

RISK MANAGEMENT PLAN

Activity:	Trail Walking	Location:	Mountain Trails Adventure School	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
2. To introduce campers to the environment and the flora and fauna, whilst following trails. 3. To encourage an interest for hiking. 4. To promote the out doors. 5. To foster co- operation and sharing between members of the group. 6. To encourage an awareness of the bush and the impact people have, both positive and negative. 7. Enjoyment.	What are the current experiences, competencies or qualifications needed for this activity? <ul style="list-style-type: none"> • Training in group management and emergency response. • Previous recognisance of the walk taken. • First Aid Certification • Wilderness first aid is desirable but not essential 	How will the students be supervised? 1:12 – supervision of students in a designated area. Boundaries outlined in briefing.
		How will the staff be deployed? Students will be instructed by the Guides throughout the activity
		Over what area will students be spread? 3km
		What activities will students do as preparation for this activity? Safety briefing and 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
Sturdy walking shoes	Yes	Yes		Prior to the activity beginning	Yes	Sore aching feet. Make sure footwear is appropriate before commencing activity
First Aid Kit	Yes	Yes		Prior to every program	Yes	First Aid kit, not stocked. Check list has been produced as a reference guide.
UHF Radio	Yes	Yes		Prior to use	Yes	Black Spots – walk to signal Battery Failure – Carry an extra radio

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

#	RISK	SCORE	#	RISK	SCORE
1	Poor facilitation	Low	5	Ankle Injury	Moderate
2	Falling tree limbs	Low	6	Group becomes lost	Low
3	Poor weather	Low	7	Individual becomes separated	Low
4	Dangerous fauna	Moderate(snake season only)	8		

5	Unsafe act of participant	Low		
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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 excited participants, unruly behaviour 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
EQUIPMENT Resources that impact on the activity such as clothing, helmets, ropes, harnesses, tents, hardware, etc.	<ol style="list-style-type: none"> Foot wear First Aide kit UHF Radios Foot wear and appropriate seasonal clothing 	<ol style="list-style-type: none"> checked by activity guides prior to leaving and adjusted if necessary first aide bag checked prior to the program commencing UHF radios are checked prior to leaving – radio the kitchen and wait for a response. checked by activity guides/students prior to leaving
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, participants collecting natural materials from ground high winds, unhealthy trees Uneven ground 	<ol style="list-style-type: none"> Guides check weather forecast and in the field monitoring clear safety briefing / in the field observations Warn participants prior to leaving
OCCUPATIONAL HEALTH AND SAFETY Factors which might arise if a regulation or safety guideline was not followed	<ol style="list-style-type: none"> Injury to participants or facilitators 	<ol style="list-style-type: none"> Ensure that safety guidelines and activity plans are followed. Ensure that participants are well briefed on expectation, procedures and outcomes of the activity.

EMERGENCY MANAGEMENT PLAN

1. Keep group together	How remote is the activity from sources of assistance?	Within Mountain Trails property. All full time staff familiar with location and rescue procedures
2. Implement Emergency Management Plan	How would help be called?	hand held radio direct to the camp directors

3. Alert teaching staff to Management Plan	How long would it take to get help after an accident?	First aid qualified staff – 10 mins Ambulance – 1 hour Helicopter – 1 hours
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