

Activity Risk Assessment On Track Hiking

<u>MEASURES</u>	
Consequence	Likelihood
<p>Very High - Fatality/Multiple Hospitalisations</p> <ul style="list-style-type: none"> Multiple life-threatening injuries with the same cause which requires immediate treatment as in-patients in a hospital. <p>High - Extensive Injuries / Hospitalisation</p> <ul style="list-style-type: none"> Serious life-threatening injury which requires immediate treatment as an in-patient in a hospital. <p>Moderate - Medical Treatment</p> <ul style="list-style-type: none"> An injury which requires medical treatment. <p>Minor - First Aid Treatment</p> <ul style="list-style-type: none"> A non-life-threatening injury which was adequately treated by a qualified first aider. <p>Negligible - No Treatment</p> <ul style="list-style-type: none"> A non-life-threatening injury that does not require treatment. 	<p>Almost Certain Is expected to occur in most circumstances.</p> <p>Likely Will probably occur in most circumstances.</p> <p>Possible May occur at some time.</p> <p>Unlikely Could occur from time to time.</p> <p>Rare May occur in exceptional circumstances.</p>

<u>MATRIX</u>		Likelihood				
		Rare	Unlikely	Possible	Likely	Almost Certain
Consequence	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)

<u>RISK RATING</u>	
21-25	Extreme
17-20	Very High
12-16	High
4-11	Moderate
1-3	Minor

<u>RISK CONTROLS</u>
<p>Elimination Removal of the hazard.</p> <p>Substitution Replacing (wholly or partly) with something that is a lesser risk.</p> <p>Isolate Isolating the hazard from any person.</p> <p>Engineering Redesign the activity or equipment.</p> <p>Administrative Information, training, instructions, signage, etc.</p> <p>PPE/ PPC Personal Protective Equipment & Clothing.</p>

Definitions:

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

Activity Risk Assessment

On Track Hiking

Staff/Leadership Team

Description: Bushwalks in Controlled Environment – On Track				
On track hiking encompasses areas of “Controlled Environments”, described as staying on track alignments with natural surface. Generally, there is minimal or no track signage, nor is it managed for public risk. On track hiking minimises impact upon the hiker/s and the environment.				
<u>Hazard & Risk</u>	<u>Risk Rating</u>	<u>Risk Control</u>	<u>Amended Risk Rating</u>	<u>Activity leader: to answer each section below 'YES,' if able to fulfil SOPs Risk Assessment, to be acceptable to proceed with the activity.</u>
Child Safety at Events	19	<ul style="list-style-type: none"> • WWCC number provided and checked if staff are 18yrs or older. • AdSafe Training completed if staff are over 18yrs old. • Code of Conduct completed. • Staff are to remain vigilant. 	6	
Dangerous Activities	19	<ul style="list-style-type: none"> • Activities that require qualified staff must have the correct ratio. • Leader to have minimum Cert 3 qualification in ‘off track’ or have previous recognition leading in off track environments. • Maximum group ratio 1:16 with a minimum of 4 people. • Progress is governed by the ability of 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. • At least one person to have free mobile app on their phone called “Emergency Plus”. 	9	

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COVID-19	19	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> All required information to be filled in on the last two pages of this document. 	12	

Environmental

<u>Hazard & Risk</u>	<u>Risk Rating</u>	<u>Risk Control</u>	<u>Amended Risk Rating</u>	<u>Continue: can activity leader answer 'YES'?</u>
Fauna & Flora	10	<ul style="list-style-type: none"> 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). Stay on designated tracks. 	5	
Weather <ul style="list-style-type: none"> Heat Cold Wind Rain Adverse conditions can cause injury or ill health, e.g. hypothermia & hyperthermia	19	<ul style="list-style-type: none"> Check the weather forecast before the 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 and if possible, every day on a multi-day trip. 	5	
Sun	19	<ul style="list-style-type: none"> Use sun protection (e.g. hat 	5	



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<ul style="list-style-type: none">• Sunburn• Heat stroke• Hyperthermia		<p>and sunscreen) before and throughout the activity.</p> <ul style="list-style-type: none">• Plan for the group to have rest breaks in the best possible protected area, e.g. shaded.• Everyone to drink water as to level of participants exertion and weather conditions.	
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Fall from Heights <ul style="list-style-type: none"> • Death • Injury 	21	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Adverse reactions causing ill health or death. 	21	<ul style="list-style-type: none"> • Be vigilant for ants, spiders & snakes throughout the activity. • Be vigilant for parasites like ticks and leeches. • Be vigilant around 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 a First Aid Kit on the activity which includes compression bandages. • Use insect repellent if needed. 	15	
Slips and Trips <ul style="list-style-type: none"> • Injury 	14	<ul style="list-style-type: none"> • Watch where you walk on tracks for trip hazards including slippery surfaces. • Wear hiking boots/shoes with good grip. 	5	
Falling Branches <ul style="list-style-type: none"> • Crush death • Crush injury 	22	<ul style="list-style-type: none"> • Be vigilant hiking under trees with dead branches. • Rest in areas clear from dead branches. 	5	
Unhygienic Practise <ul style="list-style-type: none"> • Ill health 	14	<ul style="list-style-type: none"> • The environmental code for hikers to be upheld for toileting and rubbish. • Wash hands before eating. 	3	



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Human

Responsibility of Activity Leader(s)	<u>Continue:</u> can activity leader answer 'YES'?
<ul style="list-style-type: none">• The hike leader to have demonstrated, at the same level for the planned hike, their ability and skills in bushwalking, 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 1:16 depending on the participants age, and the hiker/s capabilities with the environment. The smallest group allowed is 4 people.• 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.	

<u>Hazard & Risk</u>	<u>Risk Rating</u>	<u>Risk Control</u>	<u>Amended Risk Rating</u>	<u>Continue:</u> can activity leader answer 'YES'?
Participants Abilities <ul style="list-style-type: none">• Fitness• Skill Injury caused by over physical exertion. Injury caused by lack of experience.	9	<ul style="list-style-type: none">• Activity pre-brief of the hazards is to give clear explanation of the participant expectations.• Confirm beforehand participants experience/capabilities.• Participants have the right to withdraw from the activity, ideally at the time of the pre-brief.	2	



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Negative Behaviour <ul style="list-style-type: none"> • Not following instructions • Showing off • Being silly • Not listening • Endangering self or others Causing death & injury	22	<ul style="list-style-type: none"> • Clear explanation of the expectations of all participants. • Any one not following instructions will be asked to leave at the next exit point. • Use Clubs Discipline Policy to address negative behaviour. 	2	
Entanglement with Jewellery <ul style="list-style-type: none"> • Injury 	14	<ul style="list-style-type: none"> • All jewellery is to be removed or made safe to stop vegetation ensnaring participant. 	5	
Exhaustion <ul style="list-style-type: none"> • Death • Injury 	15	<ul style="list-style-type: none"> • Be alert to the physical and psychological condition of the group. • Control the pace of the group and rest group when necessary. • Maintain constant observation of participants to avoid going beyond their known capabilities. 	5	
Negative Self Care <ul style="list-style-type: none"> • Death • Injury 	21	<ul style="list-style-type: none"> • Ensure equipment is always used correctly, e.g. backpacks are fitted correctly. • Communicate to participants beforehand the minimum requirements for water, food, and list of equipment needed, e.g. tent, sleeping bag; also, suitable clothing for the environment and weather conditions. 	5	

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		<ul style="list-style-type: none"> Confirm head count before, during and immediately following the trip. Emphasize that no hiker to wander off from the group. 		
Bullying <ul style="list-style-type: none"> Emotional trauma 	21	<ul style="list-style-type: none"> 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	
Intentional Self Harm <ul style="list-style-type: none"> Injury 	15	<ul style="list-style-type: none"> Instructors/guides to remain vigilant to negative mood shifts 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

<u>Hazard & Risk</u>	<u>Risk Rating</u>	<u>Risk Control</u>	<u>Amended Risk Rating</u>	<u>Continue: can activity leader answer 'YES'?</u>
Damaged Equipment <ul style="list-style-type: none"> Injury 	19	<ul style="list-style-type: none"> 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	

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<p>Inefficient Communication Equipment or Failure</p> <ul style="list-style-type: none"> • Death • Increase injury 	19	<ul style="list-style-type: none"> • Ensure that each group has the appropriate emergency communication equipment for the activity (may include mobile phone, satellite mobile phone, UHF radio with spare batteries & EPRIB/PLB's). 	10	
<p>Unsuitable Equipment</p> <ul style="list-style-type: none"> • Death • Injury • Sickness 		<ul style="list-style-type: none"> • Each participant to have a backpack that matches the condition of the hike. • On track 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 take full responsibility for 'amending SOP Risk Assessment

<u>Hazard & Risk</u>	<u>Risk Rating</u>	<u>Risk Control</u>	<u>Amended Risk Rating</u>	<u>Acceptable To Proceed</u>



Activity Risk Assessment On Track Hiking

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

Group Name:

Nearest Emergency Ward:

Activity date/s:

Helicopter Landing Area:

**Date when church approved
the activity:**

Emergency Exit Point/s:

Number of Participants:

External Contact:

Pathfinders:

Adults:

Phone No:

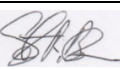

Activity leader/s:

Phone No:

Activity Location:

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:	12/06/2022			Date:	03/07/2024	Position:	Youth Administrator
Activity Leader/s:							
Signature:		Date:					
Name:				Name:			