

Activity Risk Assessment Overnight Camp Sites

<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 can be 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.

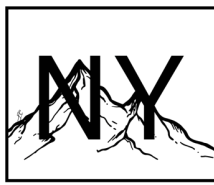
Consequence The effects of either the risk or hazard.

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

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Staff/Leadership Team

<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 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	<ul style="list-style-type: none"> • Activities that require qualified staff to proceed for safety must control activity with correct ratio. • All 'near miss or incident' must be recorded on the relevant forms. • At least one leader to have emergency communication & GPS/EPRIB capabilities. • At least one person to have the free mobile app on their phone called "Emergency Plus" 	9	
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	



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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 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 needed. • 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. • All participants to ensure their tents are pegged and tethered down for extreme winds. 	5	
Sun <ul style="list-style-type: none"> • Sunburn • Heat stroke • Hyperthermia 	19	<ul style="list-style-type: none"> • When camping in direct sunlight use sun protection, e.g. hat and sunscreen. • Participants to drink water as to weather conditions. 	5	
Bites and stings <ul style="list-style-type: none"> • Adverse reactions 	21	<ul style="list-style-type: none"> • Be vigilant around ants, spiders & snakes throughout the camp site. 	15	



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causing ill
health or
death.

- Be vigilant for parasites like ticks and leeches.
- Ensure that all tents are not placed on or near an ant colony.
- Advise participants to stay clear of stinging trees and bushes.
- Check participants medical form for any history for adverse reactions and cater for participant needs. If any are found, adjust the campsite to minimise contact.
- Have a First Aid Kit on the activity which includes compression bandage.
- Use insect repellent if needed.

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Slips and Trips • Injury	14	<ul style="list-style-type: none"> • Watch where you walk within the camp area for trip hazards including slippery surfaces. • Wear hiking boots/shoes with good grip. 	5	
Falling Branches • Crush death • Crush injury	22	<ul style="list-style-type: none"> • All campsites need to be inspected by the hike leader before being used. • Be vigilant hiking into a camp area for dead branches and trees with participants staying clear from these areas. • All tents to stay within leaders' designated area, well clear from dead branches and trees. • Camp designated toilet area/s to be clear from trees with dead branches. 	5	
Burns • Death • Injury	19	<ul style="list-style-type: none"> • Use old fire pits if available. Area around all fire pits to be clear for containment. • All fire/s to have supervision and only walking in these areas. • No one to step over fires. • Keep tents away from any fires. • No cooking within or close to tents. • Keep gas cylinders away from open fires and use within manufacturers guidelines. • Supervise participants to prevent burns from boiling water. • When leaving the camp site, leader/s are to ensure the fire is completely out. 	5	

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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, being 100m from any watercourse. Participant to dig a hole and cover waste 100mm. Each participant carries out their own rubbish. Wash hands after going to the toilet and before eating. 	3	
Unsuitable Tent Site <ul style="list-style-type: none"> Flora damage 	1	<ul style="list-style-type: none"> Minimise flora damage when placing tents. If the site has been used recently it is not good practice to place tents in these areas. 	1	
Unsuitable Campsites <ul style="list-style-type: none"> Death Injury 	21	<ul style="list-style-type: none"> Place no campsites near waterways where water heights can change without warning. Campsites to be selected to minimize any effect from severe weather change. 	3	

Human

Responsibility of Activity Leader(s)	<u>Continue:</u> can activity leader answer 'YES'?
<ul style="list-style-type: none"> Individual tasks may be delegated but the responsibility remains with the activity leader. 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. Understand the goals of the hike and work within the trip plan, SOPs, and Risk Assessment. Ensure that the group has a qualified First Aider and has 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'?

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Participants Abilities <ul style="list-style-type: none"> • Fitness • Skill <p>Injury caused by over physical exertion.</p> <p>Injury caused by lack of experience.</p>	9	<ul style="list-style-type: none"> • Prior to arriving at the campsite, the participants need to be advised of the campsite hazards. • Activity pre-brief of the hazards to give clear explanation of participant expectations. • Confirm beforehand participants experience/capabilities. • Participants have the right to withdraw from activity, ideally at the time of the pre-brief. 	2	
Participants Behaviour <ul style="list-style-type: none"> • Not following instructions • Showing off • Being silly • Not listening • Endangering self or others <p>Causing death & injury</p>	22	<ul style="list-style-type: none"> • 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	
Entanglement with Jewellery <ul style="list-style-type: none"> • Injury 	14	<ul style="list-style-type: none"> • All jewellery to be removed before the activity or made safe to stop vegetation ensnaring participant. 	5	
Negative Self Care <ul style="list-style-type: none"> • Death • Injury 	21	<ul style="list-style-type: none"> • 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. • Ensure equipment is always used correctly. • Confirm head count going into camp and leaving campsite. • Emphasize that no hiker to wander off from the camp area. 	5	

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Bullying <ul style="list-style-type: none"> Emotional trauma 	21	<ul style="list-style-type: none"> Zero bullying policy to be enforced. 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 Discipline 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"> Check all camping equipment before trip and ensure damaged/worn gear is replaced and reported. Take duct tape & pliers for trip maintenance. 	10	
Inefficient Communication Equipment or Failure <ul style="list-style-type: none"> Death Increase injury 	19	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	

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Unsuitable Equipment <ul style="list-style-type: none"> • Death • Injury • Sickness 		<ul style="list-style-type: none"> • Each participant to have all equipment required as stated in the pre-camp list. • Use suitable equipment in alpine areas. Each hiker will need to dress in layers and have insulated sleeping mates. • All alpine hikers to have thermal clothing. NO cotton clothing allowed in this environment. 		
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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 Overnight Camp Sites

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:

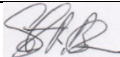

Activity leader/s:

Phone No:

Camp Location:

Topographic Map/s Name:

Activity leader/s print name and sign with date.

<u>Version 1.0 Completed By</u>				<u>Version 1.1 Completed By</u>			
Name	Steven Bilson	Signature:		Name:	Kev Price	Signature:	
Date:	12/06/2022	Activity	Dip Out/Rec	Date:	11/07/2024	Position:	Youth Administrator
Activity Leader/s:							
Signature:		Date:					
Name:				Name:			