature: .....

Name of WBC leader:.....

Signature: .....

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<sup>1</sup> The role of ‘supervisor’ is to assist and supervise the student’s with the activity and are expected to be confident, fit, healthy and free from the influence of drugs or alcohol.

**Safety briefing record (please tick)**

- Participant briefing and karakia complete
- Separate briefing for 'supervising' adults and 'streamside observer' (if applicable) complete

Name of WBC leader:.....

Signature:.....

**WBC leader post activity review notes:**

What went well?

What went wrong?

Ideas for improvements?

Any incidents, accidents, near misses to report? (if yes, please fill in the incident form ASAP (no later than 3 days after the event and email to the Co-director (marine lead)). Please note in the event of a serious accident, death or near miss that could have caused serious harm you must let the Co-director (marine lead) know immediately). Any free lessons?

Yes/No

If yes, detail key notes below if you can't fill in the form immediately – to refer to later.

Name of WBC leader: .....

Signature: .....