

RISK MANAGEMENT PLAN

Adventures Beyond Group Pty Ltd (Adventures Beyond Trust)

Adventures Beyond Pty Ltd

Surf & Sun Pty Ltd (Surf School Trust)

Beyond the Classroom SA

Beyond the Classroom Adventures

Off the Bluff

Fleurieu Adventures

Willow Creek Adventure Camp

Narnu Farm

Camp Illawonga

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ABG Policies are based on the Australian Adventure Activity Standards.

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Identification, Evaluation and Analysis of Risk

This risk assessment matrix has been used as a guide to assess the inherent risk level for all camp/program activities.

Risk Likelihood	Consequence of Risk				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
5 Almost Certain	Medium	High	High	Extreme	Extreme
4 Likely	Medium	Medium	High	High	Extreme
3 Possible	Low	Medium	Medium	High	High
2 Unlikely	Low	Medium	Medium	Medium	High
1 Rare	Low	Low	Low	Medium	Medium

Risk Likelihood		
Level	Descriptor	Description
5	Almost certain	Is expected to occur in most circumstances
4	Likely	Will probably occur in most circumstances
3	Possible	Might occur at some time
2	Unlikely	Could occur at some time
1	Rare	May occur in exceptional circumstances

Risk Consequences		
Level	Descriptor	Description
5	Critical	Death, huge loss
4	Major	Extensive injuries, major loss
3	Moderate	Medical treatment required high loss
2	Minor	First Aid treatment, medium loss
1	Insignificant	No injuries, low loss

Level of Risk:

Low	Medium	High	Extreme
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The 'Level of Risk' is determined by calculating together the 'Risk Likelihood' and the 'Consequence of the Risk'.

For example: A risk that is 'Likely' to occur (4) and has 'Major' consequences (4), has the 'Risk Level' of 16 (4 x 4 = 16). This evaluation determines the Risk Level as 'High'.

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Risks relevant to all camp/program activities

Group Activities					
Activity examples - Amazing Race, Team Challenges, Team Fun, Pioneer Games, Beach Olympics, Aqueduct, Scavenger Hunts, Rob the Nest, Bugs Life					
Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Equipment failure due to <ul style="list-style-type: none"> ● improper use ● faulty / damaged equipment 	Possible	Minor	Medium	Activity facilitators all trained in selection, use, inspection, care & maintenance of activity equipment. Activity facilitators perform checks of equipment prior to each activity. Participants briefed on proper use of equipment. All equipment clearly stored and labelled for activity intended for. Equipment regularly inspected and maintained and retired according to manufacturer instructions. Equipment used is certified by the manufacturer as suitable for use. Equipment is cleaned after use and stored appropriately ready for the next session.	Low
Items damaged or broken as not stored/secured correctly	Possible	Minor	Medium	Ensure staff are well informed on how to store and secure items correctly in vehicles, trailers and storage facilities.	Low
Slipping/tripping walking up to or around the activity area	Possible	Minor	Medium	Area is checked for potential dangers and obstacles by staff prior to set up of activity. Area cleared by facilitator prior to activity and any known unmoveable hazards identified to the group. Ensure participants are wearing appropriate footwear. Avoid steep or slippery areas of ground.	Low
Personal injury sustained moving/using equipment <ul style="list-style-type: none"> ● sprains and strains of muscles, ligaments and tendons ● broken limb ● back injury ● crush injury ● splinter/scrape 	Possible	Minor	Medium	Use the 5 Manual Handling Principles to avoid injury <ol style="list-style-type: none"> 1. Plan – plan your lift adequately 2. Position – centre the body & feet correctly 3. Pick – lift item using good posture 4. Proceed – move toward desired location 5. Place – set object down safely Participants follow all safety guidelines identified in activity lesson plans and safety briefings First aid kit on site and staff hold first aid certificates Staff carry an emergency contact list and multiple communication devices if required depending on location of activity, mobile phone, UHF radios, satellite phones, inreach device	Low
Participant hit by vehicle	Possible	Critical	High	Participants follow all safety guidelines and road rules identified in activity safety briefings. Ensure everyone walks as a group. Correct ratio of adults to students. Drivers to use designated Bus Loading Zones where available. Staff carry emergency contact list, mobile, UHF radio, satellite phones, inreach device when required.	Medium

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Environment					
Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Adverse weather conditions <ul style="list-style-type: none"> ● Heat/Cold ● Strong Winds ● Storms/Lightning 	Possible	Minor	Medium	<p>Checklist provided to group organiser outlining clothing requirements and participants are briefed to wear hats, apply sunscreen & carry water.</p> <p>Ensure all participants wear appropriate clothing for the weather - rain gear, enclosed shoes, warm clothes, hats and sunscreen where appropriate.</p> <p>Facilitators carry water and sunscreen and encourage participants to apply sunscreen every 3 hours.</p> <p>Facilitators carry extra rain ponchos where appropriate.</p> <p>Activity facilitators in mobile phone contact with the office throughout activity.</p> <p>Check the Bureau of Meteorology website for weather updates prior to commencement of activity.</p> <ul style="list-style-type: none"> ● 24 hours prior - Cancel activity/programs in severe conditions. Arrange alternate activities in discussion with the group leader. ● Morning of activity/program - Cancel activity/programs in severe conditions. Arrange alternate activities in discussion with the group leader. ● During activity/program - Stop activity if conditions change and are considered unsafe. Seek shelter. Arrange alternate activities in discussion with the group leader. <p>Strong Winds</p> <ul style="list-style-type: none"> ○ Shop staff monitor if forecast 20 knots or under we will run lessons ○ If northerly winds more likely to cancel Middleton as they always tend to be stronger ○ If winds are onshore less likelihood to needing to cancel ○ This can be dependant of the participant's ages also i.e. primary school kids, SurfGroms - Driver/Senior Coach responsible of making the call based on participants' safety ○ If we have multiple day programs such as SurfGroms think of 'Plan B' activities, log book stuff can be marked off and fun water and beach activities that are surf related. We do not want to cancel groms unless absolutely necessary ● Offer FREE LESSON if need to call off lesson in early stages ● If end of the lesson offer FREE HIRE ● Please notify shop staff if need to cancel so they can record <p>In the event of a thunderstorm the Bureau of Meteorology recommends the following procedure:</p> <ul style="list-style-type: none"> * When the thunder becomes easily audible the storm is within 15 to 28 kilometres. * Depending on atmospheric and wind conditions the storm can arrive at your position in as little as 5 minutes * As soon as thunder becomes easily audible, remove students from the water and immediately proceed to DRY GROUND. Seek shelter in a HARD TOP building or vehicle. * Avoid small structures such as fabric tents, and single or small groups of trees. * Do not touch or move close to metal structures such as fences or metal clotheslines 	Medium

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- * If your hair stands on end or you hear buzzing from nearby rocks and fences, move to a new position immediately.
- * Do not handle long or metallic objects in the open.
- * If in the open away from shelter, crouch down, preferably in a hollow with feet together, and remove any metal objects from head and body. Do not lie down but avoid being the highest object in the vicinity.
- * If boating, get ashore as soon as possible. If unsafe to do so, seek protection beneath a high structure such as a bridge or jetty.
- * Avoid the use of telephones if possible, because the telephone system can become highly charged. If an emergency call is necessary, be brief.

LIGHTNING POLICY

The following steps are suggested:

1. Regularly monitor weather conditions and local weather forecasts prior to scheduled events.
2. Staff advised to download 'Lightning Tracker' app
3. Suspension and resumption of activities should be planned in advance
4. Understanding of SAFE shelters is essential. SAFE evacuation sites include:
 - Fully enclosed metal vehicles with windows up
 - Substantial buildings
 - Low ground.

UNSAFE SHELTER AREAS include all outdoor metal objects, like power poles, fences and gates, high mast light poles, and electrical equipment.

- AVOID solitary trees.
 - AVOID water.
 - AVOID open fields.
 - AVOID high ground.
5. If you feel your hair standing on end, and/or hear 'crackling noises,' you are in lightning's electric field. If caught outside during close lightning activity, immediately remove metal objects (including baseball cap, jewellery, belts, car keys etc), place your feet together, duck your head, and crouch down low with hands on knees.
 6. The 30-30 rule is applied as follows when lightning is sighted, count the time until thunder is heard. If that time is 30 seconds or less, the thunderstorm is within 10km and is dangerous. Wait a minimum of 30 minutes from the last observed lightning or thunder before resuming activities. Be extra cautious during this phase as the storm may not be over.
 7. People who have been struck by lightning do not carry an electrical charge and are safe to handle. Apply first aid immediately if you are qualified to do so. Get emergency help promptly.
 8. Lightning's remote distance is easy to calculate: If you hear thunder, the associated lightning is within audible range
 9. Suspend activities, allowing sufficient time to get to shelter. Of course, different distances to safety will determine different times to suspend activities.
 10. Be aware of your surroundings and the nearest safe area.

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Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Dehydration / Sunburn	Possible	Minor	Medium	<p>Every participant has a drink bottle with regular stops for rest and drink.</p> <p>Facilitators carry additional supplies of water.</p> <p>Sunscreen is available and students are reminded to apply at the beginning of the day and reapply during breaks.</p> <p>Students are advised to wear hats for outdoor activities.</p> <p>Administer first aid if needed.</p>	Low
Hypothermia / Hyperthermia	Rare	Critical	Medium	<p>Wear appropriate clothing and camping equipment.</p> <p>5mm full length wetsuits + Hoods for Snorkelling in cold water must be worn.</p> <p>Staff hold first aid certificates and first aid kit onsite.</p>	Low
Native flora / fauna <ul style="list-style-type: none"> ● Snake bite ● Spider bite ● Bee Sting ● Reaction to natural environment ● Trip and falls 	Unlikely	Major	Medium	<p>Participants wear closed in shoes for all activities.</p> <p>Facilitators carry a First Aid kit/snake bite kit at all times.</p> <p>Ensure participants know how to react if they see a snake.</p> <p>Participants wear appropriate clothing.</p> <p>Snake bite emergency no: 131126</p> <p>Call an ambulance in an emergency 000.</p> <p>Ensure any known medical information is obtained from participants.</p> <p>Advise Facilitator of any potential allergic risks, triggers & severity.</p> <p>Participants carry any personal medication.</p> <p>Facilitators in mobile phone contact with the office.</p> <p>Grass is kept low on campsites at all times</p>	Medium
Wildlife Disturbance due to noise or damage to habitat	Unlikely	Insignificant	Low	<p>Do not touch any wildlife or any of the wildlife's habitat.</p> <p>Stay on trails & camp areas.</p> <p>Keep noise to a minimum with calm talking and fun, no screaming.</p>	Low
Bush Fire	Unlikely	Critical	High	<p>The Bureau of Meteorology site checked for weather updates prior to commencement of activity.</p> <p>Activity facilitators in mobile phone contact with the office throughout activity.</p> <p>Activity is cancelled or stopped if conditions are considered unsafe.</p> <p>If evacuation is required, follow the bushfire action plan.</p> <p>Alternate activities arranged after discussion with the group leader.</p>	Medium

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People					
Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Inappropriate student behaviour	Possible	Moderate	Medium	Inappropriate behaviour is referred to the onsite teacher. Follow school policy for contacting student's parents, if necessary. If inappropriate behaviour is deemed dangerous, students may be removed from activity.	Low
Group Leader - Unsafe practices including poor supervision by group leaders	Unlikely	Major	Medium	Groups to be briefed on the requirement to provide a supervising adult for participants under 18 years old prior to camp and activities. Activity facilitators will stop or cancel activity without adequate supervision from group leaders.	Low
Poor Leadership	Unlikely	Minor	Medium	Ensure all employees are trained in First Aid. Ensure employees are trained in their relevant discipline. Conduct regular internal training and inductions. Employ trained or experienced Facilitators.	Low
Lost or missing student	Unlikely	Minor	Medium	Participants are given a safety briefing prior to the start of the camp and/or every outdoor activity. Clear instructions on camp and activity boundaries, staying together and not wandering away from the group are clearly explained. Students must be accompanied by a teacher or pair up with another student if required to go to a public toilet/bathroom. Student numbers are accounted for before, during and after each activity. If a student is missing, report to camp leader in person or by phone who will coordinate a search. Staff will remain calm and care for remaining student/s.	Low
Participant or facilitator hit by vehicle while walking to or as part of activity	Possible	Moderate	Medium	Ensure everyone walks as a group and uses safe crossing points and walkways to cross the road. Correct ratio of students and adults. First Aid Kit carried Facilitators and group leaders carry mobile phones and have each other's numbers.	Low
Medical conditions Asthma / Diabetes / Allergy	Possible	Major	High	Collect all student's medical information and any relevant medication action plans. Students with medical conditions and care plans MUST bring their medication to the camp/program so it can be available should the student require it. Students always carry medication in a clip-on waist bag, even when snorkelling. Ensure all facilitators have up to date First Aid training. First Aid Kit carried. Asthma kits on site for remote camps. All staff carry mobile phones for ease of communication and additional communication devices as required for location of activity. Emergency contact phone numbers included in camp/activity manual.	Medium

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Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Observers - Injury to guests or others observing activity	Unlikely	Major	Medium	Observers are not allowed to participate in activity without being present for the safety briefing for the activity.	Low
Unable to complete activity due to: <ul style="list-style-type: none"> ● Fear / Anxiety ● Complacency / Overconfidence ● Physical Ability 	Possible	Moderate	Medium	Participants briefed according to age, ability and experience. Participants are guided through activity supportively by activity Facilitator. Participation is based on meeting requirements eg. demonstration of understanding and/or skills must be shown prior to undertaking activity. Activities are 'challenge by choice'. Participants are positively challenged but not forced to participate in activity.	Low
Fatigue of students or Facilitators	Possible	Moderate	Medium	Rotation of water duty Facilitators and program/day leaders. Ensure students and Facilitators have sufficient breaks between activities to hydrate and regain energy levels.	Low
Sprains / Strains	Possible	Minor	Medium	Appropriate footwear to be worn for all activities. Participants follow all safety guidelines identified in activity lesson plans and safety briefings. First Aid Kit carried.	Low
Lack of appropriately skilled Contractors / Third Party Providers	Unlikely	Moderate	Medium	Prior to commencing work obtain a copy of appropriate insurances and licences. Request copy of Working With Children Checks for all staff and contractors. File securely with staff records..	Low
Theft	Possible	Moderate	Medium	Facilitator must ideally be in line of sight of equipment setup on location and in the carpark, if out of sight ensure all items are secured away as best as possible. At the beginning of activity ensure all loose equipment is stored and locked away in trailers if possible or in Facilitator cars.	Low
Facilitator fatigue	Unlikely	Minor	Low	Regular breaks, rotations and checks to ensure the Facilitator is not fatigued.	Low
Unable to make telephones calls due to lack of phone service or remote location	Possible	Moderate	Medium	Facilitators carry multiple communication devices depending on phone coverage area/remoteness of activity: Mobile phone, UHF radios, satellite phones, inreach device. Group leaders carry mobile phones. Facilitators and Group Leaders have a list of participants and medical information. List of emergency contacts in the facilitator folder.	Low

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Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
<p>Student exposed to potential harm due to child or young person safety situation</p> <ul style="list-style-type: none"> ● Child protection related incident ● Identification of child at risk ● Physical or psychological injury ● Inappropriate conversations or behaviour ● Student feels unsafe 	Possible	Moderate	Medium	<p>Child Safe Environment Policy and procedures in place. WWCC is mandatory for all staff. RRHAN mandatory reporting training undertaken. All staff carry mobile phones for ease of communication. Welcome/safety talk makes students and teachers aware that staff are easily identified by uniform shirts with logos. Ensure adequate supervision of all students. Students are accounted for before, during and after each activity. Student to adult ratio. Teachers are responsible for students overnight on camp.</p>	Low
Child Abduction / Assault	Rare	Major	Medium	<p>Participants are given a safety briefing prior to the start of the camp and/or every outdoor activity by teachers and/or Facilitators. Clear instructions on activity boundaries, staying together and not wandering away from the group are clearly explained. Ensure adequate supervision of all students and student to adult ratio. Students are accounted for before, during and after each activity. Students must be accompanied by a teacher or pair up with another student if required to go to a public toilet/bathroom. All staff have current WWCC.</p>	Low

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Child Safe Environment					
Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Physical contact with child or young person	Likely	Minor	Medium	Any physical contact must be appropriate to the delivery of services being provided Where physical contact is required, this is undertaken in a safe way by explaining why contact is Required and what will happen, and asking the child/young person for their permission (or their Family if this is more appropriate) before proceeding Unnecessary physical contact is not allowed	Low
Transport of children and young people	Likely	Minor	Medium	Staff must not transport a child or young person unless specifically approved Parents/guardians must provide consent before transporting a child or young person Staff must have a valid, unrestricted driver's licence Vehicle must be registered, insured and in roadworthy condition Staff must not be alone in a vehicle with a child or young person	Low
Supervision <ul style="list-style-type: none"> • Travel • Activities • Change room 	Likely	Minor	Medium	Children and young people are to be supervised by parents/teachers/guardians at all times If child/young person is not collected by parent/guardian at end of the activity, two adults where possible are to stay with child/young person until they are collected If providing one to one consultation with a child or young person, it will be in line of sight of another adult Supervision will be provided ensuring the child or young person's right to privacy Recommend to clients that a minimum of two adults of the same gender as the children or young people must be present Adults must not shower or change whilst supervising children or young people Phones, cameras and recording devices must not be used in change room	Low
Taking images of children and young people	Likely	Minor	Medium	Consent of child, young person and their parent/guardian required Disclosure will be made as to how the image is to be used and consent must be provided by the child, young person and parent/guardian Images must be presented in a way that de-identifies the child or young person	Low
Privacy and confidentiality	Likely	Minor	Medium	All documents containing confidential information will be stored privately in a locked filing cabinet (or similar place with restricted access) Digital files containing confidential information shall be protected electronically by restricting the Access to only those requiring it to perform their duties	Low

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				Staff must not disclose information regarding any child or young person without written consent of the child, young person and their parent/guardian	
Overnight and/or off-site activities	Likely	Minor	Medium	<p>Consent of parent or guardian must be given</p> <p>Recommend to clients that children and young people must be supervised by a minimum of 2 adults of the same gender as the children attending</p> <p>Privacy when children or young people are bathing, toileting and dressing must be provided</p> <p>children and young people will not be left under the supervision of unauthorised persons</p> <p>sleeping arrangements will not compromise the safety of children or young people such as unsupervised sleeping arrangements, or children or young people sharing a bed or an adult sleeping in the same bed as a child or young person</p> <p>Children and young people have the right to contact their parents, or another adult, if they feel unsafe, uncomfortable, or distressed during the stay</p>	Low

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Vehicles / Equipment and Travel					
Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Stranded vehicle	Unlikely	Major	Medium	Carry UHF and/or mobile phones and list of emergency contacts in vehicles. Carry excess drinking water in vehicles. Remote areas carry inreach devices and/or satellite phones.	Low
Vehicle breakdown	Possible	Moderate	Medium	Carry UHF and/or mobile phones and list of emergency contacts in vehicles. Carry excess drinking water in vehicles. Have adequate arrangements for the transportation of clients. Carry excess water and maintain vehicles regularly according to the maintenance schedule. Remote areas carry inreach devices and/or satellite phones.	Low
Vehicle, buggy, tractor, trailer accident	Unlikely	Critical	High	All passengers are advised to be seated the entire time facing the front with their seatbelts on where fitted in the vehicle. Have an emergency plan in place, ensure all vehicles are well maintained/ inspected as required. Remote areas carry inreach and/or satellite phones. Carry a Fire Extinguisher / First Aid Kit / basic tool kit in all vehicles.	Low
Participants hit by vehicle	Possible	Critical	High	Participants follow all safety guidelines and road rules identified in activity safety briefings. Ensure everyone walks as a group. Correct ratio of adults to students. Drivers to use designated Bus Loading Zones. Ensure occupants enter and exit the bus / coach in a safe manner. Speed limit signs clearly visible throughout farm roads at camp site.	Low
Injuries to a participant in transit <ul style="list-style-type: none"> ● Bumping head/arm ● Falling in bus aisle 	Unlikely	Minor	Medium	Remind passengers the wearing of seatbelts is mandatory where seat belts are fitted. Ensure participants stay seated throughout travel. Enforce rules and monitor behaviour. Ensure occupants enter and exit the bus / coach in a safe manner. Caution passengers of low spots and steps in the vehicle. Carry First Aid kit in all vehicles. Ensure all employees are trained in first aid.	Low
Child protection related incident during transportation of student	Possible	Moderate	Medium	Permission obtained from group leader or parent. Group leader or alternative responsible adult to accompany child in company vehicle. Only occurs in circumstances where there is no other feasible option. Vehicle is registered and insured. Employee holds the appropriate licence. Facilitators screened for working with children and hold WWCC.	Low

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Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Items move or fall	Unlikely	Minor	Medium	Ensure employees are well informed on how to store and secure items correctly.	Low
Employee driving Level is not adequate	Rare	Minor	Low	Ensure vehicle operators hold appropriate licences and vehicles are insured. Employees are experienced drivers. Ensure Employees have driver accreditation for passenger vehicles. Vehicle and trailer training checklist completed for all drivers.	Low
Trailer comes off vehicle	Unlikely	Moderate	Medium	Vehicle and trailer training checklist completed for all drivers. Safety chains hooked up correctly.	Low
Injury to staff member undertaking maintenance activity <ul style="list-style-type: none"> ● Mowing ● Slashing ● Gardening ● Painting ● Cleaning 	Possible	Moderate	Medium	Maintenance equipment is regularly cleaned, maintained and serviced. Staff trained in maintenance activity to be undertaken. Maintenance task scheduled at appropriate time and weather conditions. Equipment under maintenance schedule to ensure the task does not become too difficult.	Low
Injury due to unsupervised access to restricted areas.	Unlikely	Minor	Medium	Maintenance sheds are closed and locked when not in use. Maintenance sheds are out of bounds from participants. Participants briefed on out of bounds areas at induction and prior to activities.	Low
Tripping over tools or maintenance areas.	Possible	Minor	Medium	Tools are stored in maintenance sheds or locked vehicles, away from the camp area. Areas are clearly marked, sectioned off or fenced during construction. Maintenance areas are identified by road barriers, cones, safety tape or appropriate barricades. All equipment packed away after use. Equipment labelled as appropriate in storage sheds for organisation.	Low
Faulty equipment causing injury to staff members during use.	Possible	Moderate	Medium	All equipment is regularly cleaned, maintained and serviced under a maintenance schedule. Staff trained in correct use of equipment. All damage reported to management for maintenance as required.	Low
Hazardous material incident or injury.	Possible	Moderate	Medium	Hazardous material stored in maintenance sheds or locked vehicles, away from the camp area. All equipment packed away after use. Equipment labelled as appropriate in storage sheds for organisation.	Low

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Specific Camp/Program Activities

The following specific camp/program activity risks identified are in addition to above risks identified which are relevant to all activities.

Activity Facilitators are responsible for managing activity risks.

Aquatic Activities - Surfing / Snorkeling / Kayaking / Raft Building / Bodyboarding / Zodiacs / SUPs/ Swimming / Paddle Boats / Matt					
Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Bad Weather / Wind strength (onshore/offshore/side shore wind)	Possible	Major	High	Assess weather conditions before commencing lessons and activities. Abide by Surfing Australia guidelines for surfing lessons. Facilitators to continually assess beach, weather and water conditions for danger. Students are advised of boundaries and risk of injury. Facilitators advise students on wave selection to avoid injury due to poor wave choice. If the strength of the wind increases, the Facilitator is to bring the student group to shore and reassess the safety of conditions and how to manage changing conditions. Consider relocation possibilities for the activity. Bodyboarding may be an alternative activity. Winds <ul style="list-style-type: none"> ○ Shop staff monitor if forecast 20 knots or under we will run lessons ○ If northerly winds more likely to cancel Middleton as they always tend to be stronger ○ If winds are onshore less likelihood to needing to cancel ○ This can be dependent on the participant's ages also i.e. primary school kids, SurfGroms - Driver/Senior Coach responsible for making the call based on participants' safety ○ If we have multiple day programs such as SurfGroms think of 'Plan B' activities, log book stuff can be marked off and fun water and beach activities that are surf related. We do not want to cancel groms unless absolutely necessary ● Offer FREE LESSON if need to call off lesson in early stages ● If end of the lesson offer FREE HIRE ● Please notify shop staff if need to cancel so they can record 	Medium
Water conditions <ul style="list-style-type: none"> ● Rips ● Rising swell ● Shallow water ● Weed 	Possible	Major	High	Facilitator to perform site inspection prior to lesson and take action accordingly. Facilitators explain how to identify a rip, the dangers of a rip and the strategies for getting out of a rip Safe surfing zone is enforced using coloured flags and Facilitator signals. Emergency whistle blast and a number of hand signals are highlighted by the Facilitator prior to entering the water. Rescue board is left between the flags on the beach or with the Facilitator in the water.	Medium

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				<p>Facilitators assess student's abilities to negotiate challenging surf conditions and act accordingly.</p> <p>Facilitator assesses the conditions regarding the dangers and hazards present and implements appropriate strategies to ensure student safety. E.g. Stricter boundaries, amount of waves caught, frequency, signals between Facilitator and student are increased (communication) as needed.</p> <p>Facilitators demonstrate bail out/safe dismount procedure.</p> <p>Facilitators demonstrate crash position and highlight the danger of shallow sand bottom.</p> <p>Facilitators explain how waves, tide and conditions cause shallow water and use a no wave signal to avoid students catching dangerous waves.</p> <p>Move activity to a new area if required</p>	
Participant has low fitness	Possible	Minor	Medium	<p>Provide participants with a thorough pre activity explanation including techniques on conserving energy.</p> <p>Have a maximum 3 hour lesson then a break for a minimum of 1 hour.</p> <p>Have water onsite.</p>	Low
Potential for hazardous submerged objects not being visible from the surface injuring participants	Unlikely	Moderate	Medium	<p>Visual assessment of activity area.</p> <p>Enclosed shoes to be worn in all dams/rivers where you cannot see the bottom of the water.</p> <p>Enclosed shoes to be worn around the outside of waterways until the water component of activity starts.</p> <p>Rescue equipment onsite with staff member ready to take action if needed throughout water activities.</p> <p>First aid equipment on site.</p>	Low
Heat/Sunburn	Possible	Minor	Medium	<p>Appropriate clothing to be worn, supply wetsuits and rash vests when surfing.</p> <p>Sunscreen every 3 hours.</p> <p>Carry adequate First Aid equipment and ensure employees are trained in First Aid.</p> <p>Lessons are modified or cancelled considering the conditions.</p> <p>Students are continually assessed for the effects of heat related effects.</p> <p>Water available on site for participants and staff to stay hydrated.</p>	Low
Injury to participant or beach user due to incorrect use of equipment	Possible	Moderate	Medium	<p>Facilitators to continually assess beach and water conditions for danger.</p> <p>Only soft surf boards to be used by students and Facilitators.</p> <p>Leg ropes for surfboards are to be checked for defects and must be worn by students and Facilitators when using surfboard equipment.</p> <p>Coloured rash vests worn by all student groups for identification purposes for surfing activities.</p> <p>Strict rotation of equipment policy.</p>	Low

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Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Injuries to a participant - hypothermia or drowning	Rare	Critical	Medium	<p>Correct ratios Facilitator to participants. Correct supervision ratio must be used. Students in water are closely supervised at all times. Appropriate qualifications/experience held by Facilitators. Have adequate First Aid equipment on the beach and ensure all employees are trained in First Aid. Ensure all medical conditions of participants are made known. Supply wetsuits and rash tops for water activities. Students must wear a PFD when in water for activities above knee level. (or coloured rash top when surfing or a 5mm full length wetsuit when snorkelling). PFDs must be worn for all fresh water activities, river and lake swimming. Ensure participants are given a correct and thorough pre-water explanation. Participants are to follow all safety guidelines identified in activity lesson plans and safety briefings. Stay in shallow water ie waist to chest deep for beginner lessons. Conduct surf lessons on suitable beaches, assess the water and only go out when it is safe to do so. Surf lessons students must stay within the flags. Have UHF and/or Mobile Phone on the beach.</p>	Low
Capsize kayak/boat/raft	Unlikely	Moderate	Medium	<p>Prepare guests for all situations in a safety briefing. All participants must wear PFD in and around water and enclosed shoes. If a capsize happens, re-evaluate the remainder of activity / group capability.</p>	Low
Kayak/SUP paddle breakage	Possible	Minor	Medium	<p>Buy strong durable paddles. Have spare paddles and tow rope.</p>	Low
Kayak/SUP cracks and leaks	Unlikely	Minor	Medium	<p>Adequate kayak/sup maintenance, regular checks on kayak/SUP condition and carry repair tape, tow rope, air pump.</p>	Low
Fall from SUP	Possible	Minor	Medium	<p>Ensure participants are given a correct and thorough pre-water explanation in a safety briefing. PFDs must be worn.</p>	Low
Bites and stings from dangerous marine creatures eg stingray/jellyfish	Possible	Major	High	<p>Visual assessment of lesson area. Notify students of signals for stingrays and advise students to shuffle feet. Large number of marine creatures would warrant removal of students from the water. Small number to be individually monitored. If a student is stung, wash area using first aid techniques and monitor, seek medical help if required.</p>	Medium

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Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Shark bite/attack	Possible	Critical	High	<p>Instructors are always alert for shark danger. Proactive risk mitigation strategies include monitoring of the Dorsal App, and various Shark Watch groups on facebook.</p> <p>If a shark is sighted during a surf lesson or water activity participants are to be taken out of the water immediately.</p> <p>Emergency signal and whistle are used to remove students from water</p> <ul style="list-style-type: none"> • The coach in charge of lesson/activity to notify Surf School manager and no-one is to return to the water until it is deemed safe and/or permission is given by the coach. • Once a shark has been sighted, water activities will cease for the day. • In the event a lesson is interrupted by a shark sighting continuing with land based instruction / surf education to be used as the first option. <p>If you are the majority way through the lesson offer a free hire for a later date.</p> <p>If the lesson is cancelled in early stages, notify customers to contact the office who will arrange a lesson at a later date, notify shop staff of this at the time to note on booking. This is to be at the discretion of the coach running the lesson.</p> <p>Sharks are an important part of South Australia's healthy marine ecosystem. Many more people drown than die from shark attacks each year.</p> <p>In case of injury first aid is applied and medical help sought.</p>	Medium
Damaged equipment prior to, or during an activity	Possible	Minor	Medium	<p>Equipment checks prior to packing and prior to activity.</p> <p>Regular equipment maintenance schedule.</p> <p>Packing of additional equipment in case of damage during transit or during activity.</p> <p>Training for staff on maintenance of specialised equipment.</p> <p>Appropriate storage facilities out of weather.</p>	Low
Participant has poor swimming ability	Possible	Minor	Medium	<p>Assessment of swimming ability included in waiver forms.</p> <p>Ratios for water activities and supervision adhered to.</p> <p>PFDs are required to be worn for all aquatic activities (excluding surfing, body boarding, snorkelling)</p> <p>Students must wear a PFD when in/on water for activities above knee level. (or coloured rash top when surfing/bodyboarding or a 5mm full length wetsuit when snorkelling).</p> <p>PFDs must be worn for all fresh water activities, river and lake swimming.</p> <p>Never forcing a participant who is uncomfortable with water activities or feels unsafe in the water to go in.</p>	Low
Injury to participant during activity on water	Possible	Moderate	Medium	<p>Ratios for water activities and supervision adhered to.</p> <p>Rescue equipment onsite with staff member/s ready to take action if needed throughout water activities.</p> <p>First aid equipment on site.</p>	Low

Adventures Beyond Group | Risk Assessment

Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Water in eyes causing temporary disturbance to vision	Possible	Minor	Medium	Education given on how to clear water from eyes. Support given to exit the water in the event until vision is cleared. First aid equipment onsite, including equipment for eye rinsing.	Low
Manual handling of large equipment by staff and participants.	Almost Certain	Minor	High	Regular staff manual handling training. Standard operating Procedures for manual handling in the workplace. Ensuring the number of staff rostered is appropriate for the manual handling required in the task to allow for two person lifts as required. Staff to complete set up and pack up manual handling tasks of all heavy items. Participants may be asked to assist with pack up of light equipment only.	Medium
Limited space for set up of large equipment	Possible	Minor	Medium	Arrival early on site for assessment of risks. Clearing hazards on site to ensure as much clear safe space as possible for activity. Equally spacing groups apart. Reminders during briefing to be aware of surroundings when moving large pieces of equipment, e.g. raft equipment. Being flexible with session format depending on environmental factors.	Low
Participant lost during activity.	Unlikely	Major	Medium	Appropriate ratios maintained during all water activities. Final numbers discussed with group leaders onsite at the start of activity. Regular head counts undertaken prior to, during and after activity by facilitators. Participants kept within flags or coned areas during activity. Participants dressed in bright clothing, e.g. rash vests during surfing for visibility.	Low
Kayak/Surf Hire	Unlikely	Minor	Low	Instruction on correct loading techniques Ensuring trailer is loaded correctly Ensure trailer is hooked on correctly Discuss with hirer where they are planning to paddle and return times Approve where hirer is planning to go Provide PFDs and paddles with hire of kayaks Provide other safety equipment for hire as required Ensure equipment is well maintained Pre-hire check and post hire return check	

Adventures Beyond Group | Risk Assessment

Archery					
Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Inappropriate supervision and qualifications	Rare	Major	Medium	Ratio: 1 Facilitator for up to 20 children Minimum Qualification for facilitators is Certificate 3 in Outdoor Recreation, Archery; Conduct an Archery Session Certificate; relevant experience in facilitating adventure based learning activities Safety briefing and instructions provided prior to commencing activity Ensure bows and arrows are suited for participant group and their age, skill level and experience Appropriate number targets and safety equipment supplied and set up, such as nets and armguards, cones or other devices to mark shooting line and safety areas Facilitators hold current First Aid First Aid Kit carried Facilitators carry mobile phone Vehicular access to within a reasonable distance of the activity in case of emergency	Low
Cuts, scrapes due to tripping and falling in archery area	Unlikely	Moderate	Medium	Ensure the location has safe access to the shooting area Closed shoes must be worn during activity Facilitators provide instruction in safe use of equipment, conduct of behaviour and potential trip hazards in the area Ensure good housekeeping. Have equipment neatly arranged or put away	Low
Catching hair, jewellery, loose clothing	Unlikely	Minor	Medium	Facilitators provide instruction in safe use of equipment and conduct of behaviour Participants are clearly briefed on safety and activity zones Participants to wear appropriate clothing and closed shoes Facilitators advise participants to remove all jewellery, tie hair back and tuck loose clothing	Low
Bow string making contact with forearm	Possible	Minor	Medium	Facilitators provide instruction in safe use of equipment and conduct of behaviour Participants are clearly briefed on safety and activity zones Arm guards are available as required	Low
Running into an arrow	Rare	Major	Medium	Facilitators provide instruction in safe use of equipment and conduct of behaviour Participants are clearly briefed on safety and activity zones All spectators stay behind the safety line No running, walking only policy	Low

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Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Arrows shot towards others in group	Rare	Major	Medium	Facilitators provide instruction in safe use of equipment and conduct of behaviour Participants are clearly briefed on safety and activity zones All spectators stay behind the safety line Clearly defined shooting zone and no go zone Limited number of participants at the shooting line	Low
Holding arrows unsafely when walking back	Possible	Moderate	Medium	Brief participants on the appropriate way of holding arrows while walking back. Two hands holding arrows in front of the body.	Low
Removing arrows from archery butt	Rare	Moderate	Low	Participants are briefed on how to retrieve arrows Participants are reminded. to look behind them before they pull the arrow out Limit collection of arrows to those who have been shooting	Low
Misfire (arrow falling/landing close to shooting line)	Possible	Minor	Medium	Facilitators provide instruction in safe use of equipment and conduct of behaviour Participants are clearly briefed on safety and activity zones Participants are advised to leave the arrow where it is until all participants have been told it is safe to collect their arrows. Small arrows used to prevent overdrawing. Enclosed shoes to be worn	Low
Rebounding arrows	Possible	Minor	Medium	Shooting line to be an appropriate distance from the target according to the ability of the group.	Low
Equipment failure	Unlikely	Moderate	Medium	Maintain and store equipment according to manufacturer's specification Conduct regular equipment checks prior to start of session and at the end of the session Facilitators are responsible for ensuring that equipment is cleaned, dried and stored away after use Use of new and checked equipment as per manufacturer's requirements Start-up checks and in-service checks All equipment to correspond to relevant standards Any broken arrows and bows to be removed from service for repair/replacement	Low
Exposure related injuries: <ul style="list-style-type: none"> ● Sunburn ● Dehydration ● Hypo- ● /Hyperthermia 	Unlikely	Major	Medium	Shade provided to group when waiting for turn or during instruction period Wear and recommend clothing appropriate to the local environment Be sun smart, wear a hat and provide sunscreen Provide water or advice to bring sufficient water	Low

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Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Lost arrows	Rare	Moderate	Low	Facilitator to look for missing arrows when appropriate Facilitator to report missing numbers to management Every effort made to locate missing arrows	Low
Wandering participants	Possible	Insignificant	Low	Establish clear safety zones Facilitators to be aware of participant locations at all times	Low
Other users in the area	Unlikely	Minor	Low	Ensure room for the overshoot area to ensure no other activities take place Brief participants about the possibility of other users and how to conduct themselves around them	Low

Billy Carts					
Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Cuts, splinter, crush injury during build process of billy carts	Possible	Minor	Medium	Facilitators to conduct safety checks prior to use. All parts are sanded to reduce potential splinters and sharp edges. Billy Carts are partly assembled to ensure quality and also so students do not need to use power tools and only basic tools. Quality tools are provided. Instructions are simple, clear and easy to read. Safety brief is given at the start of the program. Participants wear closed toe shoes.	Low
Fall, cuts or scrapes from falling off billy cart during ride/race	Possible	Minor	Medium	Course is checked for potential dangers and obstacles. Students are briefed on how to drive the billy carts. Course is conducted on grass hills of low gradient or flat ground where possible. Participants are to wear helmets and closed toe shoes when driving the billy carts. Billy carts are constructed to a suitable standard and designed with wooden chassis. Soft cones or light weight markers are used.	Low

Adventures Beyond Group | Risk Assessment

Cooking Activities (Activity examples - Trangia Cooking, Damper on a Stick)					
Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Campfire burns <ul style="list-style-type: none"> ● hot cooking utensils ● hot food 	Unlikely	Moderate	Medium	Adult supervision required at all times. Only materials supplied to be used. Fire equipment on hand; hose connected to nearby tap. First Aid kit on site nearby.	Low
Fire spreads from camp fire	Unlikely	Major	Medium	Campfire only to be used when it is not deemed a total fire ban day. Appropriate fire pit to be used. Adult supervision required at all times. Only materials supplied to be used. 4 metre clearance of all flammable material. Fire equipment on hand; hose connected to tap nearby. Fire extinguisher nearby. Completely extinguish fire before you walk away from it or at the end of the night activity.	Low
Participant getting food poisoning from the food and/or their cooking	Unlikely	Moderate	Medium	Due dates on food items checked by facilitators and group leaders prior to cooking. Food checked prior to consumption by facilitators after participants finished cooking. All cooking utensils are washed and checked by staff after every cooking session. Long life food items are used where possible. Storage of food in eskies with cold packs as needed. Recipes graded up and down depending on the participants age and skill level.	Low
Participant cutting themselves with knife during food preparation	Unlikely	Moderate	Medium	Recipes graded up and down depending on the participants age and skill level. Safety and demonstration of tasks provided at the start of activity. First Aid kit on site nearby.	Low
Trangia cooking <ul style="list-style-type: none"> ● burns from matches, fuel, boiling water, heat, hot food ● spills 				Safety explanation and demonstration of tasks provided for trangia parts, how to put the trangia together, fuel, lighting a match, lighting the trangia and how to adjust the flame as needed. Methylated Spirits are used for fuel. Participants form a circle with trangias in the middle, once the first trangia is lit no one is to walk through the circle. Set up fuel station at least 5m away from the trangia circle for methylated spirits to be placed and ensure spirit burners are only to be filled at the fueling station. Use of the spondoolie to pick up the pots, or frying pan/lid. Participants cook and boil water with at least one facilitator supervising and assisting as needed. Facilitators check that all trangias are cleaned and dried properly.	Low

Adventures Beyond Group | Risk Assessment

Bushwalking / Hiking / Orienteering / History Walks / Bush Survival					
Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Getting lost	Unlikely	Major	Medium	Correct supervision ratios are applied. Participants follow all safety guidelines identified in activity lesson plans and safety briefings. Appropriate training and instruction by trained and experienced staff including sound knowledge of the activity area. Maps and activity manuals provided.	Low
Injury or illness	Possible	Minor	Medium	Carry UHF/Mobile Phone or Inreach device /Satellite phone in remote areas. Carry first aid equipment. Participants wear appropriate enclosed shoes. Evacuation points noted by leaders. Appropriate training and instruction by trained and experienced staff including sound knowledge of activity area.	Low
Falls from trees or head injuries from low branches	Possible	Moderate	Medium	Advise participants not to climb trees as that is not necessary for the task. Advise participants to watch out for low branches and move carefully around trees to avoid banging heads. First Aid Kit Carried.	Low
Night walks <ul style="list-style-type: none"> • Injury • Lost participant 	Unlikely	Minor	Medium	Correct supervision ratios are applied. Participants follow all safety guidelines identified in activity lesson plans and safety briefings. Carry UHF/Mobile Phone or Inreach devices/Satellite phone in remote areas. Carry first aid equipment. Participants wear appropriate enclosed shoes. Facilitators wear head torches or carry torches. Participants are encouraged to wear head torches.	Low

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Mountain Biking					
Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Falling off	Possible	Moderate	Medium	Appropriate training and instruction by trained and experienced staff. Brief group on trail safety before riding and before going down any steep/higher risk sections. Participants wear a helmet and appropriate enclosed shoes. Ensure appropriate speed for the terrain and group. Ensure students walk if not confident, if it is too steep &/or too wet. Participants are not to go past the lead Facilitator.	Medium
Sprains / Strains	Possible	Minor	Medium	Participants follow all safety guidelines identified in activity lesson plans and safety briefings. Correct bike size, seat height and ensure participants are following a sensible riding practise.	Low
Broken Limb	Unlikely	Major	Medium	Participants follow all safety guidelines identified in activity lesson plans and safety briefings. Ensure participants are following a sensible riding practise.	Low
Head Injury	Unlikely	Major	Medium	Use helmets that meet the Australian Standards. Give instruction on correct helmet fit. Helmet to be worn at all times during cycling activities. Sensible riding practice is followed. Participants follow all safety guidelines identified in activity lesson plans and safety briefings.	Low
Equipment failure causing bodily injury	Unlikely	Moderate	Medium	Bikes are fully maintained, serviced prior to activity. Bikes are constantly checked during camp.	Low
Hit by a passing vehicle during riding activity	Rare	Critical	Medium	Correct supervision ratios are applied. Appropriate caution road signs are used and single file riding only. Avoid main roads where possible. Refer to the Student Safety Brief and carry an emergency contact list, UHF and/or Mobile phone and Inreach device and or satellite phone in remote areas.	Low
Extreme Weather • 37 degrees +	Possible	Moderate	Medium	Cancel programs in catastrophic conditions. Don't ride on Total Fire ban days.	Low

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Rock Climbing / Abseiling / Bouldering /					
Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Unsafe practices leading to an injury to a participant caused by: <ul style="list-style-type: none"> ● Poor supervision by Activity Facilitator ● Poor supervision by Group Leaders 	Unlikely	Major	Medium	Activity Facilitators must follow Standard Operating Procedures at all times and SAREA Climbing Standards. Activity Facilitators are trained and signed as competent, by a qualified Activities Instructor. Vigilant supervision required by Activity Facilitators at all times. Facilitators and Group leaders carry mobile phones and UHF radios where required. Groups briefed on the requirement to provide supervising adults for participants under 18 years old prior to camp and activities. Activity Facilitators will stop/cancel activity without adequate supervision and support from the Group Leader.	Low
Fall from height <ul style="list-style-type: none"> ● By participant ● By facilitator 	Rare	Critical	Medium	Participants are attached to a belay line whenever they are climbing. Participants wear safety harnesses while climbing. Equipment protected from sharp edges with protective equipment. Equipment rated and maintained for loads well above actual load placed upon it. Belayers are closely monitored by Activities Facilitator at all times when a climber is off the ground. Misbehaviour when belaying is never tolerated and participants may be asked to cease the activity. Facilitator is trained and completes own safety checks and if multiple facilitators cross check the equipment to be completed.	Medium
Slipping/Tripping <ul style="list-style-type: none"> ● around the activity area ● walking to and near the abseiling boulder 	Possible	Minor	Medium	Area cleared by facilitator prior to activity. Any recognised un-moveable hazards identified to the group.	Low
Cutting/Scratching <ul style="list-style-type: none"> ● on equipment ● bushes etc 	Possible	Minor	Medium	Equipment setup to best avoid unnecessary contact with participants.	Low
Rope Burn <ul style="list-style-type: none"> ● for climber ● or belayer 	Possible	Minor	Medium	Participants briefed and instructed on proper technique for climbing. Belayers help control descent after the participant has finished climbing. Belayers are instructed to belay hand over hand and not let the rope slide through their hands.	Low

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Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Injury caused by hitting wall, caused by slipping, landing on ground too hard	Unlikely	Moderate	Medium	Participants briefed on and demonstrated the proper way to climb and belay. Participants wear helmets and appropriate closed toe shoes. Activity Facilitator provides instruction during climbing to help placement of feet. Activity Facilitator monitors belayers at all times throughout the activity.	Low
Entanglement <ul style="list-style-type: none"> ● Jewellery ● Hair ● Loose Clothing ● Scarves etc. ● Fingers 	Possible	Minor	Medium	All loose clothing, jewellery and other objects that may become entangled are to be removed for the activity. Long hair is to be tied back for the activity in low ponytail or braids. Participants briefed on where to place hands on rope / away from equipment. Belayers briefed to keep fingers away from belay post to prevent getting stuck.	Low
Chafing caused by harness rubbing on skin	Possible	Minor	Medium	List of appropriate clothing provided to the group prior to camp. Participants asked to change into appropriate clothing prior to activity to prevent harness resting of skin. Explanation on how to fit the harness is given and checked by the Activity Facilitator.	Low
Falling objects causing injury; <ul style="list-style-type: none"> ● Equipment ● Objects carried by participants 	Possible	Moderate	Medium	Loose equipment kept away secured at the top of the climbing area. Participants briefed on safety near the bottom of the climb. Helmets required to be worn by everyone during the activity.	Low
Equipment Failure due to <ul style="list-style-type: none"> ● improper use ● faulty / damaged equipment 	Rare	Major	High	Activity Facilitators trained in selection, use, inspection, care/maintenance of activity equipment. Activity Facilitators perform checks of equipment prior to each activity. Participants briefed on proper use of equipment. All equipment clearly stored and labelled for activity intended for. Equipment regularly inspected and maintained. Equipment stored and retired according to manufacturer instructions. Equipment used certified by the manufacturer as suitable for use.	Low
Fall/jumping from rock while bouldering <ul style="list-style-type: none"> ● sprain or strain from landing awkwardly ● grazed skin 	Possible	Minor	Medium	Participants briefed and instructed on proper technique for bouldering. Area assessed for dangers and loose rocks / moveable dangers cleared from area prior to activity. Participants wear supportive enclosed shoes. Bouldering on artificial surfaces where possible.	Low

Adventures Beyond Group | Risk Assessment

Camp Locations

Narnu Farm					
Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Participant or staff member injury/accident	Unlikely	Major	Medium	A first aid kit is on-hand . Staff at Narnu Farm are trained in first aid. Staff members have a mobile phone to contact the ambulance if required. Nearest hospital with a 24 hour emergency department is at Victor Harbor.	Low
Trips and Falls due to unstable infrastructure or uneven ground	Possible	Minor	Medium	ABG holds all licences required to operate. Current Public Liability Insurance – certificate of currency available upon request. Construction meets relevant building codes at the time of construction. Maintenance, renovations and new construction is undertaken by licensed and insured trades. During maintenance, areas are identified by road barriers, witches hats, safety tape or appropriate barricades.	Low
Hazardous material causing burns or poisoning	Unlikely	Minor	Medium	Maintenance Sheds and storage areas are closed when not in use. Property has a designated chemical store and is inspected annually. Appropriate PPE for tasks available for use. Safety Data Sheets are maintained. Emergency procedures on display in common areas.	Low
Participant struck by vehicle	Unlikely	Moderate	Medium	Speed limited to 5 km per hour. Designated car park area. Induction and safety talk at beginning of camps. Enforce appropriate use of roads. Use of appropriate footwear. Orange bollards signal unsafe areas.	Low
Struck or tripped by falling tree / material	Possible	Minor	Medium	Nature play area is monitored during use. Nature play area is checked regularly. Enclosed shoes are mandatory to play in this area. First Aid kit on site.	Low

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Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Falls from old farm equipment or fences	Unlikely	Minor	Medium	<p>Out of Bounds Areas (Paddocks, Old farm equipment, Maintenance areas) are sign posted and marked in Narnu Farm Guide.</p> <p>Induction and safety talk given at beginning of camps/large groups.</p> <p>Campers are advised not to climb on old farm equipment or over fences.</p> <p>Keep off signs on old wagons .</p> <p>Staff trained for observation of breeches.</p>	Low
Injury sustained due to inadequate supervision	Unlikely	Minor	Medium	<p>Groups briefed on arrival for appropriate behaviour, rules & out of bounds areas.</p> <p>Group leader accommodation is close by and within easy access for participants if required.</p> <p>Narnu Farm Manual provided to the group leader.</p> <p>Group to advise of any maintenance required noted during stay at campsite.</p> <p>First Aid kit onsite</p> <p>Emergency Procedures displayed in common areas.</p> <p>Evacuation procedure signage in each room.</p> <p>Incident forms in the Narnu Farm Manual.</p>	Low
Falls from play equipment	Possible	Minor	Medium	<p>Play equipment is inspected annually and regularly maintained.</p> <p>Fort is checked regularly.</p> <p>Free play areas are supervised by group leaders.</p> <p>Soft fall (300ml of wood chips) re-filled every 3 months or as required.</p> <p>Enclosed toe shoes required for play.</p>	Low
Burns from campfire	Unlikely	Moderate	Medium	<p>Adult supervision required at all times.</p> <p>Only materials supplied to be used.</p> <p>Fire equipment on hand; hose connected to nearby tap.</p> <p>First Aid kit on site nearby.</p>	Low
Fire spreads from camp fire	Unlikely	Major	Medium	<p>Campfire only to be used when it is not deemed a total fire ban day.</p> <p>Appropriate fire pit to be used.</p> <p>Adult supervision required at all times.</p> <p>Only materials supplied to be used.</p> <p>4 metre clearance of all flammable material.</p> <p>Fire equipment on hand; hose connected to tap nearby.</p> <p>Fire extinguisher nearby.</p> <p>Completely extinguish fire before you walk away from it or at the end of the night activity.</p>	Low

Adventures Beyond Group | Risk Assessment

Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Fire on premises	Rare	Major	Medium	Monitored Fire Alarm System (Titan) in Bunkhouse and Smoke Alarms in Cottages are fully maintained, contracted and checked monthly. Fire extinguishers and access to fire hose reel. Fire plan in place with Emergency Assembly Points. Emergency procedures on display in common areas. Non-smoking policy in rooms. Maintain our own water truck for fire fighting. Bushfire Action Plan in place.	Low
Bushfire <ul style="list-style-type: none"> • Nearby • On property 	Rare	Critical	Medium	A basic fire drill is explained to students upon arrival at camp. Fire plan in place with Emergency Assembly Points. Maintain our own water fire fighting unit. Bushfire Action Plan in place. Total Evacuation Plan in Place. Fire Warden and/or Program Leader will communicate with CFS, BTC staff on site and in the office, School staff/client/students Reassure safety is the priority Fire Warden and/or Program Leader will explain the Bushfire Action Plan and Total Evacuation Plan Evacuation (if required) will be by bus or private car off Hindmarsh Island and back to Goolwa.	Medium
Burn from combustion heater	Unlikely	Minor	Medium	Staff set and feed the fire as required. No children are allowed to load wood into the fire. Fire screen in place while in use. Hazard tape around the edge of the hearth. Monitored fire alarm system (Titan) checked monthly.	Low
Burn from urn for hot drinks	Possible	Minor	Medium	Adult use only. Staff refill and check water levels regularly. Consider replacing it with kettle and coffee pods.	Low
Intruder onsite	Unlikely	Insignificant	Low	Group to ensure security by keeping facilities locked when not onsite. All staff are easily identified by uniform shirts. Staff/groups asked to limit their access to their own areas within the campsite.	Low
Electric Shock	Unlikely	Moderate	Medium	Safety switches fitted in Bunkhouse and cottages. All electrical equipment regularly checked and tagged.	Low

Adventures Beyond Group | Risk Assessment

Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Food poisoning and allergic reactions to food	Rare	Minor	Low	<p>Policies and procedures for receiving, storing, handling and serving food.</p> <p>Catering staff have the relevant knowledge regarding hygiene, food safety and safe food handling practices and are responsible for food handling, maintaining the catering areas and kitchen in accordance with the Food Act 2001, Food Standards Australia New Zealand and the South Australian Public Health Act 2011.</p> <p>Regular Council Health Officer inspections.</p> <p>Perspex screen across food servery area.</p> <p>Appropriate cleaning processes.</p> <p>Automatic Dishwasher.</p> <p>Information obtained identifying food allergies & special dietary needs & other health related issues during the booking process.</p> <p>Catering staff advises where participants will need to supply their own food.</p> <p>Summary of dietary requirements supplied to Group Leader for verification.</p> <p>Participants with dietary requirements can be provided with separate meals.</p>	Low
Slip/Fall in wet areas	Unlikely	Minor	Medium	<p>Excess water is mopped as soon as practicable.</p> <p>Signs put out for wet floors.</p> <p>Bathroom floors are mopped after the group has vacated.</p> <p>Cleaning checklist in place</p>	Low
Ingestion of or burn / reaction due to cleaning chemicals	Unlikely	Minor	Medium	<p>Chemicals are stored appropriately for their use.</p> <p>All cleaning materials (eg. buckets, mops) stored when not in use.</p> <p>Gloves provided for use when cleaning</p>	Low

Adventures Beyond Group | Risk Assessment

Narnu Farm Site Specific Activities					
Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Bitten, kicked or tripped by a farm animal as part of the animal feeding activity.	Possible	Minor	Medium	<p>Quiet friendly farm animals on site.</p> <p>All farm animals in secured areas and access to this area is only under staff supervision for activity/feeding.</p> <p>Supervision provided at all times to ensure children not squeezing animals too tight to cause harm to animals.</p> <p>Staff provide instructions on handling and feeding animals correctly.</p> <p>Corrections and feedback given throughout to ensure feed buckets held correctly for each animal for example, holding milk to the side when feeding cows as cows can nudge with their head when trying to get more milk from the bottle.</p> <p>After all activities guests are encouraged to wash to wash their hands.</p>	Low
<p>Educational demonstrations</p> <ul style="list-style-type: none"> ● Blacksmithing ● Rope Making ● Butter Making <p>Spills, trips/falls, burns, finger entanglement</p>	Unlikely	Minor	Medium	<p>Safety area in place and safety instructions provided at beginning of demonstration.</p> <p>Facilitator uses appropriate PPE for activity (safety glasses, aprons and gloves)</p> <p>Facilitators and participants wear appropriate clothing and enclosed shoes, hair tied up or back.</p> <p>Blacksmith demonstration area has a protective screen between blacksmith forge and audience.</p> <p>Bucket of water on site for hot tools.</p> <p>Fire extinguished at end of activity.</p> <p>Milk separator for butter making is secured to stump.</p> <p>Milk churn is secured to the table.</p> <p>All students are seated to watch the butter making demonstration.</p> <p>First aid kit onsite.</p>	Low
Participants not washing hands after feeding activities and/or tasting natural items, e.g. hay, mud, animal food etc.	Possible	Minor	Medium	<p>Safety demonstration and instructions in place.</p> <p>Informed about items not fit for human consumption during briefing, particularly for young participants.</p> <p>Students are taken to wash hands at the end of activity.</p> <p>Hand sanitiser available on site.</p>	Low
Slipping, landing on ground too hard	Unlikely	Moderate	Medium	<p>Participants briefed on and demonstrated the proper way to climb and belay.</p> <p>Participants wear helmets and appropriate closed toe shoes.</p> <p>Activity Facilitator provides instruction during climbing to help placement of feet.</p> <p>Activity Facilitator monitors belayers at all times throughout the activity.</p>	Low

Adventures Beyond Group | Risk Assessment

Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Allergies to mud, grass, hay etc onsite	Possible	Moderate	Medium	Information on participant allergies collected in waivers. Names list provided to activity facilities with medical alerts for tailoring activity.	Low
Crate Stack Fall from height <ul style="list-style-type: none"> By participant By facilitator 	Rare	Critical	Medium	Participants are attached to a belay line whenever they are climbing. Participants wear safety harnesses while climbing. Equipment protected from sharp edges with protective equipment. Equipment rated and maintained for loads well above actual load placed upon it. Belayers are closely monitored by Activities Facilitator at all times when a climber is off the ground. Misbehaviour when belaying is never tolerated and participants may be asked to cease the activity.	Low
Entanglement during crate stack activity. <ul style="list-style-type: none"> Jewellery Hair Loose clothing/ scarves Fingers 	Possible	Minor	Medium	All loose clothing, jewellery and other objects that may become entangled are to be removed for the activity. Long hair is to be tied back for the activity in low ponytail or braids. Participants briefed on where to place hands on rope / away from equipment. Belayers briefed to keep fingers away from belay post to prevent getting stuck.	Low
Rope Burn <ul style="list-style-type: none"> for climber or belayer 	Unlikely	Minor	Low	Participants briefed and instructed on proper technique for climbing. Belayers help control descent after the participant has finished climbing. Belayers are instructed to belay hand over hand and not let the rope slide through their hands.	Low
Chafing caused by harness rubbing on skin	Possible	Minor	Medium	List of appropriate clothing provided to the group prior to camp. Participants asked to change into appropriate clothing prior to activity to prevent harness resting of skin. Explanation on how to fit the harness is given and checked by the Activity Facilitator.	Low
Falling objects causing injury during crate stack activity; <ul style="list-style-type: none"> Equipment Objects carried by participants, e.g. crates 	Possible	Moderate	Medium	Loose equipment kept away secured at the top of the climbing area. Participants briefed on safety near the bottom of the climb. Helmets required to be worn by everyone during the activity.	Low

Adventures Beyond Group | Risk Assessment

Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Equipment Failure during crate stack activity due to; <ul style="list-style-type: none"> ● improper use ● faulty / damaged equipment 	Rare	Major	High	Activity Facilitators trained in selection, use, inspection, care & maintenance of activity equipment. Activity Facilitators perform checks of equipment prior to each activity. Participants briefed on proper use of equipment. All equipment clearly stored and labelled for activity intended for. Equipment regularly inspected and maintained. Equipment stored, maintained and retired according to manufacturer instructions. Equipment used certified by the manufacturer as suitable for use.	Low

Adventures Beyond Group | Risk Assessment

Willow Creek Adventure Camp					
Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Participant or staff member injury/accident	Unlikely	Major	Medium	A first aid kit is on-hand . Staff at Illawonga Camp are trained in first aid. Staff members have a mobile phone to contact the ambulance if required. Nearest hospital with 24 hour emergency department is at Victor Harbor Defib onsite.	Low
Trips and Falls due to unstable infrastructure or uneven ground	Possible	Minor	Medium	ABG holds all licences required to operate. Current Public Liability Insurance – certificate of currency available upon request. Construction meets relevant building codes at the time of construction. Maintenance, renovations and new construction is undertaken by licensed and insured trades. During maintenance, areas are identified by road barriers, witches hats, safety tape or appropriate barricades.	Low
Hazardous material causing burns or poisoning	Unlikely	Minor	Medium	Maintenance Sheds and storage areas are closed when not in use. Property has a designated chemical store & is inspected annually. Safety Data Sheets are maintained.	Low
Participant struck by vehicle, buggy, trailer	Unlikely	Moderate	Medium	Speed limited to 5 km per hour. Designated car park area. Induction and safety talk at beginning of camps Enforce appropriate use of roads. Use of appropriate footwear. Orange bollards signal unsafe areas.	Low
Struck or tripped by falling tree / material	Possible	Minor	Medium	Nature areas are checked regularly and monitored during use. Enclosed shoes are mandatory for participating in activities. First Aid kit on site.	Low
Falls from farm equipment or fences	Unlikely	Minor	Medium	Out of Bounds Areas are marked in Willow Creek Manual. Induction and safety talk given at beginning of camps/large groups. Campers are advised not to climb on old farm equipment, over fences, some are electric fences. Staff trained for observation of breeches.	Low
Burns from campfire	Unlikely	Moderate	Medium	Adult supervision required at all times. Only materials supplied to be used. Fire equipment on hand; hose connected to nearby tap. First Aid kit on site nearby.	Low

Adventures Beyond Group | Risk Assessment

Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Fire spreads from camp fire	Unlikely	Major	Medium	<p>Campfire only to be used when it is not deemed a total fire ban day.</p> <p>Appropriate fire pit to be used.</p> <p>Adult supervision required at all times.</p> <p>Only materials supplied to be used.</p> <p>4 metre clearance of all flammable material.</p> <p>Fire equipment on hand; hose connected to tap nearby, and fire extinguisher nearby.</p> <p>Fire fighting unit nearby.</p> <p>Completely extinguish fire before you walk away from it or at the end of the night activity.</p>	Low
Fire on premises	Rare	Major	Medium	<p>Monitored Fire Alarm System in Bunkhouse and Smoke Alarms in Cottages are fully maintained, contracted and checked monthly.</p> <p>Fire extinguishers and access to fire hose reel.</p> <p>Fire plan in place with Emergency Assembly Points .</p> <p>Emergency procedures on display in common areas.</p> <p>Non-smoking policy in rooms.</p> <p>Maintain our own water truck for fire fighting, fire fighting unit is nearby.</p> <p>Bushfire Action Plan in place.</p>	Low
Bushfire <ul style="list-style-type: none"> ● Nearby ● On property 	Rare	Critical	Medium	<p>A basic fire drill is explained to students upon arrival at camp.</p> <p>Fire plan in place with Emergency Assembly Points.</p> <p>Maintain our own water fire fighting unit.</p> <p>Bushfire Action Plan in place.</p> <p>Total Evacuation Plan in Place.</p> <p>Fire Warden and/or Program Leader will communicate with CFS, BTC staff on site and in the office, School staff/client/students</p> <p>Reassure safety is the priority</p> <p>Fire Warden and/or Program Leader will explain the Bushfire Action Plan and Total Evacuation Plan</p> <p>Evacuation (if required) will be by bus, and or private car/s to Bushfire Safer Places in Yankalilla or Victor Harbor depending on the location and direction of the bushfire.</p>	Medium
Burn from combustion heater	Unlikely	Minor	Medium	<p>Staff set and feed the fire as required.</p> <p>No children are allowed to load wood into the fire.</p> <p>Fire screen in place while in use.</p> <p>Hazard tape around the edge of the hearth.</p> <p>Monitored fire alarm system (Titan) checked monthly.</p>	Low
Intruder onsite	Unlikely	Insignificant	Low	<p>Group to ensure security by keeping facilities locked when not onsite.</p> <p>All staff are easily identified by uniform shirts.</p> <p>Staff/groups asked to limit their access to their own areas within the campsite.</p>	Low

Adventures Beyond Group | Risk Assessment

Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Food poisoning and allergic reactions to food	Rare	Minor	Low	<p>Policies and procedures for receiving, storing, handling and serving food</p> <p>Catering staff have the relevant knowledge regarding hygiene, food safety and safe food handling practices and are responsible for food handling, maintaining the catering areas and kitchen in accordance with the Food Act 2001, Food Standards Australia New Zealand and the South Australian Public Health Act 2011.</p> <p>Regular Council Health Officer inspections.</p> <p>Appropriate cleaning processes.</p> <p>Automatic Dishwasher.</p> <p>Information obtained identifying food allergies & special dietary needs & other health related issues during the booking process.</p> <p>Catering staff advises where participants will need to supply their own food.</p> <p>Summary of dietary requirements supplied to Group Leader for verification.</p> <p>Participants with dietary requirements can be provided with separate meals.</p>	Low
Slip/Fall in wet areas	Unlikely	Minor	Medium	<p>Excess water is mopped as soon as practicable.</p> <p>Signs put out for wet floors.</p> <p>Bathroom floors are mopped after the group has vacated.</p> <p>Cleaning checklist in place</p>	Low
Ingestion of or burn / reaction due to cleaning chemicals	Unlikely	Minor	Medium	<p>Chemicals are stored appropriately for their use.</p> <p>All cleaning materials (eg. buckets, mops) stored when not in use.</p> <p>Gloves provided for use when cleaning .</p>	Low
Electric Shock	Unlikely	Moderate	Medium	<p>Safety switches fitted in Bunkhouse and cottages.</p> <p>All electrical equipment regularly checked and tagged.</p> <p>Defib on site.</p>	Low
Injury sustained due to inadequate supervision	Unlikely	Minor	Medium	<p>Groups briefed on arrival for appropriate behaviour, rules & out of bounds areas.</p> <p>Group leader accommodation is close by and within easy access for participants if required.</p> <p>Willow Creek Manual in the main hall and cottages for group leaders/guests.</p> <p>Group to advise of any maintenance required noted during stay at campsite.</p> <p>First Aid kit onsite.</p> <p>Emergency and evacuation procedures displayed in common areas.</p> <p>Incident forms in the Willow Creek Manual.</p>	Low

Adventures Beyond Group | Risk Assessment

Willow Creek Site Specific Activities					
Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Injury or accident when camping overnight on the hill	Possible	Moderate	Medium	Medical history collected in participant waivers. Buggy/vehicle is on the hill for activities and overnight on hill in case of emergency. Facilitators carry UHF radio. First Aid kit carried. Head counts regularly completed by facilitators. Access to sleeping area accessible via 4WD track for emergency service access if needed. Appropriate overnight ratio adhered to by staff and program leaders.	Low
Participant getting lost on the hill	Possible	Minor	Medium	Groups briefed on out of bounds areas during induction and prior to each activity. Head counts regularly completed by facilitators. Groups stay together with one staff member at the front and rear of the group when walking between activities. Participants briefed on strategies for what to do if lost, e.g. stay together, back track your steps, walk downhill. Whistles provided to participants during orienteering for emergency usage. Buggies regularly patrolling for supporting participants find their way in orienteering.	Low
Native flora / fauna <ul style="list-style-type: none"> ● Snake bite ● Spider bite ● Bee Sting ● Reaction to natural environment ● Encounter with cattle 	Unlikely	Major	Medium	Participants wear appropriate clothing and enclosed shoes for all activities. Facilitators carry a First Aid kit/snake bite kit at all times. Ensure participants know how to react if they see a snake. Snake bite emergency no: 131126 noted in camp and facilitator folders. Call an ambulance in an emergency 000.. Ensure any known medical information is obtained from participants. Advise Facilitator of any potential allergic risks, triggers & severity. Participants carry any personal medication. Grass is kept low on campsites at all times. All farm fencing is maintained by farm owners. All staff to report any notable fence damage to management. Camp safety briefing includes details of native animals and cattle present onsite.	Medium
Electric shock by electric fences	Unlikely	Insignificant	Low	Participants briefed on out of bounds areas and electric fence locations during camp induction and prior to activities. Participants are instructed not to touch or cross electric fences under any circumstance. All activities are set up away from electric fences. Staff educated on the correct way to open/ close electric fences when in transit for activities.	Low

Adventures Beyond Group | Risk Assessment

Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Synergy Challenge <ul style="list-style-type: none"> ● Fall from Synergy Framework ● Fall from A-Frame 	Possible	Moderate	Medium	Safety briefing provided at the start of activity. Supervision provided during both of these components of the challenge. Height restriction provided on A-Frame structure. Buggy at all activities on hill in case of emergency. Facilitators carry UHF radio. First Aid kit carried.	Low
Slipping/tripping walking up to or around the activity areas on the hill	Possible	Minor	Medium	Appropriate footwear discussed with participants before camp + before activities. Participants are required to wear appropriate closed toe shoes. Assessment of weather and ground conditions prior to activities. Avoid steep or slippery areas of ground. Area cleared by facilitator prior to activity and any known unmoveable hazards identified to the group. Buggy at all activities in case of emergency. Facilitators carry UHF radio. First Aid kit carried. Whistles provided to participants during orienteering for emergency usage.	Low
Potential for hazardous submerged objects in the dam not being visible from the surface injuring participants during raft building	Unlikely	Moderate	Medium	Visual assessment of activity area. Enclosed shoes to be worn in all dams/rivers where you cannot see the bottom of the water. Enclosed shoes to be worn around the outside of waterways until the water component of activity starts. Rescue equipment onsite with staff member ready to take action if needed throughout water activities. First aid equipment on site.	Low

Adventures Beyond Group | Risk Assessment

Camp Illawonga					
Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Participant or staff member injury/accident	Unlikely	Major	Medium	A first aid kit is on-hand. Staff at Illawonga Camp are trained in first aid. Staff members have a mobile phone to contact the ambulance if required. Nearest hospitals with 24 hour emergency departments are at Angaston and Mannum.	Low
Trips and Falls due to unstable infrastructure or uneven ground	Possible	Minor	Medium	ABG holds all licences required to operate. Current Public Liability Insurance – certificate of currency available upon request. Construction meets relevant building codes at the time of construction. Maintenance, renovations and new construction is undertaken by licensed and insured trades. During maintenance, areas are identified by road barriers, witches hats, safety tape or appropriate barricades.	Low
Hazardous material causing burns or poisoning	Unlikely	Minor	Medium	Maintenance Sheds and storage areas are closed when not in use. Property has a designated chemical store & is inspected annually. Safety Data Sheets are maintained.	Low
Participant struck by vehicle, trailer	Unlikely	Moderate	Medium	Speed limited to 5 km per hour. Designated car park area. Induction and safety talk at beginning of camps. Enforce appropriate use of roads. Use of appropriate footwear. Orange bollards signal unsafe areas.	Low
Falls from farm equipment or fences	Unlikely	Minor	Medium	Out of Bounds Areas (Paddocks, Old farm equipment, Maintenance areas) are marked in Guest Compendium. Induction and safety talk given at beginning of camps/large groups Campers are advised not to climb on old farm equipment, over fences Staff trained for observation of breeches	Low
Burns from campfire	Unlikely	Moderate	Medium	Adult supervision required at all times. Only materials supplied to be used. Fire equipment on hand; hose connected to nearby tap. First Aid kit on site nearby.	Low

Adventures Beyond Group | Risk Assessment

Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Fire spreads from camp fire	Unlikely	Major	Medium	<p>Campfire only to be used when it is not deemed a total fire ban day.</p> <p>Appropriate fire pit to be used.</p> <p>Adult supervision required at all times.</p> <p>Only materials supplied to be used.</p> <p>4 metre clearance of all flammable material.</p> <p>Fire equipment on hand; hose connected to tap nearby.</p> <p>Fire extinguisher nearby.</p> <p>Completely extinguish fire before you walk away from it or at the end of the night activity.</p>	Low
Fire on premises	Rare	Critical	Medium	<p>A hardwired fire detection system with smoke detectors in all areas is installed at Illawonga.</p> <p>Camp is currently maintained by Adelaide Fire Service.</p> <p>A basic fire drill is explained to students upon arrival at camp.</p> <p>All fire extinguishers and other appliances are serviced bi-annually by Adelaide Fire Control.</p> <p>There will be an emergency signal for gathering – 3 whistles.</p> <p>The damage will be ascertained and an evacuation procedure will commence if required .</p> <p>Fire extinguishers and access to fire hose reel.</p> <p>Fire plan in place with Emergency Assembly Points.</p> <p>Emergency procedures on display in common areas.</p> <p>Non-smoking policy in rooms.</p> <p>Maintain our own water fire fighting unit.</p> <p>Bushfire Action Plan in place.</p>	Low
Bushfire <ul style="list-style-type: none"> ● Nearby ● On property 	Rare	Critical	Medium	<p>A basic fire drill is explained to students upon arrival at camp.</p> <p>Fire plan in place with Emergency Assembly Points.</p> <p>Maintain our own water fire fighting unit.</p> <p>Bushfire Action Plan in place.</p> <p>Total Evacuation Plan in Place.</p> <p>Fire Warden and/or Program Leader will communicate with CFS, BTC staff on site and in the office, School staff/client/students</p> <p>Reassure safety is the priority</p> <p>Fire Warden and/or Program Leader will explain the Bushfire Action Plan and Total Evacuation Plan</p> <p>Evacuation (if required) will be by boat, bus, and or private car/s to Bushfire Safer Places in Swan Reach or Mannum depending on the location and direction of the bushfire.</p>	Medium
Intruder onsite	Unlikely	Insignificant	Low	<p>Group to ensure security by keeping facilities locked when not onsite.</p> <p>All staff are easily identified by uniform shirts.</p> <p>Staff/groups asked to limit their access to their own areas within the campsite.</p>	Low

Adventures Beyond Group | Risk Assessment

Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Food poisoning and allergic reactions to food	Rare	Minor	Low	<p>Policies and procedures for receiving, storing, handling and serving food.</p> <p>Catering staff have the relevant knowledge regarding hygiene, food safety and safe food. handling practices and are responsible for food handling, maintaining the catering areas and kitchen in accordance with the Food Act 2001, Food Standards Australia New Zealand and the South Australian Public Health Act 2011.</p> <p>Regular Council Health Officer inspections.</p> <p>Appropriate cleaning processes.</p> <p>Automatic Dishwasher.</p> <p>Information obtained identifying food allergies & special dietary needs & other health related issues during the booking process.</p> <p>Catering staff advises where participants will need to supply their own food.</p> <p>Summary of dietary requirements supplied to Group Leader for verification.</p> <p>Participants with dietary requirements can be provided with separate meals.</p>	Low
Injury sustained due to inadequate supervision	Unlikely	Minor	Medium	<p>Groups briefed on arrival for appropriate behaviour, rules & out of bounds areas.</p> <p>Group leader accommodation is close by and within easy access for participants if required.</p> <p>Illawonga Manual provided to the group leader.</p> <p>Group to advise of any maintenance required noted during stay at campsite.</p> <p>First Aid kit onsite.</p> <p>Emergency Procedures displayed in common areas.</p> <p>Evacuation procedure signage in each room.</p> <p>Incident forms in the Illawonga Camp Manual.</p>	Low
Ingestion of or burn / reaction due to cleaning chemicals	Unlikely	Minor	Medium	<p>Chemicals are stored appropriately for their use.</p> <p>All cleaning materials (eg. buckets, mops) stored when not in use.</p> <p>Gloves provided for use when cleaning.</p>	Low
A storm or flood occurs	Rare	Minor	Low	<p>In the event of continuous heavy rain while on an activity, students will begin moving back to camp.</p> <p>Camp building is above the river bank and 400 metres from the river.</p> <p>The teacher will take advice on how to leave the area if necessary and discuss with staff.</p>	Low
Electric Shock	Unlikely	Moderate	Medium	<p>Safety switches fitted in Bunkhouse and cottages.</p> <p>All electrical equipment regularly checked and tagged.</p>	Low
Slip/Fall in wet areas	Unlikely	Minor	Medium	<p>Excess water is mopped as soon as practicable.</p> <p>Signs put out for wet floors.</p> <p>Bathroom floors are mopped after the group has vacated.</p> <p>Cleaning checklist in place.</p>	Low

Adventures Beyond Group | Risk Assessment

Illawonga Site Specific Activities					
Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Water sports/aquatics <ul style="list-style-type: none"> ● Boat crash ● Boat capsize ● Boat breakdown ● Fall from pedal boat ● Fall from float pillow ● Kayak capsize 	Unlikely	Moderate	Medium	Safety briefing prior to activity commencing. Adequate supervision will be ensured and students will be monitored carefully with boundaries set. All students and staff wear PFDs at all times near/on the water. Students will wear life jackets when travelling by boat on the river. The boats are registered and adhere to current safety requirements. Boats are maintained and serviced. Sit on top kayaks are open cut design to prevent students getting trapped under a capsized kayak. Capsize training provided for use of other types of kayaks. First aid kit carried at all times. Facilitators carry mobile phones, UHF radio, satellite phones, and inreach device when required.	Low
Caving 200 metre trail <ul style="list-style-type: none"> ● Participants get lost ● Fall over obstacles ● Bump head 	Unlikely	Minor	Low	Hard hats are worn at all times. Strict staff supervision. Small groups stay together with 1 adult at front and rear for safety. First aid kit carried at all times.	Low
Pedal Cart Riding <ul style="list-style-type: none"> ● Fall/cuts or scrapes from falling off pedal cart during ride/race 	Possible	Minor	Medium	Course is checked for potential dangers and obstacles. Students are briefed on how to drive the pedal carts. Participants are to wear helmets and closed toe shoes when driving the pedal carts. Pedal carts are maintained. Soft cones or light weight markers are used.	Low
Acromat activities <ul style="list-style-type: none"> ● Fall from equipment ● Participants collide ● Bump head 	Possible	Moderate	Medium	Participants briefed on activity and the proper way to use equipment. Participants remove jewellery, socks and shoes. Activity Facilitator provides instruction during use of equipment. Activity Facilitator monitors participants at all times throughout the activity. Teachers requested to supervise participants at each exercise station. Only one participant at a time using equipment.	Medium
Crate Stack Fall from height <ul style="list-style-type: none"> ● By participant ● By facilitator 	Rare	Critical	Medium	Participants are attached to a belay line whenever they are climbing. Participants wear safety harnesses while climbing. Equipment protected from sharp edges with protective equipment. Equipment rated and maintained for loads well above actual load placed upon it. Belayers are closely monitored by Activities Facilitator at all times when a climber is off the ground. Misbehaviour when belaying is never tolerated and participants may be asked to cease the activity.	Low

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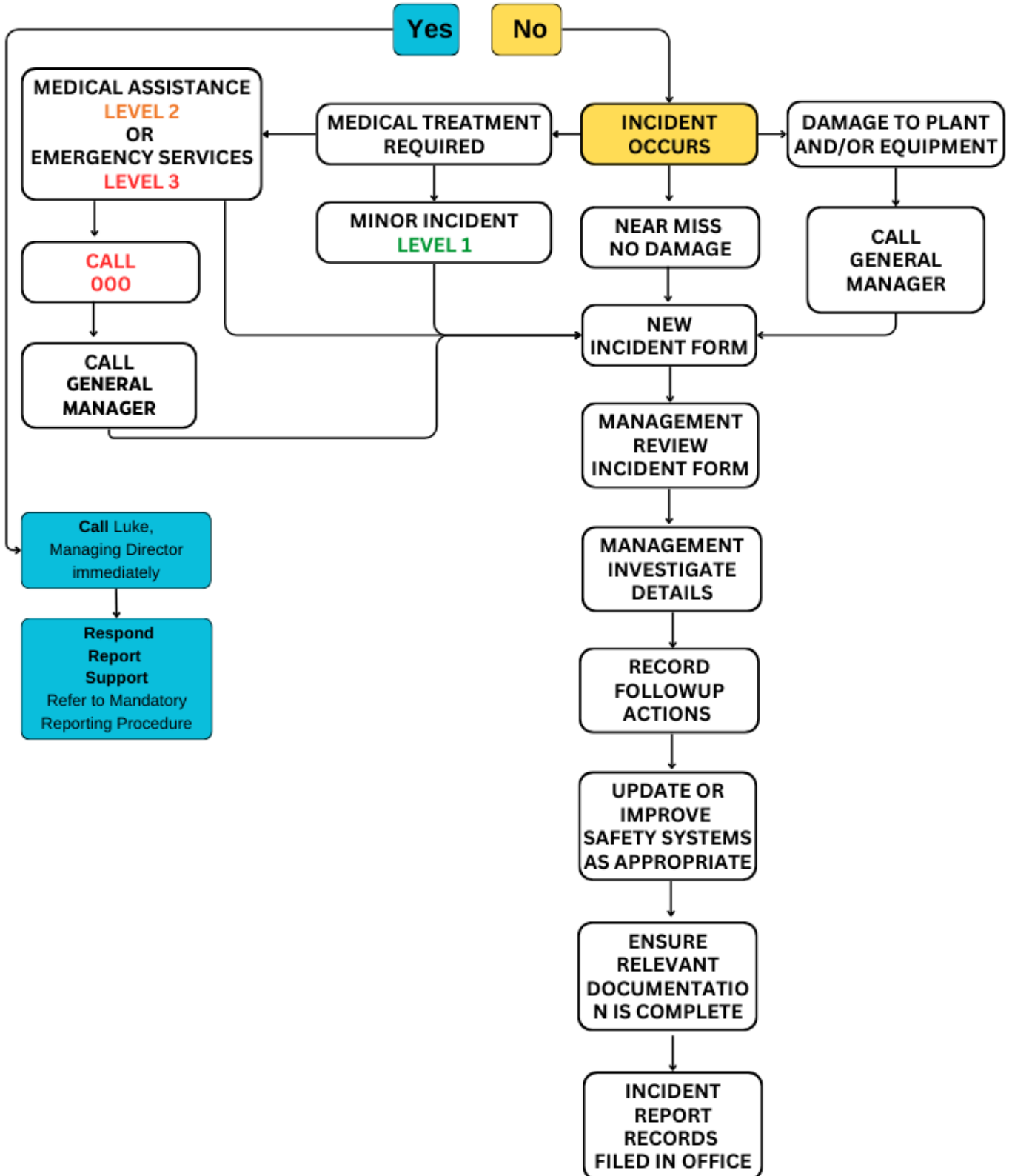
Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Slipping, landing on ground too hard	Unlikely	Moderate	Medium	Participants briefed on and demonstrated the proper way to climb and belay. Participants wear helmets and appropriate enclosed shoes. Activity Facilitator provides instruction during climbing to help placement of feet. Activity Facilitator monitors belayers at all times throughout the activity.	Low
Entanglement during crate stack activity. <ul style="list-style-type: none"> Jewellery Hair Loose clothing/ scarves Fingers 	Possible	Minor	Medium	All loose clothing, jewellery and other objects that may become entangled are to be removed for the activity. Long hair is to be tied back for the activity in low ponytail or braids. Participants briefed on where to place hands on rope / away from equipment. Belayers briefed to keep fingers away from belay post to prevent getting stuck.	Low
Rope Burn <ul style="list-style-type: none"> for climber or belayer 	Unlikely	Minor	Low	Participants briefed and instructed on proper technique for climbing. Belayers help control descent after the participant has finished climbing. Belayers are instructed to belay hand over hand and not let the rope slide through their hands.	Low
Chafing caused by harness rubbing on skin	Possible	Minor	Medium	List of appropriate clothing provided to the group prior to camp. Participants asked to wear appropriate clothing to activity to prevent harness resting of skin. Explanation on how to fit the harness is given and checked by the Activity Facilitator.	Low
Falling objects causing injury during crate stack activity; <ul style="list-style-type: none"> Equipment Objects carried by participants, e.g. crates 	Possible	Moderate	Medium	Loose equipment kept away secured at the top of the climbing area. Participants briefed on safety near the bottom of the climb. Helmets required to be worn by everyone during the activity.	low
Equipment Failure during crate stack activity due to; <ul style="list-style-type: none"> improper use faulty / damaged equipment 	Rare	Major	High	Activity Facilitators trained in selection, use, inspection, care & maintenance of activity equipment. Activity Facilitators perform checks of equipment prior to each activity. Participants briefed on proper use of equipment. All equipment clearly stored and labelled for activity intended for. Equipment regularly inspected and maintained. Equipment stored, maintained and retired according to manufacturer instructions. Equipment used certified by the manufacturer as suitable for use.	Low

Adventures Beyond Group | Risk Assessment

Description of Risk	Risk Likelihood	Risk Consequence	Risk Level	Risk Treatment	Risk Level Mitigation
Museum Tour <ul style="list-style-type: none"> ● Bus crash ● Trip over ● Fall off playground 	Unlikely	Minor	Low	10km bus drive by accredited drivers. Any accident, an ambulance will be called immediately . Strict instructions are given at the start of visit and split into small groups with a supervising adult. First aid is carried at all times.	Low
Shearing show <ul style="list-style-type: none"> ● Bus crash ● Hit by whip ● Bitten by animal 	Unlikely	Minor	Low	20km bus drive by accredited drivers. Safety area in place and safety instructions provided at beginning of demonstration. Strict staff supervision during whip cracking demonstration. All farm animals in secured areas and access to this area is only under staff supervision. First aid kit carried at all times. Any accident, ambulance will be called immediately	Low

Accident / Incident / Near Miss FlowChart

Is the incident confidential/Is mandatory reporting required?



Adventures Beyond Group | Risk Assessment

Emergency Response Protocols

The following guidelines are designed to assist Facilitators with decision making in the field:

- To provide the best possible care for the student/participant
- Evacuate the individual as quickly as deemed possible without unduly jeopardising the safety of rescuers and other group members
- Authorise whatever responses are deemed necessary and absorb the financial implications later where required

Level 1 - Response for minor incidents

- These incidents are managed by the Facilitator who is able to provide the necessary medical care and the student will be able to continue the trip
 - Care is provided by the Facilitator
 - An incident report is completed for all injuries and use of the first aid kit supplies including blisters, minor dehydration, small cuts requiring band-aids
 - The incident report details are notified to the BTC management team and discussed as appropriate
 - The incident report is filed confidentially at the office.

Level 2 - Response requiring medical assistance

- These incidents require medical assistance and may require evacuation of the student by the Facilitators/Teachers and support vehicle but **NOT** emergency services
 - Additional personnel may include other Facilitators, teachers and students in the vicinity
 - Care is provided by the Facilitator/Teacher
 - Two adults, facilitators/teachers will transport the student to the nearest medical clinic or hospital
 - The BTC management team is notified by phone of the incident and action being taken
 - Liaise with teacher to contact the school who in turn will contact the student's parents
 - An incident and evacuation report is completed and provided to the BTC management team
 - BTC management team will discuss and follow up as appropriate
 - The incident report is filed confidentially at the office.

Level 3 - Response for emergency medical assistance

- This is an incident which requires the assistance of additional medical personnel and may include emergency services, ambulance or helicopter evacuation
 - Additional personnel may include other Facilitators, teachers and students in the vicinity
 - In this type of incident it is anticipated that one Facilitator is coordinating the situation (including the delivery of direct first aid) and another Facilitator notifying emergency services for evacuation
 - The student will be accompanied by a teacher / facilitator
 - The BTC management team is immediately notified of the incident by phone and action being taken
 - Liaise with the teacher to contact the school who in turn will contact the student's parents
 - An incident and evacuation report is completed and provided to the BTC management team
 - BTC management team will discuss and follow up as appropriate
 - The incident report is filed confidentially at the office.

Adventures Beyond Group | Risk Assessment

Emergency Management Plan

1. Provide immediate first aid assistance or care prescribed by an individual health support plan and/or isolate any person with an infectious disease.
2. Call **000** and advise them of the closest vehicle entry point.
3. Make contact with a member of the BTC leadership team- Program Manager, Operations Manager or Executive Director
4. Ensure communication with emergency services is maintained.
5. Send an employee or volunteer to the point where emergency services will enter the location, if it is safe to do so.
6. Collect the attendance list, individual first aid plans and this plan.
7. Evacuate all people to the nominated emergency assembly point.
8. Once at the assembly point, check all people are accounted for.
9. Maintain a record of actions/decisions undertaken and times.
10. Report the emergency/evacuation to the site leader of the school by using the agreed form of communication tool i.e. mobile phone.
11. Wait for emergency services to arrive or provide further information/instruction.
12. Teacher in charge to arrange for parents to be informed.

Note method for communicating with the school contact:

(The school contact must be contactable at all times, have a copy of this risk management plan, be aware of the emergency management plan, have the attendance lists, child/young person health and personal care information, contact numbers of parents/legal guardians, and the itinerary.)

Note nearest suitable transport:

Note distance from help and method for obtaining it:

List any additional contingencies (ie in the event a person becomes lost):

Call-in procedure

The following process must occur when the camp or excursion is in a remote or isolated location.

1. The teacher-in-charge or delegate must contact a designated person at the site to inform them they have safely arrived; and call prior to leaving the camp or excursion location with an estimated time of arrival back at the site.
2. The teacher-in-charge must provide a time that the check-in will occur.
3. If the check-in does not occur after 20 minutes of the agreed time, the site designated person must phone the teacher-in-charge or an alternative contact.
4. Once 2 unsuccessful attempts have been made to contact the teacher-in-charge or alternative contact within 60 minutes the designated person at the site must inform the site leader and/or call 000 for police assistance.

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