

# **ARCHERY RISK ASSESSMENT**

**A qualitative measure of consequence or impact has been utilised as follows.**

<b>DESCRIPTOR</b>	<b>DETAILS</b>
<b>insignificant</b>	<b>No injuries, low financial loss. Inconsequential or no damage Little or no disruption to public/infrastructure</b>
<b>minor</b>	<b>First aid treatment on site Some damage Some disruption to public Some financial loss</b>
<b>moderate</b>	<b>Medical treatment required Some hospitalisation Insufficient resources (human/material) Moderate damage Moderate disruption to public High financial loss</b>
<b>major</b>	<b>Extensive injuries Significant hospitalisation Fatalities Extensive support/emergency personnel required Significant damage Significant disruption to public Major financial loss</b>

**A qualitative measure of the likelihood of the occurrence happening is:-**

<b>DESCRIPTOR</b>	<b>DETAILS</b>
<b>Almost certain</b>	<b>The event is expected to occur in most circumstances</b>
<b>Likely</b>	<b>The event will probably occur in most circumstances</b>
<b>Unlikely</b>	<b>The event could occur at some time</b>
<b>Rare</b>	<b>The event will only occur in exceptional circumstances.</b>

**A qualitative measure of risk will be High Risk – Moderate risk and Low risk.  
Based on the likelihood and consequence analysis.**

<b>CONSEQUENCES</b>				
<b>LIKELIHOOD</b>	<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>
<b>Almost certain</b>	<b>M</b>	<b>M</b>	<b>H</b>	<b>H</b>
<b>Likely</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>H</b>
<b>Unlikely</b>	<b>L</b>	<b>L</b>	<b>L</b>	<b>M</b>
<b>Rare</b>	<b>L</b>	<b>L</b>	<b>L</b>	<b>M</b>

**REMEMBER: That while this Risk Management Plan identifies Risks in relation to student participation they also apply to staff in all 'Identified Risk Categories.'**

<b>Identified Risk Category</b>	<b>Risk Description</b>	<b>Existing Controls</b>	<b>Rating</b>			<b>Treatment Priority<sup>1</sup></b>	<b>Action Plan Mitigation Strategy</b>	<b>Responsible Person</b>	<b>Treatment</b>
			<b>Effectiveness of existing controls</b>	<b>Risk Consequences</b>	<b>Risk Likelihood</b>				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: <input type="checkbox"/> What will be done? <input type="checkbox"/> When will it happen?
A Student becomes injured as a result of running	Students decide it is a good idea to run to and/or from the Archery Location  Students run around the area where Archery is being implemented	During the welcome briefing it is clearly explained to the students that under no circumstances are they to run around while in the surrounding area	Satisfactory  Poor  Unknown	Major  Moderate  Minor  Insignificant	Almost certain  Likely  Unlikely  Rare	High  Medium  Low	Students are to be fully supervised at all times	Staff from Individual Schools  Sunnystonea Staff	The activity will be stopped immediately Students brought together Appropriate treatment will be implemented If required school, parents, D of E, Emergency Services & President notified

<sup>1</sup> Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority.

Identified Risk Category	Risk Description	Existing Controls	Rating			Treatment Priority <sup>1</sup>	Action Plan Mitigation Strategy	Responsible Person	Treatment
			Effectiveness of existing controls	Risk Consequences	Risk Likelihood				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: □ What will be done? □ When will it happen?
A Student falls over on the undulating ground causing injury	During the excitement of the activity a student moves about without full consideration for the surrounding & unfamiliar environment	Students are reminded that they are to be aware of the environment at all times	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Students will be stopped immediately Appropriate treatment will be implemented Student isolated from the group & under strict staff supervision if they continue to run
Changes in the Weather	While participating in the Activity the weather suddenly changes & has a direct impact on the implementation of the Activity	Sunnystones Staff <b>MUST</b> have current knowledge of weather forecasts Groups <b>MUST BE</b> adequately prepared for a variety of weather conditions Sunnystones Staff carry 1 <sup>st</sup> Aid Kits on <b>ALL</b> Bushwalks	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	If the weather changes during a the Activity:- The Activity will be postponed and an alternative Activity implemented
Students injured by incorrect technique	Students use incorrect technique when firing arrows resulting in them hurting their arms	Correct firing technique is re-visited	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Talk to the individual student  Train the individual on correct technique  Re-visit correct technique with the entire group
Student injured by an arrow	During the implementation of the activity a student becomes injured by an arrow	Stop the activity  Ensure all non-participants are seated  Ensure the range is clear before firing  Ensure students	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	The activity will be stopped immediately  Students brought together  Appropriate treatment will be implemented  If required school, parents,

Identified Risk Category	Risk Description	Existing Controls	Rating			Treatment Priority <sup>1</sup>	Action Plan Mitigation Strategy	Responsible Person	Treatment
			Effectiveness of existing controls	Risk Consequences	Risk Likelihood				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: <input type="checkbox"/> What will be done? <input type="checkbox"/> When will it happen?
		understand the safety signals  Full supervision							D of E, Emergency Services & President notified
Sunburn	Students &/or Staff Members are sunburnt during the activity	All students & staff are reminded to Slip, Slop, Slap prior to the activity especially during Summer, Autumn & Spring Everyone is to wear a hat Sunscreen to be applied before & during the activity & as required	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Stop the Group  Sit down in a shady spot & apply Sunscreen  Get everyone to eat & drink  Appropriate treatment will be implemented if required
A student lacks interest in the activity	A Student becomes disinterested in the activity and distracts other students which can lead to injury towards or frustration from the other student/s	Supervision Student is isolated from the group until he/she is willing to participate in a safe & appropriate manner	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Student isolated from others within the group Staff Member talks to student to gain an understanding of their behaviour Student & Staff Member work together to continue & complete the activity
Impatience	Students are impatient during the activity  Non-participating students will not remain seated	Students reminded of the safety rules & guidelines  Student participation limited or removed	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Students reminded of the rules and guidelines of the activity  If students continue to be impatient they will be isolated from the group and participation
Dehydration	A child is at risk due to lack of water intake throughout day.	Children are instructed by camp leaders upon arrival at cabins to fill water bottles each day.  We remind students and teachers of this before commencing any activities for the day.	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	If the child for whatever decides not to drink adequate water other flavoured drinks will be provided such as cordial.  If the child refuses to keep water intake up parents will be contacted.

## Risk Treatment Priority Table

Use the table below to decide the overall risk rating and represent the priority of the each risk for treatment.

<b>Consequences</b>	Major	<b>Student or Staff Member injured by an arrow</b>			
	Moderate	<b>Sunburn Dehydration</b>		<b>Changes in the Weather</b>	
	Minor	<b>Impatience</b>	<b>A Student becomes injured as a result of running</b> <b>A Student falls over on the undulating ground causing injury</b> <b>A student lacks interest in the activity</b>	<b>Student injured by incorrect technique</b>	
	Insignificant				
		Rare	Unlikely	Likely	Almost certain
<b>Likelihood</b>					

<b><i>Treat</i></b>	<b><i>Monitor</i></b>
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# **BUSH COOKING RISK MANAGEMENT**

**A qualitative measure of consequence or impact has been utilised as follows.**

<b>DESCRIPTOR</b>	<b>DETAILS</b>
<b>insignificant</b>	<b>No injuries, low financial loss. Inconsequential or no damage Little or no disruption to public/infrastructure</b>
<b>minor</b>	<b>First aid treatment on site Some damage Some disruption to public Some financial loss</b>
<b>moderate</b>	<b>Medical treatment required Some hospitalisation Insufficient resources (human/material) Moderate damage Moderate disruption to public High financial loss</b>
<b>major</b>	<b>Extensive injuries Significant hospitalisation Fatalities Extensive support/emergency personnel required Significant damage Significant disruption to public Major financial loss</b>

**A qualitative measure of the likelihood of the occurrence happening is:-**

<b>DESCRIPTOR</b>	<b>DETAILS</b>
<b>Almost certain</b>	<b>The event is expected to occur in most circumstances</b>
<b>Likely</b>	<b>The event will probably occur in most circumstances</b>
<b>Unlikely</b>	<b>The event could occur at some time</b>
<b>Rare</b>	<b>The event will only occur in exceptional circumstances.</b>

**A qualitative measure of risk will be High Risk – Moderate risk and Low risk.  
Based on the likelihood and consequence analysis.**

<b>CONSEQUENCES</b>				
<b>LIKELIHOOD</b>	<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>
<b>Almost certain</b>	<b>M</b>	<b>M</b>	<b>H</b>	<b>H</b>
<b>Likely</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>H</b>
<b>Unlikely</b>	<b>L</b>	<b>L</b>	<b>L</b>	<b>M</b>
<b>Rare</b>	<b>L</b>	<b>L</b>	<b>L</b>	<b>M</b>

**REMEMBER: That while this Risk Management Plan identifies Risks in relation to student participation they also apply to staff in all ‘Identified Risk Categories’**

<b>Identified Risk Category</b>	<b>Risk Description</b>	<b>Existing Controls</b>	<b>Rating</b>			<b>Treatment Priority<sup>2</sup></b>	<b>Action Plan Mitigation Strategy</b>	<b>Responsible Person</b>	<b>Treatment</b>
			<b>Effectiveness of existing controls</b>	<b>Risk Consequences</b>	<b>Risk Likelihood</b>				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: □ What will be done? □ When will it happen?
A Student becomes lost	During the activity a student goes beyond the boundaries and becomes lost	The boundaries are clearly defined at the beginning of the activity Appropriate staff supervision is implemented.	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	The activity will be stopped immediately Students brought together Appropriate treatment will be implemented School, parents, D of E, Emergency Services & President may be notified

<sup>2</sup> Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority.

Identified Risk Category	Risk Description	Existing Controls	Rating			Treatment Priority <sup>2</sup>	Action Plan Mitigation Strategy	Responsible Person	Treatment
			Effectiveness of existing controls	Risk Consequences	Risk Likelihood				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: □ What will be done? □ When will it happen?
during the activity	A student is lost	It is clearly explained to students that if they are lost they are to:- STOP, SIT DOWN & wait until a staff member finds them	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	The activity will be stopped immediately Students brought together Appropriate treatment will be implemented School, parents, D of E, Emergency Services & President notified
A Student becomes injured as a result of running	Students are excited about participating in the activity and run within the Bush Cooking Activity Area	During the introduction of the activity it is clearly explained to the students that under no circumstances are they to run during the activity	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Students will be stopped immediately Appropriate treatment will be implemented Student isolated from the activity if they continue to run
A Student falls over on the undulating ground causing injury	During the excitement of the activity a student moves about without full consideration for the surrounding & unfamiliar environment	Students are reminded that they are to move about the surrounding area in a safe and controlled manner at all times They are to be aware of the environment at all times	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Students brought together The student who has fallen will be assisted Appropriate treatment will be implemented
Collecting Fire Wood	A student is injured while collecting fire wood in the immediate area for Bush Cooking	Students are informed to walk at all times Students are advised to carry only small amounts of fire wood Students DO NOT throw or swing any fire wood	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Students brought together Appropriate treatment will be implemented if a student is injured Activity cancelled is injury is a result of malice or careless behaviour



Identified Risk Category	Risk Description	Existing Controls	Rating			Treatment Priority <sup>2</sup>	Action Plan Mitigation Strategy	Responsible Person	Treatment
			Effectiveness of existing controls	Risk Consequences	Risk Likelihood				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: □ What will be done? □ When will it happen?
Lighting the Fire	A student is injured in the excitement of watching the fire be lit – or while lighting the fire	<p>If it is not a requirement of the program Sunnystones Staff will light the fire All students must be sitting or at a safe distance from the fire pit when the fire is being lit.</p> <p><b>STUDENTS LIGHTING the FIRE</b> Students will be taught how to correctly strike a match Students <b>MUST</b> demonstrate how to strike a match Strictly only one student Lighting the fire at any one time – other students <b>MUST BE</b> seated or at a safe distance from the fire pit</p>	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p>Rare</p>	<p>High</p> <p>Medium</p> <p>Low</p>	Students are to be fully supervised throughout the entire activity	<p>Staff from</p> <p>Individual</p> <p>Schools</p> <p>Sunnystones Staff</p>	<p>Students brought together</p> <p>Appropriate treatment will be implemented if a student is injured</p> <p>Activity cancelled is injury is a result of malice or careless behaviour</p> <p>Activity cancelled is students behaviour or maturity is inappropriate</p>
Burns	A student or staff member is burnt during the lighting of the Bush Cooking Fire or the implementation of the Activity	<p>Supervision</p> <p>If equipment falls into the fire pit it is to be retrieved by Sunnystones or School Staff only Students only place extra fire wood on the fire under full Staff Supervision</p>	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p>Rare</p>	<p>High</p> <p>Medium</p> <p>Low</p>	Students are to be fully supervised throughout the entire activity	<p>Staff from</p> <p>Individual</p> <p>Schools</p> <p>Sunnystones Staff</p>	<p>Students brought together</p> <p>Appropriate 1<sup>st</sup> Aid Treatment will be implemented</p> <p>Activity cancelled</p> <p>If required School, parents, D of E, Emergency Services &amp; President notified</p>

Identified Risk Category	Risk Description	Existing Controls	Rating			Treatment Priority <sup>2</sup>	Action Plan Mitigation Strategy	Responsible Person	Treatment
			Effectiveness of existing controls	Risk Consequences	Risk Likelihood				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: □ What will be done? □ When will it happen?
Movement around the area once fire is lit	A student or staff member is accidentally burnt as a direct result of their movement around the Bush Cooking Site	Once the Fire/s is/are lit no-one is allowed to move across or between fire pits – even if the pits are unused	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Students brought together Appropriate 1 <sup>st</sup> Aid Treatment will be implemented If required School, parents, D of E, Emergency Services & President notified
Setting fire to the immediate surrounding area	Students add fire wood to the fire causing the fire to grow too large Embers & sparks ignite the bush in the surrounding area	Clear the Bush Cooking Site prior to groups arrival Supervise students & fires at all time Water available on site at all times	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	School Staff remove students from immediate area Sunnystones Staff extinguish <b>ALL FIRES</b> immediately
Extinguishing	A person is injured or covered in smoke & ash during the extinguishing of <b>ALL</b> Bush Cooking Fires	Fires are Extinguished under <b>FULL</b> staff supervision All people not extinguishing the fire are removed from the immediate area Water is poured on the fire until the area can be touched by a bare hand	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	School Staff remove students from immediate area Sunnystones Staff extinguish <b>ALL FIRES</b> immediately  Appropriate 1 <sup>st</sup> Aid Treatment implemented
A student lacks interest in the activity	A Student becomes disinterested in the activity and distracts other students which can lead to injury towards or frustration from the other student/s	Supervision Student is removed from the Bush Cooking Activity & isolated from the group/s until he/she is willing to participate in a safe & appropriate manner	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools SunnystonesStaff	Student isolated from others within the group Staff Member talks to student to gain an understanding of their behaviour Student & Staff Member work together to continue & complete the activity

Identified Risk Category	Risk Description	Existing Controls	Rating			Treatment Priority <sup>2</sup>	Action Plan Mitigation Strategy	Responsible Person	Treatment
			Effectiveness of existing controls	Risk Consequences	Risk Likelihood				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: <input type="checkbox"/> What will be done? <input type="checkbox"/> When will it happen?
Impatience	Students are impatient during the Bush Cooking Activity	Students are informed that everyone will get an opportunity to participate cook	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Students informed that they MUST remain seated at all times If students continue to be impatient they will miss out on the Activity and possibly be isolated from the group

## Risk Treatment Priority Table

Use the table below to decide the overall risk rating and represent the priority of the each risk for treatment.

<b>Consequences</b>	Major	<b>A Student becomes lost during the activity</b>  <b>Setting fire to the immediate surrounding area</b>  <b>Bushfires</b>	<b>Lighting the Fire</b>	<b>Burns</b>  <b>Movement around the area once fire is lit</b>	
	Moderate	<b>Extinguishing</b>	<b>A Student becomes injured as a result of running</b>		
	Minor	<b>Impatience</b>	<b>A Student falls over on the undulating ground causing injury</b>  <b>Collecting Fire Wood</b>  <b>A student lacks interest in the activity</b>		
	Insignificant				
		Rare	Unlikely	Likely	Almost certain
<b>Likelihood</b>					

<b><i>Treat</i></b>	<b><i>Monitor</i></b>
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# **BUSH WALKING RISK REGISTER**

**A qualitative measure of consequence or impact has been utilised as follows.**

<b>DESCRIPTOR</b>	<b>DETAILS</b>
<b>insignificant</b>	<b>No injuries, low financial loss. Inconsequential or no damage Little or no disruption to public/infrastructure</b>
<b>minor</b>	<b>First aid treatment on site Some damage Some disruption to public Some financial loss</b>
<b>moderate</b>	<b>Medical treatment required Some hospitalisation Insufficient resources (human/material) Moderate damage Moderate disruption to public High financial loss</b>
<b>major</b>	<b>Extensive injuries Significant hospitalisation Fatalities Extensive support/emergency personnel required Significant damage Significant disruption to public Major financial loss</b>

**A qualitative measure of the likelihood of the occurrence happening is:-**

<b>DESCRIPTOR</b>	<b>DETAILS</b>
<b>Almost certain</b>	<b>The event is expected to occur in most circumstances</b>
<b>Likely</b>	<b>The event will probably occur in most circumstances</b>
<b>Unlikely</b>	<b>The event could occur at some time</b>
<b>Rare</b>	<b>The event will only occur in exceptional circumstances.</b>

**A qualitative measure of risk will be High Risk – Moderate risk and Low risk.  
Based on the likelihood and consequence analysis.**

<b>CONSEQUENCES</b>				
<b>LIKELIHOOD</b>	<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>
<b>Almost certain</b>	<b>M</b>	<b>M</b>	<b>H</b>	<b>H</b>
<b>Likely</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>H</b>
<b>Unlikely</b>	<b>L</b>	<b>L</b>	<b>L</b>	<b>M</b>
<b>Rare</b>	<b>L</b>	<b>L</b>	<b>L</b>	<b>M</b>

**REMEMBER: That while this Risk Management Plan identifies Risks in relation to student participation they also apply to staff in all ‘Identified Risk Categories.’**

Identified Risk Category	Risk Description	Existing Controls	Rating			Treatment Priority <sup>3</sup>	Action Plan Mitigation Strategy	Responsible Person	Treatment
			Effectiveness of existing controls	Risk Consequences	Risk Likelihood				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: <input type="checkbox"/> What will be done? <input type="checkbox"/> When will it happen?
A Student becomes lost during the activity	During the activity a student goes off the track and becomes lost within the Long Forest Conservation Reserve	At the beginning of the walk students are informed to <b>NEVER</b> walk off the track in the Long Forest A Staff Member is assigned as Leader & one as Whip – students stay between Leader & Whip	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	The activity will be stopped immediately Students brought together Appropriate treatment will be implemented Search Initiated If required school, parents, D of E, Emergency Services & President notified

<sup>3</sup> Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority.

Identified Risk Category	Risk Description	Existing Controls	Rating			Treatment Priority <sup>3</sup>	Action Plan Mitigation Strategy	Responsible Person	Treatment
			Effectiveness of existing controls	Risk Consequences	Risk Likelihood				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: □ What will be done? □ When will it happen?
	A student is lost	It is clearly explained to students that if they are lost they are to:- STOP, SIT DOWN & wait can until a staff member finds them	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	The activity will be stopped immediately Students brought together Appropriate treatment will be implemented Search Initiated School, parents, D of E, Emergency Services & President notified
A Student becomes injured as a result of running	Students decide it is a good idea to run during a Bushwalk – maybe they have found something interesting, the end is in sight or they want to race	During the activity instruction it is clearly explained to the students that under no circumstances are they to run during the bushwalk	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	The activity will be stopped immediately Students brought together Appropriate treatment will be implemented If required school, parents, D of E, Emergency Services & President notified
A Student falls over on the undulating ground causing injury	During the excitement of the activity a student moves about without full consideration for the surrounding & unfamiliar environment	Students are reminded that they are in a Conservation Reserve & on Bush Tracks and they are to walk at all times They are to be aware of the environment at all times	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Students will be stopped immediately Appropriate treatment will be implemented Student isolated from the group & under strict staff supervision if they continue to run
Changes in the Weather	While participating in a Bushwalk the weather suddenly changes & has a direct impact on the Bushwalking experience	Sunnystones Staff <b>MUST</b> have current knowledge of weather forecasts Groups <b>MUST BE</b> adequately prepared for a variety of weather conditions during their bushwalk/s ie Wet Weather Gear, Good	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity  Staff check students prior to departure to ensure they are adequately	Staff from Individual Schools Sunnystones Staff	If the weather changes during a Bushwalk:- Keep the Group together, Prepare the Group Early, Find Shelter if necessary, Consider Escape Routes, Sunnystones Staff to locate vehicle is necessary, Continue to Walk, Appropriate treatment will

Identified Risk Category	Risk Description	Existing Controls	Rating			Treatment Priority <sup>3</sup>	Action Plan Mitigation Strategy	Responsible Person	Treatment
			Effectiveness of existing controls	Risk Consequences	Risk Likelihood				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: □ What will be done? □ When will it happen?
		Shoes, Food, Water Sunnystones Staff carry 1 <sup>st</sup> Aid Kits on ALL Bushwalks					equipped		be implemented if required Return to Camp ASAP if necessary
Bushfires	A bush fire is started within the Long Forest while on a Bushwalk	Weather Conditions are comprehended prior to the walk	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Sunnystones & School Staff Victoria Police CFA & DSE	Keep the Group together Cease walking, consider ALL Escape Routes & evacuate the Forest OR Activate Sunnystones Emergency Management Plan School Staff follows Sunnystone Staff instructions All staff to follow the directives issued by appropriate authorities
Dehydration	A students becomes dehydrated during a bushwalk	Ensure that there is enough water & food for every individual within the group Stop regularly for water & snacks	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Stop the Group Get everyone to eat & drink Appropriate treatment will be implemented if required
Sunburn	Students &/or Staff Members are sunburnt during the activity	All students & staff are reminded to Slip, Slop, Slap prior to a bushwalk especially during Summer, Autumn & Spring Everyone is to wear a hat during a bushwalk Sunscreen to be applied	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Stop the Group Sit down in a shady spot & apply Sunscreen  Get everyone to eat & drink  Appropriate treatment will



Identified Risk Category	Risk Description	Existing Controls	Rating			Treatment Priority <sup>3</sup>	Action Plan Mitigation Strategy	Responsible Person	Treatment
			Effectiveness of existing controls	Risk Consequences	Risk Likelihood				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: □ What will be done? □ When will it happen?
		before & during a walk & as required							be implemented if required
Hypothermia	Students &/or Staff Members experience hypothermia	Assess weather conditions Ensure everyone within the group is adequately equipped for the walk Monitor the Group throughout the walk Carry appropriate 1 <sup>st</sup> Aid equipment	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Stop the Group Remove the entire group from the Weather Elements ASAP Get everyone to eat, drink and rewarm Assess, monitor, protect & treat patient Appropriate treatment will be implemented if required
Snake Bite	Student/s &/or Staff Member/s are bitten by a snake	Talk to the group about the possibility of snakes in the area Enforce that no-one is to leave the track at any stage Students paired up	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Stop the Group Remove the entire group from the immediate area Assess, monitor, protect & treat patient Appropriate treatment will be implemented if required School, parents, D of E, Emergency Services & President notified
A student lacks interest in the activity	A Student becomes disinterested in the activity and distracts other students which can lead to injury towards or frustration from the other student/s	Supervision Student is isolated from the group until he/she is willing to participate in a safe & appropriate manner	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Student isolated from others within the group Staff Member talks to student to gain an understanding of their behaviour Student & Staff Member work together to continue & complete the activity

Identified Risk Category	Risk Description	Existing Controls	Rating			Treatment Priority <sup>3</sup>	Action Plan Mitigation Strategy	Responsible Person	Treatment
			Effectiveness of existing controls	Risk Consequences	Risk Likelihood				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: <input type="checkbox"/> What will be done? <input type="checkbox"/> When will it happen?
Impatience	Students are impatient during the Bushwalk	Students are informed that Bushwalking is a team activity and that everyone must help & support the entire group throughout the walk	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Students informed that they MUST walk & work together at all times If students continue to be impatient they will be isolated from the group

## Risk Treatment Priority Table

Use the table below to decide the overall risk rating and represent the priority of the each risk for treatment.

<b>Consequences</b>	Major	<b>A Student becomes lost during the activity</b>  <b>Bushfires</b>  <b>A Mine Shaft Injury</b>  <b>Snakebite</b>			
	Moderate	<b>Dehydration</b> <b>Sunburn</b> <b>Hypothermia</b>		<b>Changes in the Weather</b>	
	Minor	<b>Impatience</b>	<b>A Student becomes injured as a result of running</b>  <b>A Student falls over on the undulating ground causing injury</b>  <b>A student lacks interest in the activity</b>		
	Insignificant				
		Rare	Unlikely	Likely	Almost certain
<b>Likelihood</b>					

<b>Treat</b>	<b>Monitor</b>
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# **GEOCACHING TREASURE HUNT RISK REGISTER**

**A qualitative measure of consequence or impact has been utilised as follows.**

<b>DESCRIPTOR</b>	<b>DETAILS</b>
<b>insignificant</b>	<b>No injuries, low financial loss. Inconsequential or no damage Little or no disruption to public/infrastructure</b>
<b>minor</b>	<b>First aid treatment on site Some damage Some disruption to public Some financial loss</b>
<b>moderate</b>	<b>Medical treatment required Some hospitalisation Insufficient resources (human/material) Moderate damage Moderate disruption to public High financial loss</b>
<b>major</b>	<b>Extensive injuries Significant hospitalisation Fatalities Extensive support/emergency personnel required Significant damage Significant disruption to public Major financial loss</b>

**A qualitative measure of the likelihood of the occurrence happening is:-**

<b>DESCRIPTOR</b>	<b>DETAILS</b>
<b>Almost certain</b>	<b>The event is expected to occur in most circumstances</b>
<b>Likely</b>	<b>The event will probably occur in most circumstances</b>
<b>Unlikely</b>	<b>The event could occur at some time</b>
<b>Rare</b>	<b>The event will only occur in exceptional circumstances.</b>

**A qualitative measure of risk will be High Risk – Moderate risk and Low risk.  
Based on the likelihood and consequence analysis.**

<b>CONSEQUENCES</b>				
<b>LIKELIHOOD</b>	<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>
<b>Almost certain</b>	<b>M</b>	<b>M</b>	<b>H</b>	<b>H</b>
<b>Likely</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>H</b>
<b>Unlikely</b>	<b>L</b>	<b>L</b>	<b>L</b>	<b>M</b>
<b>Rare</b>	<b>L</b>	<b>L</b>	<b>L</b>	<b>M</b>

**REMEMBER: That while this Risk Management Plan identifies Risks in relation to student participation they also apply to staff in all ‘Identified Risk Categories’**

<b>Identified Risk Category</b>	<b>Risk Description</b>	<b>Existing Controls</b>	<b>Rating</b>			<b>Treatment Priority<sup>4</sup></b>	<b>Action Plan Mitigation Strategy</b>	<b>Responsible Person</b>	<b>Treatment</b>
			<b>Effectiveness of existing controls</b>	<b>Risk Consequences</b>	<b>Risk Likelihood</b>				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: □ What will be done? □ When will it happen?
A Student becomes lost during the activity	During the activity a student goes beyond the boundaries and becomes lost within the Long forest	The boundaries are clearly defined at the beginning of the activity Appropriate staff supervision is implemented. Maps are issued and explained. GPS units issued and explained especially the “home “ button	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	The activity will be stopped immediately Students brought together Appropriate treatment will be implemented If required school, parents, D of E, Emergency Services & President notified

<sup>4</sup> Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority.

Identified Risk Category	Risk Description	Existing Controls	Rating			Treatment Priority <sup>4</sup>	Action Plan Mitigation Strategy	Responsible Person	Treatment
			Effectiveness of existing controls	Risk Consequences	Risk Likelihood				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: □ What will be done? □ When will it happen?
	A student is lost	It is clearly explained to students that if they are lost they are to:- STOP, SIT DOWN & blow the Whistle until a staff member finds them	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	The activity will be stopped immediately Students brought together Appropriate treatment will be implemented School, parents, D of E, Emergency Services & President notified
A Student becomes injured as a result of running	Students see the activity as a competition or become excited and begin to run throughout the activity	During the activity instruction it is clearly explained to the students that under no circumstances are they to run during the activity	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	The activity will be stopped immediately Students brought together Appropriate treatment will be implemented If required school, parents, D of E, Emergency Services & President notified
A student lacks interest in the activity	A Student becomes disinterested in the activity and distracts other students which can lead to injury towards or frustration from the other student/s	Supervision Student is removed from working with other students & given one – on – one supervision & activity instruction	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Student isolated from others within the group Staff Member talks to student to gain an understanding of their behaviour Student & Staff Member work together to continue & complete the activity
A Student falls over on the undulating ground causing injury	During the excitement of the activity a student moves about without full consideration for the surrounding & unfamiliar environment	Students are reminded that this is not a competitive activity and that they are to walk at all times They are to be aware of the environment at all times	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	The activity will be stopped immediately Students brought together Appropriate treatment will be implemented If required school, parents, D of E, Emergency Services & President notified

Dehydration	A student becomes dehydrated during geocaching	Ensure that there is enough water & food for every individual within the group Stop regularly for water & snacks	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Stop the Group Get everyone to eat & drink Appropriate treatment will be implemented if required
Impatience	Students are impatient during geocaching	Students are informed that geocaching is a team activity and that rules are essential for safari and fun.	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Students informed that they MUST walk & work together at all times If students continue to be impatient they will be isolated from the group
Snake Bite	Student/s &/or Staff Member/s are bitten by a snake	Talk to the group about the possibility of snakes in the area Enforce that no-one is to leave the track at any stage Students paired up	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Stop the Group Remove the entire group from the immediate area Assess, monitor, protect & treat patient  Appropriate treatment will be implemented if required School, parents, D of E, Emergency Services & President notified
Sunburn	Students &/or Staff Members are sunburnt during the activity	All students & staff are reminded to Slip, Slop, Slap prior to a activity especially during Summer, Autumn & Spring  Everyone is to wear a hat during a bushwalk Sunscreen to be applied before & during a activity & as required	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Stop the Group  Sit down in a shady spot & apply Sunscreen  Get everyone to eat & drink  Appropriate treatment will be implemented if required

## Risk Treatment Priority Table

Use the table below to decide the overall risk rating and represent the priority of the each risk for treatment.

<b>Consequences</b>	Major	<b>Snake bite</b>	<b>A Student becomes lost during the activity</b>		
	Moderate	<b>Dehydration Sunburn</b>			
	Minor	<b>Impatience</b>	<b>A Student becomes injured as a result of running</b> <b>A Student falls over on the undulating ground causing injury</b> <b>A mine shaft injury</b>	<b>A student lacks interest in the activity</b>	
	Insignificant				
		Rare	Unlikely	Likely	Almost certain
<b>Likelihood</b>					

<b><i>Treat</i></b>	<b><i>Monitor</i></b>
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# INITIATIVE RISK REGISTER

**A qualitative measure of consequence or impact has been utilised as follows.**

<b>DESCRIPTOR</b>	<b>DETAILS</b>
<b>insignificant</b>	<b>No injuries, low financial loss. Inconsequential or no damage Little or no disruption to public/infrastructure</b>
<b>minor</b>	<b>First aid treatment on site Some damage Some disruption to public Some financial loss</b>
<b>moderate</b>	<b>Medical treatment required Some hospitalisation Insufficient resources (human/material) Moderate damage Moderate disruption to public High financial loss</b>
<b>major</b>	<b>Extensive injuries Significant hospitalisation Fatalities Extensive support/emergency personnel required Significant damage Significant disruption to public Major financial loss</b>

**A qualitative measure of the likelihood of the occurrence happening is:-**

<b>DESCRIPTOR</b>	<b>DETAILS</b>
<b>Almost certain</b>	<b>The event is expected to occur in most circumstances</b>
<b>Likely</b>	<b>The event will probably occur in most circumstances</b>
<b>Unlikely</b>	<b>The event could occur at some time</b>
<b>Rare</b>	<b>The event will only occur in exceptional circumstances.</b>

**A qualitative measure of risk will be High Risk – Moderate risk and Low risk.  
Based on the likelihood and consequence analysis.**

<b>CONSEQUENCES</b>				
<b>LIKELIHOOD</b>	<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>
<b>Almost certain</b>	<b>M</b>	<b>M</b>	<b>H</b>	<b>H</b>
<b>Likely</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>H</b>
<b>Unlikely</b>	<b>L</b>	<b>L</b>	<b>L</b>	<b>M</b>
<b>Rare</b>	<b>L</b>	<b>L</b>	<b>L</b>	<b>M</b>

**REMEMBER: That while this Risk Management Plan identifies Risks in relation to student participation they also apply to staff in all ‘Identified Risk Categories.’**

<b>Identified Risk Category</b>	<b>Risk Description</b>	<b>Existing Controls</b>	<b>Rating</b>			<b>Treatment Priority<sup>5</sup></b>	<b>Action Plan Mitigation Strategy</b>	<b>Responsible Person</b>	<b>Treatment</b>
			<b>Effectiveness of existing controls</b>	<b>Risk Consequences</b>	<b>Risk Likelihood</b>				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: <input type="checkbox"/> What will be done? <input type="checkbox"/> When will it happen?
A Student becomes lost during the activity	During the activity a student walks away from the group and becomes lost within Long Forest	At the beginning of the activity students are informed to <b>NEVER</b> walk away from the group without staff supervision	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	The activity will be stopped immediately Students brought together Appropriate treatment will be implemented Search Initiated If required school, parents, D of E, Emergency Services & President notified

<sup>5</sup> Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority.

Identified Risk Category	Risk Description	Existing Controls	Rating			Treatment Priority <sup>5</sup>	Action Plan Mitigation Strategy	Responsible Person	Treatment
			Effectiveness of existing controls	Risk Consequences	Risk Likelihood				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: □ What will be done? □ When will it happen?
	A student is lost	It is clearly explained to students that if they are lost they are to:- STOP, SIT DOWN & WAIT until a staff member finds them	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	The activity will be stopped immediately Students brought together Appropriate treatment will be implemented Search Initiated School, parents, D of E, Emergency Services & President notified
A Student becomes injured as a result of running	Some initiative games presented to the group may involve running and during the implementation of this specific games a students may become inured	During the activity instruction safety guidelines are clearly explained to the students. Students are asked to wear long pants and long sleeves	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	The activity will be stopped immediately Students brought together Appropriate treatment will be implemented If required school, parents, D of E, Emergency Services & President notified
A Student falls over on the undulating ground causing injury	During the excitement of the activity a student moves about without full consideration for the surrounding & unfamiliar environment	Students are reminded that they are in a bush environment and they are to be aware of their surrounding environment at all times	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Students will be stopped immediately Appropriate treatment will be implemented Student isolated from the group & under strict staff supervision if they continue to run
Sunburn	Students &/or Staff Members are sunburnt during the activity	All students & staff are reminded to Slip, Slop, Slap prior to the Activity especially during Summer, Autumn & Spring Everyone is to wear a hat during the Activity Sunscreen to be applied before & during a walk	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Stop the Group Sit down in a shady spot & apply Sunscreen Get everyone to have a drink Appropriate treatment will be implemented if required

Identified Risk Category	Risk Description	Existing Controls	Rating			Treatment Priority <sup>5</sup>	Action Plan Mitigation Strategy	Responsible Person	Treatment
			Effectiveness of existing controls	Risk Consequences	Risk Likelihood				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: □ What will be done? □ When will it happen?
		& as required							
A student lacks interest in the activity	A Student becomes disinterested in the activity and distracts other students which can lead to injury towards or frustration from the other student/s	Supervision  Student is isolated from the group until he/she is willing to participate in a safe & appropriate manner	Satisfactory  Poor  Unknown	Major  Moderate  Minor  Insignificant	Almost certain  Likely  Unlikely  Rare	High  Medium  Low	Students are to be fully supervised throughout the entire activity	Staff from  Individual  Schools  Sunnystones Staff	Student isolated from others within the group Staff Member talks to student to gain an understanding of their behaviour Student & Staff Member work together to continue & complete the activity
Impatience	Students are impatient during Initiative Games	Students are informed that Initiative Games are fun team activities and that everyone must help & support the entire group throughout the Activity	Satisfactory  Poor  Unknown	Major  Moderate  Minor  Insignificant	Almost certain  Likely  Unlikely  Rare	High  Medium  Low	Students are to be fully supervised throughout the entire activity	Staff from  Individual  Schools  Sunnystones Staff	Students informed that they MUST work together at all times  If students continue to be impatient they will be isolated from the group

## Risk Treatment Priority Table

Use the table below to decide the overall risk rating and represent the priority of the each risk for treatment.

<b>Consequences</b>	Major	<b>A Student becomes lost during the activity</b>			
	Moderate	<b>Sunburn</b>		<b>A Student becomes injured as a result of running</b>	
	Minor	<b>Impatience</b>	<b>A Student falls over on the undulating ground causing injury</b> <b>A student lacks interest in the activity</b>		
	Insignificant				
		Rare	Unlikely	Likely	Almost certain
<b>Likelihood</b>					

<b><i>Treat</i></b>	<b><i>Monitor</i></b>
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## Low ropes risk register

A qualitative measure of consequence or impact has been utilised as follows.

<b>DESCRIPTOR</b>	<b>DETAILS</b>
<b>insignificant</b>	<b>No injuries, low financial loss. Inconsequential or no damage Little or no disruption to public/infrastructure</b>
<b>minor</b>	<b>First aid treatment on site Some damage Some disruption to public Some financial loss</b>
<b>moderate</b>	<b>Medical treatment required Some hospitalisation Insufficient resources (human/material) Moderate damage Moderate disruption to public High financial loss</b>
<b>major</b>	<b>Extensive injuries Significant hospitalisation Fatalities Extensive support/emergency personnel required Significant damage Significant disruption to public Major financial loss</b>

A qualitative measure of the likelihood of the occurrence happening is:-

<b>DESCRIPTOR</b>	<b>DETAILS</b>
<b>Almost certain</b>	<b>The event is expected to occur in most circumstances</b>
<b>Likely</b>	<b>The event will probably occur in most circumstances</b>
<b>Unlikely</b>	<b>The event could occur at some time</b>
<b>Rare</b>	<b>The event will only occur in exceptional circumstances.</b>

**A qualitative measure of risk will be High Risk – Moderate risk and Low risk.  
Based on the likelihood and consequence analysis.**

<b>CONSEQUENCES</b>				
<b>LIKELIHOOD</b>	<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>
<b>Almost certain</b>	<b>M</b>	<b>M</b>	<b>H</b>	<b>H</b>
<b>Likely</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>H</b>
<b>Unlikely</b>	<b>L</b>	<b>L</b>	<b>L</b>	<b>M</b>
<b>Rare</b>	<b>L</b>	<b>L</b>	<b>L</b>	<b>M</b>

<b>Identified Risk Category</b>	<b>Risk Description</b>	<b>Existing Controls</b>	<b>Rating</b>			<b>Treatment Priority<sup>6</sup></b>	<b>Action Plan Mitigation Strategy</b>	<b>Responsible Person</b>	<b>Treatment</b>
			<b>Effectiveness of existing controls</b>	<b>Risk Consequences</b>	<b>Risk Likelihood</b>				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: <input type="checkbox"/> What will be done? <input type="checkbox"/> When will it happen?
A Student becomes lost	During the activity a student goes beyond the boundaries and becomes lost within the Long forest	The boundaries are clearly defined at the beginning of the activity Appropriate staff supervision is implemented.	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	The activity will be stopped immediately Students brought together Appropriate treatment will be implemented School, parents, D of E, Emergency Services & President may be notified

<sup>6</sup> Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority.

Identified Risk Category	Risk Description	Existing Controls	Rating			Treatment Priority <sup>6</sup>	Action Plan Mitigation Strategy	Responsible Person	Treatment
			Effectiveness of existing controls	Risk Consequences	Risk Likelihood				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: □ What will be done? □ When will it happen?
during the activity	A student is lost	It is clearly explained to students that if they are lost they are to:- STOP, SIT DOWN & wait until a staff member finds them	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	The activity will be stopped immediately Students brought together Appropriate treatment will be implemented School, parents, D of E, Emergency Services & President notified
A Student becomes injured as a result of running	Students are excited about participating in the activity and run within the Low Ropes Activity Area – especially when moving from one element to another	During the introduction of the activity it is clearly explained to the students that under no circumstances are they to run during the activity	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Students will be stopped immediately, asked to go back to the previous element & walk Repeat offenders will be isolated and miss out on some Low Rope Element Activities
A Student falls over on the undulating ground causing injury	During the excitement of the activity a student moves about without full consideration for the surrounding & unfamiliar environment	Students are reminded that this is not a competitive activity and that they are to walk at all times They are to be aware of the environment at all times	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Students brought together The student who has fallen will be assisted Appropriate treatment will be implemented
A Student jumps off a Low Ropes Element	During the excitement of completing the activity a student jumps off the Low Ropes Element	During the introduction of the activity it is clearly explained to the students that under no circumstances are they to jump during the activity	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Individual student remind of the NO jumping rule If jumping continues student is isolated from the Low Rope Activities Appropriate treatment will be implemented



Identified Risk Category	Risk Description	Existing Controls	Rating			Treatment Priority <sup>6</sup>	Action Plan Mitigation Strategy	Responsible Person	Treatment
			Effectiveness of existing controls	Risk Consequences	Risk Likelihood				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: □ What will be done? □ When will it happen?
A Student trips over a Low Rope Element	During the excitement of the activity a student moves about without full consideration for the surrounding & unfamiliar environment and accidentally trips over some Low Ropes equipment	Students are reminded that they must be careful when walking in the area and watch out for the activity equipment when walk:- Ropes, Wires, Poles, Tyres 7 other low Rope Equipment	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Students brought together The student who has fallen will be assisted Appropriate treatment will be implemented
A student falls off a Low Ropes Element	During the participation of a Low Ropes Activity a student loses balance or lacks required co-ordination to stay on the activity and falls off	Under no circumstances are students to participate in any Low Ropes Activity without full staff supervision and safety spotters (student and/or staff) supporting their involvement in the Activity	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	The student who has fallen will be assisted Appropriate treatment will be implemented Students brought together & reminded of the safety requirements of participating in the Low Ropes Activities
Inappropriate Spotting Techniques	Inappropriate spotting techniques are implemented while someone is participating in a Low Rope Activity  This may result in an accident or injury to the participating student	Staff are to fully supervise & 'Spot' students at all times Students & Staff are instructed on correct 'Spotting' Techniques & Communications at the Low Ropes introduction Students MUST practice & demonstrate safe 'Spotting' at introduction While student are encouraged to 'Spot' each other on each Low Ropes Element – they 'Spotting' MUST BE fully supported by a School or Sunnystones	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity  Staff MUST spot the safe implementation of each activity by spotting for each individual participant	Staff from Individual Schools Sunnystones Staff	Students who refuse to 'Spot' or are not willing to 'Spot' safely will not participate in any Low Ropes Activity  Students not doing the right thing will be removed from all Low Ropes Activities immediately  Students brought together & reminded of the safety requirements of participating in the Low Ropes Activities  Only students who can be

Identified Risk Category	Risk Description	Existing Controls	Rating			Treatment Priority <sup>6</sup>	Action Plan Mitigation Strategy	Responsible Person	Treatment
			Effectiveness of existing controls	Risk Consequences	Risk Likelihood				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: □ What will be done? □ When will it happen?
		Staff member at all times Students who refuse to 'Spot' or are not willing to 'Spot' safely will not participate in any Low Ropes Activity							trusted will be asked to continue 'Spotting' during the Low Ropes Activity session
Injury during 'Spotting'	A student is injured while 'Spotting' for another student on a Low Ropes Element	Ensure that the 'Spotter' is focused on the participant at all times Ensure that the participant is behaving and completing the activity in a safe manner Ensure that the 'Spotter' & participant are similar in size & weight	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Appropriate treatment will be implemented  Students brought together & reminded of the safety requirements of participating in the Low Ropes Activities
'Spotting' Techniques not introduced	Due to limited time 'Spotting' Techniques are not introduced to the group	Under no circumstances will a group participate in any Low Ropes Element without full safety brief & correct 'Spotting' Technique demonstration & practice – regardless of the experience of School Staff & student	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Sunnystones Staff	If time is limited and a fully safety brief & correct 'Spotting' Techniques cannot not be demonstrated and practiced than the low Ropes Activity will not be offered to the visiting School Group
A student lacks interest in the activity	A Student becomes disinterested in the activity and distracts other students which can lead to injury towards or frustration from the other student/s	Supervision Student is removed from the Low Ropes Activity & isolated from the group/s until he/she is willing to participate in a safe & appropriate manner	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Student isolated from others within the group Staff Member talks to student to gain an understanding of their behaviour Student & Staff Member work together to continue & complete the activity

Identified Risk Category	Risk Description	Existing Controls	Rating			Treatment Priority <sup>6</sup>	Action Plan Mitigation Strategy	Responsible Person	Treatment
			Effectiveness of existing controls	Risk Consequences	Risk Likelihood				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: □ What will be done? □ When will it happen?
Impatience	Students are impatient when waiting for their turn on the Low Ropes Activity	Students are informed that everyone will get an opportunity to participate in all Low Ropes Activities offered Students informed that if they are not participating or 'Spotting' they must wait their turn be remaining seated	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Students informed that they MUST remain seated at all times Seats provided at every Low Ropes Element If students continue to be impatient they will miss out on the Activity and possibly be isolated from the group
Activity Equipment Unsafe	The equipment used to implement the activity is unsafe & may cause injury	Each activity is set up by Sunnystones Staff prior to implementation The activity is fully assessed by Sunnystones Staff during set up If an activity is deemed unsafe or in need of repairs this activity is not presented as part of the Low Ropes Course When not in use activity equipment is stored in a safe place	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Individual Low Rope Elements & Equipment fully inspected by Sunnystones Staff during Activity set up Students are to be fully supervised throughout the entire activity	Sunnystones Staff & annual safety inspections	If an activity is found to be unsafe or in need of repairs / maintenance than this activity will not be set up & presented to students until repairs / maintenance on the activity are completed and the activity is once again safe
Dehydration	A students becomes dehydrated during low ropes	Ensure that there is enough water & food for every individual within the group Stop regularly for water & snacks	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Stop the Group  Get everyone to eat & drink  Appropriate treatment will be implemented if required

<p>Sunburn</p>	<p>Students &amp;/or Staff Members are sunburnt during the activity</p>	<p>All students &amp; staff are reminded to Slip, Slop, Slap prior to a bushwalk especially during Summer, Autumn &amp; Spring</p> <p>Everyone is to wear a hat during activity</p> <p>Sunscreen to be applied before &amp; during a walk &amp; as required</p>	<p>Satisfactory Poor Unknown</p>	<p>Major Moderate Minor Insignificant</p>	<p>Almost certain Likely Unlikely Rare</p>	<p>High Medium Low</p>	<p>Students are to be fully supervised throughout the entire activity</p>	<p>Staff from Individual Schools Sunnystones Staff</p>	<p>Stop the Group</p> <p>Sit down in a shady spot &amp; apply Sunscreen</p> <p>Get everyone to eat &amp; drink</p> <p>Appropriate treatment will be implemented if required</p>
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## Risk Treatment Priority Table

Use the table below to decide the overall risk rating and represent the priority of the each risk for treatment.

<b>Consequences</b>	Major	<b>A Student becomes lost during the activity</b> <b>Activity Equipment Unsafe</b>			
	Moderate	<b>'Spotting' Techniques not introduced</b> <b>Sunburn</b> <b>Dehydration</b>		<b>A Student becomes injured as a result of running</b> <b>A Student jumps off a Low Ropes Element</b> <b>A student falls off a Low Ropes Element</b> <b>Inappropriate Spotting techniques</b>	
	Minor	<b>Impatience</b> <b>Injury during 'Spotting'</b>	<b>A Student trips over a Low Rope Element</b> <b>A student lacks interest in the activity</b>	<b>A Student falls over on the undulating ground causing injury</b>	
	Insignificant				
	Rare	Unlikely	Likely	Almost certain	
<b>Likelihood</b>					

<b>Treat</b>	<b>Monitor</b>
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## **NIGHT WALK RISK REGISTER**

**A qualitative measure of consequence or impact has been utilised as follows.**

<b>DESCRIPTOR</b>	<b>DETAILS</b>
<b>insignificant</b>	<b>No injuries, low financial loss. Inconsequential or no damage Little or no disruption to public/infrastructure</b>
<b>minor</b>	<b>First aid treatment on site Some damage Some disruption to public Some financial loss</b>
<b>moderate</b>	<b>Medical treatment required Some hospitalisation Insufficient resources (human/material) Moderate damage Moderate disruption to public High financial loss</b>
<b>major</b>	<b>Extensive injuries Significant hospitalisation Fatalities Extensive support/emergency personnel required Significant damage Significant disruption to public Major financial loss</b>

**A qualitative measure of the likelihood of the occurrence happening is:-**

<b>DESCRIPTOR</b>	<b>DETAILS</b>
<b>Almost certain</b>	<b>The event is expected to occur in most circumstances</b>
<b>Likely</b>	<b>The event will probably occur in most circumstances</b>
<b>Unlikely</b>	<b>The event could occur at some time</b>
<b>Rare</b>	<b>The event will only occur in exceptional circumstances.</b>

**A qualitative measure of risk will be High Risk – Moderate risk and Low risk.  
Based on the likelihood and consequence analysis.**

<b>CONSEQUENCES</b>				
<b>LIKELIHOOD</b>	<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>
<b>Almost certain</b>	<b>M</b>	<b>M</b>	<b>H</b>	<b>H</b>
<b>Likely</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>H</b>
<b>Unlikely</b>	<b>L</b>	<b>L</b>	<b>L</b>	<b>M</b>
<b>Rare</b>	<b>L</b>	<b>L</b>	<b>L</b>	<b>M</b>

**REMEMBER: That while this Risk Management Plan identifies Risks in relation to student participation they also apply to staff in all 'Identified Risk Categories.'**

<b>Identified Risk Category</b>	<b>Risk Description</b>	<b>Existing Controls</b>	<b>Rating</b>			<b>Treatment Priority<sup>7</sup></b>	<b>Action Plan Mitigation Strategy</b>	<b>Responsible Person</b>	<b>Treatment</b>
			<b>Effectiveness of existing controls</b>	<b>Risk Consequences</b>	<b>Risk Likelihood</b>				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: <input type="checkbox"/> What will be done? <input type="checkbox"/> When will it happen?
A Student becomes lost during the activity	During the activity a student goes off the track and becomes lost within the Long Forest	At the beginning of the walk students are informed to <b>NEVER</b> walk off the track A Staff Member is assigned as Leader & one as Whip – students stay between Leader & Whip	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	The activity will be stopped immediately Students brought together Appropriate treatment will be implemented Search Initiated If required school, parents, D of E, Emergency Services & President notified

Identified Risk Category	Risk Description	Existing Controls	Rating			Treatment Priority <sup>7</sup>	Action Plan Mitigation Strategy	Responsible Person	Treatment
			Effectiveness of existing controls	Risk Consequences	Risk Likelihood				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: □ What will be done? □ When will it happen?
	A student is lost	It is clearly explained to students that if they are lost they are to:- STOP, SIT DOWN and call out they can until a staff member finds them	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	The activity will be stopped immediately Students brought together Appropriate treatment will be implemented Search Initiated School, parents, D of E, Emergency Services & President notified
A Student becomes injured as a result of running	Students decide it is a good idea to run during a Night Walk – maybe they have found something interesting, the end is in sight or they want to race	During the activity instruction it is clearly explained to the students that under no circumstances are they to run during the Night Walk	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	The activity will be stopped immediately Students brought together Appropriate treatment will be implemented If required school, parents, D of E, Emergency Services & President notified
A Student falls over on the undulating ground causing injury	During the excitement of the activity a student moves about without full consideration for the surrounding & unfamiliar environment	Students are reminded that they are in a State Forest & on Bush Tracks and they are to walk at all times They are to be aware of the environment at all times	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Students will be stopped immediately Appropriate treatment will be implemented Student isolated from the group & under strict staff supervision if they continue to run
Changes in the Weather	While participating in a Night Walk the weather suddenly changes & has a direct impact on the Night Walk experience	Sunnystones Staff <b>MUST</b> have current knowledge of weather forecasts Groups <b>MUST BE</b> adequately prepared for a variety of weather conditions during their Night Walk ie Wet Weather Gear, Good	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity  Staff check students prior to departure to ensure they are adequately	Staff from Individual Schools Sunnystones Staff	If the weather changes during a Night Walk:- Keep the Group together, Prepare the Group Early, Find Shelter if necessary, Consider Escape Routes, Sunnystones Staff to locate vehicle if necessary, Continue to Walk,



Identified Risk Category	Risk Description	Existing Controls	Rating			Treatment Priority <sup>7</sup>	Action Plan Mitigation Strategy	Responsible Person	Treatment
			Effectiveness of existing controls	Risk Consequences	Risk Likelihood				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: □ What will be done? □ When will it happen?
		Shoes, Food, Water Sunnystones Staff & School Staff carry 1 <sup>st</sup> Aid Kits on <b>ALL</b> Night Walks					equipped		Appropriate treatment will be implemented if required Return to Camp ASAP
Hypothermia	Students &/or Staff Members experience hypothermia	Assess weather conditions Ensure everyone within the group is adequately equipped for the walk Monitor the Group throughout the walk Carry appropriate 1 <sup>st</sup> Aid equipment	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Stop the Group Remove the entire group from the Weather Elements ASAP Get everyone to eat, drink and rewarm Assess, monitor, protect & treat patient Appropriate treatment will be implemented if required
A student lacks interest in the activity	A Student becomes disinterested in the activity and distracts other students which can lead to injury towards or frustration from the other student/s	Supervision Student is isolated from the group until he/she is willing to participate in a safe & appropriate manner	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Student isolated from others within the group Staff Member talks to student to gain an understanding of their behaviour Student & Staff Member work together to continue & complete the activity
Impatience	Students are impatient during the Night Walk	Students are informed that Night Walking is a team activity and that everyone must help & support the entire group throughout the walk	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Blackwood Staff	Students informed that they <b>MUST</b> walk & work together at all times If students continue to be impatient they will be isolated from the group

Identified Risk Category	Risk Description	Existing Controls	Rating			Treatment Priority <sup>7</sup>	Action Plan Mitigation Strategy	Responsible Person	Treatment
			Effectiveness of existing controls	Risk Consequences	Risk Likelihood				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: <input type="checkbox"/> What will be done? <input type="checkbox"/> When will it happen?
Counting Students	It is difficult trying to perform student head counts during the Night Walk without shining torches in peoples eyes affecting their night vision	Head checks are performed before leaving and upon return	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	The activity will be stopped immediately Students brought together Appropriate treatment will be implemented Search Initiated If required school, parents, D of E, Emergency Services & President notified

## Risk Treatment Priority Table

Use the table below to decide the overall risk rating and represent the priority of the each risk for treatment.

<b>Consequences</b>	Major	<b>A Student becomes lost during the activity</b>  <b>Bushfires</b>  <b>A Mine Shaft Injury</b>  <b>Snakebite</b>			
	Moderate	<b>Hypothermia</b>		<b>Changes in the Weather</b>	
	Minor	<b>Impatience</b>  <b>Counting Students</b>	<b>A Student becomes injured as a result of running</b>  <b>A Student falls over on the undulating ground causing injury</b>  <b>A student lacks interest in the activity</b>		
	Insignificant				
		Rare	Unlikely	Likely	Almost certain
<b>Likelihood</b>					

<b><i>Treat</i></b>	<b><i>Monitor</i></b>
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# **SURVIVAL GAME RISK REGISTER**

**A qualitative measure of consequence or impact has been utilised as follows.**

<b>DESCRIPTOR</b>	<b>DETAILS</b>
<b>insignificant</b>	<b>No injuries, low financial loss. Inconsequential or no damage Little or no disruption to public/infrastructure</b>
<b>minor</b>	<b>First aid treatment on site Some damage Some disruption to public Some financial loss</b>
<b>moderate</b>	<b>Medical treatment required Some hospitalisation Insufficient resources (human/material) Moderate damage Moderate disruption to public High financial loss</b>
<b>major</b>	<b>Extensive injuries Significant hospitalisation Fatalities Extensive support/emergency personnel required Significant damage Significant disruption to public Major financial loss</b>

**A qualitative measure of the likelihood of the occurrence happening is:-**

<b>DESCRIPTOR</b>	<b>DETAILS</b>
<b>Almost certain</b>	<b>The event is expected to occur in most circumstances</b>
<b>Likely</b>	<b>The event will probably occur in most circumstances</b>
<b>Unlikely</b>	<b>The event could occur at some time</b>
<b>Rare</b>	<b>The event will only occur in exceptional circumstances.</b>

**A qualitative measure of risk will be High Risk – Moderate risk and Low risk.  
Based on the likelihood and consequence analysis.**

<b>CONSEQUENCES</b>				
<b>LIKELIHOOD</b>	<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>
<b>Almost certain</b>	<b>M</b>	<b>M</b>	<b>H</b>	<b>H</b>
<b>Likely</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>H</b>
<b>Unlikely</b>	<b>L</b>	<b>L</b>	<b>L</b>	<b>M</b>
<b>Rare</b>	<b>L</b>	<b>L</b>	<b>L</b>	<b>M</b>

**REMEMBER: That while this Risk Management Plan identifies Risks in relation to student participation they also apply to staff in all ‘Identified Risk Categories’**

<b>Identified Risk Category</b>	<b>Risk Description</b>	<b>Existing Controls</b>	<b>Rating</b>			<b>Treatment Priority<sup>8</sup></b>	<b>Action Plan Mitigation Strategy</b>	<b>Responsible Person</b>	<b>Treatment</b>
			<b>Effectiveness of existing controls</b>	<b>Risk Consequences</b>	<b>Risk Likelihood</b>				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: □ What will be done? □ When will it happen?
A Student becomes lost	During the activity a student goes beyond the boundaries and becomes lost within the long Forest	The boundaries are clearly defined at the beginning of the activity Appropriate staff supervision is implemented.	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	The activity will be stopped immediately Students brought together Appropriate treatment will be implemented If required school, parents, D of E, Emergency Services & President notified

<sup>8</sup> Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority.

Identified Risk Category	Risk Description	Existing Controls	Rating			Treatment Priority <sup>8</sup>	Action Plan Mitigation Strategy	Responsible Person	Treatment
			Effectiveness of existing controls	Risk Consequences	Risk Likelihood				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: □ What will be done? □ When will it happen?
during the activity	A student is lost	It is clearly explained to students that if they are lost they are to:- STOP, SIT DOWN & blow the Whistle until a staff member finds them	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	The activity will be stopped immediately Students brought together Appropriate treatment will be implemented School, parents, D of E, Emergency Services & President notified
A Student becomes injured as a result of running	Students see the activity as a competition or become excited and begin to run throughout the activity	During the activity instruction it is clearly explained to the students that under no circumstances are they to run during the activity	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	The activity will be stopped immediately Students brought together Appropriate treatment will be implemented If required school, parents, D of E, Emergency Services & President notified
A student lacks interest in the activity	A Student becomes disinterested in the activity and distracts other students which can lead to injury towards or frustration from the other student/s	Supervision Student is removed from working with other students & given one – on – one supervision & activity instruction	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Student isolated from others within the group Staff Member talks to student to gain an understanding of their behaviour Student & Staff Member work together to continue & complete the activity
A Student falls over on the undulating ground causing injury	During the excitement of the activity a student moves about without full consideration for the surrounding & unfamiliar environment	Students are reminded that they are to walk at all times They are to be aware of the environment at all times	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	The activity will be stopped immediately Students brought together Appropriate treatment will be implemented If required school, parents, D of E, Emergency Services & President notified

Identified Risk Category	Risk Description	Existing Controls	Rating			Treatment Priority <sup>8</sup>	Action Plan Mitigation Strategy	Responsible Person	Treatment
			Effectiveness of existing controls	Risk Consequences	Risk Likelihood				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: □ What will be done? □ When will it happen?
Dehydration	A student becomes dehydrated during survival game	Ensure that there is enough water & food for every individual within the group Stop regularly for water & snacks	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Stop the Group Get everyone to eat & Drink Appropriate treatment will be implemented if required
Impatience	Students are impatient during survival game	Students are informed that Bushwalking is a team activity and that everyone must help & support the entire group throughout the walk	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Students informed that they MUST listen, play by the rules at all times If students continue to be impatient they will be isolated from the group
Snake Bite	Student/s &/or Staff Member/s are bitten by a snake	Talk to the group about the possibility of snakes in the area Enforce that no-one is to leave the track at any stage Students paired up	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Stop the Group Remove the entire group from the immediate area Assess, monitor, protect & treat patient Appropriate treatment will be implemented if required School, parents, D of E, Emergency Services & President notified
Sunburn	Students &/or Staff Members are sunburnt during the activity	All students & staff are reminded to Slip, Slop, Slap prior to a bushwalk especially during Summer, Autumn & Spring Everyone is to wear a hat during a bushwalk	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Stop the Group Sit down in a shady spot & apply Sunscreen Get everyone to eat & drink Appropriate

		Sunscreen to be applied before & during a walk & as required								treatment will be implemented if required
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## Risk Treatment Priority Table

Use the table below to decide the overall risk rating and represent the priority of the each risk for treatment.

<b>Consequences</b>	Major		<b>A Student becomes lost during the activity</b>		
	Moderate				
	Minor		<b>A Student becomes injured as a result of running</b> <b>A Student falls over on the undulating ground causing injury</b> <b>A mine shaft injury</b>	<b>A student lacks interest in the activity</b>	
	Insignificant				
		Rare	Unlikely	Likely	Almost certain
<b>Likelihood</b>					

<b><i>Treat</i></b>	<b><i>Monitor</i></b>
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# **TREASURE HUNT RISK REGISTER**

**A qualitative measure of consequence or impact has been utilised as follows.**

<b>DESCRIPTOR</b>	<b>DETAILS</b>
<b>insignificant</b>	<b>No injuries, low financial loss. Inconsequential or no damage Little or no disruption to public/infrastructure</b>
<b>minor</b>	<b>First aid treatment on site Some damage Some disruption to public Some financial loss</b>
<b>moderate</b>	<b>Medical treatment required Some hospitalisation Insufficient resources (human/material) Moderate damage Moderate disruption to public High financial loss</b>
<b>major</b>	<b>Extensive injuries Significant hospitalisation Fatalities Extensive support/emergency personnel required Significant damage Significant disruption to public Major financial loss</b>

**A qualitative measure of the likelihood of the occurrence happening is:-**

<b>DESCRIPTOR</b>	<b>DETAILS</b>
<b>Almost certain</b>	<b>The event is expected to occur in most circumstances</b>
<b>Likely</b>	<b>The event will probably occur in most circumstances</b>
<b>Unlikely</b>	<b>The event could occur at some time</b>
<b>Rare</b>	<b>The event will only occur in exceptional circumstances.</b>

**A qualitative measure of risk will be High Risk – Moderate risk and Low risk.  
Based on the likelihood and consequence analysis.**

<b>CONSEQUENCES</b>				
<b>LIKELIHOOD</b>	<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>
<b>Almost certain</b>	<b>M</b>	<b>M</b>	<b>H</b>	<b>H</b>
<b>Likely</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>H</b>
<b>Unlikely</b>	<b>L</b>	<b>L</b>	<b>L</b>	<b>M</b>
<b>Rare</b>	<b>L</b>	<b>L</b>	<b>L</b>	<b>M</b>

**REMEMBER: That while this Risk Management Plan identifies Risks in relation to student participation they also apply to staff in all ‘Identified Risk Categories’**

<b>Identified Risk Category</b>	<b>Risk Description</b>	<b>Existing Controls</b>	<b>Rating</b>			<b>Treatment Priority<sup>9</sup></b>	<b>Action Plan Mitigation Strategy</b>	<b>Responsible Person</b>	<b>Treatment</b>
			<b>Effectiveness of existing controls</b>	<b>Risk Consequences</b>	<b>Risk Likelihood</b>				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: <input type="checkbox"/> What will be done? <input type="checkbox"/> When will it happen?
	During the activity a student goes beyond the boundaries and becomes lost within the township of Blackwood or the Wombat State Forest	The boundaries are clearly defined at the beginning of the activity Appropriate staff supervision is implemented.	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Blackwood Staff	The activity will be stopped immediately Students brought together Appropriate treatment will be implemented If required school, parents, D of E, Emergency Services & President notified

<sup>9</sup> Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority.

Identified Risk Category	Risk Description	Existing Controls	Rating			Treatment Priority <sup>9</sup>	Action Plan Mitigation Strategy	Responsible Person	Treatment
			Effectiveness of existing controls	Risk Consequences	Risk Likelihood				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: □ What will be done? □ When will it happen?
A Student becomes lost during the activity	A student is lost	It is clearly explained to students that if they are lost they are to:- STOP, SIT DOWN & blow the Whistle on the Compass until a staff member finds them	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Blackwood Staff	The activity will be stopped immediately Students brought together Appropriate treatment will be implemented School, parents, D of E, Emergency Services & President notified
	During the advanced Orienteering Courses a student becomes disorientated and wanders into the Wombat State Forest	Students are informed that if they hit the dirt road they are lost & MUST STOP & wait for a staff member Staff accompany all orienteering groups OR Staff patrol the clearly defined perimeter (dirt roads) to stop students going beyond the road	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Blackwood Staff	The activity will be stopped immediately Students brought inside Appropriate treatment will be implemented School, parents, D of E, Emergency Services & President notified
A Student becomes injured as a result of running	Students see the activity as a competition or become excited and begin to run throughout the activity	During the activity instruction it is clearly explained to the students that under no circumstances are they to run during the activity	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Blackwood Staff	The activity will be stopped immediately Students brought together Appropriate treatment will be implemented If required school, parents, D of E, Emergency Services & President notified
A student lacks interest in the activity	A Student becomes disinterested in the activity and distracts other students which can lead to injury towards or frustration from the other student/s	Supervision Student is removed from working with other students & given one – on – one supervision & activity instruction	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Blackwood Staff	Student isolated from others within the group Staff Member talks to student to gain an understanding of their behaviour Student & Staff Member

Identified Risk Category	Risk Description	Existing Controls	Rating			Treatment Priority <sup>9</sup>	Action Plan Mitigation Strategy	Responsible Person	Treatment
			Effectiveness of existing controls	Risk Consequences	Risk Likelihood				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: □ What will be done? □ When will it happen?
									work together to continue & complete the activity
A Student falls over on the undulating ground causing injury	During the excitement of the activity a student moves about without full consideration for the surrounding & unfamiliar environment	Students are reminded that this is not a competitive activity and that they are to walk at all times They are to be aware of the environment at all times	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Blackwood Staff	The activity will be stopped immediately Students brought together Appropriate treatment will be implemented If required school, parents, D of E, Emergency Services & President notified
A mine shaft injury on the Orienteering Hill	A Student injures themselves while Orienteering by investigating an old mine shaft	Students are informed that mine shafts do exist on the Orienteering Hill & under no circumstances are they to enter or explore any shafts	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Blackwood Staff	The activity will be stopped immediately Students brought together Appropriate treatment will be implemented If required school, parents, D of E, Emergency Services & President notified

## Risk Treatment Priority Table

Use the table below to decide the overall risk rating and represent the priority of the each risk for treatment.

<b>Consequences</b>	Major		<b>A Student becomes lost during the activity</b>		
	Moderate				
	Minor		<b>A Student becomes injured as a result of running</b> <b>A Student falls over on the undulating ground causing injury</b> <b>A mine shaft injury</b>	<b>A student lacks interest in the activity</b>	
	Insignificant				
		Rare	Unlikely	Likely	Almost certain
<b>Likelihood</b>					

<b><i>Treat</i></b>	<b><i>Monitor</i></b>
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# **CANOEING RISK ASSESSMENT**

**A qualitative measure of consequence or impact has been utilised as follows.**

<b>DESCRIPTOR</b>	<b>DETAILS</b>
<b>insignificant</b>	<b>No injuries, low financial loss. Inconsequential or no damage Little or no disruption to public/infrastructure</b>
<b>minor</b>	<b>First aid treatment on site Some damage Some disruption to public Some financial loss</b>
<b>moderate</b>	<b>Medical treatment required Some hospitalisation Insufficient resources (human/material) Moderate damage Moderate disruption to public High financial loss</b>
<b>major</b>	<b>Extensive injuries Significant hospitalisation Fatalities Extensive support/emergency personnel required Significant damage Significant disruption to public Major financial loss</b>

**A qualitative measure of the likelihood of the occurrence happening is:-**

<b>DESCRIPTOR</b>	<b>DETAILS</b>
<b>Almost certain</b>	<b>The event is expected to occur in most circumstances</b>
<b>Likely</b>	<b>The event will probably occur in most circumstances</b>
<b>Unlikely</b>	<b>The event could occur at some time</b>
<b>Rare</b>	<b>The event will only occur in exceptional circumstances.</b>

**A qualitative measure of risk will be High Risk – Moderate risk and Low risk.  
Based on the likelihood and consequence analysis.**

<b>CONSEQUENCES</b>				
<b>LIKELIHOOD</b>	<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>
<b>Almost certain</b>	<b>M</b>	<b>M</b>	<b>H</b>	<b>H</b>
<b>Likely</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>H</b>
<b>Unlikely</b>	<b>L</b>	<b>L</b>	<b>L</b>	<b>M</b>
<b>Rare</b>	<b>L</b>	<b>L</b>	<b>L</b>	<b>M</b>

**REMEMBER: That while this Risk Management Plan identifies Risks in relation to student participation they also apply to staff in all 'Identified Risk Categories.'**

<b>Identified Risk Category</b>	<b>Risk Description</b>	<b>Existing Controls</b>	<b>Rating</b>			<b>Treatment Priority<sup>10</sup></b>	<b>Action Plan Mitigation Strategy</b>	<b>Responsible Person</b>	<b>Treatment</b>
			<b>Effectiveness of existing controls</b>	<b>Risk Consequences</b>	<b>Risk Likelihood</b>				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: <input type="checkbox"/> What will be done? <input type="checkbox"/> When will it happen?
A Student becomes injured as a result of running	Students decide it is a good idea to run to and/or from the canoeing Location  Students run around the area where canoeing is being implemented	During the welcome briefing it is clearly explained to the students that under no circumstances are they to run around while in the surrounding area	Satisfactory  Poor  Unknown	Major  Moderate  Minor  Insignificant	Almost certain  Likely  Unlikely  Rare	High  Medium  Low	Students are to be fully supervised at all times	Staff from Individual Schools  Sunnystonea Staff	The activity will be stopped immediately Students brought together Appropriate treatment will be implemented If required school, parents, D of E, Emergency Services & President notified

<sup>10</sup> Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority.



Identified Risk Category	Risk Description	Existing Controls	Rating			Treatment Priority <sup>10</sup>	Action Plan Mitigation Strategy	Responsible Person	Treatment
			Effectiveness of existing controls	Risk Consequences	Risk Likelihood				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: □ What will be done? □ When will it happen?
A Student falls over on the undulating ground causing injury	During the excitement of the activity a student moves about without full consideration for the surrounding & unfamiliar environment	Students are reminded that they are to be aware of the environment at all times	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Students will be stopped immediately Appropriate treatment will be implemented Student isolated from the group & under strict staff supervision if they continue to run
Changes in the Weather	While participating in the Activity the weather suddenly changes & has a direct impact on the implementation of the Activity	Sunnystones Staff <b>MUST</b> have current knowledge of weather forecasts Groups <b>MUST BE</b> adequately prepared for a variety of weather conditions Sunnystones Staff carry 1 <sup>st</sup> Aid Kits on <b>ALL</b> Bushwalks	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	If the weather changes during a the Activity:- The Activity will be postponed and an alternative Activity implemented
Students injured by incorrect technique	Students use incorrect technique paddling resulting in them hurting their arms/body	Students briefed on possible dangers of incorrect paddle use.  Correct paddling technique is re-visited	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Talk to the individual student  Train the individual on correct technique  Re-visit correct technique with the entire group Stop the Group
Sunburn	Students &/or Staff Members are sunburnt during the activity	All students & staff are reminded to Slip, Slop, Slap prior to the activity especially during Summer, Autumn & Spring Everyone is to wear a hat Sunscreen to be applied before & during the	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Sit down in a shady spot & apply Sunscreen  Get everyone to eat & drink  Appropriate treatment will

Identified Risk Category	Risk Description	Existing Controls	Rating			Treatment Priority <sup>10</sup>	Action Plan Mitigation Strategy	Responsible Person	Treatment
			Effectiveness of existing controls	Risk Consequences	Risk Likelihood				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: □ What will be done? □ When will it happen?
		activity & as required							be implemented if required
A student lacks interest in the activity	A Student becomes disinterested in the activity and distracts other students which can lead to injury towards or frustration from the other student/s	Supervision Student is isolated from the group until he/she is willing to participate in a safe & appropriate manner	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Student isolated from others within the group Staff Member talks to student to gain an understanding of their behaviour Student & Staff Member work together to continue & complete the activity
Impatience	Students are impatient during the activity  Non-participating students will not remain seated	Students reminded of the safety rules & guidelines  Student participation limited or removed	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Students reminded of the rules and guidelines of the activity  If students continue to be impatient they will be isolated from the group and participation
Student capsizes	Students capsize a canoe and are tipped into the water, which can lead to initial stress upon entry to the water. Possible hospitalisation from extended periods underwater are unlikely.	Students are briefed on correct techniques and what to do in case of capsize. Exit canoe and stand up/float with assistance of pfd.	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Students assisted by group leader to stand up in the water and swim/walk to the edge.
Dehydration	A student becomes dehydrated during a canoeing	Ensure that there is enough water & food for every individual within the group  Stop regularly for water & snacks	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Stop the Group Get everyone to eat & Drink Appropriate treatment will be implemented if required

## Risk Treatment Priority Table

Use the table below to decide the overall risk rating and represent the priority of the each risk for treatment.

<b>Consequences</b>	Major	<b>Student capsizes – underwater.</b>			
	Moderate	<b>Sunburn</b>		<b>Changes in the Weather</b>	
	Minor	<b>Impatience</b>	<b>A Student becomes injured as a result of running</b> <b>A Student falls over on the undulating ground causing injury</b> <b>A student lacks interest in the activity</b>	<b>Student injured by incorrect paddle technique</b>	
	Insignificant				
		Rare	Unlikely	Likely	Almost certain
<b>Likelihood</b>					

<b><i>Treat</i></b>	<b><i>Monitor</i></b>
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# **RAFT BUILDING RISK ASSESSMENT**

**A qualitative measure of consequence or impact has been utilised as follows.**

<b>DESCRIPTOR</b>	<b>DETAILS</b>
<b>insignificant</b>	<b>No injuries, low financial loss. Inconsequential or no damage Little or no disruption to public/infrastructure</b>
<b>minor</b>	<b>First aid treatment on site Some damage Some disruption to public Some financial loss</b>
<b>moderate</b>	<b>Medical treatment required Some hospitalisation Insufficient resources (human/material) Moderate damage Moderate disruption to public High financial loss</b>
<b>major</b>	<b>Extensive injuries Significant hospitalisation Fatalities Extensive support/emergency personnel required Significant damage Significant disruption to public Major financial loss</b>

**A qualitative measure of the likelihood of the occurrence happening is:-**

<b>DESCRIPTOR</b>	<b>DETAILS</b>
<b>Almost certain</b>	<b>The event is expected to occur in most circumstances</b>
<b>Likely</b>	<b>The event will probably occur in most circumstances</b>
<b>Unlikely</b>	<b>The event could occur at some time</b>
<b>Rare</b>	<b>The event will only occur in exceptional circumstances.</b>

**A qualitative measure of risk will be High Risk – Moderate risk and Low risk.  
Based on the likelihood and consequence analysis.**

<b>CONSEQUENCES</b>				
<b>LIKELIHOOD</b>	<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>
<b>Almost certain</b>	<b>M</b>	<b>M</b>	<b>H</b>	<b>H</b>
<b>Likely</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>H</b>
<b>Unlikely</b>	<b>L</b>	<b>L</b>	<b>L</b>	<b>M</b>
<b>Rare</b>	<b>L</b>	<b>L</b>	<b>L</b>	<b>M</b>

**REMEMBER: That while this Risk Management Plan identifies Risks in relation to student participation they also apply to staff in all 'Identified Risk Categories.'**

<b>Identified Risk Category</b>	<b>Risk Description</b>	<b>Existing Controls</b>	<b>Rating</b>			<b>Treatment Priority<sup>11</sup></b>	<b>Action Plan Mitigation Strategy</b>	<b>Responsible Person</b>	<b>Treatment</b>
			<b>Effectiveness of existing controls</b>	<b>Risk Consequences</b>	<b>Risk Likelihood</b>				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: <input type="checkbox"/> What will be done? <input type="checkbox"/> When will it happen?
A Student becomes injured as a result of running	Students decide it is a good idea to run to and/or from the canoeing Location  Students run around the area where canoeing is being implemented	During the welcome briefing it is clearly explained to the students that under no circumstances are they to run around while in the surrounding area	Satisfactory  Poor  Unknown	Major  Moderate  Minor  Insignificant	Almost certain  Likely  Unlikely  Rare	High  Medium  Low	Students are to be fully supervised at all times	Staff from Individual Schools  Sunnystonea Staff	The activity will be stopped immediately Students brought together Appropriate treatment will be implemented If required school, parents, D of E, Emergency Services & President notified

<sup>11</sup> Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority.

Identified Risk Category	Risk Description	Existing Controls	Rating			Treatment Priority <sup>11</sup>	Action Plan Mitigation Strategy	Responsible Person	Treatment
			Effectiveness of existing controls	Risk Consequences	Risk Likelihood				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: □ What will be done? □ When will it happen?
A Student falls over on the undulating ground/raft building materials causing injury	During the excitement of the activity a student moves about without full consideration for the surrounding & unfamiliar environment	Students are reminded that they are to be aware of the environment at all times	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Students will be stopped immediately Appropriate treatment will be implemented Student isolated from the group & under strict staff supervision if they continue to run
Changes in the Weather	While participating in the Activity the weather suddenly changes & has a direct impact on the implementation of the Activity	Sunnystones Staff <b>MUST</b> have current knowledge of weather forecasts Groups <b>MUST BE</b> adequately prepared for a variety of weather conditions Sunnystones Staff carry 1 <sup>st</sup> Aid Kits on <b>ALL</b> Bushwalks	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	If the weather changes during a the Activity:- The Activity will be postponed and an alternative Activity implemented
Sunburn	Students &/or Staff Members are sunburnt during the activity	All students & staff are reminded to Slip, Slop, Slap prior to the activity especially during Summer, Autumn & Spring Everyone is to wear a hat Sunscreen to be applied before & during the activity & as required	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Stop the Group Sit down in a shady spot & apply Sunscreen Get everyone to eat & drink Appropriate treatment will be implemented if required
A student lacks interest in the activity	A Student becomes disinterested in the activity and distracts other students which can lead to injury towards or frustration from	Supervision Student is isolated from the group until he/she is willing to participate in a safe & appropriate	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Student isolated from others within the group Staff Member talks to student to gain an understanding of their behaviour

Identified Risk Category	Risk Description	Existing Controls	Rating			Treatment Priority <sup>11</sup>	Action Plan Mitigation Strategy	Responsible Person	Treatment
			Effectiveness of existing controls	Risk Consequences	Risk Likelihood				
What is the risk area, activity, event, situation or parameters?	Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	Plan to be implemented to minimise risk	Who is responsible to minimise & manage risk if situation arises?	For those risks requiring treatment in addition to the existing controls. List: □ What will be done? □ When will it happen?
	the other student/s	manner			Rare				Student & Staff Member work together to continue & complete the activity
Impatience	Students are impatient during the activity  Non-participating students will not remain seated	Students reminded of the safety rules & guidelines  Student participation limited or removed	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Students reminded of the rules and guidelines of the activity  If students continue to be impatient they will be isolated from the group and participation
Raft capsize	Students capsize a canoe and are tipped into the water, which can lead to initial stress upon entry to the water. Possible hospitalisation from extended periods underwater is unlikely.	Students are briefed on correct techniques and what to do in case of capsize. Exit raft area and stand up/float with assistance of pfd.	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	Students assisted by group leader to stand up in the water and swim/walk to the edge.
Rope burn	Getting a hand caught or burnt by the rope by improperly handling rope.	Teaching students how to tie ropes down effectively without damaging or jamming hands.	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	Students are to be fully supervised throughout the entire activity	Staff from Individual Schools Sunnystones Staff	In the unlikely event that children aren't understanding or injuring themselves.  Activity will be stopped and groups restructured.  If injuries keep happening groups will be stopped.

## Risk Treatment Priority Table

Use the table below to decide the overall risk rating and represent the priority of the each risk for treatment.

<b>Consequences</b>	Major	<b>Raft capsize – underwater.</b>			
	Moderate	<b>Sunburn</b>		<b>Changes in the Weather</b>	
	Minor	<b>Impatience</b>	<b>A Student becomes injured as a result of running</b>  <b>A Student falls over on the undulating ground/raft building materials causing injury</b>  <b>A student lacks interest in the activity</b>		
	Insignificant				
		Rare	Unlikely	Likely	Almost certain
<b>Likelihood</b>					

<b><i>Treat</i></b>	<b><i>Monitor</i></b>
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