

# RISK MANAGEMENT PLAN

<b>Activity:</b>	<b>Craft</b>	<b>Location:</b>	<b>Mountain Trails</b>	<b>Supervision ratio:</b>	<b>1:15</b>
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**Experience of participants:** Novice

<b>AIMS OF THE ACTIVITY</b>	<b>QUALIFICATIONS AND EXPERIENCE OF ACTIVITY GUIDES</b>	<b>STUDENT REQUIREMENTS AND SAFETY</b>
1. For the students to have fun being creative 2. For the students to learn skills related to craft	<b>What are the current experience, competencies or qualifications needed for this activity?</b> <ul style="list-style-type: none"> <li>• Training in group management</li> <li>• Current first aid certificate</li> </ul>	<b>How will the students be supervised?</b> students remain within campsite boundaries, usually indoors.
		<b>How will the staff be deployed?</b> supervising and assisting students with their projects
		<b>Over what area will students be spread?</b> 30m <sup>2</sup>
		<b>What activities will students do as preparation for this activity?</b> NA
		<b>Have the students been tested for any prerequisite skills? (eg swimming)</b> NA

## 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>	<b>How often</b>		
Hot Glue Gun	-	Yes		Prior to use	Used with staff supervision	Small Burn – Treated on site

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

<b>#</b>	<b>RISK</b>	<b>SCORE</b>	<b>#</b>	<b>RISK</b>	<b>SCORE</b>
1	Poor facilitation	Low	5		
2			6		

3			7	
4			8	

May 2015

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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. Unresponsive participants, work stress of activity guide  <ul style="list-style-type: none"> <li>• Participant ridicule</li> <li>• Peer pressure</li> </ul>	1. responsible rostering, teaching staff briefing  <ul style="list-style-type: none"> <li>• Maintain participants group 'Full Value Contract'</li> <li>• conduct session in 'Challenge by Choice' framework</li> </ul>
<b>EQUIPMENT</b> Resources that impact on the activity such as clothing, helmets, ropes, harnesses, tents, hardware, etc.	1. Craft boxes containing projects	1. Observe and assist each student
<b>ENVIRONMENT</b> Factors that impact on the activity such as weather, terrain, water, tides, fire, flora, fauna, wind, etc.		
<b>OCCUPATIONAL HEALTH AND SAFETY</b> Factors which might arise if a regulation or safety guideline was not followed		

## 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 – 50 mins

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

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