

## RISK ASSESSMENTS

General Camp Risks		
Hazard	Risk Assessment (See Matrix)	Elimination/Control Measures
<b>Medical Emergencies</b>		Teachers to carry a fully stocked school first aid kit Teachers to have all student medication accessible Facilitators & Caterers have a current First Aid accreditation
Aggravation of existing medical condition or injury	4	Group leader must obtain appropriate medical information of group members Group leader must ensure group members have their medication Group must bring an appropriately stocked first aid kit and suitable trained first aid person. Facilitator staff do have basic personal first aid kits
Sunburn Dehydration Heat Stroke	5 4 3	Campers to wear hats, sunscreen and carry water Items listed on "What to bring checklist" Water is readily accessible to all campers Active Education has a hot weather policy
Hypothermia	3	Campers are advised to wear weather appropriate clothing. Students showing early signs of hypothermia are treated asap
Injury due to a bite or sting	4	Groups to be aware of and look out for snakes (not seen very often) Appropriate first aid kit available Medical attention available within 15 minutes
Food poisoning Injury due to unsupervised access	4	All cooks trained in food safety and food handling practices All food goods are purchased from reputable suppliers Dietary requirements are taken into account Group members not to enter the kitchen other than for duty groups
Child protection related incident	4	All Active Education staff are required to hold a National Police Clearance before commencing employment Campsite staff must have a National Police Clearance Active Education follows the DECS guidelines from "Protective practices for staff in their interactions with students"
Bus Trip - Student actions may impair or distract the driver		Teacher outlines expected behaviour and consequences of misbehaviour before trip commences Teachers actively supervise during trip (enforce rules & monitor behaviour). Communicate any issues that arise with bus driver.
Motion Sickness	6	Have students who are prone to motion sickness sit near the front of the bus Teachers should bring sick buckets (with lids)
Vehicle faulty	5	Check maintenance and service records of vehicles
Vehicle accidents	3	Ensure participants stay seated throughout travel Ensure seat belts are worn where fitted. Ensure vehicle operators hold appropriate licences & insurance.
<b>Transportation of participants in private vehicle.</b>		Should only occur in circumstances where there is no other feasible option. Permission obtained from parent, caregiver

Child Protection related incident	4	Vehicle is comprehensively insured & registered
Vehicle faulty	5	Driver holds full license.
Vehicle accidents	4	Driver should have been NPC screened.
<b>Toilet Stop</b> Students may be at increased risk of harm using public toilets		Teacher to stipulate a "2 person to the toilet" rule With younger students, teacher should supervise from outside toilet
<b>General</b>	6	<ul style="list-style-type: none"> <li>• Campsite holds all licences required to operate</li> <li>• Campsite maintains public liability insurance</li> <li>• Construction meets relevant building codes</li> <li>• Campsite has a commitment to manage OH&amp;S issues</li> </ul>
Buildings unstable	6	
Site uninsured	6	
Injury due to OH&S issue	6	
<b>Participants walking / crossing roads</b> Struck by vehicle while crossing road	3	<ul style="list-style-type: none"> <li>• Students made aware of roads and speed of cars &amp; trucks</li> <li>• Strict Boundaries set in place by facilitator</li> <li>• Camp Aldinga speed limit signposted at 10km/h</li> <li>• Students should walk on verge of road where possible</li> </ul>
<b>Dining &amp; meeting rooms</b>		<ul style="list-style-type: none"> <li>• Signage states to stack chairs to max of 6</li> <li>• Signage state tables are to be stacked against wall</li> <li>• Hot water units are placed in low use areas</li> <li>• Breakage of any plates or cups must be cleared up immediately</li> <li>• Any spills must be wiped up / mopped immediately. Wet floor signs put up</li> </ul>
Struck By falling equipment	6	
Hot water burns	5	
Cuts	5	
Slip on wet floor	5	
Fall off equipment	5	<ul style="list-style-type: none"> <li>• Equipment is inspected and maintained regularly</li> <li>• Soft fall areas are in place and maintained</li> </ul>
<b>Site Hazards</b> (includes trip hazards, environment)	6	<ul style="list-style-type: none"> <li>• External lighting at night</li> <li>• Trees are cut back and cleared and general maintenance conducted to reduce risks</li> <li>• Fallen trees &amp; branches are removed as soon as practicable</li> <li>• Regular aborist visits to identify suspect trees</li> </ul>
Tripping on Paths / tracks	6	
Uneven ground	5	
Fallen trees	5	
Falling tree branches	3	
Native flora & fauna Injury due to bite or sting (eg snake or spider)	4	<ul style="list-style-type: none"> <li>• Group briefed on level of risk &amp; emergency response if required.</li> <li>• Participants to wear closed in shoes for all activities.</li> <li>• Instructor to walk at head of group.</li> <li>• First Aid kit carried at all times.</li> </ul>
Fire Personal Injury	4	<ul style="list-style-type: none"> <li>• Smoke alarms are installed in every sleeping room</li> <li>• Fire blankets are available in the kitchen</li> <li>• Emergency procedures explained at group welcome</li> <li>• Emergency assembly area clearly marked</li> <li>• Group checked against participant list</li> <li>•</li> </ul>
Participant separated from group	5	
Loss of property	6	
Accommodation	5	<ul style="list-style-type: none"> <li>• Ensure adequate sleeping accommodation for each participant</li> <li>• Ensure separate sleeping accommodation for males and females</li> <li>• Ensure leaders accommodation is within easy access for participants if required</li> <li>• Groups briefed on appropriate behaviour, rules &amp; out of bounds areas</li> <li>• Group to advise campsite staff on any maintenance</li> </ul>
Injury due to inappropriate actions	6	
Inadequate supervision	5	
Unserviceable fittings	5	
Unforseen emergency	5	

		required during stay
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<b>Program: Group Development</b>			
<b>Activity</b>	<b>Hazard</b>	<b>Risk Assessment</b>	<b>Elimination/Control Measures</b>
<b>Orienteering</b>	Students get lost	6 – Low Risk	During introduction facilitators reinforce what to do if group becomes lost.
	Risk of Snakebite	5 – Low Risk	Reinforce behaviours & precautions during safety talk
	Scratches, scrapes from trips or falls	5 – Low Risk	Facilitators advise children not to run especially on loose and downhill surfaces.
	Student hit by a car on road	3 –Moderate Risk	Groups told to walk along the side of roads Younger students accompanied by an adult
<b>Geetas</b>	Risk of injury to feet and ankles	5 – Low Risk	Stress safety during introduction Adequate supervision and intervention
<b>Attack and defend</b>	Risk of collision injury	5 – Low Risk	Stress safety Adequate supervision and intervention
<b>Pot'o'gold</b>	Fall from 'bridge'	5 – Low Risk	Reinforce safety procedures Ensure students are adequately supported at all times when on POG logs. Students must not be on a 'bridge' without supervision.
<b>Toxic waste</b>	No major foreseen risks		
<b>Continuous motion</b>	Risk of collision injury	5 – Low Risk	Stress safety Adequate supervision and intervention
	Trip injury	5 – Low Risk	Area selection must be free from major trip hazard (eg pot holes). Stress safety during introduction
<b>Blindfold maze</b>	Risk of impact with tree or similar	6 – Low Risk	During the activity there is to be no running and students should walk with bumpers up
<b>Spiders Web</b>	Risk of falling	5 – Low Risk	Reinforce safety procedures Person being lifted should be fully supported until their feet are back on the ground
<b>Plane Game</b>	Risk of collision injury	6 – Low Risk	Stress safety
<b>The great egg drop</b>	No major foreseen risks		

<b>Program: Wind &amp; Flight</b>			
<b>Activity</b>	<b>Hazard</b>	<b>Risk Assessment</b>	<b>Elimination/Control Measures</b>
<b>Air Is Not Nothing</b>	Nil	Nil	Nil
<b>Wing Shape and Flight Path</b>	Eye injury from paper plane	5 – Low Risk	Ensure line-up procedures adhered to Adequate supervision and instruction
<b>Kite Making</b>	Risk of fibreglass splinters from spars	5 – Low Risk	Inform students of care when handling Fibreglass Adequate supervision and instruction
	Scissor injury	5 – Low Risk	Adequate supervision and instruction

<b>Flight Toy Challenge</b>	Risk of injury from flying objects	5 – Low Risk	Reinforce safety procedures Adequate supervision
<b>Frisbee Golf</b>	Trip injury	5 – Low Risk	Stress safety during introduction
	Risk of injury from flying objects	5 – Low Risk	Reinforce safety procedures Adequate supervision
<b>Program: Tribal Challenge</b>			
<b>Activity</b>	<b>Hazard</b>	<b>Risk Assessment</b>	<b>Elimination/Control Measures</b>
<b>Puzzle Run</b>	Trip/Fall	5 – Low Risk	Safety precautions mentioned in briefing given to participants, Make sure area is clear from trip hazards.
	Participants run into each other	5 – Low Risk	Safety precautions mentioned in briefing given to participants.
<b>Water Filler</b>	Slip	6 – Low Risk	Setup in a non-slippery area, Safety precautions mentioned in briefing given to participants
<b>Blindfold Obstacle Course</b>	Participants run into each other	5 – Low Risk	Safety precautions (Bumpers Up!) mentioned in briefing given to participants.
	Participants walk into an obstacle	5 – Low Risk	Path designed to minimize risk, Bumpers up, staff monitoring all participants.
<b>Raise the Flag</b>	Large branch fall on participants	3 – Moderate Risk	Shelters must be freestanding, Set shelters up away from gums.
	Impact Injury from hammer	6 – Low Risk	Ensure supervision of peg hammering
<b>Orienteering</b>	Getting lost	6 – Low Risk	Reinforce what to do if lost, Boundaries well defined by fences, Easy access to all areas by vehicle to allow leaders.
	Trip/Fall	6 – Low Risk	Safety precautions mentioned in briefing given to participants
<b>Plumbers Track</b>	Impact Injury from hammer	6 – Low Risk	Ensure supervision of stake hammering
<b>Fire Building</b>	Burns from open fire	5 – Low Risk	Careful explanation of safety procedures, No student to light fire without close adult supervision Small fires only in fire drums.
	Scratches etc from wood collection	5 – Low Risk	Careful explanation of safety procedures
	Bush Fire	3 – Moderate Risk	Small fire, Clear area, Not in fire danger season or extreme windy days & extinguishing resources on hand.

## Risk assessment proforma to assess the risk in the activities provided by Active Education

### Risk Assessment

Risk Assessment Matrix				
How serious could the injury be?	How likely is it to be that serious?			
	very likely	likely	unlikely	very unlikely
Death or permanent disability	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off	2	3	4	5
First aid needed	3	4	5	6
<b>Severity</b> – is a measure of an injury, illness or disease occurring. When assessing severity, the most severe category that would be most reasonably expected should be selected.		<b>Likelihood</b> – is defined as the potential that an accident will happen that may cause injury or harm to a person. When making assessment of likelihood, you must establish which of the categories most closely describes the probability of the hazardous incident occurring.		
<b>Legend</b> <b>1 and 2</b> Extreme risk; consider elimination of the activity. Otherwise determine controls that are reasonably practicable to minimise the risk. <b>3 and 4</b> Moderate risk; determine controls that are reasonably practicable to minimise the risk <b>5 and 6</b> Low risk; manage by routine procedures.				