| **WTMC Alpine Risk Assessment template*(Adapted from the NZAC Trip Planning Workbook with permission)*** |
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| **For help on completing this workbook, see the NZAC Trip Planning Workbook Guide - Information for completing the Trip Planning Workbook (**[**link**](https://drive.google.com/drive/u/2/folders/1xNgwJ5vSsmzSfBPQrc2r8XIX21gK7zG3)**)** |
| TRIP SUMMARY |
| **Trip Name** |  |
| **Trip Date** |  |
| **Trip Leader** |  |
| **Co-leader (if applicable)** |  |
| **Maximum No. of Participants** |  |
| **Trip Grade and grade description** |  |
| **Fitness Level required** |  |
| **Plan Prepared By** |  |
| **Approval by, name and date** |  |
|  |  |
| PRE-TRIP PLANNING |
| DETAILS FOR GOOGLE APPLICATION FORM | *The Chief Guide will set up the Google Form* |
| **General Description, including objectives and route** | The Big Picture of the Trip  |
| **Who is this trip for?** | Who is the trip generally aimed towards |
| **What to expect** | What should people expect from this trip |
| **Skills, Equipment, Knowledge Required** | Outline the key skills, equipment, and experience required for participants (e.g. two tools, ropes…) |
| **Hazards Involved** | This should include the list of all the hazards on this trip as formulated below – something that can go in the Google Form, with an acceptance of the hazard sign off from the participant. |
| **Plan Bs** | This should set out alternative routes or objectives to adapt to changing conditions - e.g. depending on avalanche risk, weather etc |
| **Alternative trips -** ie for bad weather, high rivers, avalanche conditions, fire etc. | The worst case scenario before calling off the trip – ie if the weather is foul, maybe you plan to do a tramp or some other alpine trip. It’s good to have a back up plan so people can still get together for at least a day for the social aspect. |
| ADDITIONAL INFORMATION |
| **Is this avalanche terrain?** **For example, what is the** [**ATES**](https://www.doc.govt.nz/parks-and-recreation/know-before-you-go/be-avalanche-alert/) **rating for the area?** **If area is covered by avalanche.net.nz, what region is it?** | *Reference -* [*https://www.doc.govt.nz/parks-and-recreation/know-before-you-go/be-avalanche-alert/*](https://www.doc.govt.nz/parks-and-recreation/know-before-you-go/be-avalanche-alert/) *if the area that you are travelling is not covered by the Site Specific ATES, you can create your own by filling in the form in this site.*  |
| **Is avalanche gear required on this trip (transceiver, probe, shovel)** | *A number of factors may be considered to decide to take avalanche gear, for example:** *will you be traveling through avalanche terrain?*
* *what are the avalanche forecast/snow conditions?*

*If unsure, discuss with the Chief Guide/Alpine Coordinator* |

| SAFETY AND EMERGENCY PLANNING  |
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| Risk Management List significant hazards that could cause injury and describe method to either: - (E) Eliminate: Ensure hazard does not exist or removed from activity,  - (M) Minimise: Reduce hazard to below significant. **Some examples below, add and update for your trip.** |
| **Ensure all participants understand that safety of them and the group is their responsibility** |
| **Hazard**  | **E/M** | **Management Method** – examples only, change to suit your trip  | **Responsible** |
| **Human factors / subjective hazards** |
| Equipment Forgotten/Failure | E/MME | Provide a gear list and check mandatory gear before leaving.Trip Leader to carry small repair kit.If participants turn up with incorrect gear which won’t work, they may not be able to participate. Buddy check equipment.  | Trip Leader (TL)TLAll/TL |
| Slip/Trips/Falls | M | Check that the participants have suitable experience and gear for the terrain they are covering.Monitor progress and abilities, adjust objectives if necessary | TLTL |
| Cold/hypothermia/wind burn/Dehydration/Heat exhaustion/Sunburn | MM | Monitor participants wellbeing, ensure plenty of water/drinking stops, time to put more warm clothing on etc. Use of the buddy system.  | TL/All |
| Illness | M | Monitor health of participants, check their allergies on application form, and use the buddy system. Carry additional First Aid Kit. Identify First Aid Qualified person(s) on trip. | TL |
| Participants exhausted or anxious, slowing group down to be a hazard | MMMM | Monitor physical/mental condition of participants as trip progressesConsider splitting the group, if it is safe to do soNever let someone turn around by themselves. Support as appropriate with approved alpine trip leaderHave a plan for those who turn around, including notification when they are out. | TLTL |
| **Environmental factors / objective hazards** |
| Weather | E/M | Check weather forecast before leavingMonitor changing conditions as the trip progresses | TLAll |
| Avalanches | MMENEE/MM | Check avalanche advisory before leavingMonitor conditions and terrain.Avoid avalanche terrain if possible.If conditions warrant it, avalanche safety gear is carried by all participants. Participants know how to use it.Consider cancelling the trip or changing objective if the regional avalanche conditions are considerable or above for the area covered. Modify trip to go to less avalanche prone terrain.Use safe travel techniques when in avalanche terrain | TLAllTL/AllTLAllAllAll |
| Poor Snow Conditions | MEM | Use appropriate gearAdjust route and/or objective if soft snow hinders progress or icy slopes increase risk.Alpine start to avoid soft snow | AllTLTL/All |
| Rock Fall | ME | Wear helmets if necessary.Avoid rock paths when possible. Go one by one if necessary | AllAllAll |
| River Crossings | MME | Assess appropriate crossing locations.Cross as a team when necessaryConsider turning back if river is dangerous | AllAllAll |
| Navigation/Getting Lost | M | All participants are required to carry navigation equipment and have the ability to use that equipment.  | All |

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# TRIP PLANNING CHECKLIST

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|  | Trip Planning and Collecting Applications |
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| ☐ | Complete Alpine Risk Assessment  |
| ☐ | Apply for approval from Chief Guide or Alpine Coordinator |
|  | The Chief Guide will set up a sign up sheet for your trip . |
| ☐ | Vet all registrations for suitability for the trip  |
| ☐ | If there is some doubt a person is suitable for the trip, then you must contact the participant to get more info – stopping them from coming if necessary. |
| ☐ | Book accommodation, if necessary (or delegate to a participant) |
| ☐ | Coordinate transport (or delegate to a participant) - this may require identifying the need for snow chains, 4WD, and experienced drivers. |
| ☐ | Coordinate group gear (or delegate to a participant) |
| *If there is a mismatch between participants’ abilities and the level of support available, then decide to change the trip objectives or cancel it* |
|  |  |
|  | Week before |
| ☐ | Track weather and terrain conditions. If looking marginal, consider alternative activities or cancelling.  |
| ☐ | Track avalanche for[ecasts on www.avalanche.net.nz.](http://www.avalanche.net.nz/) |
| *Contact the Chief Guide or the Alpine Coordinator for advice if necessary* |
| *Apply the alternatives from your Contingency Plan if necessary* |
|  |  |
|  | Two days out |
| ☐ | Make the call on the trip. Communicate to all participants if it’s going ahead as planned, using a contingency plan or cancelling. Contact the Chief Guide or Alpine Coordinator for advice if necessary |
| *Apply the alternatives from your Contingency Plan if necessary* |
|  | The day before |
| ☐ | Ensure the risk assessment is completed and up to date and send in its entirety to the Emergency Contact and to intentions@wtmc.org.nz so they have all the data that they need if an incident occurs.  |
| ☐ | If personal PLBs are taken on the trip, ensure they are either 1/ redirected to the Club’s Emergency Contact for that weekend, or 2/ that the personal emergency contact knows to contact the Club Emergency Contact. |
| ☐ | Ensure you have the following in hard copy for the trip: Alpine risk assessment and Intentions Sheet |
|  | The day of the trip  |
| ☐ | Confirm conditions still suitable, including driving conditions |
| ☐ | Check Weather and Avalanche forecasts |
| ☐ | **Safety and Environmental Briefing** - ensure the following briefing is carried out at the beginning of the trip, and each day of the trip if anything has changed.A safety briefing should cover:TRIP AND POTENTIAL RISKS* **Main aim of the trip**: getting home safe (even if that means turning around)
* **Intended destination and route(s)**
* **Objective hazards (environment factors)**: e.g. terrain, weather, avalanche
* **Subjective hazards (human factors)**: e.g. lack of skills, fatigue/cold, following the leader or the group without thinking, commitment to the summit rather than turning around if unsafe

RISK MANAGEMENT STRATEGIES* **Turn around time and decision points**
* **Assigning buddies**:emphasising the need look after each other
* **Expectation to work as a group**: everyone is responsible for the group safety and is encouraged to give their opinion, speak up if they are not comfortable, look after each other
* **Safety gear and who carries it** (shelter, first aid kit, avalanche gear if carried)
* **Communication gear and who carries it** (club and personal PLBs, in-reach etc)

OTHER INFORMATION* Any environmental things to cover – poo pots/rubbish etc.
* Any cultural considerations
* Any other relevant information
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|  | During the trip  |
| ☐ | Active identification and management of objective and subjective risks, including:continual assessment of conditions and group throughout the trip, including physical/mental condition of participants* ensure people display the appropriate level of technical skills. If not, correct mistakes or consider turning back
* implementation of the buddy system
* facilitating group decision making
* encouraging people to speak if they are uncomfortable
* considering and planning for the return trip
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| ☐ | Promote learnings/upskilling if possible - e.g. explain decision making process, make time for alpine skills practice if conditions permit (e.g. self arrest, avalanche rescue..) |
| ☐ | Ensure any change of intentions are communicated, where possible, to the Emergency Contact. |
|  | After the trip  |
| ☐ | Quick debrief with the group - what went well, what could have gone better, any skills to learn or how to avoid mistakes |
| ☐ | Report any incidents, near misses, questions or concerns to the Chief Guide or the Alpine Coordinators |
| ☐ | Report any damaged club gear |
| ☐ | Ensure safe transport back to Wellington, including managing driver fatigue (e.g. taking breaks, rotating drivers) |