

Activities Risk Assessment 2020 for Kianinny Bush Cottages School Camps

Updated 28/10/2020

Contact List

Kianinny office phone: 6494 1990

Police, Ambulance, Fire Brigade: 000

Bega Hospital: 6492 9111

Doctor: Sapphire Coast Medical Practice; Dr J Marshman, 78 Bega St, Tathra; 6494 1877.

Poisons Information: 13 11 26

WIRES (for native animals): 6495 4150

Water supplied by: Bega Valley Shire Council; 6499 2222

Gas supplied by: Elgas; 131 161

Electricity supplied by: Momentum Energy. 1300 662 778, from Essential Energy 132 080

General principles

For latest guidelines on outdoor activities, see:

<http://www.sports.det.nsw.edu.au/spguide/activities/>

Instructor experience:

Instructors must be over 18 with demonstrated the ability to undertake the activity.

Demonstrated ability includes previous experience instructing and supervising small groups in recreation activities and training by Kianinny's activity instructors on the technical, safety and supervisory components of the activity.

This training occurs prior to the activity and if the group leader is deemed competent then they can instruct the activity. If Kianinny Staff are not satisfied with the competence level they will observe and assist or instruct the activity until satisfied with the competence of the leader.

Instructors must carry a First Aid Kit and hold a current First Aid qualification.

Participants should be able to;

Safely participate and understand the safety and minimal impact issues associated with the activity.

Age suitability:

No minimum age is specified. Children younger than 12 should be closely supervised. The activities should suit the ability of all participants.

Ratio:

Guideline: 1:12; one adult per 12 participants; at least two adults must be present for all activities; an Instructor and a school teacher. For activities with larger groups, an additional adult is required for each additional 12 participants.

Department of Education and Training specifies the ratios of: Archery: 1:20 Canoeing 1:12; 2 Children under 2 require 1:5, 2 – 3 year olds 1:8, and 3 – 6 year olds 1:10.

Participant experience:

No previous experience in the activity is required.

Instructor responsibility:

Instructors may be

- a) Kianinny Resort Staff or
- b) Group Leaders who have a demonstrated ability, and/or appropriate qualifications and experience and/or undertaken in house training appropriate to the activity at Kianinny Resort.

Overall, the instructor is responsible for:

- Pre inspection, of the tracks and equipment used in the activity
- Collecting map/s, communications, phone numbers and first aid kit as part of activity equipment
- Arranging or confirming first aid needs and identifying participants at risk e.g. asthma. It is expected that an attending school teacher/aid will provide and administer any special medications required.
- Briefing participants about the nature and purpose of the activity, about potential hazards and appropriate safety procedures.
- Ensuring participants wear appropriate clothing, closed shoes
- Ensuring minimal impact principles are used
- Adhering to the Kianinny Sun Safety Policy; hats to be worn outdoors, sunscreen is advised
- Following procedures in the Kianinny Emergency Response Plan, recording any incidents on the Incident Report Form, and reporting any incidents or hazards to Kianinny management.

The school teacher (or assisting leader) is responsible for the behaviour and supervision of participants to, from and during the activity, and informing the instructor about medical conditions of participants which may arise during the activity

Wet Weather Alternatives

Games are available, which include initiatives and team challenges. to be held either in the Bush Pavilion or the Lakeside Function Centre depending on group size.

Procedures in an emergency

In the case of an emergency the activity will cease and the group will be moved from any possible danger.

Steps detailed in the Kianinny Emergency Response Plan are to be implemented;

- Verify the report of an emergency is correct
- Notify other staff and call 000 if required
- Assess the danger and take evasive action
- Act to ensure the safety of all.

Risk management table

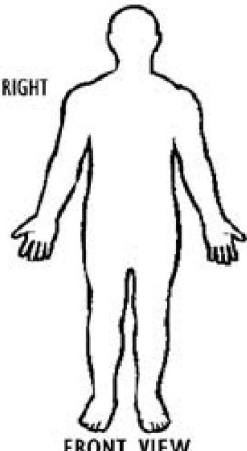
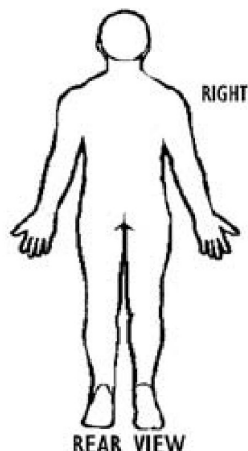
HAZARD	RISK	CONTROL MEASURE
All activities		
Sunburn from exposure to the Sun's UV rays	Medium	Wear protective clothing including a hat Wear sunscreen Use shade house when waiting for a turn
Dehydration from lack of drinking in warm/hot weather or during physical exercise	Low	Carry a water bottle and sip water periodically during the sessions Sit in shade when waiting for a turn Wear clothing that minimises overheating body temperature
Bites and stings (Bees, snakes, ticks, mosquitoes)	Low	Instructor to be aware of participants with allergies – talk to group leader before the activity begins Wear long pants and closed sturdy shoes Use insect repellent
Slips, trips and falls from undulating ground and obstacles on the tracks Strains, sprains and fractures	Low	Instruct participants on safety; walk don't run Walk slowly down steps and steep tracks Keep eye out for obstacles and step over them or walk around if large obstacles Use a walking pace that the whole group can manage – not fast pace walking – even if late on arriving. Single file on bridges without handrails Inspect the course elements before activity and remove sticks, branches and other obstacles from the area
Equipment failure	Low	Pre inspection of the ropes course before activity Use equipment within the date of expiry Use industry standard equipment Professional inspection of ropes course required annually Professional tree inspection required annually
Lost group members	Low	Have an adult walk at rear of group to ensure no-one is left behind Instruct participants on the safety rules – stay on track, call out if in need of assistance Carry a map, communications and phone Be aware of the group's behaviour at all times. Assisting Leader/Instructor count heads at beginning and end of activity
Property issues	medium	An induction briefing provided to all visiting schools on arrival, advising: Boundary areas; confine to bush pavilion, bunk rooms, cabins when allocated, and space from tennis court to climbing walls. NOT to wander into bush, or around other cabins Do not go behind cabins, where various hazards exist Close cabin doors to prevent animals from entering Do not hand-feed wild animals Be aware of snakes; avoid where possible, be still if close by, warn others Be aware of ticks and leeches, remove promptly and/or seek help from staff
Vehicle and pedestrian accident on entrance road or bridge	Low	Follow road safety rules Walk on the side of the road or bridge not in the middle Give way to vehicles driving on the road

		Walk on walking tracks around the facility to avoid walking on the main entrance road and bridge
Amazing Race		
Lost group members	low	Participants advised to stay together in group, teachers and instructors monitor numbers of each group as they arrive to each activity
Trips and falls, general first aid	low	All instructors to have first aid available
Activities	low	Each amazing race activity is based on another activity, listed below, or has no specific risks
Archery		
Puncture wound from incorrectly loading bow or firing at a living object	Low	Instruct participants on the safety rules - as per lesson plan notes on archery. Instruct participants on the correct use of equipment - as per lesson plan notes on archery. Be aware of the group's behaviour at all times. Be aware of the archers movements and skills Coach archers during the session to correct technique
Skin burn from bow string hitting skin on arm	Medium	Instruct participants on the correct use of equipment - as per lesson plan notes on archery. Wear an arm guard if wearing short sleeves Coach archers during the session to correct technique
Bush Walks		
Lost group members	Low	Have an adult walk at rear of group to ensure no-one is left behind Instruct participants on the safety rules – stay on track, call out if in need of assistance Carry a map, communications and phone Be aware of the group's behaviour at all times. Assisting Leader/Instructor count heads at beginning and end of activity
Slips, trips and falls from undulating ground and obstacles on the tracks Strains, sprains and fractures	Low	Instruct participants on safety; walk don't run Walk slowly down steps and steep tracks Keep eye out for obstacles and step over them or walk around if large obstacles Use a walking pace that the whole group can manage – not fast pace walking – even if late on arriving. Instructor to carry first aid
Climbing wall		
Injuries from lack of supervision & instruction.	Low	Fully brief participants on behaviour expected at the climbing wall Brief students on 'spotting techniques' with demonstrations – see spotting notes Instructor trained in using climbing wall Assistant leader (teacher) watching participants at all times and discipline as required Wear helmet at all times when on the wall
Canoeing, raft building and swimming		
Falling into the water/ Hypothermia	Low	Instruct participants on safety - as per lesson plan notes on canoeing. Wear Personal Floatation Device (PFD) at all times when canoeing / swimming Be aware of the group's behaviour at all times. Be aware of the groups movements and skills

		<p>Coach canoeists during the session to correct technique</p> <p>Avoid capsizing early in the session time</p> <p>If capsize – look after each other and make sure each canoeist is safe – refer to instructions for Capsizing</p> <p>If water is cold and a canoeist is wet – remove the canoeist as quickly as possible, end activity and change into dry clothes to avoid hypothermia</p>
Lightning storms	Low	<p>Check weather forecast at the beginning of the day</p> <p>Change activity if a lightning storm is forecast during the session time</p> <p>Immediately move all participants off the lake and out of the canoes if a lightning storm is present – gather at the top dining area.</p>
Drowning from water too deep for participants, no flotation devices, lack of supervision	Low	<p>Supervise the group at all times</p> <p>Instructor to hold Bronze Medallion</p> <p>Wear PFD's during activities</p> <p>Identify non and weak swimmers before the activity session and make arrangements for a safe session in the water</p> <p>Comply with Dept of Education swimming ratios 1:12</p>
Low ropes		
Spinal injuries from lack of supervision & instruction.	Low	<p>Instructor trained in using low ropes courses</p> <p>Assistant leader (Group Leader) watching participants at all times and using discipline as required</p> <p>Brief participants on behaviour expected at the ropes course. Brief participants on 'spotting techniques' with demonstrations – see Spotting Notes</p> <p>Helmet worn when on the ropes element</p>
Nightwalk		
Darkness	Low	<p>Participants carry and use a torch to light the track they are walking on. Instruct participants on safety - as per lesson plan notes on night walk</p>
Orienteering		
Injuries from lack of supervision & instruction.	Medium	<p>Participants made aware of first aid locations; other activity staff, reception and kitchen</p> <p>If lost - coo-ee for others, head downhill to camp</p> <p>Boundaries are: around the cottages, the boundaries are Goanna Track, the Lake and the Tennis Court. In the forest the boundaries are Boundary Trail, with the exception of Rainforest Trail.</p> <p>Beware of cars on the road and bridge</p> <p>Stay together in small groups of at least 4. If anyone becomes injured or needs help, one other participant must stay with them and the other two seek help. At no time should any participant be alone.</p>
Bites and stings	medium	<p>Briefing to include warning of various hazards</p> <p>Participants encouraged to stay on track as much as possible</p> <p>Beware of bites & stings, tripping hazards</p>
Exposure	low	<p>Participants must wear hats, sun screen, closed shoes at all times</p>
Off-site activities		
Surfing and beach carnivals	Medium	<p>Contracted companies are responsible for managing risks when students are taken off site.</p>

		They are responsible for ensuring appropriate supervision ratios, staff first aid training, rescue procedures, maintaining related equipment, and ensuring all participants are accounted for.
Bush walks	Medium	Instructor lead
Sensory course		
Spinal injuries from lack of supervision & instruction.	Low	Fully brief participants on behaviour expected at the ropes course Brief students on 'spotting techniques' with demonstrations – see spotting notes Instructor trained in using low ropes courses Assistant leader (group leader) watching participants at all times and instruct as required Wear helmet when on the flying fox, cargo net, tyres and balance beam
Sugar Glider / Flying fox		
injuries from fall	High	All participants wear a full-body harness and helmet. Harness checked when first put on, and re-checked prior to leaving the platform. Both pulley systems and independent back-up are connected to participants. Cables, connections and all equipment inspected prior to each session. Instructor trained and inducted in all procedures.
Injuries from collision	low	Landing area roped off. All instructed to keep the landing area clear. Landing area checked prior to releasing each ride.
Team rescue		
Injuries from lack of supervision & instruction.	Low	Instructor trained in using the Team Rescue Course Fully brief participants on behaviour expected at all times Assistant leader (teacher) watching participants at all times and instruct as required
Fall off platform	Low	Warn participants to be wary of rope under their feet

Incident report form

Details of incident (eg to a worker or guest) and treatment			
Date of incident		Time of incident	<input type="checkbox"/> am <input type="checkbox"/> pm
Nature of incident	<input type="checkbox"/> Near miss <input type="checkbox"/> First aid <input type="checkbox"/> Medical treatment/doctor		
Name of injured person			
Address			
Occupation			
Date of birth			
Telephone			
Employer			
Activity in which the person was engaged at the time of injury			
Exact site location where injury occurred			
Nature of injury – eg fracture, burn, sprain, foreign body in eye			
Body location of injury (indicate location of injury on the diagram)	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>RIGHT</p>  <p>FRONT VIEW</p> </div> <div style="text-align: center;"> <p>LEFT</p>  <p>REAR VIEW</p> </div> </div>		
Treatment given on site		Name of treating person	
Referral for further treatment? Yes <input type="checkbox"/> No <input type="checkbox"/>	Name of doctor or hospital	WorkCover medical certificate received? Yes <input type="checkbox"/> No <input type="checkbox"/>	Attach copies
Injury management required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Notify return to work coordinator	Name of return to work coordinator	
Witness to incident (each witness may need to provide an account of what happened)			

Witness name		Witness contact	
Witness name		Witness contact	

Details of incident (eg property, plant or environmental damage)	
Date of incident	Time of incident <input type="checkbox"/> am <input type="checkbox"/> pm
Location of incident:	
Details of damage to equipment or property:	
Name of person who received the report:	Telephone:
Description of incident	
Immediate response actions taken to stabilise the situation	
Reported to	
Reported to principal contractor? Yes <input type="checkbox"/> No <input type="checkbox"/>	Provide details (when, reported to and reported by):
Reported to authorities (WorkCover phone: 13 10 50)? Yes <input type="checkbox"/> No <input type="checkbox"/>	Provide details (when, reported to and reported by):
Reported to principal contractor? Yes <input type="checkbox"/> No <input type="checkbox"/>	Provide details (when, reported to and reported by):
Reported to workers compensation insurer? Yes <input type="checkbox"/> No <input type="checkbox"/>	Provide details (when, reported to and reported by):
Completed by	
Name:	Position:
Signature:	Date: