

RISK MANAGEMENT PLAN

Activity:	Orienteering	Location:	Mountain Trails	Supervision ratio:	1:12
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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
<ol style="list-style-type: none"> To create interest in and enjoyment of the sport of orienteering For the students to develop skills used in orienteering For the students to develop interaction skills with other students and to complete a task with a partner or a group 	<p>What are the current experience, competencies or qualifications needed for this activity?</p> <ul style="list-style-type: none"> Training and assessment in basic compass work Current experience at the venue being used. Training in navigation Training in group management and emergency response Current first aid certificate Wilderness first aid desirable but not essential 	<p>How will the students be supervised? 1:12 – supervision of surrounding bush</p>
		<p>How will the staff be deployed? Guides monitor orienteering area, walking along fire trails</p>
		<p>Over what area will students be spread? 1000m²</p>
		<p>What activities will students do as preparation for this activity? Safety briefing, equipment demonstration</p>
		<p>Have the students been tested for any prerequisite skills? (eg swimming) Open area compass work</p>

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		
compass	N/A	Yes		Prior to use	Yes	Compass breaks - replace
maps	N/A	Yes		Prior to use	Yes	Ripping of maps – replace
sturdy covered shoes, hat, sunscreen	N/A	Yes		Prior to activity	Yes	Sore injured feet, sunburn

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

#	RISK	SCORE	#	RISK	SCORE
1	Poor weather	Low	5	Unsafe behaviour of participant	Low
2	Dangerous fauna	Moderate	6	Lost participant	Low
3	Poor facilitation	Low	7		

4	Falling tree limbs	Low	8	
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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.	<ol style="list-style-type: none"> Unresponsive participants, work stress of activity guide , exited participants, unruly behaviour Participants in an unfamiliar surroundings Participant ridicule Peer pressure 	<ol style="list-style-type: none"> responsible rostering, teaching staff briefing clear statement in briefing of safety rules, adequate discipline of unruly behaviour briefing includes detailed boundaries and procedures to follow when lost, groups carry watch and whistle 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.	<ol style="list-style-type: none"> Compass or map breaking cause loss of direction/ loss of location. 	<ol style="list-style-type: none"> Have spare maps and compasses. Have quality compasses. Have back up navigation methods. Have rescue and communication method e.g. UHF
ENVIRONMENT Factors that impact on the activity such as weather, terrain, water, tides, fire, flora, fauna, wind, etc.	<ol style="list-style-type: none"> stormy conditions or extreme temperatures Season, walking through untracked areas high winds, unhealthy trees 	<ol style="list-style-type: none"> Guides check weather forecast and in the field monitoring clear safety briefing / in the field observations note weather especially for wind conditions
OCCUPATIONAL HEALTH AND SAFETY Factors which might arise if a regulation or safety guideline was not followed	<ol style="list-style-type: none"> Injury of participant and facilitators 	<ol style="list-style-type: none"> Follow Safety Operating Procedure and activity plans.

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, UHF radio
3. Alert teaching staff to Management Plan	How long would it take to get help after an accident?	other staff – 5 mins ambulance – 1 hour

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DATE: 25/08/20

August 2020