

RISK MANAGEMENT PLAN

Activity:	Campfire	Location:	Mountain Trails Adventure School	Supervision ratio:	1:15
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Experience of participants: Novice or limited experience

AIMS OF THE ACTIVITY	QUALIFICATIONS AND EXPERIENCE OF ACTIVITY GUIDES	STUDENT REQUIREMENTS AND SAFETY
1. To facilitate the safe enjoyment of an outdoor fire. 2. To promote the out doors. 3. To foster co- operation and sharing between members of the group.	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 aid desirable but not essential 	How will the students be supervised? 1:15 – supervision of campfire and surrounding bush (wood collection)
		How will the staff be deployed? Guides continuously at fireplace
		Over what area will students be spread? 10 – 100m ²
		What activities will students do as preparation for this activity? Safety briefing and fire lighting demonstration Environmental 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		
Billy	-	yes		Prior to use	yes	Handle break – repair or replace
Matches	Yes	Yes		Prior to use	yes	Match doesn't strike – new box

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

#	RISK	SCORE	#	RISK	SCORE

1	Equipment fail	Low	5	Poor facilitation	
2	Burns	Low	6	Falling tree limbs	Low
3	Poor weather	Low	7	Unsafe act of participant	Low
4	Dangerous fauna	Moderate	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.	5. Unresponsive participants, work stress of activity guide 7. excited participants, unruly behaviour, wandering off <ul style="list-style-type: none"> • Participant ridicule • Peer pressure 	5. responsible rostering, teaching staff briefing 7. 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 • sufficient trained staff to manage activity
EQUIPMENT Resources that impact on the activity such as clothing, helmets, ropes, harnesses, tents, hardware, etc.	1. old gear	1. equipment checks prior to and immediately after use
ENVIRONMENT Factors that impact on the activity such as weather, terrain, water, tides, fire, flora, fauna, wind, etc.	1. poor fireplace setting or use 2. stormy conditions or extreme temperatures 3. Season, participants collecting natural materials from ground 6. high winds, unhealthy trees	1. select appropriate fireplaces and have participants seated when around the fire. 2. Guides check weather forecast (including fire bans) and in the field monitoring 3. clear safety briefing / in the field observations 4. careful fireplace placement

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, hand held radio
3. Alert teaching staff to Management Plan	How long would it take to get help after an accident?	other staff – 2 mins ambulance – 45 mins medical practitioner – 2 mins

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