



MANAGING RISKS OR LOSS

USING THIS DOCUMENT

You should use this document to help you manage risks in the outdoors.

Specific situations include:

- **Community run** project where volunteer or community participation is planned, on **public land**
 - Read the next 2 pages
 - Ensure you have the DECLARATION OF KNOWN RISKS form (at back) completed by an appropriate Council officer. Incorporate this information into your planning
 - Follow the process of managing safety and conservation values on site including all of the attached work-sheets and report back to the Council officer. You will need their permission to continue. They will give you feedback (and help) in completing your planning.

- **Community run** project where volunteer or community participation is planned, on **private land**.

This is your responsibility, but it would be good practice to follow the guidelines.

- Read the next 2 pages
 - Follow the process of managing safety and conservation values on site
 - Get the landowners permission. See *Community Project Agreement & Landowner Permission* form (available from Parks & Landscape Community Project Coordinator at Waitakere City Council). This might help.
- **Private and/or commercial** activity on **public land** eg hiring a Park
 - Read the next 2 pages
 - Ensure you have the DECLARATION OF KNOWN RISKS form (at back) completed by an appropriate Council officer. Incorporate this information into your planning for managing safety and conservation values on site
 - This planning is your responsibility. You can use the tools provided here or follow your company procedures.
- **Council run community project** where volunteer or community participation is planned, on **public land**
 - Read the next 2 pages
 - Follow the process of managing safety and conservation values on site including all of the attached work-sheets except the DECLARATION OF KNOWN RISKS form (at back) – this information will be automatically incorporated into your risk management forms.

MANAGING RISKS – OF DAMAGE, INJURY OR LOSS

Safety & Conservation Values

- Health or safety of you or your team
- Natural Values and Special Features of your site (Conservation Values)
- Tools or other assets
- Team morale
- Public perceptions of your organisation

All of the above can be managed through your activity or project work, most can actually be improved – but things can also go wrong, resulting in damage.

The management of risks associated with the health & safety and conservation values are essential. You can choose if managing other areas of risk is necessary for your group.

Following are some notes and tools to help you manage: -

HEALTH AND SAFETY

Please note: -

- In a place of work, the law holds each person accountable for their respective roles in managing health and safety. How this applies to volunteer workers has not been tested in court. However, following the same principles as in a workplace will help you avoid injury – and the law. Hazards are elements in our surroundings, in the behaviour of others or ourselves and associated with equipment we have with us. Such hazards pose risks to us. The risk is that we will suffer some injury, harm or loss if we do not take care of the hazard. This template helps us manage the risks associated with the 3 sources of hazard while we undertake the activities we have planned.
- The law requires risks to be **eliminated**, or if not, then **isolated**, or if not then **minimised**. For example, you may choose not to work on a particular site because of some risk it contained (risk eliminated), or you may choose to fence off the risk area (risk isolated), or you may require protective clothing e.g. boots with a good grip, for working on a slippery slope (risk minimised).
- The law requires communication with workers/participants. You can choose how best to do this but at least **make sure you inform them of the risks**.
- The law requires that “**all practicable**” steps be taken.

The forms attached will help guide you through the planning process.

There are **5 steps** you need to take: -

1. Identify risks associated with the 3 forms of hazards.
2. Plan to manage those risks – by organising to eliminate, isolate or minimise them. Be aware of industry standards or other guidelines that already exist. They will help you understand what management strategies might be expected.
3. Communicate the risks to participants in your planned activities.
4. Implement your management strategies.
5. Monitor that people are following guidelines. If necessary, reinforce it to them (“all practicable steps”). (Take your completed Risk Management forms on site and use them as a reminder of how you planned to manage things).

Managing risk doesn't have to be heavy – it just means a little planning – it's better than a serious injury!

CONSERVATION VALUES

Part of the process of using, improving or restoring a site is making sure the special features or natural values it already has are not damaged in the process.

1. **Identify** such values or features (use the site plan). Ask: -
 - What positive role does vegetation play here (including some weed species) such as stabilising ground, providing shelter, providing shade...?
 - What are the places that wildlife (lizards, insects, fish, etc) may especially value – as homes, food sources, nesting sites, roosting sites?
 - What sensitive features of the site are there that, if disturbed, could result in damage e.g. swathes of sedges or reeds that are easily squashed, stream overhangs that may break off if stood on, unusual or threatened plant species, unusual or interesting rock features, scree slopes.....?
 - What role does stormwater, or groundwater play here? What maintains groundwater or stormwater, what slows it down, spreads it out or keeps it clean.....?

The risk is that some of these positive elements on site may get damaged.

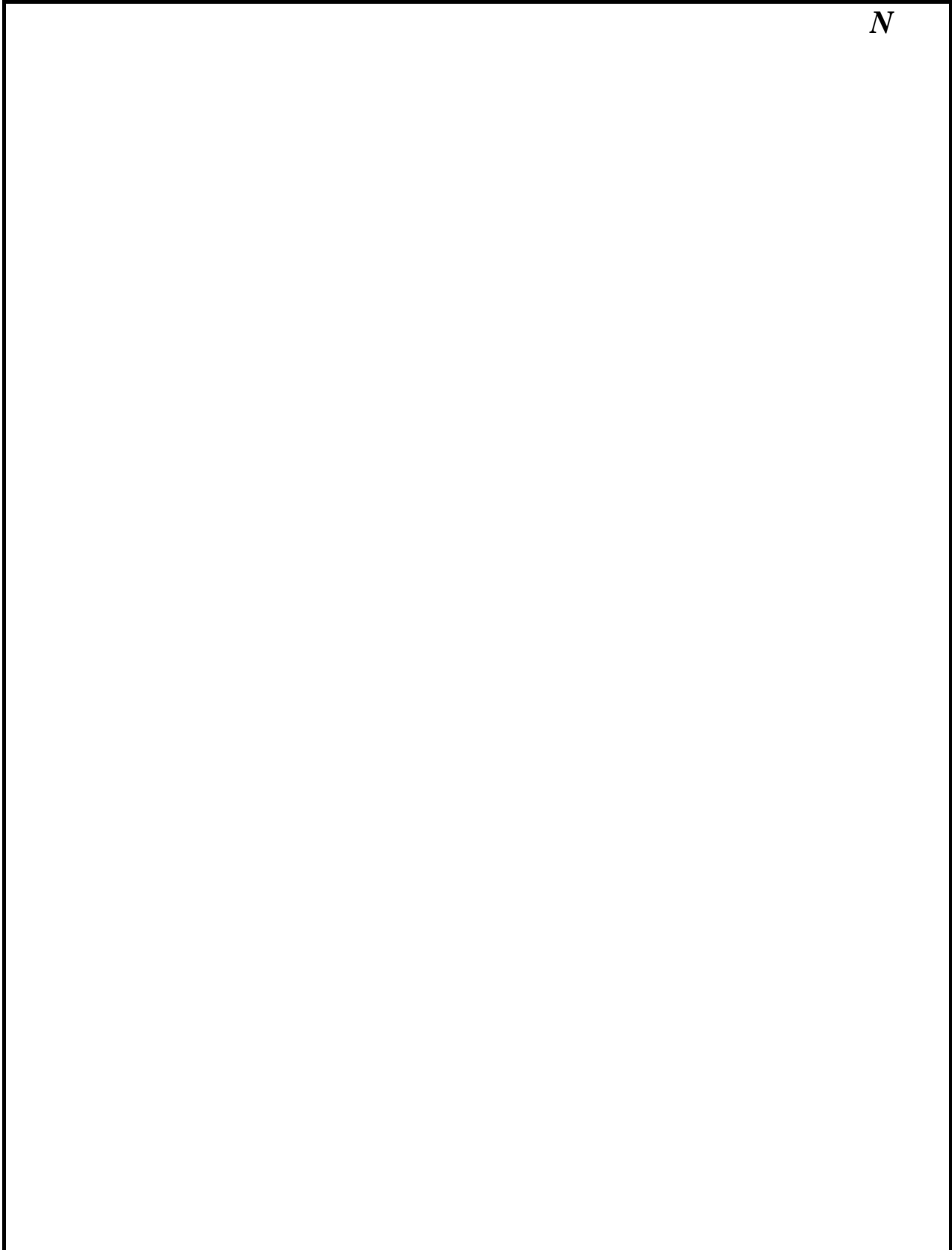
2. Now, again plan to manage the risks to the site associated with your teams presence and work. Work out how to **eliminate** any risk to these values or features. If you can't eliminate, then **isolate**, or if not, then **minimise**. In this case, then also plan to **mitigate** the effects you have had. There is a form attached to help.
NOTE – you may also need a Resource Consent. Your processes here will help you through that procedure.
3. **Communicate** the values and risks to these values to participants.
4. **Implement** your management strategies.
5. **Monitor** that people are following guidelines. If necessary, reinforce it to them. (Take your completed Risk Management forms on site and use them as a reminder of how you planned to manage things).

SITE PLAN: *Page 1*

Draw the main features of your site, then: -

- *highlight sites of risk to workers*
- *highlight special conservation sites*

Now go to 'SITE PLAN: Page 2'



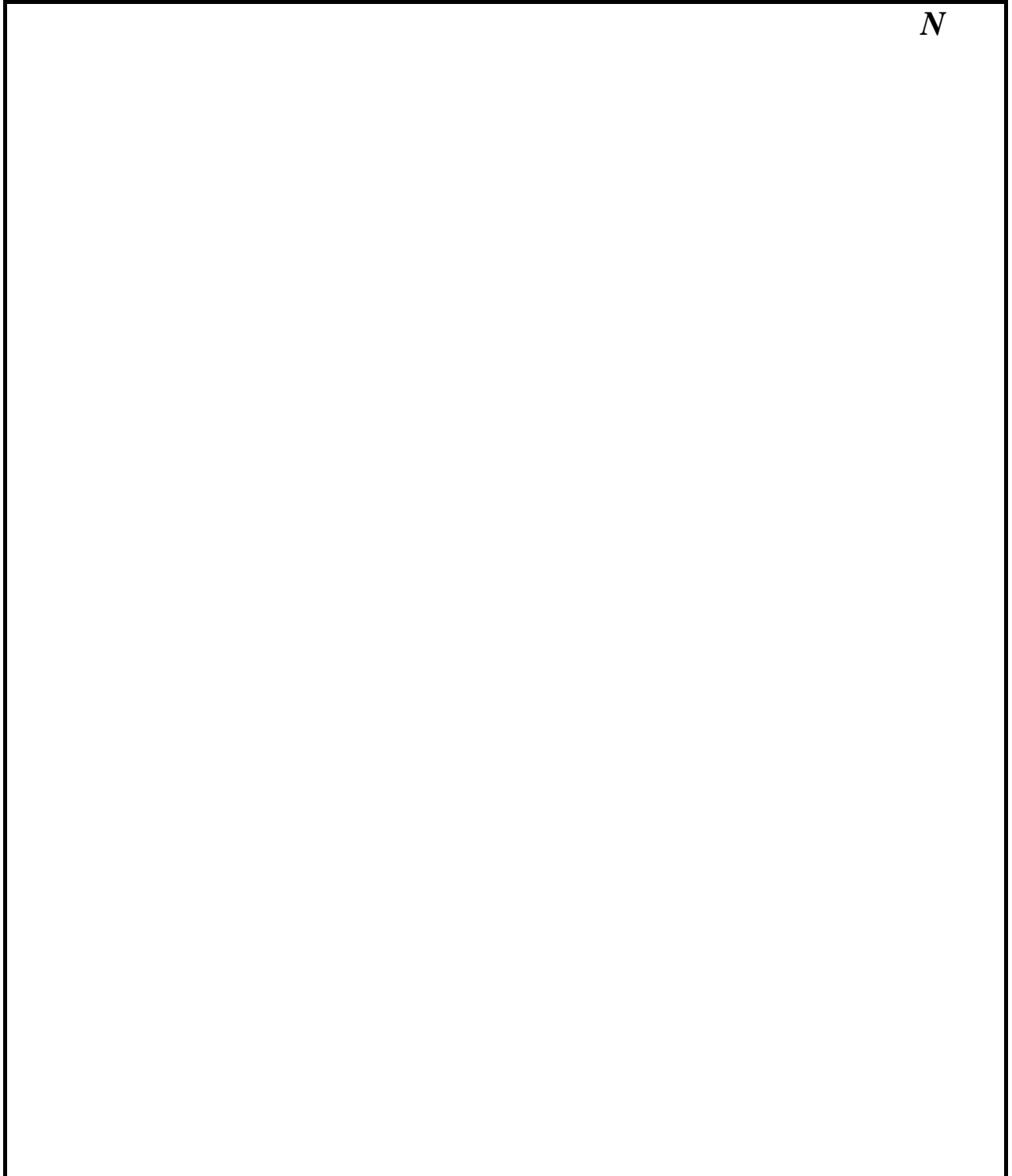
A large empty rectangular box for drawing a site plan. In the top right corner of the box, there is a north arrow symbol 'N'.

SITE PLAN: *Page 2*

Plan your activities on this page – cross-referencing with ‘SITE PLAN: page 1’

- *highlight areas where you plan to carry out work*
- *highlight pathways and entry points to the site*
- *highlight storage areas, turning areas or any other requirements*

Now with all the site information (from Site Plans 1 and 2) go to the RAMS forms.



N

HEALTH AND SAFETY RISK ANALYSIS AND MANAGEMENT SYSTEM (RAMS)

This is our plan to manage health and safety risks arising from our activity.

NAME: _____

DATE: _____

ACTIVITY/LOCATION*: _____

*For Public Land, get a Declaration Of Known Risks form completed by an appropriate person in Council. Include their information in your risk management process on this page.

| | | | |
|---|---|--|--|
| RISKS Accident, injury, other forms of loss | | | |
| CAUSAL FACTORS Hazards, perils, dangers | People | Equipment | Environment |
| | | | |
| RISK MANAGEMENT STRATEGIES Remember to: communicate, and take "all practicable steps" Emergency | Normal Operation E=Eliminate I=Isolate M=Minimise | Eliminate: Isolate: Minimise: | Eliminate: Isolate: Minimise: |
| | | | |

| | | | |
|--|--|----|--------|
| <p>RELEVANT INDUSTRY STANDARDS APPLICABLE (Do be aware of what these documents recommend)</p> | <ul style="list-style-type: none"> Health and Safety in Tree Work Part 3 River and Stream Operations - Department of Labour | | |
| <p>POLICIES AND GUIDELINES RECOMMENDED (by your own organisation)</p> | | | |
| <p>SKILLS REQUIRED BY STAFF/ACTIVITY LEADERS</p> | | | |
| <p>PERMISSION GRANTED BY COUNCIL (Needed only if the activity is on public land)</p> | <u>Choose One</u> | | |
| | Yes | No | N/A |
| | <p><u>Comments:</u></p> | | |
| <p>FINAL DECISION ON IMPLEMENTING ACTIVITY</p> | <u>Choose One</u> | | |
| | Accept | | Reject |
| | <p><u>Comments:</u></p> | | |

CONSERVATION VALUES RISK ANALYSIS AND MANAGEMENT SYSTEM (RAMS)

This is our plan to manage possible damage to special conservation values in our activity.

NAME: _____

DATE: _____

ACTIVITY/SITE: _____

| | | | |
|--|--|--|--|
| RISKS Damage that may be caused | | | |
| CAUSAL FACTORS How could the damage happen | People | Equipment | Environment |
| | | | |
| RISK MANAGEMENT STRATEGIES | Normal Operation Eliminate, Isolate, Minimise, Mitigate | | |
| SKILLS / AWARENESS Required by Participants | Eliminate: Isolate: Minimise: Mitigate: | Eliminate: Isolate: Minimise: Mitigate: | Eliminate: Isolate: Minimise: Mitigate: |

Inspection of Safe and Unsafe/Damaging Acts and Conditions

| Safe Acts and Conditions | Unsafe/Damaging Acts and Conditions | Actions taken &/or Comments |
|--|-------------------------------------|-----------------------------|
| <u>Management or System Dependent Factors:</u> | | |
| <u>Instructor or Supervision Dependent Factors:</u> | | |
| <u>Participant or Worker Dependent Factors:</u> | | |
| <u>General Public Dependent Factors:</u> | | |

DECLARATION OF KNOWN RISKS

Where you are operating on publicly owned land, it is Council's responsibility to inform you of risks known to Council.

Please talk to an appropriate person in council. They will:

- 1) complete this page for you;*
- 2) ask for a copy of the completed version of this whole document. You will need their permission, including their satisfaction with your planning to proceed. (Remember, they too share some legal liability).*

SITE NAME: _____

COUNCIL OFFICER: _____

PHONE No. for further enquiries: _____ **DATE:** _____

| | RISKS – known or reasonably expected to be apparent | Other comments |
|--------------------|--|-----------------------|
| ENVIRONMENT | | |
| EQUIPMENT | | |
| PEOPLE | | |