

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 Vehicle accidents	5 4	Driver should have been NPC screened.
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 Buildings unstable Site uninsured Injury due to OH&S issue	6 6 6 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
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 Struck By falling equipment Hot water burns Cuts Slip on wet floor	6 5 5 5	<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
Fall off equipment	5	<ul style="list-style-type: none"> • Equipment is inspected and maintained regularly • Soft fall areas are in place and maintained
Site Hazards (includes trip hazards, environment) Tripping on Paths / tracks Uneven ground Fallen trees Falling tree branches	6 6 6 5 5 3	<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
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 Participant separated from group Loss of property	4 5 6	<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 •
Accommodation Injury due to inappropriate actions Inadequate supervision Unserviceable fittings Unforeseen emergency	5 6 5 5 5	<ul style="list-style-type: none"> • Ensure adequate sleeping accommodation for each participant • Ensure separate sleeping accommodation for males and females • 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

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
Geocaching	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
The Great Egg Drop	No major foreseen risks		

Program: Environmental Studies			
Activity	Hazard	Risk Assessment	Elimination/Control Measures
The Amazing Earthworm	Risk of infection from handling Horse manure etc	5 – Low Risk	Encourage students to wash hands thoroughly after activity
Ponding in the Creek/Dam	Drowning	3 – Moderate Risk	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
Heysen Trail walk	Hit by car crossing and walking along the road to Botanic Gardens or the Rocks	3 – Moderate Risk	Clear Instruction and Safety procedures prior to departure
	Students get lost	6 – Low Risk	Facilitators reinforce stay as a group & 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 walk sensibly and be careful especially on loose and downhill surfaces.

Program: Aboriginal Studies

Activity	Hazard	Risk Assessment	Elimination/Control Measures
Chain reaction	Risk of injury from scissor and stapler use	6- Low Risk	Stress safety with scissors and staplers
Fish preparation	Risk of burn from the coals in fire	5 – Low Risk	Reinforce exclusion area around fire No students permitted to place or remove fish in fire
Wiltja building	Risk of scratches from building materials	5 – Low Risk	Adequate supervision. Stress safety and behavioural precautions
Artefacts	Nil	Nil	Nil
Dreaming stories	Nil	Nil	Nil

Boomerang painting	Injury from skewer	6 – Low Risk	Stress safety during introduction
Hunting & gathering games	Risk of students being struck with object	5 – Low Risk	Stress the use of line-ups Ensure no student is standing forward of student with object
	Risk of collision injury	5 – Low Risk	Stress safety Adequate supervision and intervention
Scrub walk	Snakebite	5 – Low Risk	Reinforce behaviours and awareness during safety talk
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

	Trip/Fall	6 – Low Risk	Safety precautions mentioned in briefing given to participants
Plumbers Track	Impact Injury from hammer	6 – Low Risk	Ensure supervision of stake hammering
Program: Camp Cooking and Camp out			
Activity	Hazard	Risk Assessment	Elimination/Control Measures
Bush Walk to Seeone Hills	Hit by car crossing and walking along the road	3 – Moderate Risk	Clear Instruction and Safety procedures prior to departure Adequate supervision and intervention Facilitator staff to check area for hazards prior to activity
	Students get lost	6 – Low Risk	Facilitators reinforce stay as a group & 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 walk sensibly and be careful especially on loose and downhill surfaces
Trangia Cooking	Burns	4 – Moderate risk	A ‘trangia circle’ is created to stop student walking near/tripping over trangias Group to remain seated while trangia burning. Give clear instructions & supervise closely. Allow trangia to cool before moving & cleaning
Bush Cooking	Burns	4 – Moderate risk	Clear instructions and boundaries regarding safety around hot camp ovens No access for students to ovens in the kitchen area
	Food Poisoning /Gastro	5 – Low Risk	Strict Hand washing prior to and during session Use of low risk ingredients Fresh in – Fresh out Policy
Campfire Cooking	Burns	4 – Moderate risk	All students to be a safe distance away from the fire & closely supervised. Careful explanation of safety procedures, No student to light fire without close adult supervision
	Scratches etc from wood collection	6 - 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: Bush Survival Skills

Activity	Hazard	Risk Assessment	Elimination/Control Measures
ORIENTEERING (Gear Collection)	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
	Misuse of equipment	5 – Low Risk	Safety precautions mentioned in briefing given to participants and more dangerous equipment (eg logs) placed near end of course.
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
Search & Rescue	Trip/Fall	5 – Low Risk	Safety precautions mentioned in briefing given to participants
Stretcher Building	Splinters from wood	6 – Low Risk	Check quality of wood before use
Stretcher Carrying	Splinters from wood	6 – Low Risk	Check quality of wood before use
	Drop equipment on foot	6 – Low Risk	Ensure team working together, give precise instruction while carrying a stretcher (eg 1,2,3 Lift), gear not carried above chest height.
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.

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.				



Risk Assessment – Challenge Hill

Element	Likelihood	Consequence	Control Actions	Who
TOWER....Climb chain, across top, climb down pole. <ul style="list-style-type: none"> Impact injury due to fall 	Unlikely	Major	Adequate supervision Full time spotter Instructions..... Back to Wall Watch your feet when descending	Facilitator Teaching Staff
LOG WALL.....Climb over log wall, climb down other side <ul style="list-style-type: none"> Impact injury due to fall 	Likely	Minor / Moderate	Adequate supervision Full time spotter Instructions..... Watch feet whilst ascending / Descending Step off at end...do not drop	Facilitator Teaching staff
ROPE SWING....Swing on rope across onto platform <ul style="list-style-type: none"> Impact injury due to fall 	Likely	Minor	Adequate supervision Full time spotter Instructions..... Hold rope tightly Don't climb net	Facilitator Teaching staff
MONKEY CLIMB.....Climb onto platform, use secure ropes to get across <ul style="list-style-type: none"> Impact injury from fall 	Unlikely	Minor	Adequate supervision Full time spotter Instructions..... Take your time...complete slowly	Facilitator Teaching staff
CHIMNEY.....Climb around building, into chimney <ul style="list-style-type: none"> Impact injury from fall 	Likely	Minor / Moderate	Adequate supervision Full time spotter Instructions..... Climb down Ladder, NOT pole Support required on high face near chimney Not everyone can complete this element	Facilitator Teaching staff
TYRE & LOG CLIMB....up over logs, down tyres <ul style="list-style-type: none"> Impact injury from fall 	Unlikely	Minor	Adequate supervision Full time spotter Instructions..... 2 at a time only Face IN down tyres	Facilitator Teaching staff
MONKEY BARS.....Hand over hand along bars <ul style="list-style-type: none"> Impact injury from fall 	Rare	Minor	Adequate supervision Full time spotter Instructions..... Demo required Stabilize before dismount	Facilitator Teaching staff
LOG WALL....Climb log wall with hand holds, over and down other side <ul style="list-style-type: none"> Impact injury from fall 	Unlikely	Minor	Adequate supervision Full time spotter Instructions..... Team effort required Assist others Climb down, DO NOT drop	Facilitator Teaching staff

LOG WALK....Walk along horizontal logs <ul style="list-style-type: none"> Impact injury from fall 	Rare	Minor	Adequate supervision Full time spotter Instructions..... Use trees and ropes for balance Watch feet	Facilitator Teaching staff
MOUSETRAP: Crawl through maze. Maze is fully enclosed and raised off the ground. <ul style="list-style-type: none"> Cuts from Galv iron cladding Impact injury to head from low doorway 	Rare	Minor	Adequate supervision Full time spotter Instructions..... Explain Claustrophobia Keep head down Keep moving Don't crowd	Facilitator Teaching staff
PIPE CHIMNEY.....Enter at the bottom, Climb up inside and down outside <ul style="list-style-type: none"> Bumping Head on entry Impact injury from fall 	Rare	Minor	Adequate supervision Full time spotter Instructions..... Explain ½ turn on ladder to come down Keep head down on entry	Facilitator Teaching staff
HANGING TYRES.....Use rope to swing feet up and through tyres. Change tyres without ground contact <ul style="list-style-type: none"> Impact injury from fall 	Likely	Moderate / Major	SPOTTER / ASSIST REQUIRED Adequate supervision Full time spotter Instructions..... Both legs, up to hips through next tyre before proceeding Use ropes to stabilise	Facilitator Teaching staff
PIRRHUANNA SWAMP.....Walk across tops of vertical logs <ul style="list-style-type: none"> Impact injury from fall 	Unlikely	Minor	Adequate supervision Full time spotter Instructions..... Use ropes and trees for balance Watch feet when proceeding DO NOT USE IF WET	Facilitator Teaching staff
CARGO NET....Climb up and onto net, slide down pole on other side <ul style="list-style-type: none"> Impact injury from fall Sprain from catching limb in net 	Unlikely	Minor	Adequate supervision Full time spotter Instructions..... 2 at a time only Take care moving from net-landing-pole	Facilitator Teaching staff
BIG DIPPER SLIDE....Lie down on slide. Push off for extra speed <ul style="list-style-type: none"> Cuts from sides of slide 	Unlikely	Minor	Adequate supervision Full time spotter Instructions..... HANDS ON CHEST ALL THE WAY No head first Bumpy at the bottom	Facilitator and Teaching staff
CHAIN AND LOG WALK....Walk across chains and logs <ul style="list-style-type: none"> Impact injury from fall 	Unlikely	Minor	Adequate supervision Full time spotter Instructions..... Keep 2 m behind person in front DON'T SWING	Facilitator Teaching staff

<p>CARGO NET.....Climb up net, over and down other side</p> <ul style="list-style-type: none"> • Impact injury from fall 	<p>Unlikely</p>	<p>Mod / Major</p>	<p>Adequate supervision Full time spotter Instructions..... Body's weight must be on top pole when 2nd leg comes over Lean on the pole at the top Verbal instructions continuous 1 at a time</p>	<p>Facilitator Teaching staff</p>
<p>TRIPLE ROPE CROSSING Not available at present due to flood damage</p>				