

RISK MANAGEMENT PLAN

Activity:	Swimming	Location:	Mountain Trails big dam	Supervision ratio:	3:24 (24 is maximum group size for this activity)
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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 in swimming For the students to develop skills used in swimming To teach participants about water safety 	<p>What are the current experience, competencies or qualifications needed for this activity?</p> <ul style="list-style-type: none"> Ability to swim at least 50metre Current bronze medallion Current first aid certificate Training in rescue procedure 	<p>How will the students be supervised? 3 staff members per swimming activity</p>
		<p>How will the staff be deployed? One staff member in the water, one in the tower, one on the ground</p>
		<p>Over what area will students be spread? Corded off area in the Dam, and the Dam bank</p>
		<p>What activities will students do as preparation for this activity? Safety briefing, swimming ability test</p>
		<p>Have the students been tested for any prerequisite skills? (eg swimming) All students are asked about their level of swimming capabilities on their registration forms as well as again prior to the swimming activity</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		
First aid kit	N/A	yes		Prior to use	yes	Equipment missing - replace
Flotation aids	Yes	Yes		Prior to use	yes	Burst or breaks – check and replace
Rubber tube	Yes	Yes		Prior to use	yes	Bursts – replace
whistle	N/A	Yes		Prior to use	yes	Lost or broken - replace
Float ropes	Yes	Yes		Prior to use	yes	Breaks - replace

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

#	RISK	SCORE	#	RISK	SCORE
1	Poor weather	Low	5		

2	Snake bites	High	6	
3	Drowning	Extremely high	7	
4	Unsafe act of participant (eg rock thrown)	Low - 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.	<ol style="list-style-type: none"> Miss behaviour such as pushing or holding each other down. Levels of swimming abilities 	<ol style="list-style-type: none"> Clear statement in briefing of safety rules, adequate supervision of inappropriate behaviour Noted on forms, as well as asked again prior to activity, during activity observe swimmers 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"> Flotation devices. Whistles 	<ol style="list-style-type: none"> Need to be checked prior to activity beginning and replaced if damaged
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 water temperature Snakes falling debris 	<ol style="list-style-type: none"> Guides check weather forecast and in the field monitoring Feel the temperature of the water Check area for snakes, remove all participants from the water or area where the snake has been sighted. 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"> Drowning 	<ol style="list-style-type: none"> Safety lesson are given, as well as instructions as to what certain whistle blows mean. (1) whistle blow means stop find buddy, put your hand up and listen Two (2) whistle blows means stop what you are doing and get out of the water immediately. Buddy system in place. Nets put in place to search the bottom of the dam Regular counting of the participants whilst in the water.

EMERGENCY MANAGEMENT PLAN

1. Regular counting of participants in the water	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 – 5 mins ambulance – 1 hour

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