

## 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<br>Teachers to have all student medication accessible<br>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<br>Group leader must ensure group members have their medication<br>Group must bring an appropriately stocked first aid kit and suitable trained first aid person.<br>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<br>Active Education has a hot weather policy  |
| Hypothermia  | 3                            | Campers are advised to wear weather appropriate clothing.<br>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)<br>Appropriate first aid kit available<br>Medical attention available within 15 minutes  |
| Food poisoning   | 4                            | All cooks trained in food safety and food handling practices<br>All food goods are purchased from reputable suppliers<br>Dietary requirements are taken into account<br>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<br>Campsite staff must have a National Police Clearance<br>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<br>Teachers actively supervise during trip (enforce rules & monitor behaviour).<br>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<br>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<br>Ensure seat belts are worn where fitted.<br>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.<br>Permission obtained from parent, caregiver  |
| Child Protection related incident                            | 4                            | Vehicle is comprehensively insured & registered<br>Driver holds full license.  |
| Vehicle faulty   | 5                            | Driver should have been NPC screened.  |
| Vehicle accidents  | 4                            |  |

|   |                            |  |
|---|----------------------------|--|
| <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<br>With younger students, teacher should supervise from outside toilet  |
| <b>General</b><br>Buildings unstable<br>Site uninsured<br>Injury due to OH&S issue  | 6<br>6<br>6<br>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>  |
| <b>Participants walking / crossing roads</b><br>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><br>Struck By falling equipment<br>Hot water burns<br>Cuts<br>Slip on wet floor                                    | 6<br>5<br>5<br>5           | <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>  |
| 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><br>(includes trip hazards, environment)<br>Tripping on Paths / tracks<br>Uneven ground<br>Fallen trees<br>Falling tree branches | 6<br>6<br>6<br>5<br>5<br>3 | <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>   |
| Native flora & fauna<br>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<br>Participant separated from group<br>Loss of property  | 4<br>5<br>6                | <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>  |
| Accommodation<br><br>Injury due to inappropriate actions<br>Inadequate supervision<br>Unserviceable fittings<br>Unforeseen emergency                | 5<br><br>6<br>5<br>5<br>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 required during stay</li> </ul> |

| <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<br>Younger students accompanied by an adult   |
| <b>Geetas</b>                     | Risk of injury to feet and ankles      | 5 – Low Risk           | Stress safety during introduction<br>Adequate supervision and intervention  |
| <b>Attack and defend</b>          | Risk of collision injury               | 5 – Low Risk           | Stress safety<br>Adequate supervision and intervention  |
| <b>Pot'o'gold</b>                 | Fall from 'bridge'                     | 5 – Low Risk           | Reinforce safety procedures<br>Ensure students are adequately supported at all times when on POG logs.<br>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<br>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<br>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>Geocaching</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<br>Younger students accompanied by an adult   |
| <b>The great egg drop</b>         | <b>No major foreseen risks</b>         |                        |   |
| <b>Program: Coastal Ecology</b>   |  |                        |   |
| <b>Activity</b>                   | <b>Hazard</b>                          | <b>Risk Assessment</b> | <b>Elimination/Control Measures</b>   |
| <b>Sand, wind and water</b>       | Sunburn                                | 3 – Moderate Risk      | Provide Sunscreen for staff and students<br>Insist on hats, long sleeve T-shirts (Big 5)  |
|                                   | Needle stick injury                    | 4 – Moderate Risk      | Warn students of dangers of needle stick injury   |
|                                   | Cut from glass etc                     | 4 – Moderate Risk      | Adequate supervision and instruction  |

|                                    |   |                        |  |
|------------------------------------|---|------------------------|--|
| <b>Environmental treasure hunt</b> | Sunburn                                 | 3 – Moderate Risk      | Provide Sunscreen for staff and students<br>Insist on hats, long-sleeve T-shirts (Big 5)                               |
|                                    | Needle stick injury                     | 4 – Moderate Risk      | Warn students of dangers of needle stick injury  |
|                                    | Cut from glass etc                      | 4 – Moderate Risk      | Adequate supervision and instruction   |
| <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<br>Adequate supervision and instruction   |
| <b>Kite Making</b>                 | Risk of fibreglass splinters from spars | 5 – Low Risk           | Inform students of care when handling Fibreglass<br>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<br>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<br>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,<br>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<br>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  |
|----------|-------------------------------------|-----------------|---|
|          | Risk of burn from the coals in fire | 5 – Low Risk    | Reinforce exclusion area around fire<br>No students permitted to place or remove pizza in fire                |
|          | Food Poisoning /Gastro              | 5 – Low Risk    | Strict Hand washing prior to and during session<br>Use of low risk ingredients<br>Fresh in – Fresh out Policy |

### Program: Fishing from the Shore or Jetty

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

### Program: Swimming at the Beach

| Activity | Hazard                    | Risk Assessment | Elimination/Control Measures   |
|----------|---------------------------|-----------------|--|
|          | Sunburn                   | 5 – Low Risk    | Provide Sunscreen for staff and students<br>Insist on hats, long sleeve T-shirts (Big 5) |
|          | Needlestick injury        | 5 – Low Risk    | Warn students of dangers of needle stick injury  |
|          | Cut from glass/shells etc | 5 – Low Risk    | Make aware of dangers<br>Ensure suitable footwear is used                                |

|  |                                |                   |  |
|--|--------------------------------|-------------------|--|
|  | Being beyond comfortable depth | 3 – Moderate Risk | Set boundaries and provision of adequate supervision<br>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<br>Inexperienced junior swimmers to wear type 2 PFD<br>Provide throw/rescue rope |
|  | Drowning                       | 3 – Moderate Risk | Clear boundaries and adequate supervision  |

| <b>Program: Basic Skills Kayaking</b> |                          |   |  |
|---------------------------------------|--------------------------|---|--|
| <b>Activity</b>                       | <b>Hazard</b>            | <b>Risk/Likelihood</b>  | <b>Elimination/Control Measures</b>  |
|                                       | 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)<br>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<br>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<br>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             |
| <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><br><b>1 and 2</b> Extreme risk; consider elimination of the activity. Otherwise determine controls that are reasonably practicable to minimise the risk.<br><b>3 and 4</b> Moderate risk; determine controls that are reasonably practicable to minimise the risk<br><b>5 and 6</b> Low risk; manage by routine procedures. |                                      |  |          |               |