

Forest Lakes Camp and Conference Centre				Archery	
Activity Hazard Register			Effective August 2019	Review Date August 2021	
<ul style="list-style-type: none"> • Archery is a Challenge by Choice Activity. • Archery is operated without a Forest Lakes Instructor. • To ensure a safe, efficient and effective experience a minimum of 1 supervisor per bow is required to use the Archery. 2 bows are available for this activity. • All supervisors and participants are required to wear enclosed footwear when at Archery. • The Red flag is to be put out to indicate archery is in progress. The flag is to be returned against the shed when archery is finished. • There is a designated Danger Zone with Archery from the firing shed to the target area. This area must be roped off when archery is in progress. 					
RISK	HAZARD SOURCE	HAZARD CATEGORY	HAZARD SEVERITY	LIKELY (Y/N)	HAZARD CONTROL <i>e=eliminate</i> <i>i=isolate</i> <i>m=minimise</i>
Injury, puncture wound or bruising	Hit by Arrow	People Equipment Environment	Moderate	N	<i>(i)</i> Only 1 bow to be used per supervisor. <i>(i)</i> All observers must stand beside the shed, outside the roped off area. <i>(i)</i> Ensure participants identify the target. <i>(i)</i> All arrows to be fired at the target in the direction of the bank. <i>(i/m)</i> No arrows are to be retrieved until all arrows have been fired. <i>(m)</i> No one should have both the bow and arrows in their hands when someone is in the danger zone. <i>(i)</i> Participants must have closed in footwear at Archery Strong winds push arrow off target.
Injury	Loss of group control/ misbehavior	People	Low	N	<i>(e/m)</i> Maintain a ratio of 1 adult supervisor: 6 participants Cease activity if behaviour becomes unsafe.
	Use without supervisor	People	Low	N	<i>(e)</i> Archery equipment will only be issued to the supervisors. This must be returned to the office by the supervisor at the completion of each activity or handed over to the next supervisor.

Bow Burn	Bow	Equipment	Low	Y	(i/m)It is recommend that people wear the wrist guards provided or long sleeves to prevent rubbing from the bow string when firing.
Sunburn	Weather	Environment	Moderate	Y	(i)Supervisor to remind participants and observers to use Sun Protection.
EMERGENCY SCENARIOS	Severity (Incident Severity Scale)	First Response			
For all injuries or medical emergencies	1-2	Follow Emergency Response Plan. Administer appropriate First Aid. No evacuation required. It may be possible to continue with the activity.			
	3-5	Follow Emergency Response Plan. Administer appropriate First Aid. Transport to emergency services using own means. It may be possible to continue with the activity.			
	6-10	Follow Emergency Response Plan. Administer appropriate First Aid. Discontinue use of the activity. Call 111 for an ambulance. Site Location is Forest Lakes Camp, 156 Forest Lakes Camp OTAKI. Travel to the end of the road where someone will meet the ambulance by the wooden shed at the third cattle stop. Have 1 supervisor call to the office if assistance is required – 063648218 or send a message with a runner if no mobile phone is available or reception is limited. Have 1 supervisor take participants to another activity.			
Environmental		Discontinue the activity. Relocate Participants to a safe area. Head count to ensure all participants are safe. Notify the Office of the Emergency.			
<p>NOTE: Under no circumstances should the projectile be removed – stabilize it so that it cannot move and increase damage to tissue. If the patient has an eye impalement, cover the uninjured eye to reduce risk of movement to the injured eye. Serious bleeding may also be a major concern.</p>					

Forest Lakes Camp and Conference Centre				Bike Riding	
Activity Hazard Register				Effective August 2019	Review Date August 2021
<ul style="list-style-type: none"> • Bike Riding is a Challenge by Choice Activity. • Bike Riding is operated without a Forest Lakes Instructor • To ensure a safe, efficient and effective experience a ratio of 1 adult supervisor to 6 students is a minimum requirement 					
RISK	HAZARD SOURCE	HAZARD CATEGORY	HAZARD SEVERITY	LIKELY (Y/N)	HAZARD CONTROL <i>e=eliminate i=isolate m=minimise</i>
Sprains, Bruising, Fractures, Impact injury	Falling from Bike	Equipment	Moderate	N	<i>(i/m)</i> Maintenance checks to be completed on all equipment and records kept. <i>(i/m)</i> Rider to check bike before riding for correctly inflated tyres, loose parts and general safety <i>(e)</i> All riders must wear a helmet, adjusted to fit their head <i>(i)</i> Shoes are worn to protect riders' feet.
		People	Moderate	Y	<i>(m)</i> Overconfidence of the rider. <i>(m)</i> Check confidence of riders around camp (either carpark or field) before riding on the road <i>(e)</i> Failure to follow instructions of the Instructor and supervisors. <i>(e)</i> Ensure riders have no loose fitting clothing that could get caught in the bike chain
Road Accident	Moving Vehicles	People	Moderate	Y	<i>(m)</i> Follow instructions of supervisor. <i>(m)</i> Riders to wear well fitted helmet and hi vis vest to increase visibility <i>(m)</i> Ensure participants ride in single file on the road and give way to vehicles. 1 supervisor to ride at the front, if more than six participants 2 nd supervisor to ride at back <i>(m)</i> Check that road signs warning of cyclists have been put out by camp staff.

RISK	HAZARD SOURCE	HAZARD CATEGORY	HAZARD SEVERITY	LIKELY (Y/N)	HAZARD CONTROL <i>e=eliminate i=isolate m=minimise</i>
Clients/staff becoming cold	Moderate/Heavy Rain and low temperatures (Extreme weather Conditions)	Environment	Low	Y	(<i>e/m</i>)Weather conditions which increase the likelihood of risk are monitored closely, and the operation suspended if conditions deteriorate. (<i>i</i>)Recommencement of activities only if staff and client in charge of group are happy to begin again.
Sunburn	Sun	Environment	Low	Y	(<i>i</i>)Supervisor to remind participants and observers to use appropriate sun protection.
High Winds	Weather	Environment	Low	Y	(<i>e/m</i>)Forest Lakes Staff will assess the wind and close the activity if necessary.
EMERGENCY SCENARIOS	Severity (Incident Severity Scale)	First Response			
For all injuries or medical emergencies including: Fall from a Bike	1-2	Follow Emergency Response Plan. Administer appropriate First Aid. No evacuation required. It may be possible to continue with the activity.			
	3-5	Follow Emergency Response Plan. Administer appropriate First Aid. Transport to emergency services using own means. It may be possible to continue with the activity.			
	6-10	Follow Emergency Response Plan. Administer appropriate First Aid. Discontinue use of the activity. Call 111 for an ambulance. Site Location is Forest Lakes Camp, 156 Forest Lakes Camp OTAKI. Arrange to meet the ambulance at the closest intersection to the road. Have 1 supervisor call to the office if assistance is required – 063648218 or send a message with a runner if no mobile phone is available or reception is limited. Have 1 supervisor take participants to another activity.			

Forest Lakes Camp and Conference Centre				Confidence Course	
Activity Hazard Register				Effective August 2019	Review Date August 2021
<ul style="list-style-type: none"> The Confidence Course is a Challenge by Choice Activity. The Confidence Course is operated without a Forest Lakes Instructor. To ensure a safe, efficient and effective experience a minimum of 2 supervisors are required for the Confidence course. Only 1 participant on each section at a time. The You Tube Safety Clip http://www.youtube.com/watch?v=u1mhxl_M_vg must be watched by the supervisors prior to running the activity. This clip is also on our website www.forestlakes.org.nz. We recommend participants are over 8 years of age. 					
RISK	HAZARD SOURCE	HAZARD CATEGORY	HAZARD SEVERITY	LIKELY (Y/N)	HAZARD CONTROL <i>e=eliminate</i> <i>i=isolate</i> <i>m=minimise</i>
Fall Impact Injury	Confidence Course Challenges	People Equipment Environment	Moderate	Y	(<i>m</i>)Bark Mulch below confidence course to cushion any falls. (<i>m</i>)One participant per section, each participant must have a spotter when on the course. (<i>m</i>)Apparatus/Rope Anchors checked (Monthly Maintenance Schedule).
Scratches	Flea Jumps	Equipment	Low	N	(<i>i</i>)Metal Edges are bound. (Monthly Maintenance Check).
Hit by Branches or loose objects	Trees Loose Objects	Environment	Moderate	N	(<i>i</i>)Removal of loose branches and objects before starting the course. (<i>i</i>)Tree inspection and trimming by camp staff.
Jammed Body Parts	Tyres	People Equipment	Low	N	(<i>i/m</i>)Hold tyres by inside of tyre, not by chains. (<i>m</i>)Stay as upright as possible when moving across the tyre obstacle.
	See Saw	People Equipment	Low	N	(<i>i</i>)Ensure nobody is standing under the see saw when in use. (<i>i</i>)Ensure see saw is in the mounting position before climbing the post at the start.
Slippery Surfaces	Confidence Course Challenges	Environment	Moderate	Y	(<i>i</i>)Do not use the Confidence Course when raining or after rain until wooden surfaces are dry. Check with Forest Lakes staff if uncertain.

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Sunburn	Sun	Environment	Low	Y	(i)Supervisor to remind participants and observers to use appropriate Sun Protection.
High Winds/Heavy Rainfall	Weather	Environment	Moderate	Y	(i)Forest Lakes Staff will assess the wind and/or rainfall and close the activity if necessary.
EMERGENCY SCENARIOS	Severity (Incident Severity Scale)	First Response			
For all injuries or medical emergencies	1-2	Follow Emergency Response Plan. Administer appropriate First Aid. No evacuation required. It may be possible to continue with the activity.			
	3-5	Follow Emergency Response Plan. Administer appropriate First Aid. Transport to emergency services using own means. It may be possible to continue with the activity.			
	6-10	Follow Emergency Response Plan. Administer appropriate First Aid. Discontinue use of the activity. Call 111 for an ambulance. Site Location is Forest Lakes Camp, 156 Forest Lakes Camp OTAKI. Travel to the end of the road where someone will meet the ambulance at the green transformer in the carpark. Have one supervisor call to the office if assistance is required – 063648218 or send a message with a runner if no mobile phone is available or reception is limited. Have one supervisor take participants to another activity.			
Environmental		Discontinue the activity. Relocate Participants to a safe area. Head count to ensure all participants are safe. Notify the Office of the Emergency.			

Forest Lakes Camp and Conference Centre				Flying Fox - Junior (by Kayak shed)	
Activity Hazard Register				Effective August 2019	Review Date August 2021
<ul style="list-style-type: none"> Flying Fox is a Challenge by Choice Activity. The Flying Fox is operated without a Forest Lakes Instructor. To ensure a safe, efficient and effective experience a minimum of 2 supervisors are required to operate the Flying Fox. All participants must be under 12 years of age. 					
RISK	HAZARD SOURCE	HAZARD CATEGORY	HAZARD SEVERITY	LIKELY (Y/N)	HAZARD CONTROL <i>e=eliminate</i> <i>i=isolate</i> <i>m=minimise</i>
Ground Impact	Participant Weight	People Equipment	Moderate	N	(e)The maximum age for the flying fox is 12 years.
	Method	People	Moderate	N	(e)Participants must be seated on the flying fox. (e)Participants must hold on to the plastic coated cable attached to the seat at all times during the ride.
Seat hitting Face on dismount	Seat	People	Low	Y	(e)Adult Supervisor is to be present at the dismount area to assist where necessary buy holding the base rope to stabilise the seat after stopping.
Equipment Failure	Cable, Tower, Cable Anchors, Pulley Mechanism, Seat	Equipment	High	N	(i)Flying Fox is checked monthly for wear and tear and is logged in the maintenance Log book.
Participants getting cold or wet	Weather	Environment	Low	Y	(i)Groups advised to wear clothing appropriate for the conditions. As the activity is close to accommodation the group may decide to cancel a session due to weather.
Sunburn	Sun	Environment	Low	Y	(i)Supervisor to remind participants and observers to use appropriate Sun Protection.
High Winds	Weather	Environment	Moderate	Y	(i)Forest Lakes Staff will assess the wind and close the activity if necessary.
Spectator Hit	Person Crossing Flying Fox Path	People	Moderate	N	(i)Flying Fox is not in a travel path. The Supervisor must to ensure observers remain clear of the travel path.

EMERGENCY SCENARIOS	Severity (Incident Severity Scale)	First Response
For all injuries or medical emergencies	1-2	Follow Emergency Response Plan. Administer appropriate First Aid. No evacuation required. It may be possible to continue with the activity.
	3-5	Follow Emergency Response Plan. Administer appropriate First Aid. Transport to emergency services using own means. It may be possible to continue with the activity.
	6-10	Follow Emergency Response Plan. Administer appropriate First Aid. Discontinue use of the activity. Call 111 for an ambulance. Site Location is Forest Lakes Camp, 156 Forest Lakes Camp OTAKI. Have 1 supervisor call to the office if assistance is required – 063648218 or send a message with a runner if no mobile phone is available or reception is limited. Have 1 supervisor take participants to another activity.
Environmental		Discontinue the activity. Relocate Participants to a safe area. Head count to ensure all participants are safe. Notify the Office of the Emergency.

Forest Lakes Camp and Conference Centre				Flying Fox (Top Paddock)	
Activity Hazard Register				Effective August 2019	Review Date August 2021
<ul style="list-style-type: none"> Flying Fox is a Challenge by Choice Activity. The Flying Fox is operated without a Forest Lakes Instructor. To ensure a safe, efficient and effective experience a minimum of 2 supervisors are required to operate the Flying Fox. All participants must wait at the finish of the flying fox until their turn. All participants must be under 70kgs. 					
RISK	HAZARD SOURCE	HAZARD CATEGORY	HAZARD SEVERITY	LIKELY (Y/N)	HAZARD CONTROL <i>e=eliminate</i> <i>i=isolate</i> <i>m=minimise</i>
Fall from platform	Tower at start	People Equipment	Mod	N	<i>(m)</i> The platform shall only be occupied by the supervisor and 1 participant. Every other person must remain on the ground at the end of the flying fox.
Ground Impact	Participant Weight	People Equipment	Moderate	N	<i>(e)</i> The maximum weight for the flying fox is 70 kg and must not be exceeded.
	Method	People	Moderate	N	<i>(e)</i> Participants must be seated on the flying fox. <i>(e)</i> Participants must depart from the front edge of the platform. <i>(e)</i> Participants must hold on to the plastic coated cable attached to the seat at all times during the ride.
Seat hitting Face on dismount	Seat	People	Low	Y	<i>(e)</i> Adult Supervisor is to be present at the dismount area to assist where necessary buy holding the base rope to stabilise the seat after stopping.
Equipment Failure	Cable, Tower, Cable Anchors, Pulley Mechanism, Seat	Equipment	High	N	<i>(i)</i> Flying Fox is checked monthly for wear and tear and is logged in the maintenance Log book.
Participants getting cold or wet	Weather	Environment	Low	Y	<i>(i)</i> Groups advised to wear clothing appropriate for the conditions. As the activity is close to accommodation the group may decide to cancel a session due to weather.
Sunburn	Sun	Environment	Low	Y	<i>(i)</i> Supervisor to remind participants and observers to use appropriate Sun Protection.
High Winds	Weather	Environment	Moderate	Y	<i>(i)</i> Forest Lakes Staff will assess the wind and close the activity if necessary.

Spectator Hit	Person Crossing Flying Fox Path	People	Moderate	N	(i)Flying Fox is not in a travel path. Supervisor at the bottom of the cable to ensure observers remain clear of the travel path.
EMERGENCY SCENARIOS	Severity (Incident Severity Scale)	First Response			
For all injuries or medical emergencies	1-2	Follow Emergency Response Plan. Administer appropriate First Aid. No evacuation required. It may be possible to continue with the activity.			
	3-5	Follow Emergency Response Plan. Administer appropriate First Aid. Transport to emergency services using own means. It may be possible to continue with the activity.			
	6-10	Follow Emergency Response Plan. Administer appropriate First Aid. Discontinue use of the activity. Call 111 for an ambulance. Site Location is Forest Lakes Camp, 156 Forest Lakes Camp OTAKI. Travel to the end of the road where someone will meet the ambulance by the third cattle stop. Have 1 supervisor call to the office if assistance is required – 063648218 or send a message with a runner if no mobile phone is available or reception is limited. Have 1 supervisor take participants to another activity.			
Environmental		Discontinue the activity. Relocate Participants to a safe area. Head count to ensure all participants are safe. Notify the Office of the Emergency.			

Forest Lakes Camp and Conference Centre				Gladiator	
Activity Hazard Register				Effective August 2019	Review Date August 2021
<ul style="list-style-type: none"> Gladiator is a Challenge by Choice Activity. Gladiator must be operated by a trained Forest Lakes Staff member. To ensure a safe, efficient and effective experience we require each group to provide two extra adult supervisors to assist with this activity. One person (preferably a stronger male) will be required to assist with belaying participants. The other supervisor will be responsible for participants who are waiting for or who have had a turn. 					
RISK	HAZARD SOURCE	HAZARD CATEGORY	HAZARD SEVERITY	LIKELY (Y/N)	HAZARD CONTROL <i>e=eliminate</i> <i>i=isolate</i> <i>m=minimise</i>
Falling To Ground	Incorrect use of equipment	People	High	N	<i>(m)</i> Participants acknowledge they are to follow all safety rules given by the instructor. <i>(m)</i> Participants participate in safety briefing where correct equipment use and safety rules are enforced. <i>(i)</i> All participants have equipment checked by instructor prior participation.
	Structural defect/system failure	Equipment	High	N	<i>(m)</i> Visual Check each day of beam and surroundings before activity commences. <i>(m)</i> Equipment logs are monitored for gear usage. <i>(e)</i> Visual equipment checks for premature wear and tear – early replacement.
	Loss of balance on activity	People	Low	Y	<i>(i)</i> Belay System prevents falling to ground. <i>(i)</i> Instructor provides additional instructions on suitable techniques to maintain control and complete activity. <i>(i)</i> Participants to wear a helmet (impact protection).
Minor Injuries (scrape, sprain, bruise) Major injuries (impact whiplash, broken bones etc)	Entrapment of body parts	People	Moderate	N	<i>(i)</i> Long hair must be tied back. <i>(e)</i> All rings and loose jewelry must be removed.
	Collision with the beam	People	Moderate	Y	<i>(m)</i> Participants to be instructed on when to avoid swinging and jumping. <i>(i)</i> Instructor ready to lock rope off to control participant. <i>(i)</i> Participants to wear a helmet (impact protection).

RISK	HAZARD SOURCE	HAZARD CATEGORY	HAZARD SEVERITY	LIKELY (Y/N)	HAZARD CONTROL <i>e=eliminate</i> <i>i=isolate</i> <i>m=minimise</i>
Anxiety	Emotional Trauma	People	Low	N	(<i>m</i>)Activity is operated on a challenge by choice basis. Participant has the option to not participate. (<i>m</i>)Instructor can control the descent and lower participant to the ground.
EMERGENCY SCENARIOS	Severity (Incident Severity Scale)	First Response			
For all injuries or medical emergencies	1-2	Follow Emergency Response Plan. Administer appropriate First Aid. No evacuation required. It may be possible to continue with the activity.			
	3-5	Follow Emergency Response Plan. Administer appropriate First Aid. Transport to emergency services using own means. It may be possible to continue with the activity.			
	6-10	Follow Emergency Response Plan. Administer appropriate First Aid. Discontinue use of the activity. Call 111 for an ambulance. Site Location is Forest Lakes Camp, 156 Forest Lakes Camp OTAKI. Travel to the end of the road where someone will meet the ambulance at the green transformer in the carpark. Have 1 supervisor call to the office if assistance is required – 063648218 or send a message with a runner if no mobile phone is available or reception is limited. Have 1 supervisor take participants to another activity.			
Environmental		Discontinue the activity. Relocate Participants to a safe area. Head count to ensure all participants are safe. Notify the Office of the Emergency.			

Gladiator will not happen if:

- There is no instructor present
- There are technical issues with the equipment
- No helmet is worn
- No harness is worn

Forest Lakes Camp and Conference Centre				Horse Riding	
Activity Hazard Register				Effective August 2019	Review Date August 2021
<ul style="list-style-type: none"> Horse Riding is a Challenge by Choice Activity. Horse Riding is operated with a Forest Lakes Instructor To ensure a safe, efficient and effective experience a minimum of two extra supervisors who do not have a fear of horses are required for the Horse Riding. Riders must wear covered in shoes and we recommend long pants We recommend participants are over 8 years of age and under 80 kgs. 					
RISK	HAZARD SOURCE	HAZARD CATEGORY	HAZARD SEVERITY	LIKELY (Y/N)	HAZARD CONTROL <i>e=eliminate</i> <i>i=isolate</i> <i>m=minimise</i>
Unwell Horse	Horse	Equipment	Low	Y	(e)Horses with Injuries or illness are not to be used until recovered.
Fear of Horses	Horses	People	Low	Y	(m)Follow instructions of instructor. (i)Ensure Supervisors do not have a fear of horses. (e)Elect not to participate if too fearful.
Sprains, Bruising, Fractures, Impact injury	Falling from Horse	Equipment People	Moderate	Y	(e)Do not hold reins or ropes in a loop (bruising). (i)All riders must wear strong enclosed footwear. (i)All riders must wear a secured helmet. (e)Baggy, loose clothing should not be worn as it may catch on passing trees or other obstacles.
		Equipment	Moderate	N	(i/m)All equipment to be checked regularly for signs of fatigue and be correctly adjusted to fit. (m)Saddles should be securely attached to the horse when in use. (e/i)Do not use stirrup leather with cracks, worn leather or rotten stitching. (e/i)Buckles should not be sharp so as to cut into the leather or have bent or loose tongues. Bent or loose hook studs should be replaced. (i)Safety Stirrups are used to protect riders' feet.
		People	Moderate	Y	(m)Overconfidence of the rider. (e)Failure to follow instructions of the Instructor and supervisors.

RISK	HAZARD SOURCE	HAZARD CATEGORY	HAZARD SEVERITY	LIKELY (Y/N)	HAZARD CONTROL <i>e=eliminate</i> <i>i=isolate</i> <i>m=minimise</i>
Kick from Horse	Horse	Equipment People	Moderate	Y	(<i>m</i>)Follow instructions of instructor. (<i>i</i>)Do not stand directly behind a horse. (<i>i</i>)Do not approach a horse directly from its blind spot (Directly in front or behind). (<i>m</i>)Ensure participants do not create excessive noise to scare or excite the horses.
Horse Bites	Horse	Equipment People	Low	Y	(<i>i</i>)Do not approach a horse directly from its blind spot (Directly in front or behind).
Clients/staff becoming cold	Moderate/Heavy Rain and low temperatures (Extreme weather Conditions)	Environment	Low	Y	(<i>e/m</i>)Weather conditions which increase the likelihood of risk are monitored closely, and the operation suspended if conditions deteriorate. (<i>i</i>)Recommencement of activities only if staff and client in charge of group are happy to begin again.
Sunburn	Sun	Environment	Low	Y	(<i>i</i>)Supervisor to remind participants and observers to use appropriate sun protection.
High Winds	Weather	Environment	Low	Y	(<i>e/m</i>)Forest Lakes Staff will assess the wind and close the activity if necessary.
Lightning Strike	Extreme Weather conditions	Environment	Low	N	(<i>e/m</i>)Weather conditions which increase the likelihood of risk are monitored closely, and the operation suspended if a thunderclap is heard or lightening observed as this may cause the horses to spook. Recommencement of activities only if staff and client in charge of group are happy to begin again and 30 minutes has passed since last lightning strike.

EMERGENCY SCENARIOS	Severity (Incident Severity Scale)	First Response
For all injuries or medical emergencies including: Fall from a Horse	1-2	Follow Emergency Response Plan. Administer appropriate First Aid. No evacuation required. It may be possible to continue with the activity.
	3-5	Follow Emergency Response Plan. Administer appropriate First Aid. Transport to emergency services using own means. It may be possible to continue with the activity.
	6-10	Follow Emergency Response Plan. Administer appropriate First Aid. Discontinue use of the activity. Call 111 for an ambulance. Site Location is Forest Lakes Camp, 156 Forest Lakes Camp OTAKI. Arrange to meet the ambulance at the closest intersection to the road. Have 1 supervisor call to the office if assistance is required – 063648218 or send a message with a runner if no mobile phone is available or reception is limited. Have 1 supervisor take participants to another activity.
Frightened Horse	1-10	Rider must try to remain calm. Instructor verbally instructs the rider on how to manage the situation. Instructor physically takes control of the horse. Follow procedures for injuries in the event that a rider is thrown from a horse.
Trapped in Stirrups	1-10	Stop the horse. Instructor physically takes control of the horse. Activity supervisor assists the rider from the stirrups – remove the foot from the stirrup or remove the foot from the shoe. Follow procedures for injuries in the event that a rider is thrown from a horse.
Injury to Horse	1-10	Stop the Horse. Instructor physically takes control of the horse. Rider to dismount from the horse. Horse is walked back to the start point and unsaddled. Contact farrier for stone bruises or vet if necessary.

EMERGENCY SCENARIOS	Severity (Incident Severity Scale)	First Response
Environmental	1-10	Discontinue the activity. Relocate Participants to a safe area. Head count to ensure all participants are safe. Notify the Office of the Emergency.
NOTE: If a Spinal Injury is suspected do not move the patient stabilise the neck and keep them comfortable until Emergency Services arrive		
Horse Riding will not happen if: <ul style="list-style-type: none"> • There is no instructor present. • There are not two supervisors present who do not have a fear of horses. • There are technical issues with the equipment. • No helmet is worn. • Safe Footwear covering the feet is not worn. • There are extreme weather conditions. • The instructor has the right to refuse a child under 8 years to ride if conditions are not suitable. • The instructor has the right to refuse any person over 80 kgs to ride if there is no suitable horse to support their weight. 		

Forest Lakes Camp and Conference Centre				Kayaking	
Activity Hazard Register				Effective August 2019	Review Date August 2021
<ul style="list-style-type: none"> • Kayaking is a Challenge by Choice Activity. • Kayaking is operated with a Forest Lakes Instructor. • To ensure a safe, efficient and effective experience we require each group to provide two extra adult supervisors to assist with this activity. • There is a Ratio of 1:8 for kayaking. 					
RISK	HAZARD SOURCE	HAZARD CATEGORY	HAZARD SEVERITY	LIKELY (Y/N)	HAZARD CONTROL <i>e=eliminate</i> <i>i=isolate</i> <i>m=minimise</i>
Drowning	Kayak not fit for use	Equipment	High	N	(i)Regular Equipment Maintenance Checks.
	Inappropriate Clothing	Equipment	Moderate	N	(i)Instructor to ensure participants clothing is appropriate before commencing the activity.
	Life Jacket not fitted correctly, not worn or not fit for use	Equipment	High	N	(i)Life Jackets must be worn. (i)Life jacket checked for fit before leaving shore. (i)Regular Equipment Maintenance Checks.
	Participant can't swim and/or panics upon unexpected capsize	People	High	Y	(i)Instructor keeps all participants within close kayak range. (m)Non swimmers identified before activity commences so instructor is aware of immediate need for assistance.
	Rough Water	Environment	Moderate	Y	(e/m)Instructor to assess wind conditions before commencing activity. The instructor can cancel or postpone the activity if the wind is deemed too strong to allow the activity to proceed.
	Unauthorised use of kayaking equipment	People	High	N	(e)All kayaking equipment is kept locked in the boat shed when not in use. (e/i)If activity is in use but instructor or supervisor is not present all kayaks must be roped together securely and paddles locked in the boat shed.
Illness/Allergy	Lake Water – Algal Bloom	Environment	Low	Y	(m)Shower after kayaking to cleanse skin of any irritants. (m)Avoid full immersion in lake water to prevent oral ingestion of Planktonic Cynaobacteria .

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Injury	Kayak Paddles used inappropriately	People Equipment	Moderate	N	(<i>m</i>)Participants to be trained in proper use of paddles in and out of the water.
	Trees and Reeds at Lake Edge	Environment	Low	N	(<i>i/m</i>)Participants encouraged to stay in clear water away from the edge of the lake.
	Misbehaviour/loss of group control	People	Low	N	(<i>m</i>)Ensure adequate Adult:Child ratios including having a trained instructor present.
Anxiety	Emotional Trauma	People	Low	N	(<i>e/m</i>)Activity is operated on a challenge by choice basis. participant has the option to not participate. (<i>m</i>)Tow rope to bring participant and kayak back to land if necessary. (<i>m</i>)Wizz kayaks are suitable for two people if necessary.
	Lack of Confidence	People Equipment	Low	Y	(<i>i/m</i>)Two kayak styles for participant to choose from. Wizz's have greater stability than Sprites for inexperienced participants.
Interference	Speed boats/other water craft	People Equipment	High	N	(<i>i/m</i>)Define boundaries for each operator to ensure safety of people. Other water craft to use the long arm from the woolshed to the Lakeside Villas, kayakers to use the short arm from the island to the Pipehenge.
Clients/staff becoming cold	Moderate/Heavy Rain and low temperatures (Extreme weather Conditions)	Environment	Low	Y	(<i>e/m</i>)Weather conditions which increase the likelihood of risk are monitored closely, and the operation suspended if conditions deteriorate. (<i>i</i>)Participants encouraged to wear suitable clothing for the conditions. (<i>m</i>)Recommencement of activities only if staff and client in charge of group are happy to begin again.
	Wind Chill	Environment	Low	Y	(<i>e</i>)Cancel or postpone the activity if wind chill is severe, ensure participants are dressed suitably.
Sun burn	Sun	Environment	Moderate	Y	(<i>i</i>)Remind clients that they should use sunburn prevention measures.

RISK	HAZARD SOURCE	HAZARD CATEGORY	HAZARD SEVERITY	LIKELY (Y/N)	HAZARD CONTROL <i>e=eliminate</i> <i>i=isolate</i> <i>m=minimise</i>
Lightning Strike	Extreme Weather conditions	Environment	Low	N	<i>(i/m)</i> Weather conditions which increase the likelihood of risk are monitored closely, and the operation suspended if a thunderclap is heard or lightening observed. Recommencement of activities only if staff and client in charge of the group are happy to begin again and 30 minutes has passed since last lightning strike.
EMERGENCY SCENARIOS	Severity (Incident Severity Scale)	First Response			
For all injuries or medical emergencies including: -injury as a result of poor paddling technique -injury as result of being struck by another lake user (motor boat)	1-2	Follow Emergency Response Plan. Administer appropriate First Aid. No evacuation required. It may be possible to continue with the activity.			
	3-5	Follow Emergency Response Plan. Administer appropriate First Aid. Transport to emergency services using own means. It may be possible to continue with the activity.			
	6-10	Remove patient/s from the water immediately if there is no suspected neck or spinal injury. Follow Emergency Response Plan. Administer appropriate First Aid. Discontinue use of the activity. Call 111 for an ambulance. Site Location is Forest Lakes Camp, 156 Forest Lakes Camp OTAKI. Travel to the end of the road where someone will meet the at the office. Have 1 supervisor call to the office if assistance is required – 063648218 or send a message with a runner if no mobile phone is available or reception is limited. Have 1 supervisor take participants to another activity.			

EMERGENCY SCENARIOS	Severity (Incident Severity Scale)	First Response	
Entrapment	1-10	Remove patient/s from the kayak and water immediately. Follow Emergency Response Plan. Administer appropriate First Aid. Discontinue use of the activity. Call 111 for an ambulance. Site Location is Forest Lakes Camp, 156 Forest Lakes Camp OTAKI. Travel to the end of the road where someone will meet the at the office. Have 1 supervisor call to the office if assistance is required – 063648218 or send a message with a runner if no mobile phone is available or reception is limited. Have 1 supervisor take participants to another activity.	
Struck by a paddle	3-9	Kayaker conscious or unconscious: Remove patient from water as soon as possible.	Follow emergency response plan. Apply First aid – It may be necessary to evacuate the patient to a medical facility. It may be possible to continue the activity.
Capsize	1-2	Kayaker rescues same as 1-2 for Injuries.	
	3-5	Kayaker is rescued – same as 3-5 for injuries.	
	6-10	Same as 6-10 for injuries.	
Sudden High Winds	1-5	All kayakers are to beach on land wherever possible.	
Environmental		Discontinue the activity. Relocate Participants to a safe area. Head count to ensure all participants are safe. Notify the Office of the Emergency.	
Kayaking will not happen if: <ul style="list-style-type: none"> • There is no instructor present. • There are technical issues with the equipment. • No life jacket/buoyancy aid. • Participant Clothing is inappropriate. • There are extreme weather conditions. 			

Forest Lakes Camp and Conference Centre				Mudslide	
Activity Hazard Register				Effective August 2019	Review Date August 2021
<ul style="list-style-type: none"> The Mudslide is a Challenge by Choice Activity. The mudslide is operated without a Forest Lakes Instructor. All supervisors must have watched the You Tube safety clip https://www.youtube.com/watch?v=SFGRMLlrS0g . This clip is also on our website www.forestlakes.org.nz . To ensure a safe, efficient and effective experience we require each group to provide two adult supervisors to assist with this activity, one to be stationed at the top of the mudslide assisting participants and one to be stationed at the end to assist exit from the pool. Only one participant is to be on the activity at any time. This includes the pool at the end. 					
RISK	HAZARD SOURCE	HAZARD CATEGORY	HAZARD SEVERITY	LIKELY (Y/N)	HAZARD CONTROL <i>e=eliminate</i> <i>i=isolate</i> <i>m=minimise</i>
Drowning	Participant can't swim	People	High	N	(m)Supervisor at the bottom end of the slide prepared to enter the pool and assist if participant loses footing or panics
Itchy Skin	Water	Environment	Low	N	(m)Shower after mudslide to cleanse skin of any irritants. (m)Regular emptying of the pool to avoid stagnant water.
Injury	Rips or tears in the matting	Equipment	Low	N	(e)Regular Maintenance Checks.
	Slipping while ascending hill	People	Low	Y	(m)Encourage participants to walk up hill rather than run. (m)Hold rope when climbing for stability.
	Sticks on Slide or in Pool	Environment	Low	Y	(e)Supervisors are to check slide for obstacles before activity commences. (e)Wade through pool before commencement to check for submerged foreign objects.
	Head Impact	People	Low	N	(m)Participants must slide in the feet forward position.
	Collision	People	Low	N	(i/e)Supervisors to ensure participant does not commence their descent until previous participant is clear of the pool at the end. (e)Only one person to use the slide at a time.
Anxiety	Emotional Trauma	People	Low	N	(i)Activity is operated on a challenge by choice basis. The participant has the option to not participate.

RISK	HAZARD SOURCE	HAZARD CATEGORY	HAZARD SEVERITY	LIKELY (Y/N)	HAZARD CONTROL <i>e=eliminate</i> <i>i=isolate</i> <i>m=minimise</i>
Participants becoming cold	Moderate/Heavy Rain and low temperatures (Extreme weather Conditions)	Environment	Low	Y	(<i>e/i</i>)Weather conditions which increase the likelihood of risk are monitored closely, and the operation suspended if conditions deteriorate. (<i>m</i>)Participants encouraged to wear suitable clothing for the conditions. (<i>m</i>)Activity is close to accommodation so participants can get changed relatively quickly.
Sun burn	Sun	Environment	Moderate	Y	(<i>i</i>)Remind clients that they should use sunburn prevention measures.
Lightning Strike	Extreme Weather conditions	Environment	Low	N	(<i>e/i</i>)Weather conditions which increase the likelihood of risk are monitored closely, and the operation suspended if a thunderclap is heard or lightening observed. (<i>m</i>)Recommencement of activities only if staff and client in charge of group are happy to begin again and 30 minutes has passed since last lightning strike.
EMERGENCY SCENARIOS	Severity (Incident Severity Scale)	First Response			
For all injuries or medical emergencies including: - Injury as the result of using poor technique resulting in unconsciousness - Impalement	1-2	Follow Emergency Response Plan. Administer appropriate First Aid. No evacuation required. It may be possible to continue with the activity.			
	3-5	Follow Emergency Response Plan. Administer appropriate First Aid. Transport to emergency services using own means.			

EMERGENCY SCENARIOS	Severity (Incident Severity Scale)	First Response	
Drowning/near drowning	6-10	<p>Bottom Safety Supervisor must remove patient from the water immediately.</p> <p>Follow Emergency Response Plan. Administer appropriate First Aid. Discontinue use of the activity. Call 111 for an ambulance. Site Location is Forest Lakes Camp, 156 Forest Lakes Camp OTAKI. Travel to the end of the road where someone will meet the ambulance by the tyre mound on the right hand side of the road. Have 1 supervisor call to the office if assistance is required – 063648218 or send a message with a runner if no mobile phone is available or reception is limited. Have 1 supervisor take participants to another activity.</p>	
	3-9	<p>Participant conscious or unconscious:</p> <p>Remove patient from water as soon as possible unless you suspect a neck or spinal injury.</p>	<p>Follow emergency response plan. Apply First aid – It may be necessary to evacuate the patient to a medical facility. It may be possible to continue the activity.</p>
Environmental		<p>Discontinue the activity. Relocate Participants to a safe area. Head count to ensure all participants are safe. Notify the Office of the Emergency.</p>	

Forest Lakes Camp and Conference Centre				Swimming Pool	
Activity Hazard Register				Effective August 2019	Review Date August 2021
<ul style="list-style-type: none"> No Lifeguards are present at the swimming pool. All children under the age of 16 must have an adult supervisor. 1 supervisor is required for groups of less than 8 swimmers, 2 supervisors for groups of more than 8 swimmers. Participants must shower before entering the pool, especially after using other water activities. 					
RISK	HAZARD SOURCE	HAZARD CATEGORY	HAZARD SEVERITY	LIKELY (Y/N)	HAZARD CONTROL <i>e=eliminate</i> <i>i=isolate</i> <i>m=minimise</i>
Unrestricted Entry	Open Gates	People Equipment	High	N	(m)Regular maintenance checks of locks and latches. (m)Spring loaded systems.
Slipping, Bruising, Broken Bones	Running	People	Low	Y	(e/m)No running inside pool area. (e)Remove those not following instructions from pool area.
Broken Bones Bruising Paralysis	Diving Jumping	People	High	N	(m/e)No diving in the pool. Height at deep end 1.3m Height at shallow end 0.9m. (m)No Jumping. Do not move swimmer if a neck or back injury is suspected.
Cuts	Broken Tiles	Equipment	Low	N	(i)Regular Maintenance Checks.
Drowning	Participant can't swim	People	High	N	(i)Swimmers must stay within their depth. (e)Supervisors must be able to jump in and perform a rescue at all times.
	Participant Panics	People	High	N	(m)Ensure pool supervisors can swim
	Inappropriate Clothing	People Equipment	Low	Y	(e)Appropriate swimming clothing to be worn. No footwear or heavy baggy clothing in the pool.
Anxiety	Emotional Trauma	People	Low	Y	(e/m)Activity is operated on a challenge by choice basis. The participant has the option to not participate. (e)Supervisor to stop any undesirable actions e.g. ducking, intimidation.

RISK	HAZARD SOURCE	HAZARD CATEGORY	HAZARD SEVERITY	LIKELY (Y/N)	HAZARD CONTROL <i>e=eliminate</i> <i>i=isolate</i> <i>m=minimise</i>
Participants becoming cold/ Hypothermic	Moderate/Heavy Rain and low temperatures (Extreme weather Conditions)	Environment	Low	Y	<i>(e/i)</i> Weather conditions which increase the likelihood of risk are monitored closely, and the operation suspended if conditions deteriorate. <i>(m)</i> Activity is close to accommodation so participants can get changed relatively quickly. <i>(i)</i> Limit time use on activity if it is cold.
Sunburn	Sun	Environment	Moderate	Y	<i>(i)</i> Remind clients that they should use sunburn prevention measures. <i>(i)</i> Limit time use on activity if sun is extreme. <i>(i)</i> Remind to reapply sun cream after being in the pool.
Lightning Strike	Extreme Weather conditions	Environment	Low	N	<i>(e/i)</i> Weather conditions which increase the likelihood of risk are monitored closely, and the operation suspended if a thunderclap is heard or lightening observed. <i>(m)</i> Recommencement of activities only if staff and client in charge of group are happy to begin again and 30 minutes has passed since last lightning strike.
Illness	Unwell Swimmers	People	Low	N	<i>(e)</i> Anyone who has had vomiting or Diarrhea in the past 48 hours is not to use the swimming pool.
	Chemical Balance	Equipment	Low	N	<i>(i)</i> Pool has automatic Chlorine Feed. Maintenance checks occur regularly.
EMERGENCY SCENARIOS	Severity (Incident Severity Scale)	First Response			
For all injuries or medical emergencies	1-2	Follow Emergency Response Plan. Administer appropriate First Aid. No evacuation required. It may be possible to continue with the activity.			
	3-5	Follow Emergency Response Plan. Administer appropriate First Aid. Transport to emergency services using own means.			

EMERGENCY SCENARIOS	Severity (Incident Severity Scale)	First Response	
	6-10	Follow Emergency Response Plan. Administer appropriate First Aid. Discontinue use of the activity. Call 111 for an ambulance. Site Location is Forest Lakes Camp, 156 Forest Lakes Camp OTAKI. Notify the office immediately for extra assistance. Have 1 supervisor take participants to another activity.	
	3-9	Participant conscious or unconscious: Remove patient from water as soon as possible if there is no suspected neck or spinal injury.	Follow emergency response plan. Apply First aid – It may be necessary to evacuate the patient to a medical facility. It may be possible to continue the activity.
Environmental		Discontinue the activity. Relocate Participants to a safe area. Head count to ensure all participants are safe. Notify the Office of the Emergency.	

Forest Lakes Camp and Conference Centre				Waterslide	
Activity Hazard Register				Effective August 2019	Review Date August 2021
<ul style="list-style-type: none"> The Waterslide is a Challenge by Choice Activity. The Waterslide is operated without a Forest Lakes Instructor. Check with camp staff that water quality is acceptable before commencement of the activity. A key must be obtained from the office to unlock the waterslide. All supervisors must have watched the You Tube safety clip https://www.youtube.com/watch?v=K39UJhlwOtM . This clip is also on our website www.forestlakes.org.nz To ensure a safe, efficient and effective experience we require each group to provide two adult supervisors to assist with this activity, one to be stationed at the top of the waterslide ensuring participants are sitting in the correct position and one to be stationed at the end to assist exit from the lake. This supervisor must be a competent swimmer. Only one participant is to be on the activity at any time. Life Jackets are available if required. 					
RISK	HAZARD SOURCE	HAZARD CATEGORY	HAZARD SEVERITY	LIKELY (Y/N)	HAZARD CONTROL <i>e=eliminate</i> <i>i=isolate</i> <i>m=minimise</i>
Injury	Abrasions on slide	Equipment	Low	N	(e)Regular Maintenance Checks.
	Slipping while ascending ladder	People	Low	Y	(i)Only one person at a time on the ladder, hold on to hand rails.
	Foreign objects on Slide or in Lake	Environment	Low	Y	(e)Supervisors are to check slide for obstacles before activity commences. (e)Swim in the landing area of the lake at the base of the slide before commencement to check for submerged foreign objects.
	Slipping while ascending hill	Environment	Low	Y	(m)Walk carefully up the hill, use hand rail/rope where provided.
	Head Impact Back Injury	People	Low	N	(m)Participants must slide in the feet forward position, holding both legs between the knees and ankles and have feet 30 cms apart and stay in this position all the way down the slide.
	Collision	People	Low	N	(i)Supervisors to ensure participant does not commence their descent until previous participant is clear of the lake at the end. (e)Only one person to use the slide at a time.

RISK	HAZARD SOURCE	HAZARD CATEGORY	HAZARD SEVERITY	LIKELY (Y/N)	HAZARD CONTROL <i>e=eliminate</i> <i>i=isolate</i> <i>m=minimise</i>
Injury	Speed	People	Low	N	(i)Reduce speed of water flow at the top. (e)Do not use Soap on the Waterslide.
	Motor craft	Environment	Low	N	(i)Motor craft only to operate on far side of lake when water slide is in use.
	Overcrowding on Tower	People	Low	N	(i)One Supervisor must be up the tower at all times the slide is operating. Only one Participant in addition to the Supervisor to be on the ladder or tower at any time.
	Tower structure	Equipment	Low	N	(m)Monthly Maintenance checks.
Drowning	Participant can't swim	People	High	N	(e)Must not use the waterslide.
	Participant Panics	People	High	N	(i)Ensure supervisor at landing area can swim and has good vision. (m)Life buoy must be present and attached to rope so it can be thrown to the person in the water. (i)Life Jackets are available for participant to wear if required for extra assurance. (m)Supervisor at the bottom must be able to swim confidently. (m)Supervisor at bottom must be prepared to enter water to provide assistance if required.
Itchy Skin	Water	Environment	Low	N	(m)Shower after Waterslide to cleanse skin of any irritants.
Anxiety	Emotional Trauma	People	Low	Y	(i)Activity is operated on a challenge by choice basis. participant has the option to not participate. (i)Encourage use of a life jacket.

RISK	HAZARD SOURCE	HAZARD CATEGORY	HAZARD SEVERITY	LIKELY (Y/N)	HAZARD CONTROL <i>e=eliminate</i> <i>i=isolate</i> <i>m=minimise</i>
Participants becoming cold	Moderate/Heavy Rain and low temperatures (Extreme weather Conditions)	Environment	Low	Y	(<i>e/i</i>)Weather conditions which increase the likelihood of risk are monitored closely, and the operation suspended if conditions deteriorate. (<i>e</i>)Waterslide not to be operated in high winds. (<i>m</i>)Activity is close to accommodation so participants can get changed relatively quickly. (<i>i</i>)Limit time use on activity if it is cold.
Sun burn	Sun	Environment	Moderate	Y	(<i>i</i>)Remind clients that they should use sunburn prevention measures. (<i>i</i>)Limit time use on activity if sun is extreme.
Lightning Strike	Extreme Weather conditions	Environment	Low	N	(<i>e/i</i>)Weather conditions which increase the likelihood of risk are monitored closely, and the operation suspended if a thunderclap is heard or lightening observed. (<i>m</i>)Recommencement of activities only if staff and client in charge of group are happy to begin again and 30 minutes has passed since last lightning strike.
EMERGENCY SCENARIOS	Severity (Incident Severity Scale)	First Response			
For all injuries or medical emergencies including: - Injury as the result of using poor technique resulting in unconsciousness - Impalement	1-2	Follow Emergency Response Plan. Administer appropriate First Aid. No evacuation required. It may be possible to continue with the activity.			
	3-5	Follow Emergency Response Plan. Administer appropriate First Aid. Transport to emergency services using own means.			

EMERGENCY SCENARIOS	Severity (Incident Severity Scale)	First Response	
Drowning/near drowning	6-10	<p>Bottom Safety Supervisor must remove patient from the water immediately unless there is a suspected neck or spinal injury. Follow Emergency Response Plan. Administer appropriate First Aid. Discontinue use of the activity. Call 111 for an ambulance. Site Location is Forest Lakes Camp, 156 Forest Lakes Camp OTAKI. Call at the office for directions to the patient. Have 1 supervisor call to the office if assistance is required – 063648218 or send a message with a runner if no mobile phone is available or reception is limited. Have 1 supervisor take participants to another activity.</p>	
	3-9	<p>Participant conscious or unconscious: Remove patient from water as soon as possible unless there is a suspected neck or spinal injury.</p>	<p>Follow emergency response plan. Apply First aid – It may be necessary to evacuate the patient to a medical facility. It may be possible to continue the activity.</p>
Environmental		<p>Discontinue the activity. Relocate Participants to a safe area. Head count to ensure all participants are safe. Notify the Office of the Emergency.</p>	