NNSW YOUTH

Activity Risk Assessment
Off Track Hiking

MEASURES

Consequence

Very High - Fatality/Multiple Hospitalisations
- Multiple life-threatening injuries with the same cause which requires immediate treatment as in-patients in a hospital.

High - Extensive Injuries / Hospitalisation
- Serious life-threatening injury which requires immediate treatment as an in-patient in a hospital.

Moderate - Medical Treatment
- An injury which requires medical treatment.

Minor - First Aid Treatment
- A non-life-threatening injury which was adequately treated by a qualified first aider.

Negligible - No Treatment
- A non-life-threatening injury that does not require treatment.

Likelihood

Almost Certain
Is expected to occur in most circumstances.

Likely
Will probably occur in most circumstances.

Possible
May occur at some time.

Unlikely
Could occur from time to time.

Rare
May occur in exceptional circumstances.

MATRIX

Consequence	Likelihood: Rare	Unlikely	Possible	Likely	Almost Certain
Very High	High (12)	Very High (17)	Extreme (21)	Extreme (24)	Extreme (25)
High	Moderate (10)	High (15)	Very High (19)	Extreme (22)	Extreme (23)
Moderate	Moderate (6)	Moderate (9)	High (14)	Very High (18)	Very High (20)
Minor	Minor (3)	Moderate (5)	Moderate (8)	High (13)	High (16)
Negligible	Minor (1)	Minor (2)	Moderate (4)	Moderate (7)	Moderate (11)

RISK RATING

21-25	Extreme
17-20	Very High
12-16	High
4-11	Moderate
1-3	Minor

RISK CONTROLS

Elimination
Removal of the hazard.

Substitution
Replacing (wholly or partly) with something that is a lesser risk.

Isolate
Isolating the hazard from any person.

Engineering
Redesign the activity or equipment.

Administrative
Information, training, instructions, signage, etc.

PPE/ PPC
Personal Protective Equipment & Clothing

Definitions:

Hazard A situation or thing that has the potential to cause harm to a person or the equipment.

Risk The possibility that harm (death, injury) might occur when exposed to a hazard.

Risk Control Taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard.

Consequence The effects of either the risk or hazard.

Likelihood The chance of which the risk or hazard are likely to happen.

NNSW YOUTH

Activity Risk Assessment
Off Track Hiking

Staff/Leadership Team

Description: Bushwalks in an Uncontrolled Environment – Off Track				
Off Track hiking encompasses areas of "Uncontrolled Environments", described as totally natural environments where there are no modifications to the natural surface so that track alignment is indistinct; there is no signage; the track is not managed for public risk and where the onset of extreme environmental conditions can have a significant adverse impact upon the bushwalk.				
Hazard & Risk	**Risk Rating**	**Risk Control**	**Amended Risk Rating**	**Activity leader: to answer each section below 'YES,' if able to fulfil SOPs Risk Assessment, to be acceptable to proceed with the activity.**
Child safety at events	19	• WWCC number provided and checked if staff are over 18yrs old. • AdSafe Training completed if staff are over 18yrs old. • Code of Conduct completed. • Staff are to remain vigilant.	6	☐
Dangerous activities	19	• Activities that require qualified staff must have the correct ratio. • Minimum of Cert 3 of 'Off Track Guide' for leader, unless they have recognition of previous leading in off track environments. • Maximum Group Ratio 1:12 with a minimum of 4 people. • Hike is governed by the weakest participant/s. • All 'near miss or incident' must be recorded on the relevant forms. • At least one leader to have emergency communication & GPS capabilities.	9	☐

		• At least one person to have free mobile app on their phone called “Emergency Plus”.		
COVID-19	19	• All activities are to adhere to government legislation. • Have a COVID safe plan if applicable. • Have a Participant Registration if applicable.	5	☐
Activity info	21	• All required information to be filled in on the last two pages of this document.	12	☐

Environmental

Hazard & Risk	**Risk Rating**	**Risk Control**	**Amended Risk Rating**	**Continue: can activity leader answer ‘YES’?**
Fauna & flora	10	• Don’t intentionally engage with fauna, e.g. snakes. • Only use dead flora for campfires. (collection of firewood in a NSW National Park is strictly prohibited). • No cutting of flora to make tracks.	5	☐
Weather • Heat • Cold • Wind • Rain Adverse conditions can cause injury or ill health, e.g. hypothermia & hyperthermia	19	• Check the weather forecast before activity. • Minimum clothing: shorts and t-shirt with hiking shoes that have good grip. • Wear clothes to match the weather conditions. • Unexpected adverse weather will stop activity. • Everyone to drink water as is needed and as to weather conditions. • Check weather forecast on BOM. • Check water flow conditions in the activity catchment and weather reports prior to hike	5	☐

		and if possible, every day on a multi-day trip.		

NNSW YOUTH

Activity Risk Assessment
Off Track Hiking

Sun • Sunburn • Heat stroke • Hyperthermia	19	• Use sun protection (e.g. hat and sunscreen) before and throughout the activity. • Plan to have rest breaks in the best possible protected area, e.g. shaded. • Everyone to drink water as to participants exertion & weather conditions.	5	☐
Fall from heights • Death • Injury	21	• Everyone to stay back 1.5 adult body lengths from edge of cliff. • No climbing cliffs or trees without safety equipment or procedures in place.	9	☐
Bites and stings • Adverse reactions causing ill health or death.	21	• Be vigilant for ants, spiders & snakes throughout the activity. • Be vigilant for parasites like ticks and leeches. • Be vigilant for stinging bushes & trees. • Check participants medical form for any history for adverse reactions and cater for participant needs. If any are found, adjust the hike to minimise contact. • Have the First Aid Kit on the activity include a compression bandage. • Use insect repellent, if needed.	15	☐
Slips and trips • Injury	14	• Watch where you walk for trip hazards, including slippery surfaces. • Wear hiking boots/shoes with good grip.	5	☐
Falling branches • Crush death • Crush injury	22	• Be vigilant while hiking under trees with dead branches. • Rest in areas clear from dead branches.	5	☐
Unhygienic practise • Ill health	14	• The environment code for hikers to be upheld for toileting and rubbish. • Wash hands before eating.	3	☐

NNSW YOUTH

Activity Risk Assessment
Off Track Hiking

Human

Responsibility of Activity Leader(s)	**Continue: can activity leader answer 'YES'?**
• Any activity leader at this level should have demonstrated a high level before hand in bushwalking skills, navigation, and orienteering. • Individual tasks may be delegated but the responsibility remains with the activity leader. • It is the activity leaders' responsibility to ensure that the level of knowledge, ability, skill, and equipment of each participant is appropriate for the level of difficulty and complexity of the hike. • Receive acknowledgement from all participants that he/she (as the activity leader) has the role of leading the group. • Appoint external contacts to notify emergency services if the group/s fail to return or be contacted by a designated time. • Ensure in case of a medical emergency that the nearest medical centre & hospital is known by the leader/s. • Ensure the supervision ratio range from 1:4 to 1:12 depending on the participants age, and the hikers capabilities in the relevant environment. • Understand the goals of the hike and work within the trip plan, SOPs and Risk Assessment. • Research hike route and manage foreseeable hazards, incidents, and emergencies. Include emergency exit points. • Ensure that the group has a qualified First Aider and a suitable First Aid Kit that has been checked prior to departure and on return.	☐

Hazard & Risk	**Risk Rating**	**Risk Control**	**Amended Risk Rating**	**Continue: can activity leader answer 'YES'?**
Participants abilities • Fitness • Skill Injury caused by over physical exertion. Injury cause by lack of experience.	9	• Planning stage leader/s need to visit the area to review hazards and assess the level of difficulty. • The activity pre-brief of the hazards is to give clear explanation of participants expectations. • Confirm beforehand participants experience/capabilities. • Participants have the right to withdraw from activity, ideally at the time of the pre-brief.	2	☐

NNSW YOUTH

Activity Risk Assessment
Off Track Hiking

Participants behaviour • Not following instructions • Showing off • Being silly • Not listening • Endangering self or others Causing death & injury	22	• Activity pre-brief of the hazards/dangers. • Clear explanation of the expectations of all participants. • Use the Clubs discipline policy to address negative behaviour.	2	☐
Bullying • Emotional trauma	21	• Take any complaints seriously and take immediate action to safeguard the victim. • Stop the activity and staff/leaders to separate the accused bully/ies for counselling. • Use the Clubs Bullying Policy to address an issue.	5	☐
Entanglement with jewellery • Injury	14	• All jewellery is to be removed before activity or made safe to stop vegetation ensnaring participant.	5	☐
Exhaustion • Death • Injury	15	• Be alert to the physical and psychological condition of the group. • Control the pace of the group and rest the group when necessary. • Maintain constant observation of participants to avoid situations beyond their known capabilities.	5	☐
Negative Self Care • Death • Injury	21	• Guide/s ensure the groups equipment is always used correctly, e.g. backpacks are fitted correctly. Communicate to participants beforehand the minimum	5	☐

		requirements for water, food, and list of equipment, e.g. tent, sleeping bag; also, suitable clothing for the landscape environment and weather conditions. • Confirm head count before, during and at the end of the trip. • Emphasize that no hiker is to wander off from the group.		
Intentional Self harm • Injury	15	• Instructors/guides to remain vigilant to negative mood shift and body language. • Separate the person endangering themselves from the participants and activity, to be supervised by staff to reduce tension/anxiety within a safe environment. • Check on all people within the activity for their mental wellbeing. • Be aware of equipment which can intentionally become dangerous.	9	☐

Equipment

Hazard & Risk	**Risk Rating**	**Risk Control**	**Amended Risk Rating**	**Continue: can activity leader answer 'YES'?**
Damage Equipment • Injury	19	• All equipment to be checked before the trip and damaged/worn gear to be replaced and reported. • Take duct tape & pliers for trip maintenance.	10	☐
Inefficient Communication Equipment or failure • Death • Increase injury	19	• Ensure that each group has the proper emergency communication equipment for the activity context (may include mobile phone, satellite mobile phone, UHF radio with spare batteries &	10	☐

		EPRIB/PLB's). Carry spare back-up navigational devices (compass or GPS).		
Unsuitable equipment • Death • Injury • Sickness		• Each participant to have a backpack, footwear, and clothing that matches the condition of the hike. • Alpine hikers will need to dress in layers. • All alpine hikers to have thermal clothing. NO cotton clothing allowed in this environment.		☐

Extra option: Activity leader to take full responsibility for amending SOP Risk Assessment

Hazard & Risk	**Risk Rating**	**Risk Control**	**Amended Risk Rating**	**Acceptable To Proceed**

NNSW YOUTH

Activity Risk Assessment
Off Track Hiking

To be filled in by activity leader; copy be given to 'external contact person'.

Group Name:

Activity date/s:

Date when church approved the activity:

Number of Participants:
Pathfinder:
Adults:

Activity leader/s:
Phone No:

Activity Location:

Nearest Emergency Ward:

Helicopter Landing Area:

Emergency Exit Point/s:

External Contact:

Phone No:

Topographic Map/s Name:

Activity leader/s print name and sign with date.

Version 1.0 Completed By					**Version 1.1 Completed By**			
Name:	Steven Bilson	**Signature:**			**Name:**	Kev Price	**Signature:**	
Date:	10/06/2022				**Date:**	02/07/2024	**Position:**	Youth Administrator
Activity Leader/s:								
Signature:		**Date:**						
Name:					**Name:**			