

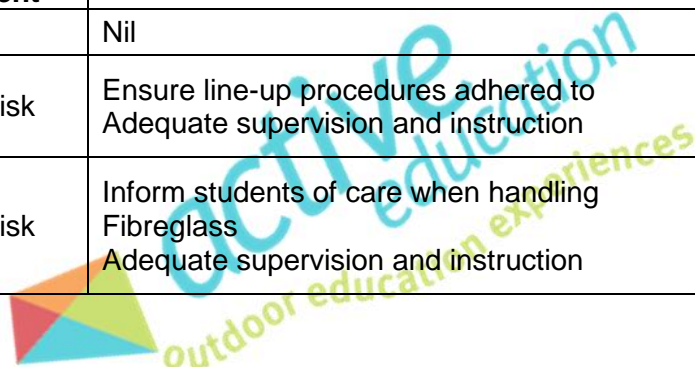
RISK ASSESSMENTS

General Camp Risks		
Hazard	Risk Assessment (See Matrix)	Elimination/Control Measures
Medical Emergencies		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	5	Campers to wear hats, sunscreen and carry water
Dehydration	4	Items listed on "What to bring checklist"
Heat Stroke	3	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	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
Injury due to unsupervised access		
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.
Transportation of participants in private vehicle.		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 Driver holds full license.

Vehicle faulty	5	Driver should have been NPC screened.
Vehicle accidents	4	
Toilet Stop 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
General	6	<ul style="list-style-type: none"> • Campsite holds all licences required to operate • Campsite maintains public liability insurance • Construction meets relevant building codes • Campsite has a commitment to manage OH&S issues
Buildings unstable	6	
Site uninsured	6	
Injury due to OH&S issue	6	
Participants walking / crossing roads Struck by vehicle while crossing road	3	<ul style="list-style-type: none"> • Students made aware of roads and speed of cars & trucks • Strict Boundaries set in place by facilitator • Camp Aldinga speed limit signposted at 10km/h • Students should walk on verge of road where possible
Dining & meeting rooms		<ul style="list-style-type: none"> • Signage states to stack chairs to max of 6 • Signage state tables are to be stacked against wall • Hot water units are placed in low use areas • Breakage of any plates or cups must be cleared up immediately • Any spills must be wiped up / mopped immediately. Wet floor signs put up
Struck By falling equipment	6	
Hot water burns	5	
Cuts	5	
Slip on wet floor	5	
Fall off equipment	5	
Site Hazards (includes trip hazards, environment)	6	<ul style="list-style-type: none"> • External lighting at night • Trees are cut back and cleared and general maintenance conducted to reduce risks • Fallen trees & branches are removed as soon as practicable • Regular aborist visits to identify suspect trees
Tripping on Paths / tracks	6	
Uneven ground	5	
Fallen trees	5	
Falling tree branches	3	
Proximity to water/river	3	<ul style="list-style-type: none"> • Group safety briefing at start of camp which establishes boundaries relating to the river and when PFDs must be worn. Group is continually reminded about the boundaries. • Group leaders need to ascertain if there are any sleepwalkers in their group and organise overnight supervision of these campers to minimise risk.
Native flora & fauna Injury due to bite or sting (eg snake or spider)	4	<ul style="list-style-type: none"> • Group briefed on level of risk & emergency response if required. • Participants to wear closed in shoes for all activities. • Instructor to walk at head of group. • First Aid kit carried at all times.
Fire Personal Injury	4	<ul style="list-style-type: none"> • Smoke alarms are installed in every sleeping room • Fire blankets are available in the kitchen • Emergency procedures explained at group welcome • Emergency assembly area clearly marked • Group checked against participant list
Participant separated from group	5	
Loss of property	6	
Accommodation	5	<ul style="list-style-type: none"> • Ensure adequate sleeping accommodation for each participant • Ensure separate sleeping accommodation for males and
Injury due to	6	

inappropriate actions	5	females <ul style="list-style-type: none"> • Ensure leaders accommodation is within easy access for participants if required • Groups briefed on appropriate behaviour, rules & out of bounds areas • Group to advise campsite staff on any maintenance required during stay
Inadequate supervision	5	
Unserviceable fittings	5	
Unforeseen emergency	5	

Program: Group Development			
Activity	Hazard	Risk Assessment	Elimination/Control Measures
Orienteering	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
Geetas	Risk of injury to feet and ankles	5 – Low Risk	Stress safety during introduction Adequate supervision and intervention
Attack and defend	Risk of collision injury	5 – Low Risk	Stress safety Adequate supervision and intervention
Pot'o'gold	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.
Toxic waste	No major foreseen risks		
Continuous motion	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
Blindfold maze	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
Spiders Web	Risk of falling	5 – Low Risk	Reinforce safety procedures Person being lifted should be fully supported until their feet are back on the ground
Plane Game	Risk of collision injury	6 – Low Risk	Stress safety
The great egg drop	No major foreseen risks		
Program: Wind & Flight			
Activity	Hazard	Risk Assessment	Elimination/Control Measures
Air Is Not Nothing	Nil	Nil	Nil
Wing Shape and Flight Path	Eye injury from paper plane	5 – Low Risk	Ensure line-up procedures adhered to Adequate supervision and instruction
Kite Making	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
Flight Toy Challenge	Risk of injury from flying objects	5 – Low Risk	Reinforce safety procedures Adequate supervision
Frisbee Golf	Trip injury	5 – Low Risk	Stress safety during introduction
	Risk of injury from flying objects	5 – Low Risk	Reinforce safety procedures Adequate supervision
Program: Tribal Challenge			
Activity	Hazard	Risk Assessment	Elimination/Control Measures
Puzzle Run	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.
Water Filler	Slip	6 – Low Risk	Setup in a non-slippery area, Safety precautions mentioned in briefing given to participants
Blindfold Obstacle Course	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.
Raise the Flag	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
	Injury from timber posts	6 – Low Risk	Careful instruction regarding safety for movement and handling
Plumbers Track	Impact Injury from hammer	6 – Low Risk	Ensure supervision of stake hammering
Fire Building	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.
Program: Pizza Making			
Activity	Hazard	Risk Assessment	Elimination/Control Measures
	Burn	5 – Low Risk	Exclusion area from kitchen Safe handling
	Food Poisoning /Gastro	5 – Low Risk	Strict Hand washing prior to and during session Use of low risk ingredients Fresh in – Fresh out Policy

Program: Fishing from the Shore

Activity	Hazard	Risk Assessment	Elimination/Control Measures
	Sunburn	5 – Low Risk	Provide Sunscreen for staff and students Insist on hats, long sleeve T-shirts (Big 5)
	Injury from hooks	5 – Low Risk	Make aware of danger Instruction about use
	Fall from jetty	3 – Moderate Risk	Fish from behind the rails Set boundaries and provision of adequate supervision Leader/ student ratio 1:10 with 2 leaders required Leader/ student ratio R – 2 being 1:6, Yrs 3 – 12 being 1:10 with 2 leaders required Generally not suitable for junior/middle primary Provide throw rope Have PFD nearby
	Injury from fish barb	5 – Low Risk	Identification of catch Instruction of correct handling

Program: Swimming in the River

Activity	Hazard	Risk Assessment	Elimination/Control Measures
	Sunburn	5 – Low Risk	Provide Sunscreen for staff and students Insist on hats, long sleeve T-shirts (Big 5)
	Drowning	3 – Moderate Risk	All PFD's checked before entering the water Clear boundaries and adequate supervision
	Cut from glass/unknown sharp objects etc	5 – Low Risk	Make aware of dangers Ensure suitable footwear is used
	Being beyond comfortable depth	3 – Moderate Risk	Set boundaries and provision of adequate supervision Leader/ student ratio R – 2 being 1:6, Yrs 3 – 12 being 1:10 with 2 leaders required with supervision in the water and on the beach Inexperienced junior swimmers to wear type 2 PFD Provide throw/rescue rope

Program: River Studies

Activity	Hazard	Risk Assessment	Elimination/Control Measures
Water testing	Fall into river	5 – Low Risk	Clear guidelines for water collection Wear a PFD for water collection from river Adult supervision
River walk	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
Ponding	Drowning	3 – Moderate Risk	Students must wear a PFD when close to the river Clear Instruction of safety procedures and boundaries Adequate supervision and intervention
	Insect bite	6 – Low Risk	Facilitator staff to check area for hazards prior to

			activity.
	Snake bite	5 – Low Risk	Facilitator staff to check area for hazards prior to activity.
	Yabby bite	5 – Low Risk	Clear instructions for handling yabbies
River Story	No foreseeable risks		

Program: Basic Skills Kayaking			
Activity	Hazard	Risk Assessment	Elimination/Control Measures
	Capsize	Moderate/There is a moderate to high likelihood of a capsize in every session	An explanation at the start of each session of what to do in case of capsize and how to prevent it happening.(Kayaking instructor with staff assistance) If capsize occurs the instructor is in charge of rescue.
	Strong Winds	High/ Likely	An assessment of the situation will be made and the session will be adapted or cancelled. (Kayaking instructor)
	Extreme Winds	Extreme/ Unlikely	Session Cancelled. (Kayaking instructor)
	Hypothermia	High/ Unlikely	Instructor to monitor for signs of hypothermia and if needed a participant should be dealt with immediately. (Kayaking instructor)
	Drowning	High/ Rare	All PFD's Checked before departure. Kayak floatation tested regularly. (Kayaking instructor)
	Sunburn	Moderate/ Occurs Frequently	Explain to participant the risk of sunburn increases on the water and provide sunscreen before leaving the bank. Check Sun-smart Clothing (Kayaking instructor with staff assistance)
	Heat Stress	Moderate/ Unlikely	Check Sun-smart Clothing Explain to participants the risk of heat stress increases on the water and prepare group before leaving the bank. (Kayaking instructor with staff assistance)
	Entrapment in Kayak	Moderate/ Unlikely	The use of wide opening Kayaks (Minnows) almost certainly prevents entrapment.(Kayaking instructor)
	Struggling Group Members	Low/ Moderately likely	Activities not highly strenuous The activities are taken out close to the banks and a participant can exit the water. If required the participant can be towed. (Kayaking instructor)



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
Severity – 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.		Likelihood – 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.		
Legend 1 and 2 Extreme risk; consider elimination of the activity. Otherwise determine controls that are reasonably practicable to minimise the risk. 3 and 4 Moderate risk; determine controls that are reasonably practicable to minimise the risk 5 and 6 Low risk; manage by routine procedures.				