



RISK MANAGEMENT PLAN

Activity:	Bush Craft	Location:	Mountain Trails Adventure School	Supervision ratio:	1:15
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Experience of participants: Novice

AIMS OF THE ACTIVITY	QUALIFICATIONS AND EXPERIENCE OF ACTIVITY GUIDES	STUDENT REQUIREMENTS AND SAFETY
1. For the students to have fun and be creative making bush creations 2. For the students to learn appreciation of the natural environment	What are the current experience, competencies or qualifications needed for this activity? <ul style="list-style-type: none"> • Training in group management and emergency response. • Current first aid certificate • Wilderness first desirable but not essential 	How will the students be supervised? 1:15 - supervision of collection and creation of craft
		How will the staff be deployed? Guides supervising selection of materials and assisting in creating craft.
		Over what area will students be spread? Indoors / 10m ² outside. Outdoors 100m ²
		What activities will students do as preparation for this activity? Safety briefing
		Have the students been tested for any prerequisite skills? (eg swimming) NA

EQUIPMENT USED IN THIS ACTIVITY

Equipment / Protective clothing	Industry Standard	Are there safety checks carried out?		Is the equipment appropriate for age group?	What can go wrong? Action in event of failure	
		Yes	No			How often
Hot Glue Gun	Yes	Yes		Monthly	Yes – Used with Instructors Supervision	Small burn – 1 st aid

IDENTIFY THE RISKS (Potential loss – physical, emotional, etc.) AND SCORE (Using accompanying model)

#	RISK	SCORE	#	RISK	SCORE

1	Dangerous fauna	Low	5	
2	Poor Facilitation	Low	6	
3	Unsafe Act of Participant	Low	7	
4	Hot Glue burn	Low	8	

May 2015



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IDENTIFY THE CONTRIBUTING FACTORS AND MANAGEMENT STRATEGIES TO COMBAT THOSE FACTORS

CATEGORY	CONTRIBUTING FACTORS	MANAGEMENT STRATEGY
PEOPLE Attributes people bring to an activity such as skills, attitudes, age, physical fitness, health numbers, etc.	2. Unresponsive participants, work stress of activity guide 3. excited participants, unruly behaviour <ul style="list-style-type: none"> • Participant ridicule • Peer pressure 	2. responsible rostering, teaching staff briefing 3. clear statement in briefing of safety rules, adequate discipline of unruly behaviour <ul style="list-style-type: none"> • Maintain participants group 'Full Value Contract' • conduct session in 'Challenge by Choice' framework
EQUIPMENT Resources that impact on the activity such as clothing, helmets, ropes, harnesses, tents, hardware, etc.	4. campers using the hot glue gun	4. brief on safety, only activity guides operate hot glue gun 5. Instructors supervision and management
ENVIRONMENT Factors that impact on the activity such as weather, terrain, water, tides, fire, flora, fauna, wind, etc.	1. Season, participants collecting natural materials from ground	1. clear safety briefing / in the field observations
OCCUPATIONAL HEALTH AND SAFETY Factors which might arise if a regulation or		

safety guideline was not followed		
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EMERGENCY MANAGEMENT PLAN

1. Keep group together	How remote is the activity from sources of assistance?	on site
2. Implement Emergency Management Plan	How would help be called?	phone, messenger
3. Alert teaching staff to Management Plan	How long would it take to get help after an accident?	other staff – 2 mins ambulance – 12 mins

REPORT PREPARED BY: Bronwyn Pye DATE:12/05/2015 REPORT APPROVED BY: Malcolm Bennett

REPORT REVIEWED AND UPDATED BY: Breanna Hickey DATE: 24/08/20