

Risk Assessment Library



Introduction

At Scripture Union, we seek to honor God in all that we do and take very seriously the safety of all to whom we minister, particularly our volunteers and children. We believe safety leads to trusting relationships; and it is through trusting relationships that children and young people come to know Jesus and have faith.

Therefore, we believe safety and harm prevention are equally as important as sharing the Gospel.

Risk management is everyone's responsibility. The Risk Assessment Library is Scripture Union's solution so that we may all be above reproach.



What is the Risk Assessment Library?

The Risk Assessment Library is a collection of risk plans for all the activities that SU Australia has insurance cover for.

A risk plan is:

- *A list of identifiable foreseeable risks, their management, and treatment methods.*

The goal of a risk plan is to wherever possible reduce the risk factor to an appropriate level, therefore, minimizing the likelihood of each risk.

While the Risk Assessment Library is a detailed guide, it is not exhaustive. People and locations associated with these activities still need to be taken into consideration when creating your Safety Management Plan.

For activities not listed in this Library please contact your SU representative for further information.

What do we have risk assessments of?

- SU has insurance for a set list of activities. Therefore, there is risk plan for each of the declared activities.



Likelihood & Consequence Definitions

| Likelihood Descriptor | Description |
|-----------------------|---|
| Common | Can be expected to occur with some frequency; a repeating event; not a surprise when it happens |
| Possible | Known to happen or has happened; might occur a handful of times in your experience |
| Unlikely | Could happen; heard of it happening; occurs somewhere from time to time |
| Rare | Highly unexpected; not likely; have heard of happening somewhere once |
| Very Rare | Theoretically possible but incredibly unlikely |

| Consequence Descriptor | Description |
|------------------------|---|
| Severe | Fatality; multiple fatalities; massive; organisational implications |
| Major | Important consequences; major injury or disability |
| Moderate | Some impacts of significance; medical assistance required |
| Minor | Small scale effects easily remedied; first aid required |
| Negligible | Barely perceptible impacts; very minor or no injury |

Likelihood & Consequence Codes

| Likelihood | | Consequence | |
|------------|-----------|-------------|------------|
| A | Common | 1 | Severe |
| B | Possible | 2 | Major |
| C | Unlikely | 3 | Moderate |
| D | Rare | 4 | Minor |
| E | Very Rare | 5 | Negligible |

Risk Level Matrix

| | | Likelihood | | | | | Rating | Risk Rank |
|-------------|---|------------|----|----|----|----|--------|-----------|
| | | A | B | C | D | E | | |
| Consequence | 1 | 1 | 2 | 4 | 7 | 11 | 1-8 | High |
| | 2 | 3 | 5 | 8 | 12 | 16 | | |
| | 3 | 6 | 9 | 13 | 17 | 20 | | |
| | 4 | 10 | 14 | 18 | 21 | 23 | 16-20 | Low |
| | 5 | 15 | 19 | 22 | 24 | 25 | | |



Risk Level & Treatment Definitions

| Level of Risk | Decision | Activity | Treatment Options |
|---------------|---------------------|---|---|
| High | Treat Risk | Extreme risks are to be treated urgently. Immediate action is required if people are subject to a workplace health and safety risk | <p><u>Avoid the activity that caused the risk:</u> Regardless of the risks, some activities have to proceed. This means that a risk management plan of action must be formulated that ensures a reduction or elimination of the risks associated with these activities.</p> <p><u>Accept or retain the risk:</u> Some risks are worth taking and need to be retained. It is important to determine whether SU is in a position, either legally or financially to carry the risks.</p> <p><u>Mitigate/Reduce the likelihood of an occurrence or its consequences:</u> Some actions that can be taken to reduce the likelihood or consequences of a risk include:</p> <ol style="list-style-type: none"> 1. Regular audits and reviews. 2. Supervision and training. 3. Adequate controls and processes in place; and 4. Management of key relationships. <p><u>Insure or transfer the risk:</u> The final treatment relates to the transfer of the risk to another party and/or coverage by an insurance facility. This choice will be driven by the evaluation of the risk versus the benefit of implementing the option.</p> |
| | | Compliance and Risk Management Team reporting or possible escalation for urgent action by way of a report to the Audit and Risk Committee | |
| Medium | Treat Risk | Action required to manage or mitigate the risk | |
| | | Compliance and Risk Management Team reporting or possible escalation for urgent action by way of a report to the Audit and Risk Committee | |
| Low | Treat Risk | Action (optional) | |
| | (or) Accept Risk | Compliance and Risk Management Team annual reporting Report to the Audit and Risk Committee annually | |
| Very Low | Accept Risk | As per Moderate | |



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Common Risks

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | | Common Risks | | Activity: | Common Risks | RAL Code: CR001 |
|---|-------------------------------------|--------------|--------------------|---|---|-----------------|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) | |
| Unwelcome Visitors | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Team members to wear ID's and/ or team t-shirts at all times. All team members to stay on the lookout at all times. Team leader to approach unknown adults, ascertain identity and separate from children if necessary. | <ul style="list-style-type: none"> Ask unwelcome guest to leave Ensure safety of participants and team members Contact park management/ security if necessary Contact police if necessary | |
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Weather is to be monitored regularly in advance of activity and during the activities. Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian | |
| Natural Disasters e.g. Bushfire | Unlikely (C) Severe (1) | High (4) | Medium (11) | <ul style="list-style-type: none"> All teams are required to create a bush fire safety plan. Emergency evacuation procedure and location must be decided upon and communicated to all team members and campers. Permission to commence camp must be received from local RFS and ERT if there is any risk of bush fires in the area. | <ul style="list-style-type: none"> Follow Emergency Procedures Inform Parent/ Guardian Seek Emergency Medical Assistance if Necessary Contact Emergency Response Team (ERT) Evacuate | |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (B) Minor (4) | Medium (10) | Medium (15) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary | |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|---|-------------------------------------|----------------|--------------------|---|--|
| Wandering/ Lost Participant | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Ensure minimum team member child rations (1:8) at all times. (<i>Different for Aquatic</i>) Each leader has a roll call of their groups participants and does a head count regularly (every 5 minutes). No participants are to leave the group without permission and must be accompanied by at least two other leaders (both genders must be present). Activity route to be appropriate and not confusing to participants. | <ul style="list-style-type: none"> Follow Emergency Procedure A search should be undertaken in the immediate area and the location where the missing persons were last seen or likely to have made a wrong decision. However, if they are not found within 60 minutes (shorter in a remote area/ aquatic areas) seek external assistance. If communication by phone/ satellite phone is not possible, a competent subgroup should be sent for the nearest help, with others remaining as visible as possible near the last point of contact. Inform parent/guardian |
| Equity is Upheld & Diverse Needs are Taken into Account | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Team members are to acknowledge the strengths and individual characteristics of children, and embrace all children regardless of their abilities, sex, or social, economic and cultural background. All programs are to be welcoming where all children and young people feel comfortable and where services are provided in culturally safe and inclusive ways. This reduces the risk of discrimination, exclusion, bullying, and abuse. | |
| Participant Ability | Unlikely (C) Moderate (3) | Medium (13) | Low (20) | <ul style="list-style-type: none"> Activities and programs are to be appropriate for the age group and abilities of each individual participant. Participants who lack the ability to safely participate in an activity are either not allowed to participate or the activity must be altered to be safe for them. Any known conditions (whether medical, physical, or mental) that may affect a participants ability to safely participate in an activity must be made aware to the camp directors during registration. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Medications/ Allergies | Unlikely (C) Severe (1) | High (4) | Medium (11) | <ul style="list-style-type: none"> All current medications and allergies must be made aware of to the camp directors and first aid officer, and head cook upon registration. All scheduled medication must be surrendered to the first aid officer upon arrival and it will be the first aid officers responsibility to store them securely and distribute them at the appropriate times. If any participants or leaders have a known history of anaphylaxis an EPIPEN within expiry must be present within rapid access at all times. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |

Adventure Activities





Abseiling

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | | Adventure Activity | | Activity: | Abseiling | RAL Code: AD001 |
|---|-------------------------------------|--------------------|--------------------|---|--|-----------------|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) | |
| Loose/ Rocky Surfaces | Unlikely (C) Severe (1) | High (4) | Medium (11) | <ul style="list-style-type: none"> No running or rushing ahead to be instructed to all participants Leaders will have control over the group A clear path to walk from the bottom of the abseil back to the top Leaders located at both the top and bottom of the abseil Harnesses and ropes to be installed only by trained leaders | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary | |
| Dangerous Wildlife | Unlikely (C) Severe (1) | High (4) | Medium (11) | <ul style="list-style-type: none"> Briefing on dangers and response to sighting Visual inspection by leaders of trail and surrounds (constant) Everyone in the group are to use the same track and the first person is ted heavily (to scare snakes) On arrival to abseil site a visual inspection is to be made by leaders Senior First Aid trained leader to be present at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary | |
| Participant Freezing (Refusing to move on cliff face) | Possible (B) Negligible (5) | Low (19) | Very Low (24) | <ul style="list-style-type: none"> Leaders are trained and qualified to do a vertical rescue or will first attempt to talk to participant and encourage/ motivate them down. Safety demonstration of equipment at the start of the activity to boost confidence in participants before they descend. | <ul style="list-style-type: none"> Talk to participant and encourage/ motivate them to continue down If unsuccessful, leader will perform a vertical rescue | |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|-------------|--------------------|---|--|
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Monitor and assess weather conditions regularly • Cancel, postpone, or stop the activity in the event of extreme weather conditions • Have adequate water available • Ensure that everyone is dressed appropriately for the weather conditions and length of activity • Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Fall from Height / Elevated Waiting Zones | Common (A) Severe (1) | High (1) | Medium (11) | <ul style="list-style-type: none"> • A safe area is to be designated and marked and will be supervised by at least two leaders at all times. • All participants located in the cliff top area are to be connected to safety lines. • A safety harness & belay line are connected to each participant as they abseil. Trained leaders are located at the top and bottom of the abseil at all times. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Objects Falling | Unlikely (C) Severe (1) | High (4) | Medium (13) | <ul style="list-style-type: none"> • Helmets are required at the top & base of the cliff • Participants are briefed on actions if a rock fall • On arrival, the top of the cliff is cleared by the leaders of any potential objects that risk falling off the cliff or being accidentally dislodged. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Entanglement - Jewellery - Hair - Clothing - Fingers | Common (A) Minor (4) | Medium (10) | Very Low (21) | <ul style="list-style-type: none"> • All loose clothing, jewellery, and other objects that may become entangled are to be removed before the activity. • All participants with long hair are to tie it back in a ponytail or in braids. • Participants briefed how to properly descend as to not get their fingers or appendages stuck | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Equipment Failure | Rare (D) Severe (1) | High (7) | High (11) | <ul style="list-style-type: none"> • All equipment is checked prior to use by at least two trained and qualified leaders. • Logs are kept on all equipment. • Equipment is no longer used after determined periods or after damage occurs • Independent assessor audits equipment annually | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|-------------|--------------------|--|---|
| Rope Burn | Common (A) Minor (4) | Medium (10) | Very Low (21) | <ul style="list-style-type: none"> • Belayers are instructed proper practice of the hand over hand technique and not to let the rope slide through their hands. • Participants are briefed and instructed proper climbing techniques by trained leader prior to starting. • | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
| Chafing | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Participants are briefed on appropriate clothing prior to activity, as well as notified prior to camp of what clothing to bring. Demonstration of the appropriate fitting of harness shown to participants prior to activity by qualified leaders. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> • Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the abseiling. • Groups made considering any negative relationships • Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> • Talk to participant and inform them that their behaviour needs to improve. • Assess Situation with Director(s) • Remove Participant from Activity if Necessary • Inform parent/guardian • First Aid/ Seek emergency medical assistance if necessary |



Archery

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Adventure Activity | | Activity: | Archery | RAL Code: AD002 |
|--------------------------|-------------------------------------|-------------|--------------------|--|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Equipment Failure | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> All equipment is checked prior to use by at least two trained and qualified leaders. Logs are kept on all equipment. Equipment is no longer used after determined periods or after damage occurs Independent assessor audits equipment annually | <ul style="list-style-type: none"> Apply First Aid Adjust Body Harness Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Bowstring Friction | Common (A) Minor (4) | Medium (10) | Low (19) | <ul style="list-style-type: none"> All participants are demonstrated prior to starting the proper technique for handling and shooting the bow by a qualified leader. All participants are required to wear long sleeved clothing and/or arm guards while shooting the bow. | <ul style="list-style-type: none"> Apply First Aid Adjust Body Harness Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Getting Shot by an Arrow | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Archery range is to be installed away from other activities or places where people may be. A wall of suitable material is to be installed behind all the targets to catch any stray arrows. All participants waiting and/or bystanders are instructed to remain behind a marked line/ rope while the activity is in progress. All participants are demonstrated prior to starting the proper technique for handling and shooting the bow by a qualified leader. Trained leaders are to be always supervising the activity, halting the activity if anyone is behaving in an unsafe manner. Arrows are only to be collected when instructed by the leader in charge of the activity. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level from Matrix / Priority | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|-----------------------------------|--------------------|---|---|
| Entanglement - Jewellery - Hair - Clothing - Fingers | Common (A) Minor (4) | Medium (10) | Very Low (21) | <ul style="list-style-type: none"> All loose clothing, jewellery, and other objects that may become entangled are to be removed before the activity. All participants with long hair are to tie it back in a ponytail or in braids. Participants briefed how to properly hold and shoot the bow. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |



Bushwalking/ Hiking

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Adventure Activity | | Activity: | Bushwalking/ Hiking | RAL Code: AD003 |
|---|-------------------------------------|-------------|--------------------|---|---|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we'll do if this risk becomes reality) |
| Severe & Burns Resulting from Bushfires | Unlikely (C) Severe (1) | High (4) | Medium (11) | <ul style="list-style-type: none"> Communication Procedures – groups are to contact base camp every lunch and dinner time by satellite phone. Base camp is to give each group details of any possible danger of fires where they are hiking. Each group will have an evacuation route as planned before leaving base camp. Leaders are to be aware of regions in the national park that are safer in the event of a bushfire e.g., hidden valley, waterways, and areas of pre/back-burned bush. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary Evacuate |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Plan route to fit with group capabilities Set pace of walking to fit the group's members with the lowest fitness Take regular breaks according to weather and group conditions Have adequate water available before the walk and during the walk. Plan and assess water filling points along the walk. Ensure that everyone is dressed appropriately for the weather conditions and length of walk Hats are to be worn by everyone when the leaders deem that the conditions make it necessary. Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary Evacuate if Necessary |
| Physical Injury from Bad Weather | Unlikely (C) Major (2) | High (8) | Medium (12) | <ul style="list-style-type: none"> Weather and EWS checks to be undertaken on day of activity. Contingent leaders and Camp Directors to assess these daily by use of a satellite phone. Base camp supervisors are to be alert to weather changes during activity to communicate by satellite phone to leaders If thunder is audible whilst clouds are overhead, or lightning is visible, take appropriate measures to shelter and avoid the elements. Leaders are to be advised of suitable camping locations, in case of tent damage e.g., caves | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary Evacuate |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we'll do if this risk becomes reality) |
|------------------------|-------------------------------------|---------------|--------------------|--|--|
| Late Return of Group | Unlikely (C) Negligible (5) | Very Low (22) | Very Low (25) | <ul style="list-style-type: none"> Leaders are to communicate to base camp on the last day's lunch an update on the groups progress and if there may be any cause to make the group late Minimum of two leaders on the walk that are familiar with the route Plan route and timing to fit with group capabilities (Navigator) | <ul style="list-style-type: none"> Keep communications to base camp open Apply First Aid Inform parent/guardian Track patient's recovery Seek emergency medical assistance if necessary |
| Blisters | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Educate participants on causes and early warning signs of blisters Leaders to lead by example in checking for blisters and in early prevention The suitability of campers footwear to be checked before leaving base camp | <ul style="list-style-type: none"> Apply First Aid Inform parent/guardian Track patient's recovery Seek emergency medical assistance if necessary |
| Lost Camper | Unlikely (C) Severe (1) | High (4) | Medium (11) | <ul style="list-style-type: none"> One leader to be allocated as having overall responsibility for campers whereabouts Wherever possible, there should be one leader at the front of the group and another at the rear of the group Count heads are to be taken after each rest break (every 30 to 60 minutes) Each group contains three or more leaders Equipment and rations are to be used moderately in case of late need | <ul style="list-style-type: none"> A search should be undertaken in the immediate area and the location where the missing persons were last seen or likely to have made a wrong decision. However, if they are not found within 1-2 hours (shorter in a remote area) seek external assistance. If communication by phone/ satellite phone is not possible, a competent subgroup should be sent for the nearest help, with others remaining as visible as possible near the last point of contact. Inform parent/guardian |
| Dangerous Wildlife | Unlikely (C) Severe (1) | High (4) | Medium (11) | <ul style="list-style-type: none"> Briefing on dangers and response to sighting Visual inspection by leaders of trail and surrounds (constant) Everyone in the group are to use the same track and the first person is ted heavily (to scare snakes) On arrival to each camp site a visual inspection is to be made by leaders | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary Evacuate |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|------------------------------------|-------------------------------------|-------------|--------------------|---|--|
| Back Injury from Backpack | Unlikely (C) Moderate (3) | Medium (13) | Low (20) | <ul style="list-style-type: none"> Explain importance and tips of having a well fitted/ well packed pack before the hike begins Replace any inappropriate packs before hike Observe campers during hike for bad posture while walking and fix wherever possible | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform parent/guardian Track patient's recovery Seek emergency medical assistance if necessary |
| Muscle Fatigue – Strains & Sprains | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Set a pace of walking that is suitable for the group and terrain Leaders to lead by example in stretching at beginning and end of day | <ul style="list-style-type: none"> Apply First Aid Inform parent/guardian Track patient's recovery Seek emergency medical assistance if necessary. |
| Getting Lost (Group) | Unlikely (C) Severe (1) | High (4) | Medium (11) | <ul style="list-style-type: none"> At least two leaders to know route well and have considerable navigation skills. One leader to be very familiar with the area as a whole and be skilled in Wilderness navigation Location and group process are to be communicated by use of spot devises and satellite phones to base camp (see Communication Procedures for Multi day Walk) Equipment and rations are to be used moderately in case of late need Navigation Equipment to be carried by qualified leaders at all times. | <ul style="list-style-type: none"> Stay together as a group. Identify last confirmed position and estimate now present location. If possible, retrace steps to where you were comfortable that position was known. Alternatively, proceed on a course which MUST bring you to a known feature in a reasonable time, such as a road or stream. Otherwise, remain where located and make phone contact with base camp/ police if possible. Keep calm, warm, and seek shelter whilst waiting for assistance. Be prepared to devise ways to attract attention for searchers in the air or on the ground. This may require moving to a location into a clearing or an open section of a creek. Place any brightly coloured items to form a block of colour to attract attention from the air. Lighting a smoky fire is another way to attract attention. Listen for calls/ whistles from ground search parties as well as torch flashes at night. <p>Sourced from https://bushwalkingvictoria.org.au/becoming-lost-41</p> |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|-----------------------------|-------------------------------------|-------------|--------------------|--|--|
| Remoteness | Common (A) Severe (1) | High (1) | Medium (11) | <ul style="list-style-type: none"> • See 'Getting Lost' above • All Leaders to be familiar with Conqueror emergency procedures • One leader with each group to have First Aid qualifications and minimum of one other leader per group to have First Aid qualifications. One of these leaders must have a current licence for evacuation purposes • Each Contingent (group) to carry a Satellite Phone, spot devise and a mobile phone | <ul style="list-style-type: none"> • Follow Emergency Procedures • Keep communications to base camp open • Apply First Aid • Inform parent/guardian • Track patient's recovery • Seek emergency medical assistance if necessary • Evacuate if necessary |
| Illnesses (e.g., Gastro) | Unlikely (C) Moderate (3) | Medium (13) | Low (17) | <ul style="list-style-type: none"> • One leader with each group to have First Aid qualifications • Medical Kits to contain appropriate Medication • Leaders are to act in accordance with their first aid training • Hygiene practices: alcohol hand sanitizer used after toileting and before every meal etc. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Keep communications to base camp open • Apply First Aid • Inform parent/guardian • Track patient's recovery • Seek emergency medical assistance if necessary • Evacuate if necessary |
| Food Allergies | Common (A) Severe (1) | High (1) | Medium (11) | <ul style="list-style-type: none"> • Any food allergies are to be made known on the pre-camp medical form • Food allergies are to be taken into account when hike food is being planned • Wherever possible, the contingent containing a serious allergy will be totally free of that product, not just the camper's food. This will prevent accidental contamination e.g., utensils • Campers preventative or Reactionary medication (e.g., EPIPEN) to be taken on hike and all leaders to be aware of their allergy procedures | <ul style="list-style-type: none"> • Follow Emergency Procedures • Keep communications to base camp open • Apply First Aid • Inform parent/guardian • Track patient's recovery • Seek emergency medical assistance if necessary • Evacuate if necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|------------|--------------------|---|---|
| Falling Tree Limb | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Tents and cooking areas are not to be set up under any gum trees. Leaders are to visually inspect each camp site for any dangers from trees and inform the group. Leaders are to set up boundary limits around dangerous areas. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform parent/guardian Track patient's recovery Seek emergency medical assistance if necessary Evacuate if necessary |
| Limited Participant Capabilities i.e. Physical Fitness/ Prior Medical Condition | Possible (B) Moderate (3) | Medium (9) | Low (17) | <ul style="list-style-type: none"> Leaders are to note anything on campers medical forms that needs to be considered to make the hike safe for each camper i.e. allergies, medication, prior medical conditions Leaders are to assess the camper's condition prior to the hike. If campers have contracted an illness or have shown that they are not in a condition to hike they are to remain at base camp with two leaders. Evacuate camper if inability is found | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform parent/guardian Track patient's recovery Seek emergency medical assistance if necessary Evacuate if necessary |
| Leader Fatigue | Possible (B) Moderate (3) | Medium (9) | Low (17) | <ul style="list-style-type: none"> See Max camper to leader ratio The Contingent leader is to observe the other leaders fatigue levels and factor into decisions of strenuous nature. Leaders are to share the workload | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform parent/guardian Track patient's recovery Seek emergency medical assistance if necessary Evacuate if necessary |
| Burn/ Scald from Campfire or Stove | Unlikely (C) Minor (4) | Low (18) | Very Low (23) | <ul style="list-style-type: none"> Leaders are to closely supervise during cooking Stove is to be set up on even and clear ground Cooking is not to be undertaken by campers Follow safety instruction provided with purchase of the stove Keep water accessible for treatment of burns | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform parent/guardian Track patient's recovery Seek emergency medical assistance if necessary Evacuate if necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|-------------|--------------------|--|---|
| Not Able to Return to Pick Up on Time | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> Group safety and wellbeing to be paramount (e.g., No walking at night to make up time unless it is deemed by contingent leader to be a safer and more appropriate option) Enough food to be carried for an extra day/night of being out Camp Conqueror Emergency Procedures to be followed | <ul style="list-style-type: none"> Follow “Emergency Whilst on Hike” procedures. Apply First Aid Inform parent/guardian Track patient’s recovery Seek emergency medical assistance if necessary |
| Lack of Water / Dehydration | Unlikely (C) Moderate (3) | Medium (13) | Low (17) | <ul style="list-style-type: none"> Water levels to be assessed before the hike to decide on viability of the walk going ahead Routes to be planned according to water availability and reassessed throughout hike as to conditions. See ‘Sunburn, heat exhaustion, heat stroke’ above | <ul style="list-style-type: none"> Follow “Emergency Whilst on Hike” procedures. Apply First Aid Inform parent/guardian Track patient’s recovery Seek emergency medical assistance if necessary Evacuate if necessary |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Minor (4) | Low (18) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before hike of any campers who will likely have uncontrollable behavioural problems on the hike, and they are to be prevented from undertaking the hike Groups made considering any negative relationships Leader to discuss issues with base camp during twice daily call in. Make plan to evacuate participant if their wellbeing or that of group is compromised | <ul style="list-style-type: none"> Follow “Emergency Whilst on Hike” procedures. Apply First Aid Inform parent/guardian Track patient’s recovery Seek emergency medical assistance if necessary |



Climbing (Artificial Surface)

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Adventure Activity | | Activity: | Climbing (Artificial Surface) | RAL Code: AD004 |
|--|-------------------------------------|-------------|--------------------|---|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Equipment Failure | Rare (D) Severe (1) | High (7) | High (11) | <ul style="list-style-type: none"> All equipment is checked prior to use by an experienced and qualified leader. Logs are kept on all equipment. Equipment is no longer used after determined periods or after damage occurs Independent assessor audits equipment annually | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Entanglement - Jewellery - Hair - Clothing - Fingers | Common (A) Minor (4) | Medium (10) | Very Low (21) | <ul style="list-style-type: none"> All loose clothing, jewellery, and other objects that may become entangled are to be removed before the activity. All participants with long hair are to tie it back in a ponytail or in braids. Participants briefed how to properly descend as to not get their fingers or appendages stuck | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Rope Burn | Common (A) Minor (4) | Medium (10) | Very Low (21) | <ul style="list-style-type: none"> Belayers are instructed proper practice of the hand over hand technique and not to let the rope slide through their hands. Participants are briefed and instructed proper climbing techniques by trained leader prior to starting. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|------------------------|-------------------------------------|-------------|--------------------|---|--|
| Fall from Height | Common (A) Severe (1) | High (1) | Medium (11) | <ul style="list-style-type: none"> All participants to wear safety harnesses while climbing All participants to be attached to a belay line while climbing Belayers are monitored by leaders and leaders at all times Participants misbehaving while belaying or climbing will be asked to no longer participate in the activity. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Chafing | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Participants are briefed on appropriate clothing prior to activity, as well as notified prior to camp of what clothing to bring. Demonstration of the appropriate fitting of harness shown to participants prior to activity by qualified leaders. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Objects Falling | Unlikely (C) Severe (1) | High (4) | Medium (13) | <ul style="list-style-type: none"> Helmets are required at all times Participants are briefed on actions if any objects fall On arrival, the top of the wall is cleared by the leaders of any potential objects that risk falling off the wall or being accidentally dislodged. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Dangerous Wildlife | Unlikely (C) Severe (1) | High (4) | Medium (11) | <ul style="list-style-type: none"> Briefing on dangers and response to sighting Visual inspection by leaders of trail and surrounds (constant) Everyone in the group are to use the same track and the first person is ted heavily (to scare snakes) On arrival to abseil site a visual inspection is to be made by leaders Senior First Aid trained leader to be present at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Structure Failure | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Regular inspections of the climbing wall and rope anchors by trained/ qualified leaders. Annual inspection by external assessors performed. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|-------------|--------------------|---|---|
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> • Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. • Groups made considering any negative relationships • Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> • Talk to participant and inform them that their behaviour needs to improve. • Assess Situation with Director(s) • Remove Participant from Activity if Necessary • Inform parent/guardian • First Aid/ Seek Emergency Medical Assistance if Necessary |





Climbing (Natural Surface)

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Adventure Activity | | Activity: | Climbing (Natural Surface) | RAL Code: AD005 |
|--|-------------------------------------|-------------|--------------------|---|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Equipment Failure | Rare (D) Severe (1) | High (7) | High (11) | <ul style="list-style-type: none"> All equipment is checked prior to use by at least two trained and qualified leaders. Logs are kept on all equipment. Equipment is no longer used after determined periods or after damage occurs Independent assessor audits equipment annually | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Entanglement - Jewellery - Hair - Clothing - Fingers | Common (A) Minor (4) | Medium (10) | Very Low (21) | <ul style="list-style-type: none"> All loose clothing, jewellery, and other objects that may become entangled are to be removed before the activity. All participants with long hair are to tie it back in a ponytail or in braids. Participants briefed how to properly descend as to not get their fingers or appendages stuck | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Rope Burn | Common (A) Minor (4) | Medium (10) | Very Low (21) | <ul style="list-style-type: none"> Belayers are instructed proper practice of the hand over hand technique and not to let the rope slide through their hands. Participants are briefed and instructed proper climbing techniques by trained leader prior to starting. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|-------------|--------------------|---|--|
| Fall from Height | Common (A) Severe (1) | High (1) | Medium (11) | <ul style="list-style-type: none"> All participants to wear safety harnesses while climbing All participants to be attached to a belay line while climbing Belayers are monitored by leaders and leaders at all times Participants misbehaving while belaying or climbing will be asked to no longer participate in the activity. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Chafing | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Participants are briefed on appropriate clothing prior to activity, as well as notified prior to camp of what clothing to bring. Demonstration of the appropriate fitting of harness shown to participants prior to activity by qualified leaders. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Objects Falling | Unlikely (C) Severe (1) | High (4) | Medium (13) | <ul style="list-style-type: none"> Helmets are required at all times Participants are briefed on actions if any objects fall On arrival, the top of the climbing surface is cleared by the leaders of any potential objects that risk falling off the climbing surface or being accidentally dislodged. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Dangerous Wildlife | Unlikely (C) Severe (1) | High (4) | Medium (11) | <ul style="list-style-type: none"> Briefing on dangers and response to sighting Visual inspection by leaders of trail and surrounds (constant) Everyone in the group are to use the same track and the first person is ted heavily (to scare snakes) On arrival to abseil site a visual inspection is to be made by leaders Senior First Aid trained leader to be present at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Participant Freezing (Refusing to move on climbing surface) | Possible (B) Negligible (5) | Low (19) | Very Low (24) | <ul style="list-style-type: none"> Leaders are trained and qualified to do a vertical rescue or will first attempt to talk to participant and encourage/ motivate them down. Safety demonstration of equipment at the start of the activity to boost confidence in participants before they descend. | <ul style="list-style-type: none"> Talk to participant and encourage/ motivate them to continue down If unsuccessful, leader will perform a vertical rescue |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|----------------|--------------------|---|---|
| Loose/ Rocky Surfaces | Unlikely (C) Severe (1) | High (4) | Medium (11) | <ul style="list-style-type: none"> • No running or rushing ahead to be instructed to all participants • Leaders will have control over the group • A clear path to walk from the bottom of the abseil back to the top • Leaders located at both the top and bottom of the abseil • Harnesses and ropes to be installed only by trained leaders | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> • Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. • Groups made considering any negative relationships • Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> • Talk to participant and inform them that their behaviour needs to improve. • Assess Situation with Director(s) • Remove Participant from Activity if Necessary • Inform parent/guardian • First Aid/ Seek emergency medical assistance if necessary |



Flying Fox

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Adventure Activity | | Activity: | Flying Fox | RAL Code: AD006 |
|--|-------------------------------------|-------------|--------------------|---|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Falling from Height | Common (A) Severe (1) | High (1) | Medium (11) | <ul style="list-style-type: none"> All participants are to wear safety harnesses while on the flying fox, platform, and while climbing to the platform. All participants are to be connected to a safety line as often as possible while climbing to the platform and while on the platform. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Entanglement - Jewellery - Hair - Clothing - Fingers | Common (A) Minor (4) | Medium (10) | Very Low (21) | <ul style="list-style-type: none"> All loose clothing, jewellery, and other objects that may become entangled are to be removed before the activity. All participants with long hair are to tie it back in a ponytail or in braids. <p>Participants briefed how to properly descend as to not get their fingers or appendages stuck</p> | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Objects Falling from Platform | Unlikely (C) Severe (1) | High (4) | Medium (13) | <ul style="list-style-type: none"> Helmets are required at all times Participants are briefed on actions if any objects fall <p>On arrival, the top of the climbing surface is cleared by the leaders of any potential objects that risk falling off the platform or being accidentally dislodged.</p> | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Inverting <i>(Flipping Upside Down on the Flying Fox)</i> | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> Participants are to wear proper body harnesses to reduce the change of inverting. Participants are to be demonstrated the proper fitting of their body harnesses and checked by a qualified leader prior to the activity. | <ul style="list-style-type: none"> Apply First Aid Adjust Body Harness Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|-------------|--------------------|---|---|
| Equipment Failure | Rare (D) Severe (1) | High (7) | High (11) | <ul style="list-style-type: none"> All equipment is checked prior to use by at least two trained and qualified leaders. Logs are kept on all equipment. Equipment is no longer used after determined periods or after damage occurs Independent assessor audits equipment annually | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Structure Failure | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Regular inspections of the flying fox and platform structure by trained/ qualified leaders. Annual inspection by external assessors performed. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Impact to Another Below | Unlikely (C) Moderate (3) | Medium (13) | Low (20) | <ul style="list-style-type: none"> All participants to be briefed prior to activity of the flying fox line and return trail. The flying fox line to be clearly defined and marked out during the activity. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |



Tarp Surfing

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Adventure Activity | | Activity: | Tarp Surfing | RAL Code: AD007 |
|---|-------------------------------------|----------------|--------------------|---|---|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Falling Over/ Impact or Graze Injury | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> All participants are to be briefed on the risks and means to reduce risks Helmets, along with elbow and knee pads are to be worn by all participants Pathway of skateboarder and wave to be cleared and removed of all trip hazards and people. Hazards to be removed from under the wave prior to commencement of activity. Only 1 participant may ride the wave at a time. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Contact ERT |
| Wave Flipping Skateboard | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Only leaders are to “create” the wave. They are to keep a consistent pace at all times that is predictable to the “wave rider”. The wave needs to have a consistent tautness to maintain its shape and avoid collapsing on the “wave rider”. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Contact ERT |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationship Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. Games are chosen appropriately considering the maturity and personality of the participants. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|---|-------------------------------------|-------------|--------------------|--|--|
| Uneven Grounds | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Campers to be alerted of potential dangers. • Leaders to scout out activity area prior to activity and mark potential hazard areas with cones/ markers/ spray paint. • Activity to be set-up and orientated by leaders to eliminate as many risks of uneven surfaces as possible. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
| Physical Injury to Self or Other Participants | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> • Only the “Wave Rider” and the “Wave Creator(s)” may be present on the tarp at any time. • A clear pathway must be maintained at all time for the “Wave Rider” to safely enter and exit the “wave”. • Any participant seen causing injury to others will be asked to no longer participate in the activity. • Activities will be chosen to minimise accidental physical contact or physical harm between participants. • All activities will be supervised by leaders at all times • Obstacles, hazards, and furniture that can be removed from the activity area will be removed prior to the activity by the leaders. • The activity leader will explain proper behaviour and expectations of maturity before commencing. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |



Dune Matting/ Sand Boarding

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Adventure Activity | | Activity: | Dune Matting/ Sand Boarding | RAL Code: AD008 |
|--|-------------------------------------|------------|--------------------|--|---|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Uneven Grounds | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Campers to be alerted of potential dangers. • Leaders to scout out activity area prior to activity and remove or mark potential hazard areas with cones/ markers/ spray paint. • Activity to be set-up and orientated by leaders to eliminate as many risks of uneven surfaces as possible. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian • Contact ERT |
| Tumbling/ Falling Injury Friction Injury | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Ensure the activity location is age appropriate. • Instruct participants to be careful when participating. • Ensure appropriate footwear is worn. Long sleeves/ pants are to be highly encouraged protect skin from sand friction burns. • Leaders to be stay with groups at all times and maintain group control. • Leaders to scout out location in advance and remove any hazards prior to the commencement of the activity. • First Aid officer to be present on site at all times • Participants to be instructed on proper technique and demonstrated by a competent leader first. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian • Contact ERT |
| Neck/ Back Injury | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Participants to wear a helmet at all times. • Participants are instructed that they are not allowed to sand board headfirst. • Two leaders are to be present at the top and bottom of the dune at all times. • Participants are to slide down on rubber mats to help keep control of their trajectory. • Sand slope to be cleared of hazards and raked prior to set-up. • Leaders to adjudicate speed that participants are entering the slide (running starts). Spinal board available on site if needed. • First Aid officer to be present on site at all times | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Contact ERT |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|-------------|--------------------|---|---|
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Weather is to be monitored regularly in advance of activity and during the activities. Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Contact ERT |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationship Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. Games are chosen appropriately considering the maturity and personality of the participants. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (B) First Aid (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |

Aquatic Activities





Paddle Boarding/ Canoeing/ Kayaking

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Aquatic Activity | | Activity: | Paddle Boarding / Canoeing/ Kayaking (Flat Water) | RAL Code: AQ001 |
|---|-------------------------------------|------------|--------------------|--|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Drowning | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • See <i>Swimming Risk Assessment</i> for criteria depending on aquatic location gradings. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Participant Taking off PFD While Canoeing / Paddle Boarding | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Have rescue boat monitoring regularly to attempt to keep kids from taking life jackets off • Have leaders out on the water and on the shore at all times also monitoring • Have a very strict and straight forward briefing explaining that the kids will be removed from activity's if they don't wear a life jacket at all times. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Rescue Boat to Help if Necessary • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Entrapment <i>Trapped under canoe when capsized</i> | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Participants briefed on what to do in the event of a capsize • Participants are required to wear PFDs at all times while canoeing • Activity Facilitators will assist with capsized canoes / rescue | <ul style="list-style-type: none"> • Follow Emergency Procedures • Rescue Boat to Help if Necessary • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Drowning (cont.) | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Instruct and implement parameters for where activity is aloud and insure camper's stay within area. • Have a rescue boat surveying area at all times and trained staff to operate the boat. • Maintain high-level visual supervision; provide assistance to "upright" boat as required. • Sailing trainers/supervisors to provide adequate training regards boating protocol. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|-------------|--------------------|---|---|
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Waterborne Infections | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Activity to be restricted after heavy rain monitor and report any activity that may increase the likelihood of contaminated water | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Cyanobacteria Marine Alga Toxicoses (Blue-Green Alga) <i>Dams Only</i> | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Water Assessment and visual monitoring for the presence of Cyanobacteria Marine Algal to be carried out. Communication with local council in regard to water condition before camp | <ul style="list-style-type: none"> All water activities to be suspended immediately if the presence of Cyanobacteria Marine Algal is suspected. Any affected campers to be identified and medical advice sought. Inform Parent/ Guardian |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |
| Collision with Other Vessels/ Swimmers | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Sailing trainers/supervisors to provide adequate training regards boating protocol and assess skill level prior to allowing out on boats. Closely monitor all water vessel activity and location of swimmers at all times. Monitor operation of boats and suspend anyone that is being reckless with boat use. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|---|---------------------------------------|---------------|--------------------|---|--|
| Capsizing | Rare (D) Minor (4) | Very Low (21) | Very Low (23) | <ul style="list-style-type: none"> Trainers/supervisors to provide adequate training regards activity protocol and assess skill level prior to allowing out on vessels. Maintain high level visual supervision, provide assistance to right participant(s) as required | <ul style="list-style-type: none"> Follow Emergency Procedures Rescue Boat to Help if Necessary Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Fatigue | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor time spent on vessels/ in the water Ensure adequate rest between activities Monitor all campers regularly for signs of fatigue | <ul style="list-style-type: none"> Follow Emergency Procedures Rescue Boat to Help if Necessary Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Impact from Paddle | Unlikely (C) Medical Treatment (3) | Medium (13) | Low (20) | <ul style="list-style-type: none"> Trainers/supervisors to provide adequate training regards canoeing protocol and highlight the potential dangers of paddles in close proximity of other people and assess skill level prior to allowing out on canoes. Maintain high-level visual supervision. | <ul style="list-style-type: none"> Follow Emergency Procedures Rescue Boat to Help if Necessary Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Dangerous Animal Inside Canoe | Rare (D) Medical Treatment (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Inspect all boats before use at the start of camp and spray with human friendly surface spray to remove any unwanted bugs Ask kids to be aware of spider checking boats before use | <ul style="list-style-type: none"> Follow Emergency Procedures Rescue Boat to Help if Necessary Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Participant Taking off PFD While Canoeing / Paddle Boarding | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Have rescue boat monitoring regularly to attempt to keep kids from taking life jackets off Have leaders out on the water and on the shore at all times also monitoring Have a very strict and straight forward briefing explaining that the kids will be removed from activity's if they don't wear a life jacket at all times. | <ul style="list-style-type: none"> Follow Emergency Procedures Rescue Boat to Help if Necessary Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|------------|--------------------|---|--|
| Entrapment <i>Trapped under canoe when capsized</i> | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Participants briefed on what to do in the event of a capsize • Participants are required to wear PFDs at all times while canoeing • Activity Facilitators will assist with capsized canoes / rescue | <ul style="list-style-type: none"> • Follow Emergency Procedures • Rescue Boat to Help if Necessary • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |





Fishing

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | | Aquatic Activity | | Activity: | Fishing (Closed Water & Beach Fishing) | RAL Code: AQ002 |
|--|-------------------------------------|------------------|--------------------|---|---|-----------------|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) | |
| Download and follow “FishSmart” APP on fishing rules and bag limit https://www.dpi.nsw.gov.au/fishing/recreational/resources/fishsmart-app | | | | | | |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary | |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary | |
| Entanglement - Jewellery - Hair - Clothing - Fingers | Common (A) Minor (4) | Medium (10) | Very Low (21) | <ul style="list-style-type: none"> All loose clothing, jewellery, and other objects that may become entangled are to be removed before the activity. All participants with long hair are to tie it back in a ponytail or in braids. Participants briefed how to properly descend as to not get their fingers or appendages stuck | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian | |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level from Matrix / Priority | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|-----------------------------------|-------------------------------------|-----------------------------------|--------------------|---|--|
| Cut/ Scarring from Hooks & Knives | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Experienced leader(s) to demonstrate prior to starting activity the proper handling and storage of hooks & knives. Participants seen mishandling hooks or knives will be immediately asked to no longer participate in the activity. Participants uncomfortable with handling hooks or knives will have an experienced leader handle them for them instead. All participants must wear enclosed footwear. Participants are to keep a safe distance from each other in order to avoid flinging hooks while casting. Participants are instructed to always keep their rod tips in the air and distant from other people. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Dangerous Wildlife | Unlikely (C) Severe (1) | High (4) | Medium (11) | <ul style="list-style-type: none"> Briefing on dangers and response to sighting Visual inspection by leaders of activity area and surroundings in and out of the water (constant) Everyone in the group are to use the same track to and from the activity, and the first person is ted heavily (to scare snakes) On arrival to the activity area a visual inspection is to be made by leaders. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Equipment Failure | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> All equipment is checked prior to use by at least two trained and experienced leaders. Logs are kept on all equipment. Equipment is no longer used after determined periods or after damage occurs Independent assessor audits equipment annually | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Falling into Water/ Slipping | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> All participants must wear enclosed footwear. Participants are to keep a safe distance from each other so in order to avoid casting into each other. Participants are instructed not to run and to act responsible while participating in the activity. Proper handling of the fishing rod will be demonstrated by an experienced leader in order to prevent participants from being pulled into the water by a catch. Participants are encouraged to know their own personal limits in order to not over commit to a fish that is too strong for them to reel in. A leader may be requested to assist if a catch is too strong for the participant. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level from Matrix / Priority | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|---|-------------------------------------|-----------------------------------|--------------------|--|---|
| Fatigue/ Strains & Cramps | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Monitor time spent in fishing. • Ensure adequate rest between activities. • Monitor all campers regularly for signs of fatigue. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Handling of Animal Bodily Fluids & Insides | Possible (B) Moderate (3) | Medium (9) | Low (19) | <ul style="list-style-type: none"> • Participants are instructed in the proper handling of caught fish as to minimize contact with bodily fluids. • Alcohol hand sanitizer to be available at all times to wash with. • Participants are instructed to clean and wash themselves after every contact they have with any part of a caught fish. • Participants are instructed not to come in contact with other people before they have cleaned themselves from any potential animal products that may be not washed off yet. | <ul style="list-style-type: none"> • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Dangerous Weather/ Water Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Weather and tides are to be monitored regularly in advance of activity and during. • Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Participant Lost | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Leaders are to be allocated 1 for every 8 participants • Buddy system for swimmers to ensure no one is left behind. • Qualified Bronze Medallion leader to be supervising from the shore at all times • Leaders are to be allocated groups and perform head counts every 5 minutes. | <ul style="list-style-type: none"> • Follow Emergency Procedure • A search should be undertaken in the immediate area and the location where the missing persons were last seen or likely to have made a wrong decision. • However, if they are not found within one to two hours (shorter in a remote area) seek external assistance. • If communication by phone/ satellite phone is not possible, a competent subgroup should be sent for the nearest help, with others remaining as visible as possible near the last point of contact. • Inform parent/guardian |



Sailing

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Aquatic Activity | | Activity: | Sailing (Under 8 Meters) | RAL Code: AQ003 |
|--|-------------------------------------|------------|--------------------|---|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Drowning | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • See <i>Swimming</i> for criteria depending on aquatic location gradings. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Sailboat Drifting due to High/ Low Winds | Possible (B) Negligible (5) | Low (19) | Very Low (22) | <ul style="list-style-type: none"> • Sailing trainers/supervisors to provide adequate training regards boating protocol. • Assess skill level prior to allowing out on boats. • Maintain high-level visual supervision; provide assistance to “upright” boat as required. • Instruct and implement parameters for where sailing is aloud and insure camper’s stay within area. • Have a rescue boat surveying area at all times and trained staff to operate the boat. • Monitor weather conditions constantly and cancel/ pause activity if risk is deemed too high. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Rescue Boat to Help if Necessary • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Collision with Other Vessels/ Swimmers | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Sailing trainers/supervisors to provide adequate training regards boating protocol and assess skill level prior to allowing out on boats. • Closely monitor all water vessel activity and location of swimmers at all times. • Monitor operation of boats and suspend anyone that is being reckless with boat use. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|------------------|--------------------|---|--|
| Drowning (cont.) | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Instruct and implement parameters for where sailing is aloud and insure camper's stay within area. Have a rescue boat surveying area at all times and trained staff to operate the boat. Maintain high-level visual supervision; provide assistance to "upright" boat as required. Sailing trainers/supervisors to provide adequate training regards boating protocol. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Cyanobacteria Marine Algal Toxicoses (Blue-Green Alga) <i>Dams Only</i> | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Water Assessment and visual monitoring for the presence of Cyanobacteria Marine Algal to be carried out. Communication with local council in regard to water condition before camp | <ul style="list-style-type: none"> All water activities to be suspended immediately if the presence of Cyanobacteria Marine Algal is suspected. Any affected campers to be identified and medical advice sought. Inform Parent/ Guardian |
| Capsizing | Rare (D) Minor (4) | Very Low (21) | Very Low (23) | <ul style="list-style-type: none"> Sailing trainers/supervisors to provide adequate training regards boating protocol and assess skill level prior to allowing out on boats. Maintain high level visual supervision, provide assistance to right boat as required | <ul style="list-style-type: none"> Follow Emergency Procedures Rescue Boat to Help if Necessary Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level from Matrix / Priority | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|-------------------------------------|-------------------------------------|-----------------------------------|--------------------|---|--|
| Fatigue | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Monitor time spent on boats/ in the water • Ensure adequate rest between activities • Monitor all campers regularly for signs of fatigue | <ul style="list-style-type: none"> • Follow Emergency Procedures • Rescue Boat to Help if Necessary • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Impact with Jib | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> • Sailing trainers/supervisors to provide adequate training regards boating protocol and assess skill level prior to allowing out on boats. • Maintain high level visual supervision, provide assistance to “upright” boat as required | <ul style="list-style-type: none"> • Follow Emergency Procedures • Rescue Boat to Help if Necessary • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Inexperienced Sailor Out of Control | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Sailing trainers/supervisors to provide adequate training regards boating protocol and assess skill level prior to allowing out on boats. • Maintain high level visual supervision, provide assistance to “upright” boat as required • Have a rescue boat always ready at shore • Insure that children are adequately trained before operating a boat on their own • Have a swim zone that sailing boats aren’t allowed in, to avoid out of control vessels hitting anyone. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Rescue Boat to Help if Necessary • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Faulty/ Damaged Boat | Rare (D) Minor (4) | Very Low (21) | Very Low (23) | <ul style="list-style-type: none"> • All boats are inspected for safety prior to each session by experienced/ qualified professionals. • Boats are maintained before every camp. • If a boat is damaged it will be removed from use immediately. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Rescue Boat to Help if Necessary • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level from Matrix / Priority | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|-----------------------------------|--------------------|--|---|
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> • Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. • Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> • Talk to participant and inform them that their behaviour needs to improve. • Assess Situation with Director(s) • Remove Participant from Activity if Necessary • Inform parent/guardian • First Aid/ Seek Emergency Medical Assistance if Necessary |
| Participant Taking off PFD While Sailing | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Have rescue boat monitoring regularly to attempt to keep kids from taking life jackets off • Have leaders out on the water and on the shore at all times also monitoring • Have a very strict and straight forward briefing explaining that the kids will be removed from activity's if they don't wear a life jacket at all times. • | <ul style="list-style-type: none"> • Follow Emergency Procedures • Rescue Boat to Help if Necessary • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |



Slip 'n' Slide

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | | Aquatic | | Activity: | Slip 'n' Slide | RAL Code: AQ004 |
|---|-------------------------------------|-------------|--------------------|---|--|-----------------|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) | |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (A) Minor (4) | Medium (10) | Medium (15) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary | |
| Neck/ Back Injury | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Participants are instructed that they are not allowed to slide headfirst. Two leaders are to be present at the top and bottom of the slide at all times. Participants are to slide down on rubber mats to help keep control of their trajectory. Slope to be cleared of hazards and raked prior to set-up. Leaders to adjudicate speed that participants are entering the slide (running starts). Spinal board available on site if needed. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary | |
| Laceration/ Scratches/ Friction Burn | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> Leaders to check the slide area for protruding objects prior and during the activity. Slide to be adequately wet and slippery before participants are to slide down. Ensure that there is a "soft finish" to avoid participants going onto a rough/ hard surface. Ensure that the slide edges are raised to help prevent participants sliding off the side before reaching the bottom. Participants are to slide down on rubber mats in order to prevent friction burning from the slide plastic. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary | |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|-------------|--------------------|---|---|
| Broken Bones | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Slide to be constructed only on a moderate slope to reduce potential speed of participants. Two leaders are to be present at the top and bottom of the slide at all times. Make sure the pit at the bottom is large/ deep enough and kept filled with water at all times. Leaders to take extra due diligence with very large/ heavy participants. Hard rubber matting to be laid out under the slide plastic. Leaders to check for and remove protruding objects on/ around the slide prior and during the activity. Leaders to adjudicate speed that participants are entering the slide (running starts). Participants are to clear out of the stopping zone immediately. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Increased Risk Due to Behavioural Problems & Bullying/ Queue Jumping | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. Leaders to watch queue area for anti-social behaviour. Participants are to be instructed of a NO tolerance to bullying policy. Leaders to provide clear instructions to participants on correct queue behaviour. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |
| Unwelcome Visitors | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Team members to wear ID's and/ or team t-shirts at all times. All team members to stay on the lookout at all times. Team leader to approach unknown adults, ascertain identity and separate from children if necessary. Activity area to have a perimeter to establish clear boundaries for participants to stay inside of and for non-participants to stay out of. | <ul style="list-style-type: none"> Ask unwelcome guest to leave Ensure safety of participants and team members Contact park management/ security if necessary Contact police if necessary |
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Weather is to be monitored regularly in advance of activity and during the activities. Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |



Snorkelling

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Aquatic Activity | | Activity: | Snorkelling | RAL Code: AQ005 |
|--|-------------------------------------|-----------------------------------|--------------------|--|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level from Matrix / Priority | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Drowning/ Hypothermia | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • See <i>Swimming</i> for criteria depending on aquatic location gradings. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Dangerous Weather/ Water Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Weather and tides are to be monitored regularly in advance of activity and during. • Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Participant Lost | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Leaders are to be allocated 1 for every 8 participants • Buddy system for swimmers to ensure no one is left behind. • Qualified Bronze Medallion leader to be supervising from the shore at all times • Leaders are to be allocated groups and perform head counts every 5 minutes. | <ul style="list-style-type: none"> • Follow Emergency Procedure • A search should be undertaken in the immediate area and the location where the missing persons were last seen or likely to have made a wrong decision. • However, if they are not found within 20 – 30 minutes (shorter in a remote area) seek external assistance. • If communication by phone/ satellite phone is not possible, a competent subgroup should be sent for the nearest help, with others remaining as visible as possible near the last point of contact. • Inform parent/guardian |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level from Matrix / Priority | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|---|-------------------------------------|-----------------------------------|--------------------|--|--|
| Waterborne Infections | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Activity to be restricted after heavy rain monitor and report any activity that may increase the likelihood of contaminated water | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Cyanobacteria Marine Algal Toxicoses (Blue-Green Alga) <i>Dams Only</i> | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Water Assessment and visual monitoring for the presence of Cyanobacteria Marine Algal to be carried out. Communication with local council in regard to water condition before camp. | <ul style="list-style-type: none"> All water activities to be suspended immediately if the presence of Cyanobacteria Marine Algal is suspected. Any affected campers to be identified and medical advice sought. Parents to be notified |
| Dangerous Wildlife | Unlikely (C) Severe (1) | High (4) | Medium (11) | <ul style="list-style-type: none"> Briefing on dangers and response to sighting Visual inspection by leaders of activity area and surroundings in and out of the water (constant) Everyone in the group are to use the same track to and from the activity, and the first person is ted heavily (to scare snakes) On arrival to the activity area a visual inspection is to be made by leaders. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Equipment Failure | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> All equipment is checked prior to use by an trained and experienced leader. Logs are kept on all equipment. Equipment is no longer used after determined periods or after damage occurs Independent assessor audits equipment annually | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Fatigue/ Strains & Cramps | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor time spent in snorkelling. Ensure adequate rest between activities. Monitor all campers regularly for signs of fatigue. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level from Matrix / Priority | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|-----------------------------------|--------------------|---|---|
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |
| Spreading of Infections | Unlikely (C) Minor (4) | Low (18) | Very Low (23) | <ul style="list-style-type: none"> All snorkelling equipment is to be cleaned and disinfected between uses by different participants. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Swallowing Water | Common (A) Minor (4) | Medium (10) | Low (18) | <ul style="list-style-type: none"> Participants trained how to use and clear snorkel. Participants are assigned their own snorkel for the entire activity session or bring their own personal one from home. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |



Spear Fishing

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | | Aquatic Activity | | Activity: | Spear Fishing (Closed Water) | RAL Code: AQ006 |
|--|-------------------------------------|-----------------------------------|--------------------|---|---|-----------------|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level from Matrix / Priority | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) | |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary | |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary | |
| Entanglement - Jewellery - Hair - Clothing - Fingers | Common (A) Minor (4) | Medium (10) | Very Low (21) | <ul style="list-style-type: none"> All loose clothing, jewellery, and other objects that may become entangled are to be removed before the activity. All participants with long hair are to tie it back in a ponytail or in braids. Participants briefed how to properly descend as to not get their fingers or appendages stuck | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian | |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|-----------------------------------|-------------------------------------|-------------|--------------------|---|--|
| Cut/ Scarring from Hooks & Knives | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Experienced leader(s) to demonstrate prior to starting activity the proper handling and storage of hooks & knives. Participants seen mishandling hooks or knives will be immediately asked to no longer participate in the activity. Participants uncomfortable with handling hooks or knives will have an experienced leader handle them for them instead. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Dangerous Wildlife | Unlikely (C) Severe (1) | High (4) | Medium (11) | <ul style="list-style-type: none"> Briefing on dangers and response to sighting Visual inspection by leaders of activity area and surroundings in and out of the water (constant) Everyone in the group are to use the same track to and from the activity, and the first person is ted heavily (to scare snakes) On arrival to the activity area a visual inspection is to be made by leaders. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Equipment Failure | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> All equipment is checked prior to use by at least two trained and experienced leaders. Logs are kept on all equipment. Equipment is no longer used after determined periods or after damage occurs Independent assessor audits equipment annually | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Fatigue/ Strains & Cramps | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor time spent in spear fishing. Ensure adequate rest between activities. Monitor all campers regularly for signs of fatigue. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Drowning/ Hypothermia | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> See <i>Swimming</i> for criteria depending on aquatic location gradings. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Waterborne Infections | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Activity to be restricted after heavy rain monitor and report any activity that may increase the likelihood of contaminated water | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|---|-------------------------------------|-------------|--------------------|---|--|
| Dangerous Weather/ Water Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Weather and tides are to be monitored regularly in advance of activity and during. Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Participant Lost | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Leaders are to be allocated 1 for every 8 participants Buddy system for swimmers to ensure no one is left behind. Qualified Bronze Medallion leader to be supervising from the shore at all times Leaders are to be allocated groups and perform head counts every 5 minutes. | <ul style="list-style-type: none"> Follow Emergency Procedure A search should be undertaken in the immediate area and the location where the missing persons were last seen or likely to have made a wrong decision. However, if they are not found within 20 – 30 minutes (shorter in a remote area) seek external assistance. If communication by phone/ satellite phone is not possible, a competent subgroup should be sent for the nearest help, with others remaining as visible as possible near the last point of contact. Inform parent/guardian |
| Cyanobacteria Marine Algal Toxicoses (Blue-Green Alga) <i>Dams Only</i> | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Water Assessment and visual monitoring for the presence of Cyanobacteria Marine Algal to be carried out. Communication with local council in regard to water condition before camp. | <ul style="list-style-type: none"> All water activities to be suspended immediately if the presence of Cyanobacteria Marine Algal is suspected. Any affected campers to be identified and medical advice sought. Parents to be notified |
| Piercing Own or Others Body with Spear | Unlikely (C) Moderate (3) | Medium (13) | Low (17) | <ul style="list-style-type: none"> Participants to be paired with buddy. Enter water without spear – buddy to pass spear to other once in water, then buddy hold others spear when they get into water. Swim with spear facing down at all times. Buddy groups to stay at least five meters away from each other at all times. Participants are instructed to pass spear end to buddy, or on land before exiting the water. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |



Swimming

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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|------------------------|-------------------------------------|------------|--------------------|---|--|
| Category: | Aquatic | | Activity: | Swimming | RAL Code: AQ007 |
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |

General (Applies to all Levels)

| | | | | | |
|--|------------------------------|-------------|---------------|--|---|
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationship Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. Games are chosen appropriately considering the maturity and personality of the participants. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |
| Fatigue | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor time spent in water. Ensure adequate rest between activities. Monitor all participant regularly for signs of fatigue. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery\ Seek Emergency Medical Assistance if Necessary |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|------------|--------------------|--|---|
| Dangerous Weather/ Water Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Weather and tides are to be monitored regularly in advance of activity and during. Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Lost Child | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Ensure minimum team member to child ratios (1:8 or 1:12) are met at all times. Each leader has a roll call of their groups participants and does a head count regularly. No participants are to leave the group without permission and must be accompanied by at least two other leaders if they want to leave the activity (both genders must be present). Activity boundary to be set and made appropriate and not confusing to participants. | <ul style="list-style-type: none"> Follow Emergency Procedure A search should be undertaken in the immediate area and the location where the missing persons were last seen or likely to have made a wrong decision. However, if they are not found within 60 minutes (shorter in a remote area) seek external assistance. If communication by phone/ satellite phone is not possible, a competent subgroup should be sent for the nearest help, with others remaining as visible as possible near the last point of contact. Inform parent/guardian |
| <ul style="list-style-type: none"> Many popular venues have lifeguard services, depending on the time of year. Your team may have chosen to swim in a location with a lifeguard of duty – this is an appropriate way to keep your group safe. The lifeguard may be included under these guidelines as a qualified rescuer. While you can expect the lifeguard to assist if rescue is required, they will not be actively supervising your group. This is still your responsibility. There should always be at least two non-participating team leaders supervising, one of whom is qualified for that water environment. | | | | | |
| <ul style="list-style-type: none"> The highest levels of Duty of Care must be taken when running activities in open water. The majority of drowning and near-drowning incidents occur in home swimming pools and in open water. Of those 5 – 14 years who drown in Australia, 32% did so in natural bodies of water. A similar figure is reported for drowning deaths in those 15 – 24 years of age. A risk of drowning can be present during any water-based activity, even when swimming is not allowed. Other aquatic activities such as canoeing, sailing, and water skiing have their own specific guidelines to which you should refer. The overall responsibility for safety rests with the Team Director, who might delegate supervision of swimming to a team member in charge (usually the team member with rescue qualifications). | | | | | |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
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Closed Water - (Level 1) See Aquatic Activity Grading Document for Description of Levels

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|----------|------------------------|----------|-------------|---|---|
| Drowning | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • First-Aid certified leader ratios of at most 1:32 must be present at all times. • Supervision ratios of at most 1:12 must be present at all times. Leaders supervising must be over 18 years old. <i>The first aid certified leader may count towards this ratio.</i> • Any participant with seizure conditions must have 1:1 supervision. • Pool to be emptied and deflated/ deconstructed immediately after use. • Pool is never to be left unsupervised when inflated/ set-up, even if it is empty. | <ul style="list-style-type: none"> • If any participants show signs of drowning, a "Reach-to-Rescue" will be administered. • Follow Emergency Procedures • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
|----------|------------------------|----------|-------------|---|---|

Closed Water – (Level 2) See Aquatic Activity Grading Document for Description of Levels

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|----------|------------------------|----------|-------------|---|--|
| Drowning | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • First-Aid certified leader ratios of at most 1:32 must be present at all times. • Supervision ratios of at most 1:12 must be present at all times. Leaders supervising must be over 18 years old. <i>The first aid certified leader may count towards this ratio.</i> • Any participant with seizure conditions must have 1:1 supervision. • Adequate fencing around the maintained at all times and compliant to the NSW Swimming Pool Register. See: https://www.swimmingpoolregister.nsw.gov.au/checklists • If the pool is inflatable, it must be emptied and deflated immediately after use. | <ul style="list-style-type: none"> • If any participants show signs of drowning, a "Reach-to-Rescue" will be administered. For bigger pools inside this category, the First-Aid Officer on duty will enter the pool and lift the person at risk out of the pool safely with the assistance of other leaders without risking danger to any additional leaders or participants. • Follow Emergency Procedures <ul style="list-style-type: none"> - Apply First Aid - Track Patients Recovery - Seek Emergency Medical Assistance if Necessary - Inform Parent/ Guardian |
|----------|------------------------|----------|-------------|---|--|

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
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Closed Water – (Level 3) See *Aquatic Activity Grading Document for Description of Levels*

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|----------|------------------------|----------|-------------|---|--|
| Drowning | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Bronze Medallion certified leaders ratios of at most 1:32 must be present at all times. They are the designated lifeguards. Designated lifeguards are to maintain high-level visual supervision whenever activity is underway. • Supervision ratios of at most 1:12 must be present at all times. Leaders supervising must be over 18 years old. <i>The designated lifeguard may count towards this ratio.</i> • First-Aid certified leader ratios of at most 1:32 must be present at all times. <i>The designated lifeguard may count towards this ratio</i> • Any participant with seizure conditions must have 1:1 supervision. • All participants must wear Level 100 or greater PFD's • Pool must not be used by participants unless all qualified and certified leaders as described above are present. Adequate fencing around the maintained at all times and compliant to the NSW Swimming Pool Register. <i>See: https://www.swimmingpoolregister.nsw.gov.au/checklists</i> • When registering, participants parents must classify their child as: 1) Non-Swimmer, 2) Weak Swimmer, 3) Average Swimmer, or 4) Strong Swimmer (See <i>Aquatic Activity Grading Document</i>) <p><u><i>There are two acceptable duty of care practices for Non & Weak Swimmers</i></u></p> <ul style="list-style-type: none"> • Participants classified as a Non-Swimmer or Weak Swimmer must wear a coloured armband at all times while swimming. Or: • Participants classified as a Non-Swimmer or Weak Swimmer are assigned a competent 'Buddy Leader' who is a Strong Swimmer. The Buddy Leader must supervise them in the water within close distance one-on-one at all times while swimming. The Buddy Leader must be a camp leader 18 years old or older. The Buddy Leader may not count towards the group supervision ratio requirements. | <ul style="list-style-type: none"> • If any participants show signs of drowning the Qualified Lifeguard on duty will enter the pool and lift the person at risk out of the pool safely with the assistance of other leaders without risking danger to any additional leaders or participants. • Follow Emergency Procedures • Apply First Aid • Track Patients Recovery <ul style="list-style-type: none"> - Seek Emergency Medical Assistance if Necessary - Inform Parent/ Guardian |
|----------|------------------------|----------|-------------|---|--|

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|------------------------|-------------------------------------|------------|--------------------|--|---|
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Closed Water – (Level 4) See *Aquatic Activity Grading Document for Description of Levels*

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|----------|----------------------------|----------|-------------|--|--|
| Drowning | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Bronze Medallion certified leaders ratios of at most 1:32 must be present at all times. They are the designated lifeguards. Designated lifeguards are to maintain high-level visual supervision whenever activity is underway. • Supervision ratios of at most 1:8 must be present at all times. Leaders supervising must be over 18 years old. <i>The designated lifeguard may count towards this ratio.</i> • First-Aid certified leader ratios of at most 1:32 must be present at all times. <i>The designated lifeguard may count towards this ratio</i> • Any participant with seizure conditions must have 1:1 supervision. • All participants must wear Level 100 or greater PFD's • Swimming is not allowed unless all qualified and certified leaders as described above are present. Clear boundaries must be instructed to all participants and they must stay within those boundaries at all times while swimming. • When registering, participants parents must classify their child as: 1) Non-Swimmer, 2) Weak Swimmer, 3) Average Swimmer, or 4) Strong Swimmer (See <i>Aquatic Activity Grading Document</i>) <p><i>There are two acceptable duty of care practices for Non & Weak Swimmers</i></p> <ul style="list-style-type: none"> • Participants classified as a Non-Swimmer or Weak Swimmer must wear a coloured armband at all times while swimming. Or: • Participants classified as a Non-Swimmer or Weak Swimmer are assigned a competent 'Buddy Leader' who is a Strong Swimmer. The Buddy Leader must supervise them in the water within close distance one-on-one at all times while swimming. The Buddy Leader must be a camp leader 18 years old or older. The Buddy Leader may not count towards the group supervision ratio requirements. | <ul style="list-style-type: none"> • If any participants show signs of drowning the Qualified Lifeguard on duty will enter the pool and lift the person at risk out of the pool safely with the assistance of other leaders without risking danger to any additional leaders or participants. • Follow Emergency Procedures • Apply First Aid • Track Patients Recovery <ul style="list-style-type: none"> - Seek Emergency Medical Assistance if Necessary - Inform Parent/ Guardian |
|----------|----------------------------|----------|-------------|--|--|



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|-------------------------------|-------------------------------------|---------------|--------------------|---|--|
| Cuts on Feet from Sharp Rocks | Rare (D) Minor (4) | Very Low (21) | Very Low (23) | <ul style="list-style-type: none"> Instruct parents and kids that the bottom of the dam has sharp rocks and it is best to wear protective water shoes To the best of our ability pick a spot where there is less rocks and/or remove any dangerous rocks if possible. Reef shoes to be worn in tropical waters where coral may be present. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Collision with Vessels | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Trainers/supervisors to provide clear direction on designated swimming area. Closely monitor all water vessel activity and location of swimmers at all times. Move activity if necessary. Monitor operation of boats and suspend anyone that is being reckless with boat/ equipment use. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|------------------------|-------------------------------------|------------|--------------------|---|--|
|------------------------|-------------------------------------|------------|--------------------|---|--|

Closed Water – (Level 5) See *Aquatic Activity Grading Document for Description of Levels*

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| | | | | | |
|----------|------------------------|----------|-------------|---|--|
| Drowning | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Bronze Medallion certified leaders ratios of at most 1:32 must be present at all times. They are the designated lifeguards. Designated lifeguards are to maintain high-level visual supervision whenever activity is underway. • Supervision ratios of at most 1:8 must be present at all times. Leaders supervising must be over 18 years old. <i>The designated lifeguard may count towards this ratio.</i> • First-Aid certified leader ratios of at most 1:32 must be present at all times. <i>The designated lifeguard may count towards this ratio</i> • Any participant with seizure conditions must have 1:1 supervision. • All participants must wear Level 100 or greater PFD's • Swimming is not allowed unless all qualified and certified leaders as described above are present. Clear boundaries must be instructed to all participants and they must stay within those boundaries at all times while swimming. • When registering, participants parents must classify their child as: 1) Non-Swimmer, 2) Weak Swimmer, 3) Average Swimmer, or 4) Strong Swimmer (See <i>Aquatic Activity Grading Document</i>) <i>There are two acceptable duty of care practices for Non & Weak Swimmers</i> • Participants classified as a Non-Swimmer or Weak Swimmer must wear a coloured armband at all times while swimming. Or: • Participants classified as a Non-Swimmer or Weak Swimmer are assigned a competent 'Buddy Leader' who is a Strong Swimmer. The Buddy Leader must supervise them in the water within close distance one-on-one at all times while swimming. The Buddy Leader must be a camp leader 18 years old or older. The Buddy Leader may not count towards the group supervision ratio requirements. | <ul style="list-style-type: none"> • If any participants show signs of drowning the Qualified Lifeguard on duty will enter the pool and lift the person at risk out of the pool safely with the assistance of other leaders without risking danger to any additional leaders or participants. • Follow Emergency Procedures • Apply First Aid • Track Patients Recovery - Seek Emergency Medical Assistance if Necessary - Inform Parent/ Guardian |
|----------|------------------------|----------|-------------|---|--|



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|---|-------------------------------------|---------------|--------------------|--|--|
| Cyanobacteria Marine Algal Toxicoses (Blue-Green Alga) Dams Only | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Water Assessment and visual monitoring for the presence of Cyanobacteria Marine Algal to be carried out. Communication with local council in regard to water condition before ministry | All water activities to be suspended immediately if the presence of Cyanobacteria Marine Algal is suspected. Any affected campers to be identified and medical advice sought. Parents to be notified |
| Collision with Vessels | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Trainers/supervisors to provide clear direction on designated swimming area. Closely monitor all water vessel activity and location of swimmers at all times. Move activity if necessary. Monitor operation of boats and suspend anyone that is being reckless with boat/ equipment use. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Cuts on Feet from Sharp Rocks | Rare (D) Minor (4) | Very Low (21) | Very Low (23) | <ul style="list-style-type: none"> Instruct parents and kids that the bottom of the dam has sharp rocks and it is best to wear protective water shoes To the best of our ability pick a spot where there are less rocks and/or remove any dangerous rocks if possible. Reef shoes to be worn in tropical waters where coral may be present. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|------------------------|-------------------------------------|------------|--------------------|---|--|
|------------------------|-------------------------------------|------------|--------------------|---|--|

Open Water – (Level 6) See Aquatic Activity Grading Document for Description of Levels

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| | | | | | |
|----------|----------------------------|----------|-------------|---|--|
| Drowning | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Bronze Medallion certified leaders ratios of at most 1:16 must be present at all times. They are the designated lifeguards. Designated lifeguards are to maintain high-level visual supervision whenever activity is underway. • Supervision ratios of at most 1:8 must be present at all times. Leaders supervising must be over 18 years old. <i>The designated lifeguard may count towards this ratio.</i> • First-Aid certified leader ratios of at most 1:32 must be present at all times. <i>The designated lifeguard may count towards this ratio</i> • Any participant with seizure conditions must have 1:1 supervision. • All participants must wear Level 100 or greater PFD's • Swimming is not allowed unless all qualified and certified leaders as described above are present. Clear boundaries must be instructed to all participants and they must stay within those boundaries at all times while swimming. • When registering, participants parents must classify their child as: 1) Non-Swimmer, 2) Weak Swimmer, 3) Average Swimmer, or 4) Strong Swimmer (See Aquatic Activity Grading Document) <p><i>There are two acceptable duty of care practices for Non & Weak Swimmers</i></p> <ul style="list-style-type: none"> • Participants classified as a Non-Swimmer or Weak Swimmer must wear a coloured armband at all times while swimming. Or: • Participants classified as a Non-Swimmer or Weak Swimmer are assigned a competent 'Buddy Leader' who is a Strong Swimmer. The Buddy Leader must supervise them in the water within close distance one-on-one at all times while swimming. The Buddy Leader must be a camp leader 18 years old or older. The Buddy Leader may not count towards the group supervision ratio requirements. | <ul style="list-style-type: none"> • If any participants show signs of drowning the Qualified Lifeguard on duty will enter the pool and lift the person at risk out of the pool safely with the assistance of other leaders without risking danger to any additional leaders or participants. • Follow Emergency Procedures • Apply First Aid • Track Patients Recovery - Seek Emergency Medical Assistance if Necessary - Inform Parent/ Guardian |
|----------|----------------------------|----------|-------------|---|--|

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|-------------------------------|-------------------------------------|---------------|--------------------|---|--|
| Collision with Vessels | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Trainers/supervisors to provide clear direction on designated swimming area. Closely monitor all water vessel activity and location of swimmers at all times. Move activity if necessary. Monitor operation of boats and suspend anyone that is being reckless with boat/ equipment use. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Cuts on Feet from Sharp Rocks | Rare (D) Minor (4) | Very Low (21) | Very Low (23) | <ul style="list-style-type: none"> Instruct parents and kids that the bottom of the dam has sharp rocks and it is best to wear protective water shoes To the best of our ability pick a spot where there is less rocks and/or remove any dangerous rocks if possible. Reef shoes to be worn in tropical waters where coral may be present. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |



Water Skiing/ Tubing

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Aquatic Activity | | Activity: | Water Skiing/ Tubing | RAL Code: AQ008 |
|---|-------------------------------------|-----------------------------------|--------------------|---|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level from Matrix / Priority | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we'll do if this risk becomes reality) |
| Drowning | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • See <i>Swimming</i> for criteria depending on aquatic location gradings. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| High Impact with Water / Ingestion of Water from High Impact | Unlikely (C) Moderate (3) | Medium (13) | Low (20) | <ul style="list-style-type: none"> • Powerboat activities Supervisor/trainers to provide adequate training on the correct use and fitting of wet suits and all associated gear prior to allowing out on water. Ensure that wetsuits or wetsuit pants are worn at all times by female campers during high speed activities • Drivers not to exceed water speed of 25 knots • Boat drivers to be appropriately licensed • Ensure that life vests are worn (IAW NSW Maritime regulation 2009) at all times whilst on the water, regular monitoring by leaders of this, Life vest training (Selection and Fitment) provided at the beginning of the camp. • All watercraft to be operated IAW NSW Maritime Safety Regulation 2009 (Safe Boating Handbook provided as reference to all drivers) | <ul style="list-style-type: none"> • Follow Emergency Procedures • Rescue Boat to Help if Necessary • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Waterborne Infections | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Activity to be restricted after heavy rain monitor and report any activity that may increase the likelihood of contaminated water | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level from Matrix / Priority | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we'll do if this risk becomes reality) |
|---|-------------------------------------|-----------------------------------|--------------------|--|--|
| Drowning (cont.) | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Instruct and implement parameters for where activity is aloud and insure camper's stay within area. Have a rescue boat surveying area at all times and trained staff to operate the boat. Maintain high-level visual supervision; provide assistance to "upright" boat as required. Sailing trainers/supervisors to provide adequate training regards boating protocol. | <ul style="list-style-type: none"> Follow Emergency Procedures Rescue Boat to Help if Necessary Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Cyanobacteria Marine Algal Toxicoses (Blue-Green Alga) <i>Dams Only</i> | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Water Assessment and visual monitoring for the presence of Cyanobacteria Marine Algal to be carried out. Communication with local council in regard to water condition before camp | <ul style="list-style-type: none"> All water activities to be suspended immediately if the presence of Cyanobacteria Marine Algal is suspected. Any affected campers to be identified and medical advice sought. Inform Parent/ Guardian |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we'll do if this risk becomes reality) |
|--|-------------------------------------|-------------|--------------------|---|---|
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |
| Collision with Other Vessels/ Swimmers | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Ensure that life vests are worn (IAW NSW Maritime regulation 2009) at all times whilst on the water, regular monitoring by leaders of this, Life vest training (Selection and Fitment) provided at the beginning of the camp. Closely monitor all water vessel activity and location of swimmers at all times. Monitor operation of boats and suspend anyone that is being reckless with boat use. Maximum of 25 knots (or the recommended speed on the apparatus), whichever is the lesser, | <ul style="list-style-type: none"> Follow Emergency Procedures Rescue Boat to Help if Necessary Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Contact with Floating Debris | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Powerboat activities Supervisor/trainers, observers and drivers will determine route for the day (usually same route every day) and cruise route to check for debris prior to beginning activities. Maintain high level visual supervision through boat observers, and drivers Drivers not to exceed water speed of 25 knots Boat drivers to be appropriately licensed Ensure that life vests are worn (IAW NSW Maritime regulation 2009) at all times whilst on the water, regular monitoring by leaders of this, Life vest training (Selection and Fitment) provided at the beginning of the camp. All watercraft to be operated IAW NSW Maritime Safety Regulation 2009 (Safe Boating Handbook provided as reference to all drivers) | <ul style="list-style-type: none"> Follow Emergency Procedures Rescue Boat to Help if Necessary Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level from Matrix / Priority | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we'll do if this risk becomes reality) |
|------------------------|-------------------------------------|-----------------------------------|--------------------|--|--|
| Ski Rope Burn | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Powerboat activities Supervisor/trainers to provide adequate training and skills assessment prior to allowing out on water. Maintain high level visual supervision through boat observers, and drivers. Drivers not to exceed water speed of 25 knots Boat drivers to be appropriately licensed Ensure that life vests are worn (IAW NSW Maritime regulation 2009) at all times whilst on the water, regular monitoring by leaders of this, Life vest training (Selection and Fitment) provided at the beginning of the camp. All watercraft to be operated IAW NSW Maritime Safety Regulation 2009 (Safe Boating Handbook provided as reference to all drivers) | <ul style="list-style-type: none"> Follow Emergency Procedures Rescue Boat to Help if Necessary Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |

Beginner Double Ski (Using Training Bar)

| | | | | | |
|-----------------------|--------------------------|----------|----------|---|--|
| Injury to Participant | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Driver must ensure training bar needs to be correctly fitted and checked. It needs to have three anchor points to minimise movement of the bar. The driver needs to be experienced. A leader needs to be in the water with the beginner. The beginner must be instructed on how to ski by an experienced leader, as per Beginner Double ski guidelines below. The beginner must be instructed on the additional safety considerations when using a training bar by the driver, particularly awareness of closer proximity to the propeller. Drivers not to exceed water speed of 25 knots | <ul style="list-style-type: none"> Follow Emergency Procedures Rescue Boat to Help if Necessary Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
|-----------------------|--------------------------|----------|----------|---|--|

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level from Matrix / Priority | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we'll do if this risk becomes reality) |
|------------------------|-------------------------------------|-----------------------------------|--------------------|---|--|
|------------------------|-------------------------------------|-----------------------------------|--------------------|---|--|

Beginner Double Ski

| | | | | | |
|-----------------------|------------------------------|-------------|----------|---|--|
| Injury to Participant | Unlikely (C) Moderate (3) | Medium (13) | Low (20) | <ul style="list-style-type: none"> All beginners must have an experienced leader explain how to ski before they attempt to ski behind a boat. This includes a practical explanation on the beach, fitting of ski and safety equipment and helping the beginner in the water for initial 'take-offs'. Boat driver to be informed that a beginner is to ski. Drivers not to exceed water speed of 25 knots | <ul style="list-style-type: none"> Follow Emergency Procedures Rescue Boat to Help if Necessary Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
|-----------------------|------------------------------|-------------|----------|---|--|



Evening Activities





Bingo/ Game Show

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Evening | | Activity: | Bingo/ Game Show | RAL Code: | EV001 |
|--|-------------------------------------|-------------|--------------------|---|---|-------|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) | |
| Unwelcome Visitors | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Team members to wear ID's and/ or team t-shirts at all times. All team members to stay on the lookout at all times. Task Team leader to approach unknown adults, ascertain identity and separate from children if necessary. Team to accompany participants home in mixed gender pairs if parents give written permission. | <ul style="list-style-type: none"> Ask unwelcome guest to leave Ensure safety of participants and team members Contact park management/ security if necessary Contact police if necessary | |
| Food Allergy | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Only distribute foods & drinks known not to cause any allergic reactions in anybody (i.e. Popcorn without butter, juice, water-based Iceblocks). Clearly display ingredients that include common allergies Do not use items containing ingredients that are identified allergens in activities Senior First Aid Officer with EpiPen training on site at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary | |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary | |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--------------------------------|-------------------------------------|---------------|--------------------|--|--|
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Weather is to be monitored regularly in advance of activity and during the activities. Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Hearing Damage from Loud Audio | Rare (D) Long-Term Injury (2) | Medium (12) | Low (16) | <ul style="list-style-type: none"> Participants are instructed not to be within a close range of any speakers used to broadcast the move. Leader in charge to set the volume level to an appropriate level considering those closest to the speakers so that it is not excessive and not cause any hearing damage to participants. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Trip Hazards/ Cables | Rare (D) Minor (4) | Very Low (21) | Very Low (23) | <ul style="list-style-type: none"> Always tape cables and wiring to the ground with strong tape or suspend above the ground by at least 2.74 meters. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |



Bush Dance

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Evening Activity | | Activity: | Bush Dance | RAL Code: EV002 |
|--------------------------------|-------------------------------------|---------------|--------------------|---|---|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Unwelcome Visitors | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Team members to wear ID's and/ or team t-shirts at all times. All team members to stay on the lookout at all times. Task Team leader to approach unknown adults, ascertain identity and separate from children if necessary. Team to accompany participants home in mixed gender pairs if parents give written permission. | <ul style="list-style-type: none"> Ask unwelcome guest to leave Ensure safety of participants and team members Contact park management/ security if necessary Contact police if necessary |
| Sprains/ Minor Injuries | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Task Team leader to give relevant instruction about event Sufficient space and event area to be provided for participant size and audience size Dance Caller to instruct about careful conduct Safety taping/ traffic cones to be placed around all hazards in event area | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Trip Hazards/ Cables | Rare (D) Minor (4) | Very Low (21) | Very Low (23) | <ul style="list-style-type: none"> Always tape cables and wiring to the ground with strong tape or suspend above the ground by at least 2.74 meters. Cables are to be kept away from footpaths/ traffic areas in possible. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Hearing Damage from Loud Audio | Rare (D) Long-Term Injury (2) | Medium (12) | Low (16) | <ul style="list-style-type: none"> Participants are instructed not to be within a close range of any speakers used to broadcast the move. Leader in charge to set the volume level to an appropriate level considering those closest to the speakers so that it is not excessive and not cause any hearing damage to participants. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|-------------|--------------------|---|---|
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> • Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. • Groups made considering any negative relationships • Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> • Talk to participant and inform them that their behaviour needs to improve. • Assess Situation with Director(s) • Remove Participant from Activity if Necessary • Inform parent/guardian • First Aid/ Seek Emergency Medical Assistance if Necessary |
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Weather is to be monitored regularly in advance of activity and during the activities. • Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
| Fatigue/ Strains, Cramps, & Dehydration | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Monitor time spent dancing. • Ensure adequate rest between activities. • Monitor all campers regularly for signs of fatigue. • Advise participants to bring bottled water • Have bottled water available for participants | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Sunburn / Heat Exhaustion / Heat Stroke (If during the day) | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Monitor and assess weather conditions regularly • Cancel, postpone, or stop the activity in the event of extreme weather conditions • Have adequate water available • Ensure that everyone is dressed appropriately for the weather conditions and length of activity • Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |



Camp Fire

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | | Evening Activity | | Activity: | Camp Fire | RAL Code: EV007 |
|------------------------|-------------------------------------|------------------|--------------------|---|--|-----------------|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) | |
| Burns | Unlikely (C) Moderate (3) | Medium (13) | Low (17) | <ul style="list-style-type: none"> • First Aid officer on site at all times. • Campfire location scouted and approved by directors • Campfire is to be cancelled in medium to strong winds at discretion of directors • In any winds, campfire to be kept at a controllable size • Campers prior to the first campfire regarding appropriate clothing around a fire (i.e. No parachute material etc) • Campers instructed on safe fire practices including anything that goes into the fire, stays in the fire (with the exception of toasting food in coals) • Each night that there is a fire, there will be one leader "in charge" of that fire. If anyone wishes to add wood to the fire or alter it, they must first check with this person (this will limit opportunity for people to fiddle with the fire causing sparks to fly) • The person in charge of the fire is responsible for setting boundaries and maintaining them according to appropriate distance between campers and fire • Clearly defined area for the fire, and campers monitored a safe distance from fire. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary | |
| Flying Ember | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Campers instructed on safe fire practices including placing wood in fire rather than throwing wood in fire • In any winds, campfire to be kept at a controllable size • Campers prior to the first campfire regarding appropriate clothing around a fire (i.e. No parachute material etc) | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary | |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|-------------------------------|-------------------------------------|-------------|--------------------|---|--|
| Fire Out of Control | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Never light a lite during a total fire ban. Contact local fire authorities if unsure. • Create and follow a bush fire action plan. • Campfire to be completely extinguished prior to leaders leaving it for the night • Campfires never to be built directly under trees • Campfire cancelled in medium to strong winds at discretion of the directors • Campfire location scouted and approved by the directors • In any winds, campfire to be kept at a controllable size • Campers instructed on safe fire practices including anything that goes into the fire, stays in the fire (with the exception of toasting food in coals) and if anyone wishes to add wood to the fire or alter it, they must first check with the leader in charge of the fire (this will limit opportunity for people to fiddle with the fire causing sparks to fly and control the size of the fire) | Follow Your Bushfire Action Plan <ul style="list-style-type: none"> • Call Emergency Services • Safely Evacuate to Safety • Apply First Aid • Contact ERT • Inform Parent/ Guardian • Track Patients Recovery |
| Cooking in the Fire | Unlikely (C) Moderate (3) | Medium (13) | Low (17) | <ul style="list-style-type: none"> • Participants broken into smaller tent groups to cook with • At least 2 leaders with each group to supervise • No fire to be left unattended • Participants trained in safe use of fire and camp ovens • Appropriate tongs and heat protection provided • Clearly defined area for the fire, and campers monitored a safe distance from fire. • Where the campfire oven is too heavy for participants to move safely, a leader to move. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Trip/ Fall (Looking for Wood) | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> • Majority of wood to be found during the day-light and stored with a cleared path between it and the fire. • Adequate torches to be used while looking for kindling at night and leaders to be present to supervise. • Campers given clear instructions and boundaries to carefully look for additional wood | <ul style="list-style-type: none"> • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |



Disco/ Live Music

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Evening | | Activity: | Disco/ Live Music | RAL Code: EV003 |
|--------------------------------|-------------------------------------|---------------|--------------------|---|---|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Unwelcome Visitors | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Team members to wear ID's and/ or team t-shirts at all times. All team members to stay on the lookout at all times. Task Team leader to approach unknown adults, ascertain identity and separate from children if necessary. Team to accompany participants home in mixed gender pairs if parents give written permission. | <ul style="list-style-type: none"> Ask unwelcome guest to leave Ensure safety of participants and team members Contact park management/ security if necessary Contact police if necessary |
| Sprains/ Minor Injuries | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Task Team leader to give relevant instruction about event Sufficient space and event area to be provided for participant size and audience size Section Leader to instruct about careful conduct Safety taping/ traffic cones to be placed around all hazards in event area | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Trip Hazards/ Cables | Rare (D) Minor (4) | Very Low (21) | Very Low (23) | <ul style="list-style-type: none"> Always tape cables and wiring to the ground with strong tape or suspend above the ground by at least two meters. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Hearing Damage from Loud Audio | Rare (D) Long-Term Injury (2) | Medium (12) | Low (16) | <ul style="list-style-type: none"> Participants are instructed not to be within a close range of any speakers used to broadcast the move. Leader in charge to set the volume level to an appropriate level considering those closest to the speakers so that it is not excessive and not cause any hearing damage to participants. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|-------------|--------------------|---|---|
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> • Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. • Groups made considering any negative relationships • Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> • Talk to participant and inform them that their behaviour needs to improve. • Assess Situation with Director(s) • Remove Participant from Activity if Necessary • Inform parent/guardian • First Aid/ Seek Emergency Medical Assistance if Necessary |
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Weather is to be monitored regularly in advance of activity and during the activities. • Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
| Epilepsy Trigger | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Any lights used must not be set to any strobe effect • Any participants must declare if they have a history of epilepsy and let the event organizer know | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Food Allergy | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> • Only distribute foods & drinks known not to cause any allergic reactions in anybody (i.e. Popcorn without butter, juice, water-based Iceblocks). • Clearly display ingredients that include common allergies • Do not use items containing ingredients that are identified allergens in activities. • Senior First Aid Officer with EpiPen training on site at all times | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |



Movie Night

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Evening Activity | | Activity: | Movie Night (Indoors & Outdoors) | RAL Code: EV004 |
|---|-------------------------------------|-----------------------------------|--------------------|---|---|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level from Matrix / Priority | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Food Allergy | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Only distribute foods & drinks known not to cause any allergic reactions in anybody (i.e. Popcorn without butter, juice, water-based Iceblocks). | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |
| Dangerous Weather Conditions (If Outside or under Big Top Tent) | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Weather is to be monitored regularly in advance of activity and during. Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Emotional Distress from Inappropriate Movie Scene | Rare (D) Minor (4) | Very Low (21) | Very Low (23) | <ul style="list-style-type: none"> The movie selected will be appropriate to the age group of the youngest participant, or participants younger than a certain age deemed appropriate for the movie are not to participate at all. | <ul style="list-style-type: none"> Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Professional Assistance if Necessary |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level from Matrix / Priority | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|---|--------------------------------------|-----------------------------------|--------------------|--|--|
| Animal/ Insect Bites (If Outside) | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Visual inspection by leaders of trail and surrounds (constant) • Senior First Aid trained leader to be present at all times • Supply and provision of insect repellent | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Epilepsy Trigger | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • The movie selected will show no scenes that may cause an epileptic reaction to those sensitive to flashing images. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Hearing Damage from Loud Audio | Rare (D) Long-Term Injury (2) | Medium (12) | Low (16) | <ul style="list-style-type: none"> • Participants are instructed not to be seated within a close range of any speakers used to broadcast the movie. • Leader in charge to set the volume level to an appropriate level considering those closest to the speakers so that it is not excessive and not cause any hearing damage to participants. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |



Talent Quest

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Evening | | Activity: | Talent Quest | RAL Code: EV005 |
|--|-------------------------------------|-------------|--------------------|---|---|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Unwelcome Visitors | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Team members to wear ID's and/ or team t-shirts at all times. All team members to stay on the lookout at all times. Task Team leader to approach unknown adults, ascertain identity and separate from children if necessary. Team to accompany participants home in mixed gender pairs if parents give written permission. | <ul style="list-style-type: none"> Ask unwelcome guest to leave Ensure safety of participants and team members Contact park management/ security if necessary Contact police if necessary |
| Food Allergy | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Only distribute foods & drinks known not to cause any allergic reactions in anybody (i.e. Popcorn without butter, juice, water-based Iceblocks). Clearly display ingredients that include common allergies Do not use items containing ingredients that are identified allergens in activities Senior First Aid Officer with EpiPen training on site at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--------------------------------|-------------------------------------|---------------|--------------------|--|--|
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Weather is to be monitored regularly in advance of activity and during the activities. Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Hearing Damage from Loud Audio | Rare (D) Long-Term Injury (2) | Medium (12) | Low (16) | <ul style="list-style-type: none"> Participants are instructed not to be within a close range of any speakers used to broadcast the move. Leader in charge to set the volume level to an appropriate level considering those closest to the speakers so that it is not excessive and not cause any hearing damage to participants. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Trip Hazards/ Cables | Rare (D) Minor (4) | Very Low (21) | Very Low (23) | <ul style="list-style-type: none"> Always tape cables and wiring to the ground with strong tape or suspend above the ground by at least two meters. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Stage Fall/ Trip Hazard | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Clear the stage from any unnecessary equipment, cables, and debris – or tape down any necessary cables. Participants are to be instructed on the appropriateness of their talent quest performance and they must brief their performances to the activity coordinator for approval first. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |



Trivia Night

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Evening | | Activity: | Trivia Night | RAL Code: EV006 |
|--|-------------------------------------|-------------|--------------------|---|---|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Unwelcome Visitors | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Team members to wear ID's and/ or team t-shirts at all times. All team members to stay on the lookout at all times. Task Team leader to approach unknown adults, ascertain identity and separate from children if necessary. Team to accompany participants home in mixed gender pairs if parents give written permission. | <ul style="list-style-type: none"> Ask unwelcome guest to leave Ensure safety of participants and team members Contact park management/ security if necessary Contact police if necessary |
| Food Allergy | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Only distribute foods & drinks known not to cause any allergic reactions in anybody (i.e. Popcorn without butter, juice, water-based Iceblocks). Clearly display ingredients that include common allergies Do not use items containing ingredients that are identified allergens in activities Senior First Aid Officer with EpiPen training on site at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--------------------------------|-------------------------------------|---------------|--------------------|--|--|
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Weather is to be monitored regularly in advance of activity and during the activities. Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Hearing Damage from Loud Audio | Rare (D) Long-Term Injury (2) | Medium (12) | Low (16) | <ul style="list-style-type: none"> Participants are instructed not to be within a close range of any speakers used to broadcast the move. Leader in charge to set the volume level to an appropriate level considering those closest to the speakers so that it is not excessive and not cause any hearing damage to participants. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Trip Hazards/ Cables | Rare (D) Minor (4) | Very Low (21) | Very Low (23) | <ul style="list-style-type: none"> Always tape cables and wiring to the ground with strong tape or suspend above the ground by at least 2.74 meters. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |

Food & Cooking





BBQ/ Pancakes

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Food & Cooking | | Activity: | BBQ's/ Pancakes | RAL Code: FC001 |
|---|-------------------------------------|-------------|--------------------|---|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Sunburn / Heat Exhaustion / Heat Stroke <i>Outside BBQ</i> | Possible (A) Minor (4) | Medium (10) | Medium (15) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Burn Injuries | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Kitchen Supervisor to give relevant instructions and appoint those who are allowed to operate the BBQ. Provide supply of cold water to treat accidental burns. Careful conduct and correct implementations are to be used and practised at all times. No children or young people (16 and under) to be in the kitchen area at any time unsupervised. When conducting an outdoors cooking event create a safety perimeter around the cooking area. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Fire Management | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Ensure all flammable objects are removed and cleared of at least two meters from the BBQ. Leaders are instructed to never ignite a naked flame near canvas tents or other flammable objects. Fire extinguishers are to be kept between the BBQ station and the exit. Fire extinguishers must be audited on a regular basis. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|------------------------|-------------------------------------|------------|--------------------|--|--|
| Choking | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Instruct children on proper eating practises. No large objects are to be consumed in a fast manner. Water to be available at all times. First Aid Officer is to be present and available at all times. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Gas Management | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Kitchen Supervisor to give relevant instructions and appoint those who are allowed to operate the BBQ. Always ensure that gas connection is not leaking – use soapy water every set-up. Never exceed gas cylinder expiry (10 Years). Keep cylinders in a cool, dry place outside of tents. Always have another experienced/ trained leader cross-check your work before, during, and after. Prevent gas cylinders from falling over, keep on ground/ low to the ground at all times if possible. Point cylinder blow-off valve away from tents at all times. Fire extinguishers are to be kept between the BBQ station and the exit. Fire extinguishers must be audited on a regular basis. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Knives/ Sharp Tools | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> Kitchen Supervisor to give relevant instructions and appoint those who are allowed to handle knives/ sharp tools. Sufficient space and working area to be made for cooks. Careful conduct and correct implementations are to be used and practised at all times. No children or young people (16 and under) are allowed to handle knives at any time. Knives to be maintained and kept sharp throughout the program to minimize potential injury. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Food Poisoning | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> All leaders to follow Safe Food Handling procedures at all times. Wash/ clean utensils and equipment often with hot water. Always follow due dates/ best before dates. Refrigerate all dairy and meat products. If in doubt, throw out! Utensils/ surfaces used for meat products are to be thoroughly cleaned before being used for any other products. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|------------------------|-------------------------------------|------------|--------------------|--|--|
| Food Allergies | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Products containing nuts are never to be used in activities with children under 12yrs old. • If registrations are being used, ask participants to list medical conditions and/or food allergies and note any serious ones. • Clearly display ingredients that include common allergens. • Provide common allergen free options. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Electricity Management | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Hard Wiring equipment is not allowed (Missions) • Qualified person (trained Equipment Officer) to always deal with the setup of electricity. • Always keep electrical outlets dry and free of water. • Inspect all electrical equipment before use. • Use circuit breakers and residual current protectors wherever possible. • If in doubt, turn power off from source and remove plug before handling. • Never tolerate exposed wires. Remove and repair or destroy. • Avoid trip/ strangulation hazards. Either on the ground tape and sure wires down or suspend above by at least 2.74 meters. • Fire extinguishers are to be kept between the BBQ station and the exit. Fire extinguishers must be audited on a regular basis. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |



Café/ Coffee Cart

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Food & Cooking | | Activity: | Café/ Coffee Cart/ Milk Bar | RAL Code: FC002 |
|--|-------------------------------------|-------------|--------------------|---|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Sunburn / Heat Exhaustion / Heat Stroke <i>Outside Cafe</i> | Possible (A) Minor (4) | Medium (10) | Medium (15) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Burn Injuries | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Café Supervisor to give relevant instructions and appoint those who are allowed to operate the coffee machine. Provide supply of cold water to treat accidental burns. Careful conduct and correct implementations are to be used and practised at all times. No children or young people (16 and under) to be in the Café area at any time unsupervised. When conducting an outdoors cooking event create a safety perimeter around the Café leaders area. “Customers” are to be made aware if their drink is hot, hot drinks are to be served in appropriate cups/ mugs. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Fire Management | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Ensure all flammable objects are removed and cleared of at least two meters from the Café. Leaders are instructed to never ignite a naked flame near canvas tents or other flammable objects. Fire extinguishers are to be kept between the Café and the exit. Fire extinguishers must be audited on a regular basis. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|------------------------|-------------------------------------|------------|--------------------|---|--|
| Choking | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Instruct children on proper eating/ drinking practises. • No large objects are to be consumed in a fast manner. • Water to be available at all times. • First Aid Officer is to be present and available at all times. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Gas Management | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Café Supervisor to give relevant instructions and appoint those who are allowed to operate any gas equipment. • Always ensure that gas connection is not leaking – use soapy water every set-up. • Never exceed gas cylinder expiry (10 Years). • Keep cylinders in a cool, dry place outside of tents. • Always have another experienced/ trained leader cross-check your work before, during, and after. • Prevent gas cylinders from falling over, keep on ground/ low to the ground at all times if possible. • Point cylinder blow-off valve away from tents at all times. • Fire extinguishers are to be kept between the BBQ station and the exit. Fire extinguishers must be audited on a regular basis. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Knives/ Sharp Tools | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> • Café Supervisor to give relevant instructions and appoint those who are allowed to handle knives/ sharp tools. • Sufficient space and working area to be made for cooks. • Careful conduct and correct implementations are to be used and practised at all times. • No children or young people (16 and under) are allowed to handle knives at any time. • Knives to be maintained and kept sharp throughout the program to minimize potential injury. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Food Poisoning | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • All leaders/ baristas to follow Safe Food Handling procedures at all times. • Wash/ clean utensils and equipment often with hot water. • Always follow due dates/ best before dates. • Refrigerate all dairy and meat products. If in doubt, throw out! • Utensils/ surfaces used for meat products are to be thoroughly cleaned before being used for any other products. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|------------------------|-------------------------------------|------------|--------------------|--|--|
| Food Allergies | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Products containing nuts are never to be used in activities with children under 12yrs old. • If registrations are being used, ask participants to list medical conditions and/or food allergies and note any serious ones. • Clearly display ingredients that include common allergens. • Provide common allergen free options (including milk options). | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Electricity Management | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Hard Wiring equipment is not allowed (Missions) • Qualified person (trained Equipment Officer) to always deal with the setup of electricity. • Always keep electrical outlets dry and free of water. • Inspect all electrical equipment before use. • Use circuit breakers and residual current protectors wherever possible. • If in doubt, turn power off from source and remove plug before handling. • Never tolerate exposed wires. Remove and repair or destroy. • Avoid trip/ strangulation hazards. Either on the ground tape and sure wires down or suspend above by at least 2.74 meters. • Fire extinguishers are to be kept between the BBQ station and the exit. Fire extinguishers must be audited on a regular basis. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |



Kitchen/ Food Prep

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Food & Cooking | | Activity: | Kitchen/ Food Preparation | RAL Code: FC003 |
|--|-------------------------------------|-------------|--------------------|--|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Burn Injuries – Includes Hot Water/ Steam/ Hot Oil/ Hot Surfaces | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> • Kitchen Supervisor to give relevant instructions and appoint those who are allowed to operate the kitchen equipment. • Provide supply of cold water to treat accidental burns. • Careful conduct and correct implementations are to be used and practised at all times. • No children or young people (16 and under) to be in the kitchen area at any time unsupervised. • When conducting an outdoors cooking event create a safety perimeter around the cooking area. • Ensure handles on pans are well maintained and insulated if possible, at all times. • Kitchen team to be trained in the proper releasing of steam. • Kitchen team to wear long sleeves shirts. • Heat resistant gloves and aprons to be available. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Fire Management | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Ensure all flammable objects are removed and cleared of at least two meters from any cooking equipment. • Leaders are instructed to never ignite a naked flame near canvas tents or other flammable objects. • Fire extinguishers are to be kept within easy reach. Fire extinguishers must be audited on a regular basis. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Food Allergies | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Products containing nuts are never to be used in activities with children under 12yrs old. • If registrations are being used, ask participants to list medical conditions and/or food allergies and note any serious ones. • Clearly display ingredients that include common allergens. • Provide common allergen free options. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|------------------------|-------------------------------------|------------|--------------------|---|--|
| Choking | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Instruct children on proper eating practises. No large objects are to be consumed in a fast manner. Water to be available at all times. First Aid Officer is to be present and available at all times. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Gas Management | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Kitchen Supervisor to give relevant instructions and appoint those who are allowed to operate any gas equipment. Always ensure that gas connection is not leaking – use soapy water every set-up. Never exceed gas cylinder expiry (10 Years). Keep cylinders in a cool, dry place outside of tents. Always have another experienced/ trained leader cross-check your work before, during, and after. Prevent gas cylinders from falling over, keep on ground/ low to the ground at all times if possible. Point cylinder blow-off valve away from tents at all times. Kitchen team to all know where main gas isolation tap is. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Knives/ Sharp Tools | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> Kitchen Supervisor to give relevant instructions and appoint those who are allowed to handle knives/ sharp tools. Sufficient space and working area to be made for cooks. Careful conduct and correct implementations are to be used and practised at all times. No children or young people (16 and under) are allowed to handle knives at any time. Knives to be maintained and kept sharp throughout the program to minimize potential injury. First Aid kit and officer to be available at all times on site. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Food Poisoning | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> All leaders to follow Safe Food Handling procedures at all times. Wash/ clean utensils and equipment often with hot water. Always follow due dates/ best before dates. Refrigerate all dairy and meat products. If in doubt, throw out! Utensils/ surfaces used for meat products are to be thoroughly cleaned before being used for any other products. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|------------------------------------|-------------------------------------|-------------|--------------------|--|--|
| Electricity Management | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Hard Wiring equipment is not allowed (Missions) • Qualified person (trained Equipment Officer) to always deal with the setup of electricity. • Always keep electrical outlets dry and free of water. • Inspect all electrical equipment before use. • Use circuit breakers and residual current protectors wherever possible. • If in doubt, turn power off from source and remove plug before handling. • Never tolerate exposed wires. Remove and repair or destroy. • Avoid trip/ strangulation hazards. Either on the ground tape and sure wires down or suspend above by at least 2.74 meters. • Fire extinguishers are to be kept within easy reach. Fire extinguishers must be audited on a regular basis. • Kitchen team to all know where the fuse box is and how to isolate electricity safely in an emergency. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Slips & Trips (Physical Injury) | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Ensure appropriate footwear is worn at all times. • Clear kitchen floor of any trip hazards prior to commencing. • Remove any hazards as soon as they are identified. Keep good housekeeping practices. • Clean any spills immediately. If unable to, clearly sign/ isolate the area for other people. • Do not store any equipment or items on the floor. • Avoid overcrowding the kitchen. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
| Manual Handling | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Proper lifting techniques to be used by all the kitchen team, • No object over 16kg may be carried by only one person. • Kitchen team are instructed not to lift, twist, or push any objects beyond their own personal limits. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |



Slushie Machine

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Food & Cooking | | Activity: | Slushie Machine/ Snow Cones | RAL Code: FC004 |
|---|-------------------------------------|---------------|--------------------|---|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Injury from Equipment while in use | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Ensure that all panels and lids are secured on the machine before operating. Only leaders who have been shown how to use the machine may operate the machine. Loose clothing such as scarfs and jewellery must not be worn while operating the machine. Long hair must be tied back while operating the machine. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Trip Hazards/ Cables | Rare (D) Minor (4) | Very Low (21) | Very Low (23) | <ul style="list-style-type: none"> Always tape cables and wiring to the ground with strong tape or suspend above the ground by at least 2.74 meters. Cables are to be kept away from footpaths/ traffic areas in possible. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Wet/ Slippery Ground from Spilt Product | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> Clean up spills as soon as possible to reduce chance of injury. If ground is too wet/ slippery to safely run the activity another location will be chosen for the activity instead. The activity will be postponed/ cancelled if no suitable location can be found, or if the weather becomes rainy. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Injury from Lifting Equipment | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> If the machine weighs more than 16kg at least two people must be used to transport the machine. Use a trolley, cart, or similar transport vehicle to transfer the machine as much of the distance as possible. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|---------------------------------------|-------------------------------------|---------------|--------------------|---|--|
| Injury from Falling Equipment | Rare (D) Minor (4) | Very Low (21) | Very Low (23) | <ul style="list-style-type: none"> The equipment must be secured in place at all times on a non-slip surface. The surface the equipment is on must be level at all times. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Food Allergy/ Food Poisoning | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> The equipment must be cleaned between every use. Leaders must wash their hands before and follow basic hygiene protocols during operation of the machine. Ingredients known to cause any allergic reactions to any participants must not be used in the machine. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Electrocution / Machine Catching Fire | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> If the machine's electricals break and are faulty, they are only to be repaired by a qualified electrician. Disconnect the machine from the power source immediately if safe to do so. Do not place the equipment on a wet surface or uncovered during the rain. Do not operate the machine if it is overheating/ showing signs of smoke. Do not leave the equipment unattended. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |

Group Activities





Craft

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Group Activity | | Activity: | Craft | RAL Code: GR001 |
|---------------------------------------|-------------------------------------|-------------|--------------------|---|---|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Cuts | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Activity leader to give relevant instructions on appropriate and correct use of craft tools. Sufficient space and work area to be made. Correct conduct to be monitored and enforced at all times | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Glue & Paint Management | Unlikely (C) First Aid (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> Only non-toxic glues are to be used Supervision to be made at all time by leaders Activity leader to give relevant instructions on appropriate and correct use of glue and paint | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Ingestion & Inserting Foreign Objects | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Supervision to be made at all times by leaders Selection of appropriate craft items for the age group | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Woodwork Injuries | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Age appropriate participation – participants must be high school age or older. Supervision to be made at all times by leaders | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Unwelcome Visitors | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Team members to wear ID's and/ or team t-shirts at all times. All team members to stay on the lookout at all times. Task Team leader to approach unknown adults, ascertain identity and separate from children if necessary. Team to accompany participants home in mixed gender pairs if parents give written permission. | <ul style="list-style-type: none"> Ask unwelcome guest to leave Ensure safety of participants and team members Contact park management/ security if necessary Contact police if necessary |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|-------------|--------------------|---|---|
| Allergies | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Participants upon registration must list any medical conditions. Allergies and note any serious ones. Clearly display ingredients that include common allergies Do not use items containing ingredients that are identified allergens in activities Senior First Aid Officer with EpiPen training on site at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |



Giant Jenga

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Group Activity | | Activity: | Giant Jenga | RAL Code: GR002 |
|--|-------------------------------------|-----------------------------------|--------------------|---|---|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level from Matrix / Priority | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |
| Blocks Falling on Participants | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Participants/ observers are instructed to maintain a safe distance around the tower if they are not having their turn. Observers must stand up while near the tower in order to prevent head injuries from the tower falling. The participant who is taking their turn is encouraged to vacate from the tower if they notice it start to fall. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Splinters (Wooden Blocks) | Rare (D) Minor (4) | Very Low (21) | Very Low (23) | <ul style="list-style-type: none"> Wooden blocks are inspected by a leader prior to commencement of activity for splinted wood or un-sanded surfaces. Blocks that have broken off splinted wood are to be either repaired and sanded down or discarded. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |





Indoor Games

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Group Activity | | Activity: | Indoor Games (i.e. King Caractus, Youth Group Style Games) | RAL Code: GR003 |
|---|-------------------------------------|-------------|--------------------|---|---|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Unwelcome Visitors | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Team members to wear ID's and/ or team t-shirts at all times. All team members to stay on the lookout at all times. Task Team leader to approach unknown adults, ascertain identity and separate from children if necessary. Team to accompany participants home in mixed gender pairs if parents give written permission. | <ul style="list-style-type: none"> Ask unwelcome guest to leave Ensure safety of participants and team members Contact park management/ security if necessary Contact police if necessary |
| Physical Injury to Self or Other Participants | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Any participant seen causing injury to others will be asked to no longer participate in the activity. Activities will be chosen to minimise accidental physical contact or physical harm between participants. All activities will be supervised by leaders at all times Obstacles, hazards, and furniture that can be removed from the activity area will be removed prior to the activity by the leaders. The activity leader will explain proper behaviour and expectations of maturity before commencing. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|----------------|--------------------|--|--|
| Trips/ Falls (Physical Injury) | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Ensure the activity location is age appropriate. • Instruct participants to be careful when participating. • Ensure appropriate footwear is worn. • Leaders to be stay with groups at all times and maintain group control. • Leaders to scout out location in advance and remove any hazards prior to the commencement of the activity. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
| Fatigue/ Strains, Cramps, & Dehydration | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Monitor time spent doing activity. • Ensure adequate rest between activities. • Monitor all campers regularly for signs of fatigue. • Advise participants to bring bottled water • Have water available for participants | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Varnished Floors | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> • Where possible, clean floors only after the day's events when there are less people around. • Clearly sign areas that have just been cleaned and are slippery. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |



Jumping Castle/ Pillow

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Group Activity | | Activity: | Jumping Castle/ Pillow | RAL Code: GR004 |
|--|-------------------------------------|-------------|--------------------|--|---|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationship Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. Games are chosen appropriately considering the maturity and personality of the participants. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |
| Trampling Injury | Unlikely (C) Moderate (3) | Medium (13) | Very Low (22) | <ul style="list-style-type: none"> The number of participants on the jumping castle/ pillow at once will be restricted to an appropriate number dependant on the size of the castle/ pillow. Consult the safety manual or contact the manufacturers for best practice. Participants are not allowed to push other participants over without consent. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Choking | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> No food, drinks, or chewing gum is allowed on the jumping castle/ pillow at all times. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Trips, Slips, & Falls | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Ensure that all entrances and walkways are clear of obstacles. Participants are not allowed on the jumping castle/ pillow during or immediately after rain. (<i>excl. Indoors</i>) Participants are not allowed to sit on the walls or roofs of the jumping castle. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|-------------------------------|-------------------------------------|-------------|--------------------|--|--|
| Injury from Equipment Failure | Unlikely (C) Moderate (3) | Medium (13) | Very Low (22) | <ul style="list-style-type: none"> • Jumping castle/ pillow must be fully inflated and tested for holding adequate inflation before being used. • Leader in charge/ equipment officer must inspect the equipment before every use. • Ensure that anchor pegs/ sandbags are in place before use. Make sure they are removed before attempting to reposition the jumping castle. • Shoes must not be worn of the jumping castle/ pillow. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
| Unnecessary Injury | Unlikely (C) Moderate (3) | Medium (13) | Very Low (22) | <ul style="list-style-type: none"> • Participants with a history of back or neck injuries, or who suffers from a heart condition is allowed to use the jumping castle/ pillow. • No summersaults are allowed at all times. • All participants must follow any additional rules stated on the property of the jumping castle/ pillow and safety manual. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |



Messy Games

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Group Activity | | Activity: | Messy Games | RAL Code: GR005 |
|------------------------------------|-------------------------------------|----------------|--------------------|---|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Fatigue/ Strains, & Cramps | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Monitor time spent doing activity. • Ensure adequate rest between activities. • Monitor all campers regularly for signs of fatigue. • Advise participants to bring bottled water • Have water available for participants | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Trips/ Falls (Physical Injury) | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Ensure the activity location is age appropriate. • Ensure appropriate footwear is worn. • Leaders to be stay with the group at all times and maintain group control. • Leaders to scout out activity area in advance and remove any hazards prior to the commencement of the activity. • Participants are not to run unnecessarily before/ after activity. • Messy-ness to be cleaned up after activity. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
| Uneven Grounds | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Campers to be alerted of potential dangers. • Leaders to scout out activity area prior to activity and mark potential hazard areas with cones/ markers/ spray paint. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Weather is to be monitored regularly in advance of activity and during the activities. • Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|---|-------------------------------------|-------------|--------------------|---|---|
| Food Allergy | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Only use foods & drinks known not to cause any allergic reactions in anybody (i.e. Popcorn without butter, juice, water-based Iceblocks). Do not use items containing ingredients that are identified allergens to any of the participants. Senior First Aid Officer with EpiPen training on site at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (A) Minor (4) | Medium (10) | Medium (15) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Physical Injury to Self or Other Participants | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Any participant seen causing injury to others will be asked to no longer participate in the activity. All activities will be supervised by leaders at all times Obstacles, hazards, and furniture that can be removed from the activity area will be removed prior to the activity by the leaders. The activity leader will explain proper behaviour and expectations of maturity before commencing. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|----------------|--------------------|---|--|
| Eye Injury | Possible (A) Minor (4) | Medium (10) | Medium (15) | <ul style="list-style-type: none"> Participants are instructed to avoid any 'messy-ness' getting in contact with other people eyes deliberately. Clean water to be made available at all times. First Aid officer to be present and available at all times. Eye wash kit to be stocked and kept in first aid kit. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Rash <i>Particularly from Muddy Games</i> | Possible (A) Minor (4) | Medium (10) | Medium (15) | <ul style="list-style-type: none"> Participants are to shower/ wash as soon as possible and change into clean clothes. Muddy clothes are to be isolated from clean clothes if unable to be washed during program to prevent contamination. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |



Pamper & Cosmetics

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Group Activity | | Activity: | Pamper & Cosmetics | RAL Code: GR006 |
|------------------------|-------------------------------------|---------------|--------------------|---|---|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Unwelcome Visitors | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Team members to wear ID's and/ or team t-shirts at all times. All team members to stay on the lookout at all times. Team leader to approach unknown adults, ascertain identity and separate from children if necessary. | <ul style="list-style-type: none"> Ask unwelcome guest to leave Ensure safety of participants and team members Contact park management/ security if necessary Contact police if necessary |
| Makeup Allergy | Rare (D) Minor (4) | Very Low (21) | Very Low (23) | <ul style="list-style-type: none"> Avoid cosmetics and makeup that contain common irritants such as metals and acids. Alternatively,/ also have any used product's bottle on display so each individual can analyse its ingredients. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Bacteria Spreading | Rare (D) Minor (4) | Very Low (21) | Very Low (23) | <ul style="list-style-type: none"> Disinfect any makeup product cases and tools/ brush prior to commencing the activity. All participants must wash their hand before and after the activity. Participants and leaders are encouraged to practise good hygiene during the activity to avoid spreading disease. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |





Pillow Gloves Dual

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Group Activity | | Activity: | Pillow Gloves Dual | RAL Code: GR007 |
|--|-------------------------------------|-------------|--------------------|---|---|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Falling from Beam Injury | Possible (B) Moderate (3) | Medium (9) | Low (20) | <ul style="list-style-type: none"> Crash mats are to be spread under and around the beam to catch any falling participants. Head gear/ helmets are to be worn by participants at all times. Participants are encouraged to wear padded/ long sleeved clothing to minimize impact on the ground. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Impact Injury | Possible (B) Moderate (3) | Medium (9) | Low (20) | <ul style="list-style-type: none"> Only light-weight pillows may be used in the dual. Participants are instructed that they are not allowed to swing for the other participants body above the shoulders. Head gear/ helmets are to be worn by participants at all times. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |
| Fatigue/ Strains, & Cramps | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor time spent doing activity. Ensure adequate rest between activities. Monitor all campers regularly for signs of fatigue. Advise participants to bring bottled water Have water available for participants | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|---|-------------------------------------|-------------|--------------------|---|--|
| Wet/ Slippery Beam | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Ensure the beam is not wet during the activity. Do not run the activity if the beam is wet. Wipe the beam down with towels prior to commencing. Do not run the activity during rain if outside. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (A) Minor (4) | Medium (10) | Medium (15) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Weather is to be monitored regularly in advance of activity and during the activities. Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Falling into Crowd/ Other Participant | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> The crowd watching is not allowed to stand on any of the crash mats during the activity and must remain at least one meter away from the crash mats. Participants are instructed that they are not allowed to purposefully grab the other opponent while falling off the beam. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |



Pool Noodle Hockey

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Group Activity | | Activity: | Pool Noodle Hockey | RAL Code: GR008 |
|--------------------------------------|-------------------------------------|----------------|--------------------|--|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Fatigue/ Strains, & Cramps | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Monitor time spent doing activity. • Ensure adequate rest between activities. • Monitor all campers regularly for signs of fatigue. • Advise participants to bring bottled water • Have water available for participants | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Trips/ Falls (Physical Injury) | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Ensure the activity location is age appropriate. • Ensure appropriate footwear is worn. • Leaders to be stay with the group at all times and maintain group control. • Leaders to scout out activity area in advance and remove any hazards prior to the commencement of the activity. • Participants are not to run unnecessarily before/ after activity. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
| Uneven Grounds | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Participants to be alerted of potential dangers. • Leaders to scout out activity area prior to activity and mark potential hazard areas with cones/ markers/ spray paint. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Weather is to be monitored regularly in advance of activity and during the activities. • Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|----------------|--------------------|--|---|
| Dangerous Wildlife/ Insect Bites | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Briefing on dangers and response to sighting Visual inspection by leaders of activity area and surroundings on arrival and throughout the activity. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (A) Minor (4) | Medium (10) | Medium (15) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Physical Injury to Self or Other Participants <i>i.e. Hitting with Pool Noodle</i> | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Any participant seen causing injury to others will be asked to no longer participate in the activity. Training activities will be chosen to minimise accidental physical contact or physical harm between participants. All activities will be supervised by leaders at all times Obstacles, hazards, and furniture that can be removed from the activity area will be removed prior to the activity by the leaders. The activity leader will explain proper behaviour and expectations of maturity before commencing. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |



Tabletop Games

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Group Activity | | Activity: | Tabletop Games | RAL Code: GR009 |
|---|-------------------------------------|-------------|--------------------|--|---|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationship Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. Games are chosen appropriately considering the maturity and personality of the participants. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |
| Equity is Upheld & Diverse Needs are Taken into Account | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Team members are to acknowledge the strengths and individual characteristics of children, and embrace all children regardless of their abilities, sex, or social, economic and cultural background. Known behavioural issues and diverse personalities of participants are to be taken into account (i.e. hyper-competitiveness or "sore losers"). All programs are to be welcoming where all children and young people feel comfortable and where services are provided in culturally safe and inclusive ways. This reduces the risk of discrimination, exclusion, bullying, and abuse. | <ul style="list-style-type: none"> Equity is Upheld & Diverse Needs are Taken into Account |





Tent Games/ GTKY

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Group Activity | | Activity: | Tent Games/ GTKY Games (i.e. Simon Says, Two Truths and a Lie, Celebrity Heads) | RAL Code: GR010 |
|--|-------------------------------------|-------------|--------------------|---|---|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Unwelcome Visitors | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Team members to wear ID's and/ or team t-shirts at all times. All team members to stay on the lookout at all times. Task Team leader to approach unknown adults, ascertain identity and separate from children if necessary. Team to accompany participants home in mixed gender pairs if parents give written permission. | <ul style="list-style-type: none"> Ask unwelcome guest to leave Ensure safety of participants and team members Contact park management/ security if necessary Contact police if necessary |
| Dangerous Weather Conditions | Rare (D) | Low (17) | Low (20) | <ul style="list-style-type: none"> Weather is to be monitored regularly in advance of activity and during the activities. Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|----------------|--------------------|--|--|
| Trips/ Falls (Physical Injury) | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Ensure the activity location is age appropriate. • Instruct participants to be careful when participating. • Ensure appropriate footwear is worn. • Leaders to be stay with groups at all times and maintain group control. • Leaders to scout out location in advance and remove any hazards prior to the commencement of the activity. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
| Fatigue/ Strains, Cramps, & Dehydration | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Monitor time spent doing activity. • Ensure adequate rest between activities. • Monitor all campers regularly for signs of fatigue. • Advise participants to bring bottled water • Have water available for participants | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |

Locations





Campsite/ Caravan Park

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| | | | | | |
|------------------------|-------------------------------------|------------|--------------------|---|--|
| Category: | Location (S2) | | Activity: | Campsite/ Caravan Park | RAL Code: LC001 |
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |

Tent Set-Up/ Pack-Up

| | | | | | |
|------------------------------------|---------------------------|-------------|---------------|--|---|
| Cuts/ Impact Injuries & Rope Burns | Possible (A) Minor (4) | Medium (10) | Medium (15) | <ul style="list-style-type: none"> Everyone setting up is encouraged to wear gloves to help prevent blisters, burns, and cuts. Equipment officer to be present on site at all times to coordinate the construction of the tents. Two-meter radius to be cleared of those using sledgehammers. Gloves must be worn while using hammers/ sledgehammers, and while tensioning rope. First aid officer and kit to be present on site at all times. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Tent Collapsing | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> Tent poles may only be erected once there is a suitable number of people to support the tent from the outside poles (<i>number of people subject to the size of the tent</i>). Equipment officer to be on site at all times to coordinate the construction of the site. Tent ropes are to be tied off using either proper rope tensioners or through appropriate knots e.g. truckies hitch knot. Equipment Officer to check tents prior to activities starting. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Trip Hazards | Possible (A) Minor (4) | Medium (10) | Medium (15) | <ul style="list-style-type: none"> All team members are to wear enclosed shoes at all times while setting up tents. If tent pegs/ axels are spray painted high-visibility colours use them first. Paint the others if possible. Ensure camp site is clear of all obstacles prior to commencing. Running is prohibited around the campsite during set/pack-up. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|---|-------------------------------------|-------------|--------------------|--|---|
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (A) Minor (4) | Medium (10) | Medium (15) | <ul style="list-style-type: none"> • Monitor and assess weather conditions regularly • Cancel, postpone, or stop the activity in the event of extreme weather conditions • Have adequate water available • Ensure that everyone is dressed appropriately for the weather conditions and length of activity • Sunscreen to be worn and available at all times • Regular breaks to be taken appropriate to weather conditions. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Lifting Injury | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> • If the equipment weighs more than 16kg at least two people must be used to transport the equipment. • Use a trolley, trailer, cart, or similar transport vehicle to transfer the equipment as much of the distance as possible. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |

Inside Tents

| | | | | | |
|---|-------------------------------|----------|---------------|---|--|
| Tent Collapsing | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> • Leaders to check tents prior to all activities starting. • Report any tent instability to the Equipment Officer | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Tripping Hazards/ Running into Centre Pole(s) | Unlikely (C) First Aid (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> • Seat participants/ bedding/ chairs in tents away from centre poles if possible. • Ensure tent floor is clear of obstacles at all times. • If matting if being used as flooring, ensure that is flat at all times to prevent tripping. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|-----------------------------------|-------------------------------------|------------|--------------------|--|--|
| Electrical Equipment Inside Tents | Rare (D) Severe (1) | High (7) | High (11) | <ul style="list-style-type: none"> • Pack any electrical equipment away during activities. • Hold activities away from where electricals are stored. • Supervise children at all times inside tents where electricals are stored/ being used. • All team members to be made aware of main electrical breaker is in case of an emergency. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |

Outside Tents

| | | | | | |
|---|--------------------------------|-------------|-------------|--|---|
| Trip Hazards | Possible (A) Minor (4) | Medium (10) | Medium (15) | <ul style="list-style-type: none"> • If tent pegs/ axels are spray painted high-visibility colours use them first. Paint the others if possible. • Ensure camp site is clear of all obstacles that can be cleared. • Running is prohibited around the outside of tents. • Keep outside activities to clear, open areas away from tents. • Inform participants of hazards prior to starting activities if around/ near tents. • Supervise outdoor activities carefully. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (A) Minor (4) | Medium (10) | Medium (15) | <ul style="list-style-type: none"> • Monitor and assess weather conditions regularly • Cancel, postpone, or stop the activity in the event of extreme weather conditions • Have adequate water available • Ensure that everyone is dressed appropriately for the weather conditions and length of activity • Sunscreen to be worn and available at all times • Regular breaks to be taken appropriate to weather conditions. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
| Unwelcome Visitors | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Team members to wear ID's and/ or team t-shirts at all times. • All team members to stay on the lookout at all times. • Team leader to approach unknown adults, ascertain identity and separate from children if necessary. | <ul style="list-style-type: none"> • Ask unwelcome guest to leave • Ensure safety of participants and team members • Contact park management/ security if necessary • Contact police if necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|------------------------|-------------------------------------|------------|--------------------|---|--|
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Caravan Park/ Campsite

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|--|------------------------------|-------------|---------------|---|---|
| Wandering/ Lost Participant | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Ensure minimum team member child ratios (1:8) at all times. Each leader has a roll call of their groups participants and does a head count regularly (every 5 minutes). No participants are to leave the group without permission and must be accompanied by at least two other leaders (both genders must be present). Explain clear boundaries to participants and leaders prior to commencing. | <ul style="list-style-type: none"> Follow Emergency Procedure A search should be undertaken in the immediate area and the location where the missing persons were last seen or likely to have made a wrong decision. However, if they are not found within 60 minutes (shorter in a remote area) seek external assistance. If communication by phone/ satellite phone is not possible, a competent subgroup should be sent for the nearest help, with others remaining as visible as possible near the last point of contact. Inform parent/guardian |
| Injury from Car | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Warn children to keep off the road as much as possible and to keep to one side if walking along the park roads. Have leaders at the front, throughout, and back of the group who are all on lookout for cars and other dangers. Have a leader collect stray balls/ equipment if they go on/ past the road accidentally. Stay on paths where possible to avoid roads. Have torches available at night-time for team members. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Disturbance to/ from other Campers | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Avoid large groups of troublesome or drunk campers. Make sure children and leaders are respectful to fellow campers – as well as considerate to the time of day. | <ul style="list-style-type: none"> Avoid/ move away from troublesome people. Return to tent and run activities there if necessary. |
| Trips, Minor Injuries, Cuts, & Abrasions | Possible (A) Minor (4) | Medium (10) | Medium (15) | <ul style="list-style-type: none"> All team members are to wear shoes at all times while walking about the campsite/ caravan park. Have torches available at night-time for team members. Don't encourage running, particularly around corners. Ensure camp site is clear of all obstacles prior to commencing. Running is prohibited around the campsite during set/pack-up. Avoid routes with obvious trip hazards (tents). Have a First Aid Officer and kit available at all times. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |



Church/ Community Hall

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Location (S2) | | Activity: | Church/ Community Hall | RAL Code: LC002 |
|----------------------------------|-------------------------------------|------------|--------------------|--|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Electrical Appliances/ Equipment | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Confirm with facility owners that all appliances are safe and fully operational before using. Have equipment officer check for any exposed wiring or burn marks on cables/ plugs prior to using any appliances/ equipment | <ul style="list-style-type: none"> If equipment/ appliance fails to meet standards it shall be disconnected from power and not be used during the event. <p><i>If Injury Occurs:</i></p> <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Varnished Floors | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> Where possible, clean floors only after the days events when there are less people around. Clearly sign areas that have just been cleaned and are slippery. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Chairs & Tables | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> Clear all tables and chairs from activity area when running physical activities. Ensure all leaders and participants helping know proper procedure for stacking tables and chairs i.e. how many per stack, storage location, etc... | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|---|-------------------------------------|---------------|--------------------|--|--|
| Fire Management | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • See Kitchen/ Food Preparation Risk Assessment if location has a kitchen(ette). • Leaders and participants are instructed to never ignite a naked anywhere indoors. • Location of fire extinguishers are to be made aware to all leader prior to activity. • Fire extinguishers must be audited on a regular basis. • Areas in front of heaters are to be clear of all objects. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
| Outdoor Steps/ Ramp <i>If applicable</i> | Rare (D) Minor (4) | Very Low (21) | Very Low (23) | <ul style="list-style-type: none"> • Ensure outdoor lighting is operational • Keeps stairs/ ramp clear of obstacles at all times. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
| Hazardous Cleaning Products Onsite | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> • Appropriate PPE must be worn if leaders are to use hazardous cleaning products. • Storage closet/ room must be locked and unaccessible to participants at all times. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
| Trip Hazards/ Cables | Rare (D) Minor (4) | Very Low (21) | Very Low (23) | <ul style="list-style-type: none"> • Cables are to be kept away from footpaths/ traffic areas in possible. • Always tape cables and wiring across traffic areas to the ground with strong tape or suspend above the ground by at least 2.74 meters. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |



Farm Activities

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Location / Outdoor Activity | | Activity: | Farm Activities | RAL Code: LC003 |
|------------------------|-------------------------------------|-----------------------------------|--------------------|--|---|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level from Matrix / Priority | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |

Livestock Handling

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|---|--------------------------|---------------|---------------|---|--|
| Injury from Working with Animals (e.g., Kicked) | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Instruct participants on livestock handling Restrain animal (e.g., In crush where appropriate) | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Charged or Mauled | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Instruct participants on livestock handling. Limit participant numbers in yard situations Set up a safe area for participants to retreat to | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Needle Stick Injury | Rare (D) Minor (4) | Very Low (21) | Very Low (23) | <ul style="list-style-type: none"> Experienced leader to give instruction in needle handling for vaccination purposes | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level from Matrix / Priority | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|-----------------------------------|--------------------|---|--|
| Injury from Equipment | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Experienced Leader to Give instruction on use of all equipment being used in the activity | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Emotional Distress from Activities such as Mulesing or Slaughtering of Animals | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> Farm groups allocated appropriately according to participants in each group (eg. Campers who don't deal well with blood). Campers briefed on the activity – expectations of how it will happen, why farmers need to do it. Campers given the opportunity to not be involved with that specific activity – alternate activity provided . | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |

Fencing

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|---------------------------|---------------------------|----------|---------------|--|---|
| Wire Cut Injury | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> An experienced leader to give instructions on hazards in working with wire and fencing Leather gloves must be worn by all participants | <ul style="list-style-type: none"> Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Star Picket Driver Injury | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> An experienced leader to give instructions on hazards in working with wire and fencing Leather gloves must be worn by all participants Hearing protection must be worn by all participants | <ul style="list-style-type: none"> Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level from Matrix / Priority | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|------------------------|-------------------------------------|-----------------------------------|--------------------|--|---|
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Feeding Livestock

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|-----------------|------------------------------|-------------|---------------|--|--|
| Caught in Auger | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Instruct participants in hazards with augers Set up exclusion zone Only allow farmer to operate | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Allergies | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Instruct participants on hazards Exclude participants known to have allergies from activity Use dust mask if appropriate / available | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Crush Injury | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Instruct participants on hazards in handling hay bales Only allow farmer to operate machines in handling hay bales When bales are being moved keep a safe distance Don't allow participants to climb in hay sheds | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|------------------------|-------------------------------------|------------|--------------------|---|--|
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Rock/ Stick Picking

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|---------------------|----------------------------|---------------|---------------|--|--|
| Finger Crush Injury | Rare (D) Minor (4) | Very Low (21) | Very Low (23) | <ul style="list-style-type: none"> Instruct participants on potential hazards All participants must wear leather gloves at all times | <ul style="list-style-type: none"> Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Insect Bite | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> Instruct participants to check under rocks or sticks prior to lifting All participants must wear leather gloves at all times | <ul style="list-style-type: none"> Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Dangerous Wildlife | Unlikely (C) Severe (1) | High (4) | Medium (11) | <ul style="list-style-type: none"> Briefing on dangers and response to sighting Visual inspection by leaders of route and surrounds (constant) Senior First Aid trained leader to be available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |

Farm Shed & Machinery

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|------------------------|------------------------|---------------|---------------|--|--|
| Run Over/ Crush Injury | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Instruct participants about the hazards with farm machinery and shed situations Keep the group together in a safe zone when machines are being operated | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Burn Injury | Rare (D) Minor (4) | Very Low (21) | Very Low (23) | <ul style="list-style-type: none"> Instruct participants on hazards when welding, grinding or drilling processes are to be carried out. Wear appropriate PPE. Camper using power tool to be closely supervised. Know where the closest water source is for cooling purposes. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|----------------------------------|-------------------------------------|------------|--------------------|---|--|
| Cut Injury | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Give clear instruction about the task and possible hazards Give instruction on use of tools being used. Camper to be closely supervised. Wear eye protection & hearing protection if required Minimise the need to be climbing over, through, or under machinery | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Injury from Machine Use | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Give clear instruction about the task and possible hazards. Adult leaders or owner of the machine only to be using powered machinery. Campers are supervised and kept at a safe distance. Minimise the need to be climbing over, through or under machines. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Injury from Tractor or Quad Bike | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Campers will not drive tractors or quad bikes. If a camper is to ride in a tractor as a passenger, then the tractor must have a cabin and a passenger seat. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |

Miscellaneous

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|---|---------------------------|-------------|---------------|---|--|
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
|---|---------------------------|-------------|---------------|---|--|

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|-------------|--------------------|---|---|
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> • Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. • Groups made considering any negative relationships • Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> • Talk to participant and inform them that their behaviour needs to improve. • Assess Situation with Director(s) • Remove Participant from Activity if Necessary • Inform parent/guardian • First Aid/ Seek Emergency Medical Assistance if Necessary |
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Weather is to be monitored regularly in advance of activity and during the activities. • Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |



Park/ Playground

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Location (S2) | | Activity: | Park/ Playground | RAL Code: LC004 |
|--|-------------------------------------|---------------|--------------------|---|---|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| BBQ Area | Rare (D) Minor (4) | Very Low (21) | Very Low (23) | <i>See BBQ/ Pancakes Risk Assessment</i> | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Weather is to be monitored regularly in advance of activity and during the activities. Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationship Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. Games are chosen appropriately considering the maturity and personality of the participants. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|---|-------------------------------------|-------------|--------------------|--|---|
| Injury from Play Equipment | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Participants are only to use play equipment to its intended purpose/ use. Participants are not to play games involving pushing or shoving other participants off of the play equipment. Leaders to check the play equipment before use, any equipment deemed to be unsafe or broken is not to be used by any participants. First Aid Officer to be present at all times. | <ul style="list-style-type: none"> Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Wandering/ Lost Participant | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Ensure maximum team member to child ratios (1:8) at all times. Each leader has a roll call of their groups participants and does a head count regularly (every 5 minutes). No participants are to leave the group without permission and must be accompanied by at least two other leaders (both genders must be present). Activity are is to be clearly defined to all participants. | <ul style="list-style-type: none"> Follow Emergency Procedure A search should be undertaken in the immediate area and the location where the missing persons were last seen or likely to have made a wrong decision. However, if they are not found within 60 minutes (shorter in a remote area) seek external assistance. If communication by phone/ satellite phone is not possible, a competent subgroup should be sent for the nearest help, with others remaining as visible as possible near the last point of contact. Inform parent/guardian |
| Animal/ Insect Bites | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Visual inspection by leaders of trail and surrounds (constant) First Aid Officer to be present at all times Supply and provision of insect repellent to all participants. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |



Restaurant/ Resort

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Location (S2) | | Activity: | Restaurant/ Resort | RAL Code: LC005 |
|---------------------------|-------------------------------------|-------------|--------------------|--|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Choking | Unlikely (C) Severe (1) | High (4) | Medium (11) | <ul style="list-style-type: none"> First Aid Officer to be on site at all times. Participants are not to be encouraged to consume food and drink rapidly. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Food Allergies/ Poisoning | Unlikely (C) Severe (1) | High (4) | Medium (11) | <ul style="list-style-type: none"> Only order food & drink that does not contain any known or common allergens. If unavoidable, clearly display ingredients that include common allergies. Senior First Aid Officer with EpiPen training on site at all times. Ensure that meats are cooked appropriately and safely. Alcohol is prohibited to all participants, leaders, and directors | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Burn Injury | Unlikely (C) Moderate (3) | Medium (13) | Very Low (22) | <ul style="list-style-type: none"> Long utensils/ tongs to be used when self-serving food. Candles on tables must be mostly enclosed, i.e. inside glass tubes/ bowls. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Trip Hazards | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> All participants to clear their chairs under tables and away from walkways while they are not in use. All personal belongings such as bags are to be kept under or on top of tables and away from walkways. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |





Wet 'n' Wild Vanuatu

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Location (S2) | | Activity: | Wet 'n' Wild Vanuatu | RAL Code: LC006 |
|------------------------|-------------------------------------|-------------|--------------------|--|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Go-Karting | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Participants must follow the instructions of the instructor at all times. All rules must be obeyed at all times. Helmets must be worn at all times. Enclosed shoes must be worn at all times. Participants are not to 'race' other participants. Go-Karting is a solo activity with multiple participants driving on the track at the same time. If the drive chain falls off the engine, release accelerator completely and step out of go-kart before re-attaching. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Water Slide | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> Leaders to check the slide area for protruding objects prior and during the activity. Slide to be adequately wet and slippery before participants are to slide down. Ensure that there is water in the landing-zone at the end. Ensure that the slide edges are raised to help prevent participants sliding off the side before reaching the bottom. Participants are to slide down on rubber mats in order to prevent friction burning from the slide plastic. Multiple participants may slide down at once; however, they must be all in one group at once. Once one group starts to slide another group may not commence until the first group has exited off the slide. Participants are not to jump from the rock ledge above the slide onto the slide. They may only jump from the blue plastic at the same level as the top of the slide. Participants are not to run up the staircase to the slide. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|---------------|--------------------|--|---|
| Zorb Balls | Rare (D) Minor (4) | Very Low (21) | Very Low (23) | <ul style="list-style-type: none"> Only 3 or 4 participants may enter a Zorb Ball at once (depending on size & weight of participants). To avoid friction burns or excessive tumbling, 3-5 buckets of water are to be poured into the Zorb Ball before rolling. Participants queuing for the Zorb Balls are to remain on the viewing platform at all times and stay clear of vehicles. Participants are not to run up the staircases to the Zorb Ball viewing/ waiting platform. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| BBQ Area | Rare (D) Minor (4) | Very Low (21) | Very Low (23) | <i>See BBQ/ Pancakes Risk Assessment</i> | <ul style="list-style-type: none"> Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Weather is to be monitored regularly in advance of activity and during the activities. Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationship Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. Games are chosen appropriately considering the maturity and personality of the participants. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |

Outdoor Activities





Beach Activities

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Location/ Outdoor Activity | | Activity: | Beach Activities (Non-Swimming) | RAL Code: OT001 |
|--|-------------------------------------|-------------|--------------------|---|---|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (A) Minor (4) | Medium (10) | Medium (15) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Weather is to be monitored regularly in advance of activity and during the activities. Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|-------------|--------------------|---|---|
| Unwelcome Visitors | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Team members to wear ID's and/ or team t-shirts at all times. All team members to stay on the lookout at all times. Team leader to approach unknown adults, ascertain identity and separate from children if necessary. Activity area to have a perimeter of caution tape to establish clear boundaries for participants to stay inside of and for non-participants to stay out of. | <ul style="list-style-type: none"> Ask unwelcome guest to leave Ensure safety of participants and team members Contact park management/ security if necessary Contact police if necessary |
| Dangerous Wildlife/ Insect Bites/ Blue Bottle Stings | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Briefing on dangers and response to sighting Visual inspection by leaders of activity area and surroundings on arrival and throughout the activity – particularly for Blue Bottle Jellyfish. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Trips/ Falls (Physical Injury) | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Ensure the activity location is age appropriate. Leaders to be stay with the group at all times and maintain group control. Leaders to scout out activity area in advance and remove any hazards prior to the commencement of the activity. Participants are not to run unnecessarily before/ after activity. Participants are to be warned that many holes will be made due to the nature of the activity and that they need to be cautious when traversing the activity area. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Sand in Eyes | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Participants are instructed not to throw sand at anybody deliberately. Participants seen doing so will be asked to sit out of the activity for a period of time. Participants are encouraged to bring sunglasses. If wind speeds cause a risk of sand being blown into participants eyes the activity will either be paused until the conditions changed or finished early. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|----------------|--------------------|---|---|
| Fatigue/ Strains, & Cramps | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor time spent doing activity. Ensure adequate rest between activities. Monitor all campers regularly for signs of fatigue. Advise participants to bring bottled water <p>Have water available for participants</p> | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Uneven Grounds <i>Beach Activities</i> | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Campers to be alerted of potential dangers. Leaders to scout out activity area prior to activity and fill in any holes and remove hazards if possible. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Sprains/ Minor Injuries | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Task Team leader to give relevant instruction about event Sufficient space and event area to be provided for participant size and audience size Section Leader to instruct about careful conduct Safety taping/ traffic cones to be placed around all hazards in event area | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Lost Child | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Participants are instructed to never enter the water at any time. Those wishing to collect water for sandcastles must be accompanied by two leaders. Participants seen entering the water without permission/ leaders will be asked to sit out of the activity. Ensure minimum team member child ratios (1:8) at all times. Each leader has a roll call of their groups participants and does a head count regularly. No participants are to leave the group without permission and must be accompanied by at least two other leaders if they want to leave the activity (both genders must be present and making sure that child ratios remain at the activity area while the participant is being escorted). Activity boundary to be set and made appropriate and not confusing to participants. | <ul style="list-style-type: none"> Follow Emergency Procedure A search should be undertaken in the immediate area and the location where the missing persons were last seen or likely to have made a wrong decision. However, if they are not found within 60 minutes (shorter in a remote area) seek external assistance. If communication by phone/ satellite phone is not possible, a competent subgroup should be sent for the nearest help, with others remaining as visible as possible near the last point of contact. Inform parent/guardian |



Bike Riding

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | | Outdoor Activity | | Activity: | Bike Riding/ Mountain Biking/ Unicycling/ BMX | RAL Code: OT002 |
|---|-------------------------------------|------------------|--------------------|--|---|-----------------|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) | |
| Sharing the Road with Motorists | Common (A) Severe (1) | High (1) | High (4) | <ul style="list-style-type: none"> Escort Vehicles used front and rear with safety signage warning motorist of cyclist. All participants are to be briefed on the risks and means to reduce risks. Route selected minimises high risk roads (e.g. high volume and or narrow roads with unbroken lines). High risk areas must be identified, and all participants are to be escorted in small groups by team leaders through these sections. All participants will be required to wear high visibility safety vests and approved helmets. All escort vehicle drivers are provided with "Driver Duties" sheets that instruct drivers on how to be a safe support driver and how to warn cyclist of approaching "on road" risks. All escort vehicles are to be fitted with detailed route plan and stopping locations. | <ul style="list-style-type: none"> Remove Cyclist from Danger Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Contact ERT Track Patients Recovery Seek Emergency Medical Assistance if Necessary | |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary | |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|---|-------------------------------------|-------------|--------------------|---|---|
| Loss of Bike Control/ Collision with Fellow Riders | Unlikely (C) Moderate (3) | Medium (13) | Low (17) | <ul style="list-style-type: none"> All participants are to be briefed on the risks and means to reduce risks All participants are required to wear high visibility safety vests and approved helmets. All escort vehicle drivers are provided with “Driver Duties” sheets that instruct drivers on how to be a safe support driver and how to warn cyclist of approaching “on road” risks. Leaders observe riders to identify dangerous riding and individually re-brief campers on risks and means to reduce risk as required High risk areas must be identified, and all participants are to be escorted in small groups by team leaders through these sections. Riders to ride single file only on medium & high traffic roads. Elbow and/or knee pads are to be highly encouraged to be worn by all participants | <ul style="list-style-type: none"> Remove Cyclist from Danger Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Contact ERT Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Muscle Fatigue | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor time spent doing activity. Ensure adequate rest between activities. Monitor all campers regularly for signs of fatigue. Advise participants to bring bottled water Have water available for participants Participants are to join in a pre-ride stretch and warm up routine before commencing. Campers are provided with regular stops rest, rehydrate, and eat to replenish energy levels. The frequency of and durations of stops are monitored and adjusted as required to suit conditions and participant’s abilities. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Animal/ Insect Bites | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Visual inspection by leaders of trail and surrounds (constant) First Aid Officer to be present at all times Supply and provision of insect repellent to all participants. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|---|-------------------------------------|----------------|--------------------|---|--|
| Wandering/ Lost Participant | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Ensure maximum team member to child ratios (1:8) at all times. • Each leader has a roll call of their groups participants and does a head count regularly (every 5 minutes). • No participants are to leave the group without permission and must be accompanied by at least two other leaders (both genders must be present). • Activity route is to be clearly defined to all participants. | <ul style="list-style-type: none"> • Follow Emergency Procedure • A search should be undertaken in the immediate area and the location where the missing persons were last seen or likely to have made a wrong decision. • However, if they are not found within 60 minutes (shorter in a remote area) seek external assistance. • If communication by phone/ satellite phone is not possible, a competent subgroup should be sent for the nearest help, with others remaining as visible as possible near the last point of contact. • Inform parent/guardian • Contact ERT |
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Weather is to be monitored regularly in advance of activity and during the activities. • Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Contact ERT |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> • Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. • Groups made considering any negative relationship • Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. Games are chosen appropriately considering the maturity and personality of the participants. | <ul style="list-style-type: none"> • Talk to participant and inform them that their behaviour needs to improve. • Assess Situation with Director(s) • Remove Participant from Activity if Necessary • Inform parent/guardian • First Aid/ Seek Emergency Medical Assistance if Necessary |



Bottle Rockets

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | | Outdoor Activity | | Activity: | Bottle Rockets | RAL Code: OT003 |
|--|-------------------------------------|-----------------------------------|--------------------|---|---|-----------------|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level from Matrix / Priority | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) | |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary | |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary | |
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Weather is to be monitored regularly in advance of activity and during. Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary | |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level from Matrix / Priority | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|-----------------------------------|--------------------|--|--|
| Explosion of Rocket on Stand | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> • Maximum activity pressure of 40 PSI for small children. • Maximum system pressure of 70 PSI for teenagers/ adults. • Leaders to set-up a safety perimeter of rope at least 8m away. • All equipment is checked prior to use by at least two trained and qualified leaders. • Equipment is no longer used after determined periods or after damage occurs. • Only experienced leaders are to set-up the launch pad and participants filling up/ pressurising the rockets must be supervised and instructed by an experienced leader. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Rocket Launched into Persons/ Property | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Set height and orientation of the launchers above the height of the children. • Participants are instructed that the rocket is strictly prohibited from being aimed at someone at all times. Participants failing to comply will be asked to leave the activity. • The launch stand is to be aimed upwards at a slight angle away from the participants and aimed at an area void of any people/ property/ animals. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |



Hide & Seek

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | | Indoor Activity/ Outdoor Activity | | Activity: | Hide & Seek | RAL Code: OT004 |
|--|-------------------------------------|--------------------------------------|--------------------|---|---|-----------------|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) | |
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Weather is to be monitored regularly in advance of activity and during the activities. Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian | |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary | |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary | |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--------------------------------|-------------------------------------|-------------|--------------------|--|---|
| Lost Child | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Ensure minimum team member child rations (1:8) at all times. • Each leader has a roll call of their groups participants and does a head count regularly. • No participants are to leave the group without permission and must be accompanied by at least two other leaders if they want to leave the activity (both genders must be present). • Activity boundary to be set and made appropriate and not confusing to participants. | <ul style="list-style-type: none"> • Follow Emergency Procedure • A search should be undertaken in the immediate area and the location where the missing persons were last seen or likely to have made a wrong decision. • However, if they are not found within 60 minutes (shorter in a remote area) seek external assistance. • If communication by phone/ satellite phone is not possible, a competent subgroup should be sent for the nearest help, with others remaining as visible as possible near the last point of contact. • Inform parent/guardian |
| Unwelcome Visitors | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Team members to wear ID's and/ or team t-shirts at all times. • All team members to stay on the lookout at all times. • Task Team leader to approach unknown adults, ascertain identity and separate from children if necessary. • Team to accompany participants home in mixed gender pairs if parents give written permission. | <ul style="list-style-type: none"> • Ask unwelcome guest to leave • Ensure safety of participants and team members • Contact park management/ security if necessary • Contact police if necessary |
| Trips/ Falls (Physical Injury) | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Ensure the activity location is age appropriate. • Instruct participants to be careful when finding a hiding spot. • Ensure appropriate footwear is worn. • Leaders to be stay with groups at all times and maintain group control. • Leaders to scout out route in advance and remove any hazards prior to the commencement of the activity. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |



Misc. Outdoor Activities

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Outdoor Activities | | Activity: | Miscellaneous Outdoor Activities <i>e.g. stuck-in-the-mud, hunters & squirrels, rotating games</i> | RAL Code: OT005 |
|-------------------------------|-------------------------------------|---------------|--------------------|--|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Cut & Abrasions | Possible (B) Minor (4) | Very Low (14) | Very Low (18) | <ul style="list-style-type: none"> Ask participants to take off any jewelry or watches which may cause injury Carefully inspect playing area for rocks and sharp objects before starting the activity | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Injury from fall or collision | Possible (B) Moderate (3) | Low (9) | Low (13) | <ul style="list-style-type: none"> Run age appropriate games, with balanced allocation of participants to teams Clearly outline the rules of each activity and closely monitor participant behaviour Leaders to encourage a friendly sense of competition, focusing on fun rather than winning at all costs | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Sporting Equipment Injury | Possible (B) Moderate (3) | Low (9) | Low (13) | <ul style="list-style-type: none"> Leader to give all participants relevant instructions for using equipment safely, and monitor safe use of equipment | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Strained Muscles | Rare (D) Minor (4) | Very Low (21) | Very Low (23) | <ul style="list-style-type: none"> Start the activity with a less strenuous game to allow a natural warm up | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|-------------|--------------------|---|---|
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Monitor and assess weather conditions regularly • Cancel, postpone, or stop the activity in the event of extreme weather conditions • Have adequate water available • Ensure that everyone is dressed appropriately for the weather conditions and length of activity • Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> • Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. • Groups made considering any negative relationships • Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> • Talk to participant and inform them that their behaviour needs to improve. • Assess Situation with Director(s) • Remove Participant from Activity if Necessary • Inform parent/guardian • First Aid/ Seek Emergency Medical Assistance if Necessary |
| Pre-existing Medical Condition | Unlikely (C) Severe (1) | High (4) | Medium (11) | <ul style="list-style-type: none"> • All current medications and allergies must be made aware of to the camp directors and first aid officer, and head cook upon registration. • All scheduled medication must be surrendered to the first aid officer upon arrival and it will be the first aid officers responsibility to store them securely and distribute them at the appropriate times. • If any participants or leaders have a known history of anaphylaxis an EPIPEN within expiry must be present within rapid access at all times. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |



Scavenger Hunt

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Outdoor Activity | | Activity: | Scavenger Hunt | RAL Code: OT006 |
|--|-------------------------------------|-----------------------------------|--------------------|---|---|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level from Matrix / Priority | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Weather is to be monitored regularly in advance of activity and during. Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level from Matrix / Priority | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|-----------------------------------|-------------------------------------|-----------------------------------|--------------------|--|---|
| Trips/ Falls (Physical Injury) | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Ensure the course route and difficulty is age appropriate. Instruct participants to be careful when carrying objects/ taking photos. Ensure appropriate footwear is worn. Leaders to be stay with groups at all times and maintain group control. Leaders to scout out route in advance and remove any hazards prior to the commencement of the activity. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Dangerous Wildlife | Unlikely (C) Severe (1) | High (4) | Medium (11) | <ul style="list-style-type: none"> Briefing on dangers and response to sighting Visual inspection by leaders of route and surrounds (constant) Senior First Aid trained leader to be available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Wandering/ Lost Participant | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Ensure minimum team member child ratios (1:8) at all times. Each leader has a roll call of their groups participants and does a head count regularly (every 5 minutes). No participants are to leave the group without permission and must be accompanied by at least two other leaders (both genders must be present). Activity route to be appropriate and not confusing to participants. | <ul style="list-style-type: none"> Follow Emergency Procedure A search should be undertaken in the immediate area and the location where the missing persons were last seen or likely to have made a wrong decision. However, if they are not found within 60 minutes (shorter in a remote area) seek external assistance. If communication by phone/ satellite phone is not possible, a competent subgroup should be sent for the nearest help, with others remaining as visible as possible near the last point of contact. Inform parent/guardian |
| Vehicle Accident | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Ensure minimum team member child ratios (1:8) at all times. Explain safety rules and activity instructions to all participants before activity. Groups are to avoid walking on/ crossing roads at all times if possible. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |



Slacklining

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Outdoor Activity | | Activity: | Slacklining | RAL Code: OT007 |
|--|-------------------------------------|-------------|--------------------|---|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Falling from Slackline | Common (A) Moderate (3) | High (4) | Medium (13) | <ul style="list-style-type: none"> Participants to be given safety briefing and demonstration prior to taking part. Participants are instructed to step down from the slacklining rather than falling if possible. Leaders to spot the active participant and offer support if needed and safely prevent ground falls. Spectators must remain at least two meters away. Perimeter must be clearly marked and enforced. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Equipment Failure | Unlikely (C) Moderate (3) | Medium (13) | Low (17) | <ul style="list-style-type: none"> All equipment is checked prior to use by an experienced and qualified leader according to the manufacturer's instructions. Logs are kept on all equipment. Equipment is no longer used after determined periods or after damage occurs Independent assessor audits equipment annually Check positioning of line and attachments regularly during activity to prevent movements. | <ul style="list-style-type: none"> Follow Emergency Procedures Make area safe and hazard-free Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Uneven Surface <i>(Slacklining over Ground)</i> | Unlikely (C) Moderate (3) | Medium (13) | Low (17) | <ul style="list-style-type: none"> Ensure the activity location is age appropriate. Ensure appropriate footwear is worn unless slacking barefoot. Leaders to be stay with the group at all times and maintain group control. Leaders to scout out activity area in advance and remove any hazards prior to the commencement of the activity. Participants are not to run unnecessarily before/ after activity | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level from Matrix / Priority | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|---|-------------------------------------|-----------------------------------|--------------------|---|--|
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Monitor and assess weather conditions regularly • Cancel, postpone, or stop the activity in the event of extreme weather conditions • Have adequate water available • Ensure that everyone is dressed appropriately for the weather conditions and length of activity <p>Sunscreen to be worn and available at all times</p> | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Drowning <i>(Slacklining over Water)</i> | Rare (D) Severe (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • See Swimming Risk Assessment | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Tripping over Slackline | Unlikely (C) Moderate (3) | Medium (13) | Low (17) | <ul style="list-style-type: none"> • Set up activity away from crowded areas. • Set up by a trained and experienced leader according to the manufacturer's instructions. • Disassemble activity immediately after completion. • Spectators must remain at least two meters away. Perimeter must be clearly marked and enforced. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |



Tug of War

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Outdoors Activity | | Activity: | Tug of War | RAL Code: OT008 |
|------------------------|-------------------------------------|-----------------------------------|--------------------|--|---|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level from Matrix / Priority | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Debris on the Ground | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Leaders will survey area of activity before hand and remove any rocks, sticks/ branches, and other debris from the ground. If debris is unable to be removed another location will be chosen for the activity instead. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Wet/ Slippery Ground | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> If ground is too wet/ slippery to safely run the activity another location will be chosen for the activity instead. The activity will be postponed/ cancelled if no suitable location can be found, or if the weather becomes rainy. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Rope Burn | Possible (B) Minor (4) | Medium (14) | Low (18) | <ul style="list-style-type: none"> Participants will be shown the correct manner in which to hold the rope. They will be instructed not to tie the rope around their wrists/ arms/ body. Participants are encouraged to simply let go of the rope if they suspect that they can no longer hold their grip rather than letting the rope slide through their hands. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Rope Snapping | Rare (D) Minor (4) | Very Low (21) | Very Low (21) | <ul style="list-style-type: none"> Rope is checked prior to use by at least two trained and experienced leaders. Rope is no longer used after determined periods or after damage occurs | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level from Matrix / Priority | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|-----------------------------------|--------------------|---|---|
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> • Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. • Groups made considering any negative relationships • Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> • Talk to participant and inform them that their behaviour needs to improve. • Assess Situation with Director(s) • Remove Participant from Activity if Necessary • Inform parent/guardian • First Aid/ Seek Emergency Medical Assistance if Necessary |
| Participants Fall Over Together onto One Another | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> • The teams will be assessed and evenly balanced by leaders to help prevent one team pulling too hard and overwhelm the other team. • Leaders may even be placed on each team to help balance and even the strengths of either team. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (B) First Aid (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Monitor and assess weather conditions regularly • Cancel, postpone, or stop the activity in the event of extreme weather conditions • Have adequate water available • Ensure that everyone is dressed appropriately for the weather conditions and length of activity • Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |



Wide Games

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Outdoors Activity | | Activity: | Wide Games (e.g., Capture the Flag, Bull Rush) | RAL Code: OT009 |
|--------------------------------------|-------------------------------------|----------------|--------------------|--|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Fatigue/ Strains, & Cramps | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Monitor time spent doing activity. • Ensure adequate rest between activities. • Monitor all campers regularly for signs of fatigue. • Advise participants to bring bottled water • Have water available for participants | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Trips/ Falls (Physical Injury) | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Ensure the activity location is age appropriate. • Ensure appropriate footwear is worn. • Leaders to be stay with the group at all times and maintain group control. • Leaders to scout out activity area in advance and remove any hazards prior to the commencement of the activity. • Participants are not to run unnecessarily before/ after activity. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
| Uneven Grounds | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Campers to be alerted of potential dangers. • Leaders to scout out activity area prior to activity and mark potential hazard areas with cones/ markers/ spray paint. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Weather is to be monitored regularly in advance of activity and during the activities. • Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|----------------|--------------------|---|---|
| Dangerous Wildlife/ Insect Bites | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Briefing on dangers and response to sighting Visual inspection by leaders of activity area and surroundings on arrival and throughout the activity. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (A) Minor (4) | Medium (10) | Medium (15) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Physical Injury to Self or Other Participants | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Any participant seen causing injury to others will be asked to no longer participate in the activity. Activities will be chosen to minimise accidental physical contact or physical harm between participants. All activities will be supervised by leaders at all times Obstacles, hazards, and furniture that can be removed from the activity area will be removed prior to the activity by the leaders. The activity leader will explain proper behaviour and expectations of maturity before commencing. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|------------------------|-------------------------------------|------------|--------------------|---|---|
| Unwelcome Visitors | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Team members to wear ID's and/ or team t-shirts at all times. • All team members to stay on the lookout at all times. • Team leader to approach unknown adults, ascertain identity and separate from children if necessary. | <ul style="list-style-type: none"> • Ask unwelcome guest to leave • Ensure safety of participants and team members • Contact park management/ security if necessary • Contact police if necessary |

Sport Activities





Baseball/ Softball

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Sports | | Activity: | Baseball/ Softball/ Tee Ball | RAL Code: SP001 |
|--------------------------------|-------------------------------------|-------------|--------------------|--|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Fatigue/ Strains, & Cramps | Possible (B) First Aid (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor time spent doing activity. Ensure adequate rest between activities. Monitor all campers regularly for signs of fatigue. Advise participants to bring bottled water Have water available for participants | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Trips/ Falls (Physical Injury) | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Ensure the activity location is age appropriate. Ensure appropriate footwear is worn. Leaders to be stay with the group at all times and maintain group control. Leaders to scout out activity area in advance and remove any hazards prior to the commencement of the activity. Participants are not to run unnecessarily before/ after activity. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Uneven Grounds | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Campers to be alerted of potential dangers. Leaders to scout out activity area prior to activity and mark potential hazard areas with cones/ markers/ spray paint. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Weather is to be monitored regularly in advance of activity and during the activities. Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|----------------|--------------------|--|---|
| Dangerous Wildlife/ Insect Bites | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Briefing on dangers and response to sighting Visual inspection by leaders of activity area and surroundings on arrival and throughout the activity. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (A) Minor (4) | Medium (10) | Medium (15) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Physical Injury to Self or Other Participants | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Any participant seen causing injury to others will be asked to no longer participate in the activity. Training activities will be chosen to minimise accidental physical contact or physical harm between participants. All activities will be supervised by leaders at all times Obstacles, hazards, and furniture that can be removed from the activity area will be removed prior to the activity by the leaders. The activity leader will explain proper behaviour and expectations of maturity before commencing. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|-------------|--------------------|--|---|
| Unwelcome Visitors | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Team members to wear ID's and/ or team t-shirts at all times. All team members to stay on the lookout at all times. Team leader to approach unknown adults, ascertain identity and separate from children if necessary. | <ul style="list-style-type: none"> Ask unwelcome guest to leave Ensure safety of participants and team members Contact park management/ security if necessary Contact police if necessary |
| Impact from Ball | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> Participants are instructed not to throw the ball directly into other participants to cause deliberate harm. Any participant seen throwing the ball at someone else to cause deliberate harm will be asked to sit-out for a period of time. The participant batting must wear a Batters Helmet. (Baseball) | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Sliding/ Graze Injuries <i>(Baseball)</i> | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Participants are coached on the proper technique for sliding into a base and must demonstrate competency in order to slide into bases during the game. Participants may only slide into bases if they are wearing long pants/ protecting gear. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |



Basketball/ Netball

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Sports | | Activity: | Basketball/ Netball | RAL Code: SP002 |
|--------------------------------|-------------------------------------|-------------|--------------------|--|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Fatigue/ Strains, & Cramps | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Monitor time spent doing activity. • Ensure adequate rest between activities. • Monitor all campers regularly for signs of fatigue. • Advise participants to bring bottled water • Have water available for participants | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Trips/ Falls (Physical Injury) | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Ensure the activity location is age appropriate. • Ensure appropriate footwear is worn. • Leaders to be stay with the group at all times and maintain group control. • Leaders to scout out activity area in advance and remove any hazards prior to the commencement of the activity. • Participants are not to run unnecessarily before/ after activity. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
| Uneven Grounds | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Campers to be alerted of potential dangers. • Leaders to scout out activity area prior to activity and mark potential hazard areas with cones/ markers/ spray paint. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Weather is to be monitored regularly in advance of activity and during the activities. • Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|----------------|--------------------|--|---|
| Dangerous Wildlife/ Insect Bites | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Briefing on dangers and response to sighting Visual inspection by leaders of activity area and surroundings on arrival and throughout the activity. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (A) Minor (4) | Medium (10) | Medium (15) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Physical Injury to Self or Other Participants | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Any participant seen causing injury to others will be asked to no longer participate in the activity. Training activities will be chosen to minimise accidental physical contact or physical harm between participants. All activities will be supervised by leaders at all times Obstacles, hazards, and furniture that can be removed from the activity area will be removed prior to the activity by the leaders. The activity leader will explain proper behaviour and expectations of maturity before commencing. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|------------------------|-------------------------------------|------------|--------------------|--|---|
| Unwelcome Visitors | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Team members to wear ID's and/ or team t-shirts at all times. All team members to stay on the lookout at all times. Team leader to approach unknown adults, ascertain identity and separate from children if necessary. | <ul style="list-style-type: none"> Ask unwelcome guest to leave Ensure safety of participants and team members Contact park management/ security if necessary Contact police if necessary |
| Impact from Ball | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> Participants are instructed not to throw the ball directly into other participants to cause deliberate harm. Any participant seen throwing the ball at someone else to cause deliberate harm will be asked to sit-out for a period of time. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |



Bowls/ Bocce/ Boules

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | | Sports | | Activity: | Bowls, Bocce, & Boules | RAL Code: SP003 |
|--------------------------------|-------------------------------------|-------------|--------------------|--|--|-----------------|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) | |
| Fatigue/ Strains, & Cramps | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Monitor time spent doing activity. • Ensure adequate rest between activities. • Monitor all campers regularly for signs of fatigue. • Advise participants to bring bottled water • Have water available for participants | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary | |
| Trips/ Falls (Physical Injury) | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Ensure the activity location is age appropriate. • Ensure appropriate footwear is worn. • Leaders to be stay with the group at all times and maintain group control. • Leaders to scout out activity area in advance and remove any hazards prior to the commencement of the activity. • Participants are not to run unnecessarily before/ after activity. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian | |
| Uneven Grounds | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Campers to be alerted of potential dangers. • Leaders to scout out activity area prior to activity and mark potential hazard areas with cones/ markers/ spray paint. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian | |
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Weather is to be monitored regularly in advance of activity and during the activities. • Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian | |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|----------------|--------------------|---|---|
| Dangerous Wildlife/ Insect Bites | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Briefing on dangers and response to sighting Visual inspection by leaders of activity area and surroundings on arrival and throughout the activity. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (A) Minor (4) | Medium (10) | Medium (15) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Physical Injury to Self or Other Participants | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Any participant seen causing injury to others will be asked to no longer participate in the activity. All activities will be supervised by leaders at all times Obstacles, hazards, and furniture that can be removed from the activity area will be removed prior to the activity by the leaders. The activity leader will explain proper behaviour and expectations of maturity before commencing. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |
| Unwelcome Visitors | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Team members to wear ID's and/ or team t-shirts at all times. All team members to stay on the lookout at all times. Team leader to approach unknown adults, ascertain identity and separate from children if necessary. | <ul style="list-style-type: none"> Ask unwelcome guest to leave Ensure safety of participants and team members Contact park management/ security if necessary Contact police if necessary |



Cricket

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Sports | | Activity: | Cricket | RAL Code: SP004 |
|--------------------------------------|-------------------------------------|------------------|--------------------|--|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Fatigue/ Strains, & Cramps | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Monitor time spent doing activity. • Ensure adequate rest between activities. • Monitor all campers regularly for signs of fatigue. • Advise participants to bring bottled water • Have water available for participants | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Trips/ Falls (Physical Injury) | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Ensure the activity location is age appropriate. • Ensure appropriate footwear is worn. • Leaders to be stay with the group at all times and maintain group control. • Leaders to scout out activity area in advance and remove any hazards prior to the commencement of the activity. • Participants are not to run unnecessarily before/ after activity. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
| Uneven Grounds | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Campers to be alerted of potential dangers. • Leaders to scout out activity area prior to activity and mark potential hazard areas with cones/ markers/ spray paint. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
| Equipment Failure | Rare (D) Minor (4) | Very Low (21) | Very Low (23) | <ul style="list-style-type: none"> • All equipment is checked prior to use by at least two trained and experienced leaders. • Logs are kept on all equipment. • Equipment is no longer used after determined periods or after damage occurs • Independent assessor audits equipment annually | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|---|-------------------------------------|----------------|--------------------|--|---|
| Dangerous Wildlife/ Insect Bites | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Briefing on dangers and response to sighting Visual inspection by leaders of activity area and surroundings on arrival and throughout the activity. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (A) Minor (4) | Medium (10) | Medium (15) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Physical Injury to Self or Other Participants | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Any participant seen causing injury to others will be asked to no longer participate in the activity. Training activities will be chosen to minimise accidental physical contact or physical harm between participants. All activities will be supervised by leaders at all times Obstacles, hazards, and furniture that can be removed from the activity area will be removed prior to the activity by the leaders. The activity leader will explain proper behaviour and expectations of maturity before commencing. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|------------------------------|-------------------------------------|-------------|--------------------|--|---|
| Unwelcome Visitors | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Team members to wear ID's and/ or team t-shirts at all times. All team members to stay on the lookout at all times. Team leader to approach unknown adults, ascertain identity and separate from children if necessary. | <ul style="list-style-type: none"> Ask unwelcome guest to leave Ensure safety of participants and team members Contact park management/ security if necessary Contact police if necessary |
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Weather is to be monitored regularly in advance of activity and during the activities. Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Being Hit by Ball/ Bat | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Batters to wear protective helmets at all times. Experienced leaders to play "softly" and appropriate for the level of the participants. Softer ball to be used when available. Ensure that participants are a safe distance away from the batters while playing Wicket keepers to be only participants/ leaders who have some experience/ more confidence as the position has a higher risk for injuries and impacts. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |



Dodgeball/ Poisonball

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Sports | | Activity: | Dodgeball/ Poisonball | RAL Code: SP005 |
|--------------------------------|-------------------------------------|-------------|--------------------|--|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Fatigue/ Strains, & Cramps | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor time spent doing activity. Ensure adequate rest between activities. Monitor all campers regularly for signs of fatigue. Advise participants to bring bottled water Have water available for participants | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Trips/ Falls (Physical Injury) | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Ensure the activity location is age appropriate. Ensure appropriate footwear is worn. Leaders to be stay with the group at all times and maintain group control. Leaders to scout out activity area in advance and remove any hazards prior to the commencement of the activity. Participants are not to run unnecessarily before/ after activity. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Uneven Grounds | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Campers to be alerted of potential dangers. Leaders to scout out activity area prior to activity and mark potential hazard areas with cones/ markers/ spray paint. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Weather is to be monitored regularly in advance of activity and during the activities. Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|----------------|--------------------|--|---|
| Dangerous Wildlife/ Insect Bites | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Briefing on dangers and response to sighting Visual inspection by leaders of activity area and surroundings on arrival and throughout the activity. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (A) Minor (4) | Medium (10) | Medium (15) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Physical Injury to Self or Other Participants | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Any participant seen causing injury to others will be asked to no longer participate in the activity. Training activities will be chosen to minimise accidental physical contact or physical harm between participants. All activities will be supervised by leaders at all times Obstacles, hazards, and furniture that can be removed from the activity area will be removed prior to the activity by the leaders. The activity leader will explain proper behaviour and expectations of maturity before commencing. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|------------------------|-------------------------------------|------------|--------------------|--|---|
| Unwelcome Visitors | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Team members to wear ID's and/ or team t-shirts at all times. All team members to stay on the lookout at all times. Team leader to approach unknown adults, ascertain identity and separate from children if necessary. | <ul style="list-style-type: none"> Ask unwelcome guest to leave Ensure safety of participants and team members Contact park management/ security if necessary Contact police if necessary |
| Impact from Ball | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> Participants are instructed not to throw the ball above the waist while playing. Players are only considered "out" if they are struck below the waist. Any participant seen throwing the ball and making contact with someone else at shoulder level or above to deliberately cause harm will be asked to sit-out for a period of time. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |



Golf/ Frisbee Golf

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Sports | | Activity: | Golf/ Frisbee Golf/ Driving Range | RAL Code: SP006 |
|--------------------------------|-------------------------------------|-------------|--------------------|--|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Fatigue/ Strains, & Cramps | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor time spent doing activity. Ensure adequate rest between activities. Monitor all campers regularly for signs of fatigue. Advise participants to bring bottled water Have water available for participants | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Trips/ Falls (Physical Injury) | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Ensure the activity location is age appropriate. Ensure appropriate footwear is worn. Leaders to be stay with the group at all times and maintain group control. Leaders to scout out activity area in advance and remove any hazards prior to the commencement of the activity. Participants are not to run unnecessarily before/ after activity. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Uneven Grounds | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Campers to be alerted of potential dangers. Leaders to scout out activity area prior to activity and mark potential hazard areas with cones/ markers/ spray paint. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Weather is to be monitored regularly in advance of activity and during the activities. Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|----------------|--------------------|---|---|
| Dangerous Wildlife/ Insect Bites | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Briefing on dangers and response to sighting Visual inspection by leaders of activity area and surroundings on arrival and throughout the activity. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (A) Minor (4) | Medium (10) | Medium (15) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Physical Injury to Self or Other Participants | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Any participant seen causing injury to others will be asked to no longer participate in the activity. All activities will be supervised by leaders at all times Obstacles, hazards, and furniture that can be removed from the activity area will be removed prior to the activity by the leaders. The activity leader will explain proper behaviour and expectations of maturity before commencing. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|---|-------------------------------------|---------------|--------------------|--|---|
| Unwelcome Visitors | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Team members to wear ID's and/ or team t-shirts at all times. • All team members to stay on the lookout at all times. • Team leader to approach unknown adults, ascertain identity and separate from children if necessary. | <ul style="list-style-type: none"> • Ask unwelcome guest to leave • Ensure safety of participants and team members • Contact park management/ security if necessary • Contact police if necessary |
| Impact from Disc/ Ball | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> • Participants are instructed not to purposefully direct any throws/ swings towards people deliberately. • Participants not taking their turn are to remain behind the active player who is taking their turn at a safe distance. • Only when the leader in charge deems it safe to do so may the participants go and collect their discs/ golf balls. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
| Out of Bounds/ Misconduct <i>Driving Range/ Golf Course</i> | Unlikely (C) Negligible (5) | Very Low (22) | Very Low (24) | <ul style="list-style-type: none"> • Participants are to stay within the areas allowed by the driving range/ golf course at all times. • Participants must respect and obey the rules of the organisation at all times. • Participants caught deliberately breaking any rules may be asked to no longer participate in the activity. | <ul style="list-style-type: none"> • Council misbehaving participants and explain that their behaviour needs to change. • Remove them from the activity if their misconduct continues. |



Handball/ Spikeball

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Sports | | Activity: | Handball/ European Handball/ Spikeball | RAL Code: SP007 |
|--------------------------------|-------------------------------------|-------------|--------------------|--|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Fatigue/ Strains, & Cramps | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor time spent doing activity. Ensure adequate rest between activities. Monitor all campers regularly for signs of fatigue. Advise participants to bring bottled water Have water available for participants | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Trips/ Falls (Physical Injury) | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Ensure the activity location is age appropriate. Ensure appropriate footwear is worn. Leaders to be stay with the group at all times and maintain group control. Leaders to scout out activity area in advance and remove any hazards prior to the commencement of the activity. Participants are not to run unnecessarily before/ after activity. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Uneven Grounds | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Campers to be alerted of potential dangers. Leaders to scout out activity area prior to activity and mark potential hazard areas with cones/ markers/ spray paint. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Weather is to be monitored regularly in advance of activity and during the activities. Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|----------------|--------------------|--|---|
| Dangerous Wildlife/ Insect Bites | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Briefing on dangers and response to sighting Visual inspection by leaders of activity area and surroundings on arrival and throughout the activity. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (A) Minor (4) | Medium (10) | Medium (15) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Physical Injury to Self or Other Participants | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Any participant seen causing injury to others will be asked to no longer participate in the activity. Training activities will be chosen to minimise accidental physical contact or physical harm between participants. All activities will be supervised by leaders at all times Obstacles, hazards, and furniture that can be removed from the activity area will be removed prior to the activity by the leaders. The activity leader will explain proper behaviour and expectations of maturity before commencing. No body contact is allowed | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|------------------------|-------------------------------------|------------|--------------------|--|---|
| Unwelcome Visitors | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Team members to wear ID's and/ or team t-shirts at all times. All team members to stay on the lookout at all times. Team leader to approach unknown adults, ascertain identity and separate from children if necessary. | <ul style="list-style-type: none"> Ask unwelcome guest to leave Ensure safety of participants and team members Contact park management/ security if necessary Contact police if necessary |
| Loose Hair/ Objects | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> If long/ loose hair poses a risk it must be tied up/back to avoid becoming tangled/ pulled. Loose jewellery must be taken off before participating. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Impact from Ball | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> Participants are instructed not to throw the ball directly into other participants to cause deliberate harm. Any participant seen throwing the ball at someone else to cause deliberate harm will be asked to sit-out for a period of time. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |

Spikeball Specific Risks

| | | | | | |
|-------------------------------|------------------------------|-------------|---------------|---|---|
| Dangerous Object Bounced | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Balls must be suitable for the age and ability of the participants. No other objects aside from the chosen ball may be bounced on the spikeball frame. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Spectator/ Environment Injury | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Clearly define the space around the spikeball game where spectators are not allowed to enter. Ensure that there is adequate space for the participants to move and run around without colliding into spectators/ participants playing other spikeball games, environmental features, or other equipment/ buildings/ objects. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |



Rope Skipping

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Sports | | Activity: | Rope Skipping | RAL Code: SP008 |
|------------------------------------|-------------------------------------|-------------|--------------------|---|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Fatigue/ Strains, & Cramps | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Monitor time spent doing activity. • Ensure adequate rest between activities. • Monitor all campers regularly for signs of fatigue. • Advise participants to bring bottled water • Have water available for participants | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Trips/ Falls (Physical Injury) | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Ensure the activity location is age appropriate. • Ensure appropriate footwear is worn. • Leaders to be stay with the group at all times and maintain group control. • Leaders to scout out activity area in advance and remove any hazards prior to the commencement of the activity. • Participants are not to run unnecessarily before/ after activity. • Proper Technique to be demonstrated by experienced leaders. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
| Uneven Grounds | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Campers to be alerted of potential dangers. • Leaders to scout out activity area prior to activity and mark potential hazard areas with cones/ markers/ spray paint. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Weather is to be monitored regularly in advance of activity and during the activities. • Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|-------------|--------------------|--|---|
| Dangerous Wildlife/ Insect Bites | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Briefing on dangers and response to sighting Visual inspection by leaders of activity area and surroundings on arrival and throughout the activity. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (A) Minor (4) | Medium (10) | Medium (15) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Physical Injury to Self or Other Participants | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Any participant seen causing injury to others will be asked to no longer participate in the activity. All activities will be supervised by leaders at all times Obstacles, hazards, and furniture that can be removed from the activity area will be removed prior to the activity by the leaders. The activity leader will explain proper behaviour and expectations of maturity before commencing. Experienced leaders to demonstrate correct technique in order to reduce risk of hitting participants with jumping rope. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--------------------------|-------------------------------------|------------|--------------------|---|---|
| Unwelcome Visitors | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Team members to wear ID's and/ or team t-shirts at all times. • All team members to stay on the lookout at all times. • Team leader to approach unknown adults, ascertain identity and separate from children if necessary. | <ul style="list-style-type: none"> • Ask unwelcome guest to leave • Ensure safety of participants and team members • Contact park management/ security if necessary • Contact police if necessary |
| Impact from Jumping Rope | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> • Participants are instructed not to purposefully increase the speed on the jumping rope if the active participant is not comfortable going faster. • Participants not taking their turn are to remain behind the active players who is taking their turn at a safe distance from the rope. • Participants seen to be deliberately causing grief or making the activity unsafe will be asked to sit out of the activity for a period of time. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |



Rugby Union/ AFL

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | | Sports | | Activity: | Rugby Union/ League, AFL, Oztag, Touch Football | RAL Code: SP009 |
|---|-------------------------------------|-------------|--------------------|--|---|-----------------|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) | |
| Fatigue/ Strains, & Cramps | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor time spent doing activity. Ensure adequate rest between activities. Monitor all campers regularly for signs of fatigue. Advise participants to bring bottled water Have water available for participants | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary | |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary | |
| Physical Injury to Self or Other Participants | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Any participant seen causing injury to others will be asked to no longer participate in the activity. Training activities will be chosen to minimise accidental physical contact or physical harm between participants. All activities will be supervised by leaders at all times Obstacles, hazards, and furniture that can be removed from the activity area will be removed prior to the activity by the leaders. The activity leader will explain proper behaviour and expectations of maturity before commencing. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary | |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|---|-------------------------------------|-------------|--------------------|---|---|
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Weather is to be monitored regularly in advance of activity and during the activities. Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Unwelcome Visitors | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Team members to wear ID's and/ or team t-shirts at all times. All team members to stay on the lookout at all times. Task Team leader to approach unknown adults, ascertain identity and separate from children if necessary. | <ul style="list-style-type: none"> Ask unwelcome guest to leave Ensure safety of participants and team members Contact park management/ security if necessary Contact police if necessary |
| High Impact Injury | Possible (B) Moderate (3) | Medium (9) | Low (17) | <ul style="list-style-type: none"> Leaders and participants are to wear mouth guards at all times. Participants are trained on how to perform legal tackles that are safe and controlled as to avoid head/ spinal injuries. Participants are highly encouraged to wear protective headgear while playing. Any participant seen performing dangerous tackles or manoeuvres will be removed from the activity. Participants will be teamed against other participants of similar skill level, age, and stature to minimize overpowering. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|-----------------------------------|-------------------------------------|----------------|--------------------|--|--|
| Trips/ Falls (Physical Injury) | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Ensure the activity location is age appropriate. Ensure appropriate footwear is worn. Leaders to be stay with the group at all times and maintain group control. Leaders to scout out activity area in advance and remove any hazards prior to the commencement of the activity. Participants are not to run unnecessarily before/ after activity. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Dangerous Wildlife | Unlikely (C) Severe (1) | High (4) | Medium (11) | <ul style="list-style-type: none"> Briefing on dangers and response to sighting Visual inspection by leaders of activity area and surroundings on arrival and throughout the activity. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Equipment Failure | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> All equipment is checked prior to use by at least two trained and experienced leaders. Logs are kept on all equipment. Equipment is no longer used after determined periods or after damage occurs Independent assessor audits equipment annually | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Uneven Grounds | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Campers to be alerted of potential dangers. Leaders to scout out activity area prior to activity and mark potential hazard areas with cones/ markers/ spray paint. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Whiplashing and Tugging | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> Participants are instructed to try and not grab the clothing of the other players when trying to grab their tags (Oztag) or when touching the other player (Touch Football). Participants who are seen deliberately pulling/ swinging the other participants by their clothing will be asked to sit out of the remained of the activity. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |



Soccer/ Football

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Sports | | Activity: | Soccer/ Football, Futsal/ Indoor Soccer, Bubble Soccer | RAL Code: SP010 |
|--------------------------------|-------------------------------------|-------------|--------------------|--|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Fatigue/ Strains, & Cramps | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Monitor time spent doing activity. • Ensure adequate rest between activities. • Monitor all campers regularly for signs of fatigue. • Advise participants to bring bottled water • Have water available for participants | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Trips/ Falls (Physical Injury) | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> • Ensure the activity location is age appropriate. • Ensure appropriate footwear is worn. • Leaders to be stay with the group at all times and maintain group control. • Leaders to scout out activity area in advance and remove any hazards prior to the commencement of the activity. • Participants are not to run unnecessarily before/ after activity. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
| Uneven Grounds | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Campers to be alerted of potential dangers. • Leaders to scout out activity area prior to activity and mark potential hazard areas with cones/ markers/ spray paint. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> • Weather is to be monitored regularly in advance of activity and during the activities. • Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|----------------|--------------------|--|---|
| Dangerous Wildlife/ Insect Bites | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Briefing on dangers and response to sighting Visual inspection by leaders of activity area and surroundings on arrival and throughout the activity. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (A) Minor (4) | Medium (10) | Medium (15) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Physical Injury to Self or Other Participants <i>i.e. Slide Tackle</i> | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Any participant seen causing injury to others will be asked to no longer participate in the activity. Training activities will be chosen to minimise accidental physical contact or physical harm between participants. All activities will be supervised by leaders at all times Obstacles, hazards, and furniture that can be removed from the activity area will be removed prior to the activity by the leaders. The activity leader will explain proper behaviour and expectations of maturity before commencing. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|---------------------------------|-------------------------------------|------------|--------------------|---|---|
| Unwelcome Visitors | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Team members to wear ID's and/ or team t-shirts at all times. • All team members to stay on the lookout at all times. • Team leader to approach unknown adults, ascertain identity and separate from children if necessary. | <ul style="list-style-type: none"> • Ask unwelcome guest to leave • Ensure safety of participants and team members • Contact park management/ security if necessary • Contact police if necessary |
| Impact from Soccer Ball/ Bubble | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> • Participants are instructed not to purposefully direct any kicks or run towards people deliberately. • Protective gear such as mouth guards and head gear are encouraged to be worn by participants. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |



Tennis/ Squash

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Sports | | Activity: | Tennis/ Squash/ Racquetball | RAL Code: SP011 |
|--------------------------------|-------------------------------------|-------------|--------------------|---|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Fatigue/ Strains, & Cramps | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor time spent doing activity. Ensure adequate rest between activities. Monitor all campers regularly for signs of fatigue. Advise participants to bring bottled water Have water available for participants | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Trips/ Falls (Physical Injury) | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Ensure the activity location is age appropriate. Ensure appropriate footwear is worn. Leaders to be stay with the group at all times and maintain group control. Leaders to scout out activity area in advance and remove any hazards prior to the commencement of the activity. Participants are not to run unnecessarily before/ after activity. Participants are not to step/ jump over the central net (Tennis). | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Uneven Grounds | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Campers to be alerted of potential dangers. Leaders to scout out activity area prior to activity and mark potential hazard areas with cones/ markers/ spray paint. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Weather is to be monitored regularly in advance of activity and during the activities. Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|--|-------------------------------------|----------------|--------------------|--|---|
| Dangerous Wildlife/ Insect Bites | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Briefing on dangers and response to sighting Visual inspection by leaders of activity area and surroundings on arrival and throughout the activity. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (A) Minor (4) | Medium (10) | Medium (15) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Physical Injury to Self or Other Participants | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Any participant seen causing injury to others will be asked to no longer participate in the activity. Training activities will be chosen to minimise accidental physical contact or physical harm between participants. All activities will be supervised by leaders at all times Obstacles, hazards, and furniture that can be removed from the activity area will be removed prior to the activity by the leaders. The activity leader will explain proper behaviour and expectations of maturity before commencing. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|---------------------------|-------------------------------------|------------|--------------------|--|---|
| Unwelcome Visitors | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Team members to wear ID's and/ or team t-shirts at all times. • All team members to stay on the lookout at all times. • Team leader to approach unknown adults, ascertain identity and separate from children if necessary. | <ul style="list-style-type: none"> • Ask unwelcome guest to leave • Ensure safety of participants and team members • Contact park management/ security if necessary • Contact police if necessary |
| Impact from Ball/ Racquet | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> • Participants are instructed not to purposefully direct any hits towards people deliberately. • Any participant seen hitting the ball and making contact with someone else deliberately will be asked to sit-out for a period of time. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |



Ultimate Frisbee

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Sports | | Activity: | Ultimate Frisbee | RAL Code: SP012 |
|------------------------------------|-------------------------------------|----------------|--------------------|--|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Fatigue/ Strains, & Cramps | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Monitor time spent doing activity. Ensure adequate rest between activities. Monitor all campers regularly for signs of fatigue. Advise participants to bring bottled water Have water available for participants | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Trips/ Falls (Physical Injury) | Possible (B) Minor (4) | Medium (14) | Very Low (21) | <ul style="list-style-type: none"> Ensure the activity location is age appropriate. Ensure appropriate footwear is worn. Leaders to be stay with the group at all times and maintain group control. Leaders to scout out activity area in advance and remove any hazards prior to the commencement of the activity. Participants are not to run unnecessarily before/ after activity. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Uneven Grounds | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Campers to be alerted of potential dangers. Leaders to scout out activity area prior to activity and mark potential hazard areas with cones/ markers/ spray paint. | <ul style="list-style-type: none"> Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |
| Dangerous Weather Conditions | Rare (D) Moderate (3) | Low (17) | Low (20) | <ul style="list-style-type: none"> Weather is to be monitored regularly in advance of activity and during the activities. Activity will be delayed/ cancelled if weather conditions are deemed unsafe by the directors. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Track Patients Recovery Seek Emergency Medical Assistance if Necessary Inform Parent/ Guardian |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|---|-------------------------------------|----------------|--------------------|--|---|
| Dangerous Wildlife/ Insect Bites | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Briefing on dangers and response to sighting Visual inspection by leaders of activity area and surroundings on arrival and throughout the activity. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Sunburn / Heat Exhaustion / Heat Stroke | Possible (A) Minor (4) | Medium (10) | Medium (15) | <ul style="list-style-type: none"> Monitor and assess weather conditions regularly Cancel, postpone, or stop the activity in the event of extreme weather conditions Have adequate water available Ensure that everyone is dressed appropriately for the weather conditions and length of activity Sunscreen to be worn and available at all times | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Physical Injury to Self or Other Participants | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Any participant seen causing injury to others will be asked to no longer participate in the activity. Training activities will be chosen to minimise accidental physical contact or physical harm between participants. All activities will be supervised by leaders at all times Obstacles, hazards, and furniture that can be removed from the activity area will be removed prior to the activity by the leaders. The activity leader will explain proper behaviour and expectations of maturity before commencing. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Assessment made by leaders before the activity of any campers who will likely have uncontrollable behavioural problems while participating, and they are to be prevented from undertaking in the activity. Groups made considering any negative relationships Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek Emergency Medical Assistance if Necessary |

| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|------------------------|-------------------------------------|------------|--------------------|---|---|
| Unwelcome Visitors | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> • Team members to wear ID's and/ or team t-shirts at all times. • All team members to stay on the lookout at all times. • Team leader to approach unknown adults, ascertain identity and separate from children if necessary. | <ul style="list-style-type: none"> • Ask unwelcome guest to leave • Ensure safety of participants and team members • Contact park management/ security if necessary • Contact police if necessary |
| Impact from Frisbee | Unlikely (C) Minor (4) | Low (18) | Very Low (21) | <ul style="list-style-type: none"> • Participants are instructed not to purposefully direct any throws towards people deliberately. • Protective gear such as mouth guards and head gear are encouraged to be worn by participants. | <ul style="list-style-type: none"> • Apply First Aid • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • Inform Parent/ Guardian |

Transportation





Bus/ Car/ Minivan

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Transportation | | Activity: | Bus/ Car/ Minivan | RAL Code: TR001 |
|--------------------------|-------------------------------------|-------------|--------------------|---|--|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Licence and Registration | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Vehicle must be registered and pass vehicle inspection. Driver must hold a current licence appropriate for the type/ capacity of the vehicle. <i>See for more details:</i> https://www.rms.nsw.gov.au/roads/licence/driver/licence-classes.html Complete and submit SUNSW Driver Declaration Form | <ul style="list-style-type: none"> Alternative transportation to be arranged. |
| Crash/ Impact | Rare (D) Severe (1) | High (7) | High (11) | <ul style="list-style-type: none"> Driver must not exceed the speed limit and obey all other road rules at all times. Ensure that all equipment and possessions is securely stowed prior to the vehicle moving. Ensure all safety equipment such as fire extinguishers are checked and functional. All passengers must wear seatbelts if they are available. Due to poor visibility, ensure that the driver is aware of all blind spots and avoid passengers/ luggage blocking rear view mirror if possible. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Automatic Doors Injury | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Driver must ensure no passengers are in the path of getting trapped by the door opening or closing. Use mirrors and direct vision to ensure the entrance is clear before opening/ closing. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |
| Fatigue | Possible (B) Severe (1) | High (2) | Medium (11) | <ul style="list-style-type: none"> Driver must take breaks or be rotated at least every 2 hours. If driving at night, take extra precautions to ensure the driver is alert and taking frequent breaks/ driver rotations. If driver shows signs of fatigue immediately and safely pull over and rest/ rotate driver. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|-----------------------------|-------------------------------------|------------|--------------------|--|--|
| Unnecessary Distractions | Possible (B) Severe (1) | High (2) | Medium (11) | <ul style="list-style-type: none"> • If driver is unfamiliar with location/ route, choose a passenger to be the designated navigator to prevent the driver from being distracted from maps/ phone. • Driver to never interact with their phone while driving. • Passengers to preferably interact with vehicle music/ radio system and climate control. • Driver to have access to sunglasses and beverage for when desired. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |
| Driving Under the Influence | Unlikely (C) Severe (1) | High (4) | Medium (11) | <ul style="list-style-type: none"> • Driver must obey local authority blood-alcohol limit laws. | <ul style="list-style-type: none"> • Wait until driver is within lawful blood alcohol limits. • Change driver to one within lawful limits. |
| Child Safe Ratios | Possible (B) Severe (1) | High (2) | Medium (11) | <ul style="list-style-type: none"> • At least one leader of each gender must be present in the vehicle at all times. One leader may never be left alone inside the vehicle. | <ul style="list-style-type: none"> • All passengers must exit/ not enter the vehicle until child safe ratios are met. |



Boat Transportation

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | | Transportation | | Activity: | Boat Transportation | RAL Code: TR002 |
|---|-------------------------------------|----------------|--------------------|--|--|-----------------|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) | |
| Download and Read the RMS Boating Handbook: https://www.rms.nsw.gov.au/documents/maritime/licence/boating-handbook.pdf | | | | | | |
| Licence and Registration | Rare (D) Very Important (1) | High (7) | Medium (11) | <ul style="list-style-type: none"> Vehicle must be registered and pass vehicle inspection. Driver must hold a current licence appropriate for the type/ capacity of the vehicle. Complete and submit SUNSW Driver Declaration Form | <ul style="list-style-type: none"> Alternative transportation to be arranged. | |
| Crash/ Impact | Rare (D) Severe (1) | High (7) | High (11) | <ul style="list-style-type: none"> Driver must not exceed the speed limit and obey all other maritime rules at all times. Ensure that all equipment and possessions is securely stowed prior to the vehicle moving. Ensure all safety equipment such as fire extinguishers are checked and functional. All passengers must wear seatbelts if they are available. All passengers must wear Level 100 (or greater) PFD's | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary | |
| Fatigue | Possible (B) Severe (1) | High (2) | Medium (11) | <ul style="list-style-type: none"> Driver must take breaks or be rotated at least every 2 hours. If driving at night, take extra precautions to ensure the driver is alert and taking frequent breaks/ driver rotations. If driver shows signs of fatigue immediately and safely pull over and rest/ rotate driver. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary | |
| Unnecessary Distractions | Possible (B) Severe (1) | High (2) | Medium (11) | <ul style="list-style-type: none"> If driver is unfamiliar with location/ route, choose a passenger to be the designated navigator to prevent the driver from being distracted from maps/ phone. Driver to never interact with their phone while driving. Passengers to preferably interact with vehicle music/ radio system and climate control. Driver to have access to sunglasses and beverage for when desired. | <ul style="list-style-type: none"> Follow Emergency Procedures Apply First Aid Inform Parent/ Guardian Track Patients Recovery Seek Emergency Medical Assistance if Necessary | |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|-----------------------------|-------------------------------------|------------|--------------------|---|--|
| Driving Under the Influence | Unlikely (C) Severe (1) | High (4) | Medium (11) | <ul style="list-style-type: none"> • Driver must obey local authority blood-alcohol maritime laws. | <ul style="list-style-type: none"> • Wait until driver is within lawful blood alcohol limits. • Change driver to one within lawful limits. |
| Drowning | Unlikely (C) Severe (1) | High (4) | Medium (11) | <ul style="list-style-type: none"> • See <i>Swimming Risk Assessment</i> for criteria depending on aquatic location gradings. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |



Public Transport/ Plane

Based on the methodology explained in the ChildSafe SP3 Team Leaders Guide



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| Category: | Transportation | | Activity: | Public Transport/ Plane | RAL Code: TR003 |
|--|-------------------------------------|-------------|--------------------|--|---|
| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
| Child Safe Ratios | Possible (B) Severe (1) | High (2) | Medium (11) | <ul style="list-style-type: none"> At least one leader of each gender must be present in the vehicle at all times. One leader may never be left alone inside the vehicle. | <ul style="list-style-type: none"> All passengers must exit/ not enter the vehicle until child safe ratios are met. |
| Lost Participant | Possible (B) Severe (1) | High (2) | Medium (11) | <ul style="list-style-type: none"> Ensure minimum team member child ratios (1:8) at all times. Each leader has a roll call of their groups participants and does a head count regularly when boarding transport. Roll call participants by name before leaving on transport. No participants are to leave the group without permission and must be accompanied by at least two other leaders (both genders must be present). Activity route to be appropriate and not confusing to participants. Participants and leaders to each have a buddy to ensure is present. | <ul style="list-style-type: none"> Follow Emergency Procedure A search should be undertaken in the immediate area and the location where the missing persons were last seen or likely to have made a wrong decision. However, if they are not found within 60 minutes (shorter in a remote area) seek external assistance. If communication by phone/ satellite phone is not possible, a competent subgroup should be sent for the nearest help, with others remaining as visible as possible near the last point of contact. Inform parent/guardian |
| Increased Risk Due to Behavioural Problems | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> Participants to be instructed on courtesy to the general public. Leaders to model and encourage respect and kindness to the general public. Groups made considering any negative relationships, and group participants accordingly. Leader to discuss issues with the director if any issues arise during the activity. Make plan to remove participant from the activity if their wellbeing or that of group is compromised. | <ul style="list-style-type: none"> Talk to participant and inform them that their behaviour needs to improve. Assess Situation with Director(s) Remove Participant from Activity if Necessary Inform parent/guardian First Aid/ Seek emergency medical assistance if necessary |



| Identified Safety Risk | Likelihood & Consequence Descriptor | Risk Level | Managed Risk Level | Action Plan (What we will do to reduce this risk to an acceptable level) | Emergency Strategy (What we will do if this risk becomes a reality) |
|------------------------|-------------------------------------|-------------|--------------------|---|---|
| Crash/ Impact | Rare (D) Severe (1) | High (7) | High (11) | <ul style="list-style-type: none"> • All participants and leaders must listen to the entire safety briefing provided. • Ensure that all equipment and possessions is securely stowed prior to the vehicle moving. • All passengers must wear seatbelts if they are available. • Due to poor visibility, ensure that the driver is aware of all blind spots and avoid passengers/ luggage blocking rear view mirror if possible. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary • |
| General Safety | Unlikely (C) Moderate (3) | Medium (13) | Very Low (23) | <ul style="list-style-type: none"> • All leaders and participants must follow the instructions from the driver/ pilot/ flight attendants at all times. • Participants must remain seated if possible, at all times. • Time should not be wasted standing up and blocking walkways when visiting bathroom/ moving seats/ communicating with other passengers. | <ul style="list-style-type: none"> • Follow Emergency Procedures • Apply First Aid • Inform Parent/ Guardian • Track Patients Recovery • Seek Emergency Medical Assistance if Necessary |