

WIRRAWAY HOMESTEAD - RISK ASSESSMENTS ON ACTIVITIES 2015

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/high risk matters dealt with |
| Not serious | 4 Low : Important but can wait its turn |

Risk analysis: Low Ropes Course

| Risk | Rating | Treatment | Rating |
|--|--------|---|--------|
| Fall from any element | H | Careful explanations and demonstrations of elements No element is higher than 1.6 m Spotters are used for any element which cannot be stepped off safely Staff trained & qualified and follow SOPs Ropes are regularly checked and maintained Staff are strict with rules Staff qualified in running activity and in first aid Softfall under elements Walkie talkies available to contact help | M |
| Campers injured running between elements | H | Staff are trained and follow SOPs Campers are advised of rules Area is regularly cleared of branches and holes and mowed or eaten down by stock in times of rapid growth of pasture Staff qualified in running the activity and in 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 |
| Snake bite | H | Staff qualified to run activity and in first aid Camp rules on keeping away from snakes Grass is kept short at all times Walkie talkies available to contact help | L |
| Rope burn | M | Campers trained in how to use elements Staff supervision Staff qualified to run activity and in first aid | L |
| Dehydration/hypothermia | M | Staff qualified to run activity and in 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. | H |
| Fall from height | U | Careful explanations and demonstrations of equipment Correct maintenance/replacement and use of equipment Correct check procedures carried out by qualified staff on equipment (harness and connections) before ascent Decommissioning procedure to ensure damaged equipment is not used until repaired or replaced Staff follow SOPs Staff are strict with rules Staff qualified to run activity and in 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 qualified to run activity and in first aid Campers are not pressured to exceed their abilities Walkie talkies available to contact help | M |
| Snake bite | H | Staff trained in 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 |
| Camper 'freezes' during climb | M | Staff qualified to run activity and in first aid 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 | L |
| Campers hit by falling branches | M | Trees are regularly checked by tree specialist Staff remove dangerous overhanging branches Staff qualified to run activity and in first aid Walkie talkies available to contact help | L |
| Rope burn | M | Belayers trained in how to belay Staff supervision of belaying Staff qualified to run activity and in first aid Gloves made available for belayers | 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) Drinking fountain at the wall | 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 being shot with an arrow | U | Staff always supervise archery activities Site for archery is separate from all other activities Campers adhere to rules due to respect for site and operators Staff qualified to run activity and in 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 follow SOPs Staff are strict with rules Staff qualified to run activity and in 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 follow SOPs Staff are strict with rules Staff qualified to run activity and in first aid Walkie talkies available to contact help | M |
| Snake bite | H | Staff qualified to run activity and in first aid Camp rules on keeping away from snakes Grass is kept short at all times | L |
| Dehydration/hypothermia | M | Staff qualified to run activity and in 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 Soft-fall 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 in supervision and qualified in 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 qualified in 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 | Qualified staff supervise all swimming activities Pool is shallow: 1.3m throughout Rules include restrictions on behaviour Numbers in pool are restricted Staff are trained in supervision and qualified in first aid Walkie talkies available to contact help | M |
| Shallow Water Blackout (SWB) | M | Staff are trained in supervision and qualified in first aid Rules in place for campers not to do competitions where they hold their breath Leaders to ensure campers don't jump into the pool after doing fast or extensive exercise | L |
| Person is injured in pool | H | Qualified 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 qualified in first aid Walkie talkies available to contact help | M |
| Water borne diseases | H | Pool Chlorine and PH levels checked each day Levels monitored throughout the day and adjusted accordingly Results referred to before opening of pool | L |
| Sunburn | H | Time in pool restricted Sunbaking discouraged Shade cloth over part of pool Sunscreen applied before activity commences & as required Sunbaking is discouraged | 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 has a cover Campers are monitored and removed if cold Hot showers are available after swimming Staff qualified in first aid Pool is always supervised | L |
| Discipline issues (disobedience) | M | Staff trained in supervision Whistle available to obtain attention Time out policy for bad behaviour Walkie talkies to call for assistance School camps have access to help from teachers | L |

Risk Analysis : Horse Activities

The Wirraway horse riding program and site have been successfully accredited with the national organisation Horse Safety Australia and meet the requirements of the AHIC Code of Practice and the Safe Work Australia Guide for working with vulnerable people interacting with horses.

| Risk | Rating | Treatment | Rating |
|--|---------------|---|---------------|
| Riding activities: Lesson Rider falls off horse | U | Staff supervise all activities or interactions with horses Site for activities is separate from all other activities Campers adhere to rules due to respect for site and operators Staff are qualified as Horse Riding Instructors and in 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 Toestoppers® are fitted to prevent dragging in the event of a fall Staff follow procedures in horse riding manual Lessons are undertaken in confined safe areas with soft-fall on the ground Walkie talkies available to contact help Indoor and outdoor arenas are 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 | H |

Risk Analysis : Horse Activities (continued)

| | | | |
|--|-----------------|--|-----------------|
| <p>Rider falls (on trail ride)</p> | <p>U</p> | <p>Staff supervise all activities or interactions with horses No riders under 10 years of age are 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, or have experience and have proven that they are competent to control their horses in the open. Staff are qualified as Trail Guides and in 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. Riders are not permitted to re mount a horse after a fall until at least 30 minutes has expired or they have been checked by a medical officer. Walkie talkies available to contact help Choice of horses to suit needs and abilities of riders Horses thoroughly tested prior to allowing campers to ride them on trails First aid kit and communication devices are 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</p> | <p>H</p> |
| <p>Non riding (un mounted) horse activities: Person is knocked over or stepped on by horse</p> | <p>H</p> | <p>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 are qualified for the work and follow SOPs Staff are strict with rules Staff trained in supervision and qualified in first aid Walkie talkies available to contact help</p> | <p>M</p> |
| <p>Snake bite (linked to feeding hay)</p> | <p>H</p> | <p>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</p> | <p>L</p> |

| | | | |
|--|----------|--|----------|
| Snake bite (general) | H | Staff are qualified in first aid Camp rules for keeping away from snakes 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 |
| 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 |

Risk analysis: Bush Survival /Walking

| Risk | Rating | Treatment | Rating |
|--|--------|--|--------|
| Campers injured walking up and down hills in paddocks (twisted ankle/broken arm etc) | H | Staff are trained and follow SOPs Campers are advised of terrain and to take care whilst walking; no running down hill Area is regularly cleared of branches and holes and mowed or eaten down by stock in times of rapid growth of pasture Walk up made path if terrain is slippery Walkie talkies available to contact help | M |
| Campers hit by falling branches | H | Trees are regularly checked by tree specialist Staff remove dangerous branches Do not sit group under trees on very windy or still dry days Staff qualified in bushwalking and first aid Walkie talkies available to contact help | M |
| Burn from fire element of course | M | Staff are trained in use of equipment Equipment is carried by a staff member Element is performed in a safe area Students are kept at a safe distance from fire Staff carry first aid equipment | L |
| Snake bite | H | Staff trained in supervision and first aid Camp rules on keeping away from snakes/how to act around them Grass is kept short or tracks are followed when the grass is long. 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) Campers must wear hats and take water with them in hot/sunny weather; in warm weather have a drink before departing | 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: Sheep Assisted Learning (SAL)

| Risk | Rating | Treatment | Rating |
|---|---------------|--|---------------|
| Snake bites | H | Staff qualified in first aid Camp introduction that explains how campers are to act around snakes Grass to be mowed regularly Staff have radios at all times Pathway to activity site is kept mowed at all times | L |
| Campers running and tripping causing injury | M | Pathway on walk down is kept mowed Activity area kept flat with no pot holes or rocks Area checked regularly Staff trained in supervision and first aid | L |
| Injury Caused By Sheep | M | Rule presented on importance of not touching sheep Activities chosen that will not cause sheep to jump from fear or challenge | L |
| Bee stings/allergic reactions | M | Grass kept short Shoes worn at all times First aid kit available Known medical conditions are communicated to staff Staff know signs of allergic reactions/asthma Staff qualified in first aid Staff have walkie talkies during activity | L |
| Dehydration/hypothermia/sunburn | M | Staff qualified in first aid Short distance to assistance if problems arise Programming to ensure fluids and protection from weather conditions (cancellation in wet weather, use of shelter, hats are worn) | L |
| Asthma | M | Staff know signs of allergic reactions/asthma Staff qualified in first aid Asthma puffer kept with campers at all times Known medical conditions are communicated to staff Staff have walkie talkies at all times. | L |

Risk Analysis: Eggstronauts

| Risk | Rating | Treatment | Rating |
|--|--------|--|--------|
| Cut selves when using scissors when building craft | M | Staff are trained and follow SOPs Campers are all in one area and working around tables Scissors are placed on tables by instructor so no camper needs to carry them Walkie talkies available to contact help | L |
| Hit by bottle | H | Campers instructed to remain on veranda unless told otherwise Structure put in open space for firing purposes Instructor wearing protective gear and remaining clear of danger zone Instructor trained in practising awareness and discipline regarding safety Staff are trained and follow SOPs | L |
| Injury due to misfire of rocket | M | Staff trained in first aid Staff trained & qualified and follow SOPs 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) Campers must wear hats and take water with them in hot/sunny weather; in warm weather have a drink before departing | 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: AMAZING RACE

| Risk | Rating | Treatment | Rating |
|--|--------|---|--------|
| Campers injured by tripping over while racing to complete race | H | Campers are advised of rules 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 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 kept up 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: Aerobie Golf

| Risk | Rating | Treatment | Rating |
|--|--------|--|--------|
| Campers injured walking up and down hills in paddocks (twisted ankle/broken arm etc) | H | Staff are trained and follow SOPs Campers are advised of terrain and to take care whilst walking; no running Area is regularly cleared of branches and holes and mowed or eaten down by stock in times of rapid growth of pasture 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 qualified in first aid Walkie talkies available to contact help | M |
| Poisoning hit by aerobie | M | Campers instructed to allow furthest back aerobie to be thrown first Penalty allocated for anyone hitting another person with their aerobie Instructor trained in practising awareness and discipline regarding safety Aerobies rather than Frisbees used for activity (softer material) Campers advised to keep throws low | L |
| Snake bite | H | Staff trained in supervision and first aid Camp rules on keeping away from snakes/how to act around them Grass is kept short or tracks are followed when the grass is long. 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) Campers must wear hats and take water with them in hot/sunny weather; in warm weather have a drink before departing | 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: Mini-Golf

| Risk | Rating | Treatment | Rating |
|---|--------|--|--------|
| Camper injured by thrown equipment or over-hitting of the ball tripping | H | <p>Campers are advised of rules</p> <p>Only accessed by campers for the particular section of activity</p> <p>Staff trained & qualified and follow SOPs</p> <p>Staff are strict with rules</p> <p>Staff trained in supervision and first aid</p> <p>Walkie talkies available to contact help</p> | M |
| Campers injured by tripping over part of the course | H | <p>Campers are advised of rules</p> <p>Only accessed by campers for the particular section of activity</p> <p>Staff trained & qualified and follow SOPs</p> <p>Staff are strict with rules</p> <p>Staff trained in supervision and first aid</p> <p>Walkie talkies available to contact help</p> | M |
| Snake bite | M | <p>Staff trained in supervision and first aid</p> <p>Camp rules on keeping away from snakes</p> <p>Grass is kept short at all times</p> <p>Walkie talkies available to contact help</p> | L |
| Dehydration/hypothermia | M | <p>Staff trained in supervision and first aid</p> <p>Short periods between meals/warmth</p> <p>Short distance to assistance if problems arise</p> <p>Programming to ensure fluids kept up and protection from weather conditions (cancellation in bad weather)</p> | L |
| Discipline –disobedience | M | <p>Staff trained in supervision</p> <p>Walkie talkies to call for assistance</p> <p>School camps have access to help from teachers</p> | L |

Risk analysis: Night Hike

| Risk | Rating | Treatment | Rating |
|--|--------|--|--------|
| Campers injured walking up and down hills in paddocks (twisted ankle/broken arm etc) | H | Staff are trained and follow SOPs. Campers are advised of terrain and to take care whilst walking, no running. Area is regularly eaten down by stock in times of rapid growth of pasture. Kids are told to bring torches to see where they are going. Staff trained in supervision and first aid. Staff have Walkie talkies and phones available to contact help. | M |
| Campers hit by falling branches | H | Do not sit group under trees on very windy or still dry nights. Staff trained in supervision and first aid. Staff have Walkie talkies and phones available to contact help. | L |
| Snake bite | M | Staff trained in supervision and first aid Camp rules on keeping away from snakes/how to act around them Grass is kept short or tracks are followed when the grass is long. Staff have Walkie talkies and phones 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) In warm weather kids are urged to have a drink before departing. | L |
| Discipline –disobedience | M | Staff trained in supervision Staff have Walkie talkies and phones available to contact help/assistance School camps have access to help from teachers | L |
| Hay fever | M | Grasses eaten down by stock. Staff trained in what to do if someone does get hay fever. Antihistamines kept at camp. | L |
| Kids getting lost in the dark | M | Kids told during introduction to stay between the two staff members. Front staff member stops regularly to keep group together. Paths taken are in areas that are not in continually thick scrub. Kids are told to bring torches to see where they're going. | L |
| Fear of the dark | L | All kids and staff having torches. The group is kept together. Opt out option if appropriate for individuals. | L |
| Violence/bad behavior | M | Teachers/bunkhouse leaders within the group during the hike. Stopping regularly to keep group together and quiet them down (stop rowdiness). | L |