

Adanac CYC General Activity Hazards – Risk Management Plan

School:	Year Level:
Supervising teachers / staff:	Dates:
Program / Excursion:	Location:

For an explanation of risk management terminology and to ensure you understand how the rating / grading system is determined please ensure you have read the **CYC Activity Risk Profile** document.

This document contains the general risks, control measures and gradings relevant for all CYC activities. Please refer to the specific activity Risk Management Plans for a list of risks, control measures and gradings which are relevant for individual CYC activities.

Risk Description	Existing Control Measures	Risk Rating		
		Likelihood	Consequence	Control Effectiveness
Entanglement	<ul style="list-style-type: none"> There should be no loose jewellery or other objects worn that may become entangled Long hair should be tied back Jackets to be zipped, buttoned or taken off 	Unlikely	Minor	Satisfactory
Slip-Trip-Fall Caused by; inappropriate footwear, wet conditions etc.	<ul style="list-style-type: none"> Closed toe footwear should be worn at all times (unless otherwise advised) Running is not recommended indoors or around the buildings Care should be taken when grass, other ground surfaces and equipment is wet and slippery Low element activities should not be used when they are wet and slippery Warning signs are present at activities and other areas as required 	Possible	Minor	Satisfactory
Cutting/Scratching From trees, equipment, ground, etc.	<ul style="list-style-type: none"> Participants are directed to stay away from hazardous areas Regular checks of the activity structures and areas are carried out Maintenance is completed as required by appropriate staff members Worn equipment is replaced as required 	Unlikely	Minor	Satisfactory
Striking Injury caused by contact with; <ul style="list-style-type: none"> Activities and equipment 	<ul style="list-style-type: none"> Campsite and activity boundaries are discussed when required Participants are only permitted to use certain activities during designated activity session times 	Unlikely	Minor	Satisfactory
Inappropriate use after hours Injury caused by unauthorised use of activities or equipment	<ul style="list-style-type: none"> Activity equipment such as harnesses and ropes are to be locked away overnight Where possible, activity structures are locked or secured to prevent access when not in use Participants are only permitted to use certain activities during designated activity session times Warning signs highlighting supervision requirements are displayed on the structure of activities 	Unlikely	Major	Satisfactory
Environmental Exposure 1. Adverse weather (sun & heat) causing; <ul style="list-style-type: none"> Sun burn, 	<ul style="list-style-type: none"> Shade is available throughout the campsite Sun Smart strategies are encouraged "Slip, Slop, Slap, Seek, Slide" 	Possible	Minor	Satisfactory
2. Adverse weather (heat) causing; <ul style="list-style-type: none"> Heat exhaustion, dehydration 	<ul style="list-style-type: none"> Sun Smart strategies are encouraged "Slip, Slop, Slap, Seek, Slide" Participants are encouraged to drink water in between activity sessions and use water bottles The location of filtered drinking water around the campsite is highlighted upon arrival Alternative activities are arranged in extreme heat 	Unlikely	Moderate	Satisfactory

Risk Description	Existing Control Measures	Likelihood	Consequence	Control Effectiveness
3. Adverse weather (rain, cold temperatures and winds) causing; <ul style="list-style-type: none"> Hypothermia etc. 	<ul style="list-style-type: none"> Participants to wear suitable protective clothing for the expected conditions and activity being undertaken Observation of participants condition during activity, consider the appropriateness of wind speed, water temperature (if applicable) and / or weather temperature and the impact on individuals Relevant internet sites should be checked for current and future forecasts and weather patterns Activity to be modified/cancelled at the discretion of the leader or alternative activity arranged 	Rare	Moderate	Satisfactory
4. Adverse weather (lightning) causing; <ul style="list-style-type: none"> Electrocution 	<ul style="list-style-type: none"> Relevant internet sites should be checked for current and future forecasts and weather patterns Activity must be abandoned at the first sign of an approaching lightning storm Alternative activities may be arranged in conjunction with the program host and the group leader 	Rare	Catastrophic	Satisfactory
Environmental Hazards Injury or allergic reaction caused by contact with; <ol style="list-style-type: none"> Dangerous organisms such as; wasps, bees, snakes etc. 	<ul style="list-style-type: none"> Regular checks and maintenance of the activity areas are carried out Activity is not to be undertaken until appropriate hazards have been dealt with Suitable medication and first aid is readily accessible (user group must provide First Aid) Suitable communication is available Possible allergic reactions are identified from participant medical forms 	Unlikely	Major	Satisfactory
Injury caused by contact with; <ol style="list-style-type: none"> Natural features such as; Falling trees, rocks, tree roots, dead branches, vegetation, etc. 	<ul style="list-style-type: none"> Participants are directed to stay away from hazardous areas Regular checks of the activity areas are carried out Maintenance is completed as required by appropriate staff members Participants are warned about overhanging branches or vegetation 	Possible	Minor	Satisfactory
Injury caused by; <ol style="list-style-type: none"> Severe weather conditions such as high winds, flood, bushfire, 	<ul style="list-style-type: none"> Local prevailing conditions will be considered (severe wind warning, flood alert, bushfire alert etc.) and further consultation with the school and/or land / fire management authorities will be sought if required to determine the course of action. The course of action may include; evacuation, changing location or modifying / cancellation of the activity. 	Rare	Catastrophic	Satisfactory
People – Participant behaviour Injury caused by; <ul style="list-style-type: none"> Inability or decision not to follow directions Inability or decision not to co-operate 	<ul style="list-style-type: none"> Expected behaviours for the camp and activities are outlined by teachers and/or site staff User group leader to notify site staff of participants with behavioural problems that may affect the activity usage Outline possible outcomes of inappropriate behaviour. This may include removing the individual from the activity or cancelling the entire session Vigilant supervision is required 	Possible	Moderate	Satisfactory
People – Participant ability Injury caused by inability to cope with the activity due to; <ul style="list-style-type: none"> Fear/anxiety Complacency/over confidence Physical ability 	<ul style="list-style-type: none"> User group leader to notify site staff of participants with a behavioural problem or disability that may affect the activity usage Encourage a supportive team environment Consider participant age, ability, maturity and experience when briefing the activity Provide tasks and activities that are appropriate to the age and ability of the participants Allow participants to have another attempt at a later stage (if applicable) Modify activity to suit ability if possible 	Possible	Minor	Satisfactory
People – Camp Instructor Injury caused by unsafe practices including; <ol style="list-style-type: none"> Poor supervision by site instructors 	<ul style="list-style-type: none"> All instructors are trained and signed off as competent by appropriately experienced and/or qualified staff before taking on the full responsibility of activity instruction Instructors must follow activity Standard Operating Procedures at all times (SOP's relate to appropriate ratios, activity setup, briefings, operation and pack up of activity) Instructors are only to undertake tasks that are in line with their level of training Instructors are periodically re-assessed / observed to ensure continued competency 	Unlikely	Major	Satisfactory
2. Poor training by site instructors when user group leaders are supervising activities	<ul style="list-style-type: none"> Qualified site staff are required to explain how to conduct activity sessions, including use of equipment and the explanation of the safety procedures to the designated user group leaders prior to their first use 	Unlikely	Major	Satisfactory

<p>People – User group leader Injury caused by unsafe practises or poor supervision when;</p> <p>1. User group leader is assistant to camp staff</p>	<ul style="list-style-type: none"> User group leaders must be present at all activity sessions to assist with general supervision and to maintain appropriate ratios The user group leader must confer with the designated instructor about the supervisory role and establish areas of responsibility, and act on the advice of the instructor on technical safety issues Vigilant supervision is required by user group leaders at all times as they overall responsibility for the general safety and welfare of the students, even when they do not directly provide the actual instruction 	Unlikely	Moderate	Satisfactory
<p>Injury caused by unsafe practises or poor supervision when;</p> <p>2. Trained user group leader is activity Instructor</p>	<ul style="list-style-type: none"> User group leaders can only supervise activity sessions after they have been trained and signed off by site staff User group leaders must follow all procedures and safety guidelines explained by site staff and outlined in the Activity Safety Guides when conducting activity sessions Vigilant supervision is required by user group leaders at all times User group leaders are only to undertake tasks that are in line with their level of training Appropriate leader to participant ratios must be followed 	Possible	Major	Satisfactory

Risk Rating – General Activity Hazards

All identified risks are recorded in the Risk Matrix according to the Likelihood and Consequence. The purpose of this matrix is to provide a snapshot of all identified risks and establish the level of risk associated to determine if further treatment is required.

X		Likelihood				
		Almost Certain	Likely	Possible	Unlikely	Rare
Consequence	Catastrophic	80	64	48	32	16 • Environmental Exposure 4 • Environmental Hazard 3
	Major	40	32	24	16 • Environmental Hazard 1 • Inappropriate use after hours • People – Instructor 1 & 2 • People – Group Leader 2	8
	Moderate	20	16	12 • People – participant behaviour	8 • Environmental Exposure 2 • People – Group Leader 1	4 • Environmental Exposure 3
	Minor	10	8	6 • Slip-Trip-Fall • Environmental Exposure 1 • Environmental Hazard 2 • People – participant ability	4 • Entanglement • Cutting / Scratching • Striking	2
	Insignificant	5	4	3	2	1

For grading risks, scores obtained from the risk matrix are assigned grades as follows;

HIGH 20 – 80	MEDIUM 10 – 16	LOW 1 – 8
Unacceptable risk which requires immediate action to reduce or remove the hazard. Senior management must be notified. Item should be TAKEN OFF LINE until risk reduced.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.