

RISK MANAGEMENT WORKSHEET

ESTABLISHMENT	Barrington Outdoor Education 126 Thunderbolts way Gloucester NSW 2422 (02) 6558 2093
PROGRAM NAME	Private DoE Hike
INSTRUCTOR NAME	
STUDENT NAMES	
	Students will be introduced to activities and taught basic skills on modern equipment, which are all maintained to industry standards. Students will have to carry their own snacks and water each day. Students will be transported between venues by 22 seat bus driven by BOAC staff. Bus drivers all have appropriate licenses. A radio and satellite phone will be carried by the instructor at all times in addition to first aid kits and medical forms. BOAC will supply repair and safety equipment for all activities which will be the responsibility of the Senior Instructor. Instructor / student ratio of 1:8 (Kayaking, Raft Building), 1:12 (Canoeing), 1:10 (Hiking, Mountain Biking, Abseiling, Tree Planting, Survival Skills) comply with current industry standards and the BOAC Operations Manual and Field Practices Manual and will be abided by on all activities.
LOCATION:	
ACTIVITY DATE(S):	

RISK RATING CALCULATOR

CONSEQUENCES	PROBABILITY			
	Very Likely	Possible	Unlikely	Rare
Death Pri 1 Cas	High	High	Substantial	Moderate
Hospital Pri 2 Cas	High	Substantial	Moderate	Low
Treatment Pri 3 Cas	Substantial	Moderate	Low	Low
First Aid	Moderate	Low	Low	Low

DECLARATION

I certify that this Risk Management Plan has been developed specifically for the activity as detailed **and that all control measures identified will be implemented for the activity.** (All BOAC staff and school teachers are required to sign and date the below boxes each day to ensure all risk controls have been met for that day)

DAY	1	2	3	4	5	6	7
DATE							
ALL CONTROLS RELEVANT (Y/N) <small>If No, please complete next page</small>							
Guide Signature							

CONTROL MEASURE VARIATION

If a defensible and rational control is available and not already recorded in this booklet; the likelihood/consequence of risks, the meeting your duty of care and the program outcomes, it must be clearly documented here:

RISK MANAGEMENT WORKSHEET – GENERAL

THESE RISKS ARE RELEVANT TO ALL ACTIVITIES THROUGHOUT AN ENTIRE PROGRAM AND SHOULD BE ADHERED TO AT ALL TIMES

SER	ANALYSE, ASSESS & PRIORITISE RISKS					CONTROL THE RISKS			
	Hazard Type	Potential Consequences	C	P	Risk Rating	Controls	New C	New P	Residual Risk Rating
1	Instructor Ability (Qualifications, Experience)	<ul style="list-style-type: none"> Increased exposure to other hazards for BOAC staff and clients Loss of clientele Equipment damage 	D	V	H	Instructor/s to: <ul style="list-style-type: none"> Be competent and qualified at the appropriate skill level in comparison to client and environment expectations Instructors will perform first aid to their ability and qualification as required 	D	R	M
2	Client Ability	<ul style="list-style-type: none"> Increased exposure to other hazards Equipment damage Psychological damage Client complacency 	D	P	H	<ul style="list-style-type: none"> BOAC staff determine client abilities via medical information and verbal confirmation of previous experience and plan activities accordingly BOAC instructors adapt activities to reflect client abilities and progressions BOAC Instructors to implement appropriate instruction and revision as required 	D	R	M
3	Medical Conditions	<ul style="list-style-type: none"> Medical Incident caused by failure to disclose pre-existing condition 	D	P	H	<ul style="list-style-type: none"> BOAC Management will assess clients ability to participate in relevant activities based on information from Medical forms supplied or by verbal confirmation with client and/or relevant Doctor BOAC instructors brief the importance of informing BOAC of pre-existing medical conditions if advised upon arrival (Condition not on medical form) BOAC instructors to communicate with client/parent/doctor and advise BOAC Management of outcomes All BOAC instructors will read the medical forms filled out by the clients BOAC staff will make plans to accommodate any medical conditions, e.g. carrying second EPI-PEN for allergic shock and jelly babies for diabetic clients 	D	R	M
4	Previous Injuries	<ul style="list-style-type: none"> Re-occurrence of an existing injury 	H	P	S	<ul style="list-style-type: none"> BOAC instructors brief the importance of informing BOAC of pre-existing injuries or illnesses. All BOAC instructors will read the medical forms filled out by the clients. BOAC personnel will make plans to accommodate any pre-existing injuries or illnesses e.g. walking at a pace which suits a knee injury Client should follow previous doctors recommendations on how to support injury to prevent further damage 	H	R	L
5	Use of private property	<ul style="list-style-type: none"> Loss of future use Damage to property and associated equipment 	H	P	S	<ul style="list-style-type: none"> Permission must be obtained before entering private property by BOAC management BOAC staff will be advised of property owner permission when applicable When entering private property BOAC Staff and clients will always be courteous and obey any land owners requests Property gates and equipment will be left as found BOAC public liability insurance applies Australia wide on all properties utilised 	H	U	M
6	Interaction with other people	<ul style="list-style-type: none"> Verbal and physical abuse to BOAC staff and clients Injury to other people Damage to other people's equipment Negative representation of BOAC 	H	U	M	<ul style="list-style-type: none"> BOAC staff will minimise interaction with members of the public by organising all activities in areas pre-approved by BOAC Management Members of the public will be given right of way in all situations BOAC staff will ensure staff and clients interact appropriately with members of the public All incidents with members of the public will be recorded on an incident form If members of the public wish to make any formal complaints BOAC staff will direct them to the BOAC Office in Gloucester 	H	R	L

7	Severe Weather ind. Strong winds and flooding	<ul style="list-style-type: none"> Increased risk of tree fall Loss of equipment Activity adjustment and/or cancellation 	D	V	H	<ul style="list-style-type: none"> BOAC Management to check weather more frequently when storms predicted. Refer to Office Manual BOAC Management to keep field staff updated with weather changes during scheduled check ins, or sooner if severe weather is predicted. Contingency venues and activities planned and put into use when required. Refer to Office Manual and Local Program Notes 	D	R	M
8	Lightning	<ul style="list-style-type: none"> Electrocution Activity adjustment and/or cancellation 	D	U	S	<ul style="list-style-type: none"> BOAC Management to check weather more frequently when storms predicted BOAC Management to keep field staff updated with weather changes BOAC staff to follow Lightning procedure. Refer to FPM 	H	R	L
9	Heat/Sun Exposure	<ul style="list-style-type: none"> Heatstroke Sunburn Hyperthermia 	H	P	S	<ul style="list-style-type: none"> Increase water intake by individuals as heat stress increases. Educate clients in recognition of heat stress and prevention of heat illness All clients to apply and reapply sunscreen as needed and wear a hat when in open sun. All BOAC personnel to be trained in the treatment of heat illness in the field. BOAC Management to keep field staff updated with weather changes In case of any accident the instructor will follow remote area first aid procedures. 	T	U	L
10	Cold Exposure	<ul style="list-style-type: none"> Hypothermia 	H	P	S	<ul style="list-style-type: none"> Ensure all clients have thermal clothing, wind or rain jacket on cool windy days. Ensure clients are wearing wetsuits if in water on cold days Education of clients in recognition of signs and symptoms of hypothermia if it is a risk Ensuring all clients have snack food to reduce the onset of hypothermia. Monitor physical activity when weather is wet and cold, All BOAC personnel to be trained in the treatment of hypothermia illness in the field. Check weather report before days activity starts, supplied by BOAC. In case of any accident the instructor will follow remote area first aid procedures. 	T	U	L
11	Wildlife	<ul style="list-style-type: none"> Injury to the wildlife Modification to natural behaviour patterns 	T	P	M	<ul style="list-style-type: none"> All BOAC instructors will ensure clients know the importance of minimal impact in relevant environments Storage of equipment and/or food will be briefed by BOAC instructors if applicable 	T	U	L
12	Animal Bites including snake & spider	<ul style="list-style-type: none"> Death 	D	R	M	<ul style="list-style-type: none"> Clients briefed on spider and snake awareness and how to appropriately interact with them. If a bite occurs, instructor to apply appropriate first aid. First aid kit to be easily accessible at all times. If the patient's life is at risk, appropriate action is to be taken for evacuation from the nearest evacuation point. Communication equipment (radio, satellite phone, mobile phone) to be carried and easily accessible at all times. Remote areas or high risk activities require two forms of communication. All tents must be fully zipped up when left unattended. 	H	R	L
13	Trailer Attaching and Un-attaching	<ul style="list-style-type: none"> Crush injury Pinch Injury Muscle Strain Runaway trailer Property damage 	H	P	S	<ul style="list-style-type: none"> BOAC staff trained in BOAC trailer attachment and un-attachment procedures. Refer to Shed Manual + Field Practices Manual - FPM All trailer connections/attachments double checked by second BOAC staff member All equipment, ropes & tie downs double checked by BOAC staff Park trailers on flat ground where possible Chocking trailer wheels and/or applying brake. Periodical trailer services. Refer to shed manual 	H	R	L
14	Vehicular accident	<ul style="list-style-type: none"> Death Disability Broken or fractured bones Cuts/ grazes Bruising Damage to property/equipment. 	D	U	S	<ul style="list-style-type: none"> Vehicle registered/roadworthy drivers appropriately licensed driver must not be under influence of alcohol/drugs adherence to speed limits driver rotation at appropriate intervals Compliance with D.O.T. Bus accreditation 	T	U	L

RISK MANAGEMENT WORKSHEET – HIKING

THESE RISKS ARE RELEVANT TO HIKING ONLY AND SHOULD BE ADHERED TO AT ALL TIMES WHILST HIKING

SER	ANALYSE, ASSESS & PRIORITISE RISKS					CONTROL THE RISKS			
	Hazard Type	Potential Consequences	C	P	Risk Rating	Controls	New C	New P	Residual Risk Rating
1.	Loading and unloading packs	<ul style="list-style-type: none"> Muscular Sprain/Strain 	H	P	S	Instructors <ul style="list-style-type: none"> BOAC instructors will conduct a briefing on the correct method for lifting heavy objects. Refer to Field Practices Manual - FPM All loading & unloading of hiking packs are to be supervised by BOAC instructors. This will be done only after the bus or trailer has been parked in a flat, stable site. Refer to FPM All ropes & tie downs doubled checked by instructors. Clients <ul style="list-style-type: none"> Clients are responsible for looking after their safety equipment. 	H	R	L
2.	Use of Hiking Packs	<ul style="list-style-type: none"> Muscular Sprain/Strain Joint injuries Loss of or damage to equipment 	H	U	M	Instructors <ul style="list-style-type: none"> Inspect clients packs to ensure they are appropriate for the trip Ensures clients do not pack excessive equipment to minimise pack weight Visually inspect each clients pack to ensure it is fitted correctly Clients <ul style="list-style-type: none"> Briefed on proper pack use including; How to pack a pack, how to fit a pack and appropriate lifting techniques (i.e. always get someone to assist you in putting a pack on Clients briefed on the impact of carrying extra weight in their backs.) refer to FPM Weak legjoints (knee and ankle) to be provided extra support(brace, compression bandage or strapping tape) to prevent injury 	H	R	L
3.	Slippery, steep and uneven ground.	<ul style="list-style-type: none"> Muscular Sprain/Strain Joint injuries Broken or fractured bones Cuts and grazes Bruising 	H	P	S	<ul style="list-style-type: none"> All BOAC instructors will cover the methods for walking in difficult terrain in their safety briefing e.g. using three points of contact on the ground, Bum sliding and assisting one another. Instructor to maintain group control and position themselves so that they can see the entire group when walking to be able to manage any hazards the group may come across Instructor to ensure that clients remain on track if there is one, or most suitable path is taken when there isn't a clearly defined track. If necessary instructor should assist clients in overcoming hazardous obstacles by briefing them on the appropriate way to pass the obstacle and physically assisting them (holding their hand or pack, "spotting" them to prevent them falling over or potentially rigging a hand line.) If possible instructor to have completed the walk before to be familiar with the hazards present In case of any accident the instructor will follow remote area first aid procedures. 	T	U	L
4.	Getting lost	<ul style="list-style-type: none"> Increased exposure to other hazards 	H	P	S	<ul style="list-style-type: none"> If possible instructor to have completed the walk before to be familiar with the route Instructor to be appropriately qualified and experienced to guide the walk. Instructor to carry 1:25 000 scale topographic maps covering the entirety of the walk as well as a functioning compass. If necessary instructor to carry a GPS unit. Adequate communication to be carried (radio, Satellite phone, 3G mobile phone) to ensure BOAC and emergency services can be contacted at all times throughout the walk 	H	U	M