

# RISK MANAGEMENT PLAN



<b>Activity:</b>	<b>Caving</b>	<b>Location:</b>	<b>Wee Jasper, Public caves</b>	<b>Supervision ratio:</b>	<b>2:15, + teacher present (if school group)</b>
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**Experience of participants:** Varied – novice to intermediate

<b>AIMS OF THE ACTIVITY</b>	<b>QUALIFICATIONS AND EXPERIENCE OF ACTIVITY GUIDES</b>	<b>STUDENT REQUIREMENTS AND SAFETY</b>
1. To provide the students with an opportunity to experience caving. 2. To assist the group to understand, support and accept individual differences. 3. For individuals to demonstrate trust and develop understanding of the consequences of making choices.	<b>What are the current experience, competencies qualifications needed for this activity?</b> <ul style="list-style-type: none"> <li>• VETAB training to industry standards</li> <li>• Cert III or IV /Peer reviewed</li> <li>• Recent experience at the location</li> <li>• Training in group management and emergency response</li> <li>• Current first aid certificate</li> <li>• Wilderness first aid desirable but not essential.</li> </ul>	<b>How will the students be supervised?</b> Students contained in area Staff leading and following
		<b>How will the staff be deployed?</b> 1 staff at front of group, 1 behind group. 1 roaming if possible
		<b>Over what area will students be spread?</b> 50-80m <sup>2</sup>
		<b>What activities will students do as preparation for this activity?</b> Safety briefing and demonstration
		<b>Have the students been tested for any prerequisite skills? (eg swimming) NA</b>

## EQUIPMENT USED IN THIS ACTIVITY

<b>Equipment / Protective clothing</b>	<b>Industry Standard</b>	<b>Are there safety checks carried out?</b>		<b>Is the equipment appropriate for age group?</b>	<b>What can go wrong? Action in event of failure</b>
		<b>Yes</b>	<b>No</b>		
Ropes	UIAA/CE	Yes		every setup and pack up	Rope break – belay backup
Helmets	“	Yes		at equipment issue	Replace if damaged
Harness	“	Yes		at equipment issue	Replace if damaged
Hardware	“	Yes		at equipment issue	Hardware break – belay backup
Head Lamps	N/A	Yes		Before every use	Light Breaks – Backups carried

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

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#	RISK	SCORE	#	RISK	SCORE
1	Equipment failure	Low	5	Poor facilitation	Moderate
2	Injury during	Moderate	6	Dangerous fauna	Low
3	Unsafe act of participant	Substantial	7	Unauthorised use	Low
4	Poor weather	Low	8		

## IDENTIFY THE CONTRIBUTING FACTORS AND MANAGEMENT STRATEGIES TO COMBAT THOSE FACTORS

CATEGORY	CONTRIBUTING FACTORS	MANAGEMENT STRATEGY
<b>PEOPLE</b> Attributes people bring to an activity such as skills, attitudes, age, physical fitness, health numbers, etc.	1. Inexperienced participants 2. Excited participants at surface face, unaware of consequences of actions 3. Unresponsive participants, work stress of activity guide 4. Participant ridicule 5. Peer pressure	1. adequate briefing, demonstration and coaching 2. clear statement in briefing of safety rules 3. responsible rostering, teaching staff briefing 4. Maintain participants group 'Full Value Contract' 5. conduct session in 'Challenge by Choice' framework
<b>EQUIPMENT</b> Resources that impact on the activity such as clothing, helmets, ropes, harnesses, tents, hardware, etc.	1. Gear in constant use	1. checks carried out prior to and immediately after use
<b>ENVIRONMENT</b> Factors that impact on the activity such as weather, terrain, water, tides, fire, flora, fauna, wind, etc.	1. Stormy conditions and extreme temperatures 2. Season, poor site maintenance	1. pre activity weather check and in the field observations 2. site preparation / setup and in the field observations

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<b>OCCUPATIONAL HEALTH AND SAFETY</b> Factors which might arise if a regulation or safety guideline was not followed	1. wandering participants in free time	1. 'deny access' procedures and monitoring of site boundaries
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## EMERGENCY MANAGEMENT PLAN

<b>1. Keep group together</b>	<b>How remote is the activity from sources of assistance?</b>	10 Mins
<b>2. Implement Emergency Management Plan</b>	<b>How would help be called?</b>	UHF Radio
<b>3. Alert teaching staff to Management Plan</b>	<b>How long would it take to get help after an accident?</b>	other staff – 10-20 mins ambulance – 50 mins (from Yass) helicopter – 20mins

Risk & Threats	Current & Proposed Controls	Likelihood (with controls)	Consequences (with controls)	Risk Rating (with controls)	Accept Risk (Y/N)
<b>1. Risk - Loss of safety – activities, programmes, VSM, participants, visitors</b> <i>Threats</i>					
a) Minor accident in cave (eg. slip-over) resulting in a sprain ankle/wrist, cuts, bruises, etc	<ul style="list-style-type: none"> <li>• Basic first-aid kit – bandages</li> <li>• At least one first-aid trained Staff Team Member</li> <li>• Members</li> <li>• At least 2 Staff Team Members per group</li> <li>• Allow group to adapt to night vision on entry</li> <li>• Wearing of protective clothing in cave</li> <li>• Brief group on dangers prior to entry</li> </ul>	Likely	Minor	Moderate	

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b) Major accident in cave (eg. fall down a hole) resulting in broken limb, internal injury, etc	<ul style="list-style-type: none"> <li>• Basic first-aid kit – bandages</li> <li>• At least one first-aid trained Staff Team Members</li> <li>• At least 2 Staff Team Members per group</li> <li>• Staff Team Members heightened supervision at high risk areas</li> <li>• Allow group to adapt to night vision on entry</li> <li>• SES notification included in procedures</li> <li>• Brief group on dangers prior to entry</li> </ul>	Rare	Major	High
c) Participant has bad reaction to medication in cave	<ul style="list-style-type: none"> <li>•• Obtain participant medical data prior to trip</li> <li>• No medication taken in first-aid kit</li> <li>• Participants carry &amp; administer personal medications</li> </ul>	Rare	Medium	Moderate
d) Sickness in cave	<ul style="list-style-type: none"> <li>•• Bags carried to carry human material out</li> <li>• Brief group on procedures prior to entry</li> <li>• Optional personal analgesics taken by each participant</li> </ul>	Rare	Minor	Low

Risk & Threats	Current & Proposed Controls	Likelihood (with controls)	Consequences (with controls)	Risk Rating (with controls)	Accept Risk (Y/N)
e) Hypothermia in cave	<ul style="list-style-type: none"> <li>• Staff Team Members monitor for hypothermia signs &amp; symptoms</li> <li>• Staff Team Members assess wetness &amp; temperature in cave</li> <li>• Brief group on dangers prior to entry</li> </ul>	Rare	Medium	Moderate	

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f)	Dehydration in cave	<ul style="list-style-type: none"> <li>• Spare water carried for cave trips over 2 hours duration</li> <li>• Spare water kept in vehicles at entry/exit</li> <li>• Brief group on procedures prior to entry</li> </ul>	Unlikely	Medium	Moderate
g)	Dirt/dust/mud in eyes	<ul style="list-style-type: none"> <li>• Basic first-aid kit – saline solution</li> <li>• At least one first-aid trained Staff Team Members</li> <li>• Brief group on issues prior to entry</li> </ul>	Possible	Minor	Low
h)	Limb trapped between rocks	<ul style="list-style-type: none"> <li>• SES notification included in procedures</li> <li>• Brief group on procedure prior to entry</li> </ul>	Rare	Major	Moderate
i)	Participant loses/removes protective/safety equipment	<ul style="list-style-type: none"> <li>• At least 2 Staff Team Members per group</li> <li>• Staff Team Members constant monitor participants for safety compliance</li> <li>• Brief group on need to comply prior to entry</li> </ul>	Likely	Major	High
j)	Head injury from slip/fall	<ul style="list-style-type: none"> <li>• Caving standard helmets worn at all times inside caves</li> <li>• Brief group on dangers prior to entry</li> </ul>	Unlikely	Major	High
k)	Need to urinate/defecate whilst in cave	<ul style="list-style-type: none"> <li>• Group toilets just prior to cave entry</li> <li>• Bags carried to carry human material out</li> <li>• Brief group on procedures prior to entry</li> </ul>	Possible	Insignificant	Low

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l) Participants get into difficulty when staff distracted in supervising activity or an incident/event	<ul style="list-style-type: none"> <li>• At least 2 Staff Team Members per group</li> <li>• One Staff Team Members primary responsibility to monitor group – defined prior to cave entry</li> <li>• Brief group on dangers prior to entry, esp horseplay</li> </ul>	Unlikely	Medium	Moderate	
m) Participant stuck in cave (wedged in confined space)	<ul style="list-style-type: none"> <li>• Participant capability, size, experience matched to cave topology/geography/features &amp; route selected within cave</li> <li>• Staff Team Members positioned at either end of any feature</li> <li>• Group explained/demonstrated techniques prior to negotiate a cave feature</li> <li>• SES notification included in procedures</li> <li>• Brief group on procedures prior to entry</li> </ul>	Unlikely	Minor	Low	
n) Staff stuck in cave	<ul style="list-style-type: none"> <li>• At least 2 Staff Team Members per group</li> <li>• Staff Team Members practice negotiating cave features in staff training</li> <li>• SES notification included in procedures</li> <li>• Brief group on procedures prior to entry</li> </ul>	Rare	Minor	Low	

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<p>o) Late exit from cave – group takes longer than expected to go through the cave</p>	<ul style="list-style-type: none"> <li>• Over-estimate time required for group to negotiate cave</li> <li>• Experience of previous group timings</li> <li>• Staff Team Members short-cut some cave features to make up time</li> <li>• Brief group on procedures &amp; expected completion time prior to entry</li> </ul>	Possible	Minor	Low
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Risk & Threats	Current & Proposed Controls	Likelihood (with controls)	Consequences (with controls)	Risk Rating (with controls)	Accept Risk (Y/N)
<p>p) Failure of illumination whilst in cave</p>	<ul style="list-style-type: none"> <li>• Independent primary &amp; secondary illumination carried by all Staff Team Members</li> <li>• All group members carry at least one form of illumination</li> <li>• Test all illumination at Mountain Trails Adventure School and prior to cave entry</li> <li>• Spare illumination kept in vehicles at entry/exit</li> <li>• Batteries carried in first-aid kit</li> <li>• Brief group on procedures &amp; sharing of light prior to entry</li> </ul>	Possible	Minor	Low	
<p>q) Group lost in cave</p>	<ul style="list-style-type: none"> <li>• Staff Team Members experienced in caves being toured</li> <li>• Staff Team Members take cave maps on trip</li> <li>• At least 2 Staff Team Members per group</li> <li>• Brief group on procedures prior to entry</li> </ul>	Rare	Major	Moderate	

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r)	Individual(s) separated from main group and is lost in cave	<ul style="list-style-type: none"> <li>At least 2 Staff Team Members per group – positioned at front &amp; rear of group</li> <li>Staff Team Members regular counting of group</li> <li>Pair/buddy participants for the trip</li> <li>Brief group on procedures prior to entry</li> <li></li> </ul>	Rare	Major	Moderate	
s)	Object falls (with no cause) onto participant or staff	<ul style="list-style-type: none"> <li>Caving standard helmets worn at all times inside caves</li> <li>Brief group on dangers prior to entry</li> </ul>	Rare	Catastrophic	High	
Risk & Threats		Current & Proposed Controls	Likelihood (with controls)	Consequences (with controls)	Risk Rating (with controls)	Accept Risk (Y/N)
t)	Object falls (human dislodge/cause) onto participant or staff	<ul style="list-style-type: none"> <li>Caving standard helmets worn at all times inside caves Call ‘below’</li> <li>Brief group on procedures prior to entry</li> <li></li> </ul>	Possible	Catastrophic	High	
u)	Damaged or dirty clothing during caving activity	<ul style="list-style-type: none"> <li>Group wear old or protective clothing in cave</li> </ul>	Almost Certain	Insignificant	Moderate	

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