

Risk Management: General Principles for all activities.

Identify risks→rate them according to the following table:→prioritize risks in order of seriousness (U/H/M/L) →describe how these risks are to be treated→re-rate risks. Document the process in an individual table for each activity. Review documentation annually or after an accident.

HAZARD CONSEQUENCE RATING

RATING	Resulting in....
CATASTROPHE	Death or total loss of one or more bodily functions (eg loss of use of arm, sight etc.)
CRITICAL	Severe injury, permanent or partial loss of one or more bodily functions (hearing loss, significant property damage)
MAJOR	“Reportable” accident: person unable to continue with normal duties/lifestyle for more than 7 days
MINOR	Minor injury or property damage (broken window, bruising, minor sprain)
NEGLIGIBLE	First aid only, less than 30 minutes of time out due to accident (cut needing washing and bandaid)

PROBABILITY RATING TABLE

Frequent	Exposure to hazard likely to occur frequently
Occasional	Likely to occur but <u>not</u> frequently
Remote	Exposure <u>unlikely</u> to occur
Improbable	So unlikely you can assume it will not happen

CONSEQUENCE RATING TABLE

Consequence	Probability			
	Frequent/very likely	Occasional /likely	Remote/Unlikely	Improbable/Unlikely
Catastrophic	Extremely serious	Extremely serious	Very serious	Serious
Critical	Extremely serious	Very serious	Serious	Not serious
Major	Very serious	Serious	Not serious	Not serious
Minor	Serious	Not serious	Not serious	None
Negligible	Serious	Not serious	Not serious	None

PRIORITY RATING:

Extremely Serious	1	Urgent :First issues to deal with, as soon as possible
Very serious	2	High : As soon as possible after urgent priorities
Serious	3	Medium : Important but can wait until urgent and high risk matters dealt with
Not serious	4	Low : Important but can wait its turn

Risk analysis: Flying Fox

Risk	Rating	Treatment	Rating
Fall from chair in motion	U	Bar across legs/chain between legs Staff trained and follow SOPs Chair and equipment regularly checked and maintained Staff strict with rules Staff trained in supervision and first aid Walkie talkies available to contact help	M
Campers fall off platform	U	Staff are trained and follow SOPs Campers are advised of rules Campers are not permitted alone on platform Line on platform indicates where to stand Staff control movements on platform and release of chair Staff trained in supervision and first aid Walkie talkies available to contact help	M
Campers knocked by chair at bottom of ride	H	Staff trained and follow SOPs Campers told rules and are supervised at all times Staff trained in supervision and first aid Walkie talkies available to contact help	M
Rope burn	H	Campers told to let go if chair escapes Staff supervision Staff trained in supervision and first aid	
Fall from chair at end of ride	M	Staff trained and follow SOPs Staff control group behaviour Chair is near the ground at this stage Staff trained in supervision and first aid Walkie talkies available to contact help	M
Snake bite	M	Staff trained in supervision and first aid Camp rules for keeping away from snakes Walkie talkies available to contact help	L
Twisted ankle	M	Staff trained in supervision and first aid Vehicles available for transport if required Walkie talkies available to contact help	M
Dehydration/hypothermia	M	Staff trained in supervision and first aid Short periods between meals/warmth Short distance to assistance if problems arise Programming to ensure fluids and protection from weather conditions (cancellation in wet & cold weather)	L
Discipline –disobedience	M	Staff trained in supervision Walkie talkies to call for assistance School camps have access to help from teachers	L

Risk analysis: Commando Course

Risk	Rating	Treatment	Rating
Fall from any element	H	Careful explanations and demonstrations of elements No element is higher than 1.6 m or spotters are used Staff trained & qualified and follow SOPs Ropes are regularly checked and maintained Staff are strict with rules Staff trained in supervision and first aid Soft fall under elements Walkie talkies available to contact help	M
Campers injured running between elements (twisted ankle/broken arm etc)	H	Staff are trained and follow SOPs Campers are advised of rules Campers are not permitted alone on platform Area is regularly cleared of branches and holes and mowed or eaten down by stock in times of rapid growth of pasture Staff trained in supervision and first aid Walkie talkies available to contact help	M
Campers hit by falling branches	H	Trees are regularly checked by tree specialist Staff remove dangerous branches Staff trained in supervision and first aid Walkie talkies available to contact help	M
Rope burn	M	Campers trained in how to use elements Staff supervision Staff trained in supervision and first aid	L
Snake bite	M	Staff trained in supervision and first aid Camp rules on keeping away from snakes Grass is kept short at all times Walkie talkies available to contact help	L
Dehydration/hypothermia	M	Staff trained in supervision and first aid Short periods between meals/warmth Short distance to assistance if problems arise Programming to ensure fluids and protection from weather conditions (cancellation in bad weather)	L
Discipline –disobedience	M	Staff trained in supervision Walkie talkies to call for assistance School camps have access to help from teachers	L

RISK ANALYSIS : CLIMBING WALL

Risk	Rating	Treatment	Rating
Fall during unsupervised (illegal) access	U	Campers adhere to rules due to respect for site and operators Wall Closed signs and physical barriers attached to the walls when not in use Site not open to general public and visitors instructed to report to office on entry.	U
Fall from height	H	Careful explanations and demonstrations of equipment Correct maintenance/replacement and use of equipment Decommissioning procedure to ensure damaged equipment is not used until repaired or replaced Staff trained/qualified and follow SOPs Staff are strict with rules Staff trained in supervision and first aid Soft fall under climbing wall Walkie talkies available to contact help	M
Campers injured on wall	H	Staff are trained in rescue and follow SOPs Campers are advised of what to do if in difficulty Staff trained in supervision and first aid Campers are not pressured to exceed their abilities Walkie talkies available to contact help	M
Camper 'freezes' during climb	M	Staff trained in rescue techniques SOPs for how to manage this Back up staff are available on site Walkie talkies available to contact help A ladder can be used for rescue if required	
Campers hit by falling branches	M	Trees are regularly checked by tree specialist Staff remove dangerous overhanging branches Staff trained in supervision and first aid Walkie talkies available to contact help	L
Rope burn	M	Belayers trained in how to belay Staff supervision of belaying Staff trained in supervision and first aid	L
Snake bite	M	Staff trained in supervision and first aid Camp rules for keeping away from snakes Grass is kept short at all times wall is surrounded by sand and a snake is quickly visible	L
Dehydration/hypothermia	M	Staff trained in supervision and first aid Short periods between meals/warmth Short distance to assistance if problems arise Programming to ensure fluids and protection from weather conditions (cancellation in wet/cold weather)	L
Discipline –disobedience	M	Staff trained in supervision Walkie talkies to call for assistance School camps have access to help from teachers	L

Risk Analysis : Archery

Risk	Rating	Treatment	Rating
Person is shot with arrow	U	Staff supervise all archery activities Site for activities is separate from all other activities (except ropes and that does not function concurrently to archery) Campers adhere to rules due to respect for site and operators Staff are trained and qualified in supervision and first aid Walkie talkies available to contact help	M
Person is punctured by arrow (carrying, tripping and falling on it etc)	H	Rules of retrieval (no running) carry pointing downwards etc Staff trained/qualified and follow SOPs Staff are strict with rules Staff trained in supervision and first aid Walkie talkies available to contact help	M
Person punctured by splinters from graphite arrows	H	Staff trained in recognising broken arrows Regular checks of arrows during use and maintenance Staff trained/qualified and follow SOPs Staff are strict with rules Staff trained in supervision and first aid Walkie talkies available to contact help	M
Snake bite	M	Staff trained in supervision and first aid Camp rules on keeping away from snakes Grass is kept short at all times	L
Dehydration/hypothermia	M	Staff trained in supervision and first aid Short distance to assistance if problems arise Programming to ensure fluids and protection from weather conditions (cancellation in wet, cold weather) Shelter for archery activities	L
Discipline –disobedience	M	Staff trained in supervision Walkie talkies to call for assistance School camps have access to help from teachers	L

Risk Analysis : Trampolining

Risk	Rating	Treatment	Rating
Person is injured by uncontrolled jump landing off trampoline	U	Staff supervise all trampolining Softfall surrounds trampolines which are in ground to lessen impact and distance of fall Rules include restrictions on what jumps are acceptable Use is restricted to one at a time Campers adhere to rules due to respect for site and operators Staff are trained and qualified in supervision and first aid Walkie talkies available to contact help	M
Person is injured by landing badly	H	Usage: one at a time Trampoline is supervised when used Rules include no flips or knee drops Staff are strict with rules Staff trained in supervision and first aid Walkie talkies available to contact help	M
Discipline – disobedience	M	Staff trained in supervision Walkie talkies to call for assistance School camps have access to help from teachers	L

Risk Analysis : Swimming pool

Risk	Rating	Treatment	Rating
Drowning	U	Staff supervise all swimming activities Pool is shallow : 1.3m throughout Rules include restrictions on behaviour Numbers in pool are restricted Staff are trained and qualified in supervision and first aid Walkie talkies available to contact help	M
Person is injured in pool	H	Staff supervise all swimming activities Pool is shallow: 1.3m throughout Rules include restrictions on behaviour including no diving Numbers in pool are restricted Staff are strict with rules Staff trained in supervision and first aid Walkie talkies available to contact help	M
Discipline – disobedience	M	Staff trained in supervision Whistle is carried to obtain attention if needed Time out policy for bad behaviour Walkie talkies to call for assistance School camps have access to help from teachers	L
Sunburn	H	Time in pool restricted Sunbaking discouraged Shade cloth over pool	M
Bee sting (serious reactions)	H	Grass kept short during swimming season First aid kit has antihistamines Staff trained in first aid Risk of anaphylaxis is known through medical information for each camper carried by all staff members Walkie talkies for prompt response	M
Hypothermia From cold water	M	Pool only open in warm weather Pool is heated and has cover Campers are monitored and removed if cold Hot showers are available after swimming Staff trained in first aid Pool is always supervised	

Risk Analysis : Horse Activities

Risk	Rating	Treatment	Rating
Riding activities: Lesson Rider falls off horse	U	<p>Staff supervise all activities or interactions with horses</p> <p>Site for activities is separate from all other activities Campers adhere to rules due to respect for site and operators Staff are trained and qualified in supervision and first aid Maximum ratio: 1 staff : 8 students Horses are carefully chosen for temperament and behaviour, and tested on many occasions and through a variety of circumstances, prior to permitting campers ride them Riders wear approved (current) helmets and riding boots Saddles are fitted to horses for comfort of horse and rider Toe-stoppers are fitted to prevent dragging in the event of a fall Staff follow procedures in horse riding manual Horse riding is undertaken in confined safe area with softfall on the ground Walkie talkies available to contact help Indoor and outdoor arena is easily accessible and near other senior staff available for assistance Riding area is kept clear of any hazards No access to riding area for unauthorised persons</p>	H
Rider falls (on trail ride)	U	<p>Staff supervise all activities or interactions with horses</p> <p>No riders under 10 taken on trail rides. Trail rides are only run for year 6/7 campers if they have ridden at least 2-3 times in the same week and are deemed competent to control their horses in the open. Staff are trained and qualified in supervision and first aid Ratio 1 staff : 6 students with minimum of 2 qualified staff on any trail ride. Actual ratio of staff to riders : minimum 3 qualified staff for 12 clients; 4 staff for up to 15 clients Riders wear approved (current) helmets and riding boots Saddles are fitted to horses for comfort of horse and rider Toestoppers are fitted to prevent dragging in the event of a fall Staff follow procedures in horse riding manual which include stopping the ride and getting help if required or a fall has occurred. Walkie talkies available to contact help Choice of horses to suit needs and abilities of riders</p>	H

		Horses thoroughly tested prior to allowing campers to ride them on trails First aid kit and communication device carried on all rides Route is mapped All riders (no matter what their riding background) must demonstrate their competency prior to going on trail rides	
Non riding (un mounted) horse activities: Person is knocked over or stepped on by horse	H	Signage to explain no go areas and circumstances when access is permitted Rules (access and no go areas) are clearly explained on arrival On ground activities are carried out under supervision of horse staff, using quiet horses which are used to being handled. Students wear helmets and boots during this process Staff trained/qualified and follow SOPs Staff are strict with rules Staff trained in supervision and first aid Walkie talkies available to contact help	M
Dehydration/hypothermia/sunburn	M	Staff trained in supervision and first aid Short distance to assistance if problems arise Programming to ensure fluids and protection from weather conditions (cancellation in wet, cold weather) Hats are worn at all times	L
Discipline – disobedience	M	Staff trained in supervision SOPs for non compliance includes taking rider out of session and tying up the horse Walkie talkies to call for assistance School camps have access to help from teachers for discipline if required	L
Snake bite (linked to feeding hay)	M	Snakes keep away from busy /noisy areas Warning to look before you pick up hay Staff organise this activity (seasonal) and are trained in supervision and first aid	L
Snake bite (general)	L	Staff trained in supervision and first aid Camp rules for keeping away from snakes Snakes tend to keep away from horse area due to high level of activity and noise Horse area is open, snake could be seen easily Grass is kept short at all times	L
Hay fever, asthma reactions to hay/horses	M	Staff trained in first aid and know signs of allergic reactions/asthma Antihistamines available in first aid supplies (after authorised by parent/teacher) Known medical conditions are communicated to staff Ventolin kept in horse area and taken on trails Staff have walkie talkies to obtain help if needed	L