

School: \_\_\_\_\_ Year: \_\_\_\_\_ Dates: \_\_\_\_\_

Program: \_\_\_\_\_ Supervising Staff: \_\_\_\_\_

## Activity Context

This document contains the general risks, control measures, and grading relevant for all Lutanda Toukley activities, including transportation by bus to off-site activities. Risk rating and terminology information is also contained in this document. Please refer to the specific activity Risk Management Plans for a list of risks, control measures and grading which are relevant for individual Lutanda Toukley activities.

## Risk Management Plan

Risk Description	Existing Control Measures	Risk Rating (with controls)		
		Likelihood	Consequence	Rating
<b>Slipping/Tripping</b> Caused by inappropriate footwear, wet conditions etc.	<ul style="list-style-type: none"> <li>Closed toe footwear to be worn at all activity areas</li> <li>Specific activity areas mulched and maintained</li> <li>Running around activity areas discouraged</li> </ul>	Possible	Minor	Medium
<b>Cutting/Scratching</b> On equipment, trees etc.	<ul style="list-style-type: none"> <li>Participants directed to stay away from hazardous areas</li> <li>Regular checks on activity areas and structures performed</li> <li>Maintenance completed as required by staff</li> </ul>	Possible	Minor	Medium
<b>Striking</b> Injury caused by contact with: Other activities, equipment	<ul style="list-style-type: none"> <li>Boundaries outlined with group welcome</li> <li>Participants asked to stay away from other activities / remain at their own activity</li> <li>Active adult supervision required on all activities</li> </ul>	Possible	Minor	Medium
<b>Entanglement</b> Hair, jewellery, other worn items	<ul style="list-style-type: none"> <li>All loose clothing, jewellery and other objects that may become entangled are to be removed for activities</li> <li>Long hair is to be tied back for roping activities</li> <li>Staff at activity ready to rescue if this occurs.</li> </ul>	Unlikely	Moderate	Medium
<b>Chafing</b> Caused by harness rubbing on skin etc.	<ul style="list-style-type: none"> <li>List of appropriate clothing provided to group prior to camp</li> <li>Participants asked to change into appropriate clothing prior to activity to prevent harness resting on skin</li> </ul>	Unlikely	Minor	Low
<b>Collision</b> Vehicle running into persons	<ul style="list-style-type: none"> <li>Participants at activities are to be supervised to and from activities</li> <li>Vehicles are required (signposted) to travel at walking speeds and look out for pedestrians</li> </ul>	Rare	Catastrophic	Medium
<b>People – Risk factors associated with the people using activities or others</b>				
<b>Participant Behaviour</b> Inability or decision to not follow directions or cooperate	<ul style="list-style-type: none"> <li>Clear behaviour expectations set at start of activity sessions</li> <li>Encouraging supportive environment</li> <li>Maintaining supervision</li> <li>Outline consequences of inappropriate behaviour</li> <li>Removal of individual from activity or cancellation of activity</li> </ul>	Unlikely	Major	Medium

General Activities Risk Management Plan – Lutanda Toukley

Risk Description	Existing Control Measures	Risk Rating (with controls)		
		Likelihood	Consequence	Rating
<b>Participant Ability</b> Unable to complete activity due to: <ul style="list-style-type: none"> <li>• Fear / Anxiety</li> <li>• Complacency / Overconfidence</li> <li>• Physical Ability</li> </ul>	<ul style="list-style-type: none"> <li>• Supportive environment encouraged</li> <li>• Participants briefed according to age, ability, experience</li> <li>• Participation is based on meeting requirements</li> <li>• Demonstration of understanding and/or skills must be shown prior to undertaking activity</li> <li>• Participants are guided through activity supportively by Activity Leader</li> <li>• Activities are challenge by choice - participants are positively challenged but not forced to participate in activity</li> </ul>	Likely	Minor	Medium
<b>Activity Leader</b> Unsafe practices leading to an injury to a participant caused by: <ul style="list-style-type: none"> <li>• Poor supervision by Activity Leader</li> </ul>	<ul style="list-style-type: none"> <li>• Activity Leaders must follow Standard Operating Procedures at all times</li> <li>• Activity Leaders are trained and signed as competent, by Activities Manager with Diploma in Outdoor Recreation</li> <li>• Vigilant supervision required by Activity Leaders at all times</li> <li>• Leader personal protective equipment and rescue equipment available at activity at all activity sessions</li> <li>• Communication equipment available readily at activity sessions</li> </ul>	Unlikely	Major	Medium
<b>Group Leader</b> Unsafe practices including: <ul style="list-style-type: none"> <li>• Poor supervision by group leaders</li> </ul>	<ul style="list-style-type: none"> <li>• Groups briefed on requirement to provide competent person supervising participants under 17 years old prior to camp and activities</li> <li>• Activity Leaders will stop or cancel activity without adequate supervision from Group Leader</li> </ul>	Unlikely	Major	Medium
<b>Observers</b> Injury to... Guests or others observing activity while it is running	<ul style="list-style-type: none"> <li>• Hazardous activity areas signposted / fenced / clearly marked</li> <li>• Observers not allowed to participate in activity without activity briefing</li> <li>• Activity Leader there to direct guests if not in the correct place</li> </ul>	Unlikely	Major	Medium
<b>Unsupervised Users</b> Injury to...Guests on site when activity is not running; Members of public accessing camp land (unauthorised)	<ul style="list-style-type: none"> <li>• Groups briefed on not using facilitated activities without Activity Leaders</li> <li>• Ladders &amp; ropes removed from courses when not in use &amp; locked</li> <li>• Activity equipment locked away when not in use</li> <li>• Course located near security camera and property gate closed at night</li> </ul>	Unlikely	Major	Medium
<b>Equipment – Risk factors associated with the equipment used for activities</b>				
<b>Equipment Failure</b> Due to improper use, faulty / damaged equipment	<ul style="list-style-type: none"> <li>• Activity Leaders trained in selection, use, inspection, care &amp; maintenance of activity equipment</li> <li>• Activity Leaders perform check of equipment prior to each activity</li> <li>• Participants briefed on proper use of equipment</li> <li>• All equipment clearly stored and labelled for intended activity</li> <li>• Equipment regularly inspected and maintained</li> <li>• Equipment stored, maintained and retired according to manufacturer instructions</li> <li>• Equipment used certified by manufacturer as suitable for use</li> </ul>	Rare	Major	Low
<b>Bus Transport – Risk factors associated with provision of bus transport by Lutanda Toukley (for off-site activities)</b>				
<b>Vehicle</b> Breakdown	<ul style="list-style-type: none"> <li>• Lutanda vehicles and buses are all roadworthy and registered by NSW RMS</li> <li>• Buses are regularly serviced</li> </ul>	Rare	Major	Low
<b>Driver</b> Driver incompetence	<ul style="list-style-type: none"> <li>• All Lutanda drivers have appropriate class Licences for bus driving</li> <li>• Any group driver is required to provide proof of Licence</li> </ul>	Rare	Catastrophic	Medium

General Activities Risk Management Plan – Lutanda Toukley

Risk Description	Existing Control Measures	Risk Rating (with controls)		
		Likelihood	Consequence	Rating
<b>Passengers</b> Injury to...	<ul style="list-style-type: none"> <li>Passengers are required to obey all road rules while riding in Lutanda buses (remaining seated, wearing seat belts if fitted, no parts of body outside the bus etc.)</li> <li>All passengers are to wait in appropriate safety zone while bus is being parked and has come to a complete stop</li> <li>No campers or leaders are to enter the bus until the driver is ready</li> <li>All those entering the bus must hold onto the hand rails when entering the bus</li> <li>The bus driver is to count those entering the bus as to not over load it</li> <li>All passengers under 16yo are required to be supervised by responsible adults whilst on the bus</li> <li>Before exiting the bus, a supervising adult will make sure it is safe to do so first</li> <li>All passengers are to be briefed on where to go once exiting the bus</li> <li>Driver will check to make sure the door way is clear before closing the door</li> </ul>	Unlikely	Major	Medium
<b>Environment – Risk factors associated with the environment including weather</b>				
<b>Exposure to UV rays</b> Causing sunburn	<ul style="list-style-type: none"> <li>Shaded areas available at most activities for most parts of the day</li> <li>Sun smart strategies are encouraged</li> <li>Sunscreen can be made available upon request</li> </ul>	Possible	Minor	Medium
<b>Exposure to Heat</b> Causing dehydration, heat stroke etc.	<ul style="list-style-type: none"> <li>Shaded areas available at activity for most parts of the day</li> <li>Sun smart strategies are encouraged</li> <li>Participants are encouraged to drink water, carry water bottles</li> <li>Guests are briefed on location of water filling locations on arrival</li> <li>Activities modified / cancelled if necessary or alternative activities arranged</li> </ul>	Unlikely	Moderate	Medium
<b>Cold / Wet Weather</b> Causing hypothermia etc.	<ul style="list-style-type: none"> <li>Weather conditions regularly monitored for adverse conditions</li> <li>Participants briefed on wearing suitable protective clothing</li> <li>Activities modified / cancelled if necessary or alternative activities arranged</li> </ul>	Rare	Moderate	Low
<b>Lightning Strike</b>	<ul style="list-style-type: none"> <li>Weather conditions regularly monitored for adverse conditions</li> <li>Activities delayed / cancelled during lightning storms; participants moved to safe area</li> <li>Activities modified / cancelled if necessary or alternative activities arranged</li> </ul>	Rare	Catastrophic	Medium
<b>Injury or Allergic Reaction caused by organism</b>	<ul style="list-style-type: none"> <li>Groups briefed on arrival on appropriate actions for sighting/being bitten by snakes</li> <li>Activity areas regularly monitored for organisms commonly causing allergic reaction and treated accordingly</li> <li>Suitable medication and first aid to be readily available (user group must provide first aid eg. EpiPen)</li> <li>Activity Leaders have first aid training and carry first aid kits</li> <li>Communication equipment readily available</li> <li>Medical assistance within 15 minutes</li> </ul>	Unlikely	Major	Medium
<b>Injury caused by contact with natural features</b>	<ul style="list-style-type: none"> <li>Regular checks of activity areas carried out and appropriate maintenance performed (sticks removed etc.)</li> <li>Participants briefed on safe areas</li> <li>Arborist inspects trees for potential falling limbs</li> </ul>	Unlikely	Minor	Low

## Risk Ratings

This risk assessment is measured according to the following risk ratings:

### Likelihood Ratings

Likelihood is the description of the probability and frequency. The likelihood of the risks occurring as outlined in Lutanda Toukley risk management plans is determined after the control measures have been implemented.

Score	Description	Broad description of frequency	Time framed description of frequency
1	Rare	The event may occur, but only in highly exceptional circumstances	Not expected to occur for years
2	Unlikely	Could occur at some time	Expected to occur at least annually
3	Possible	Might occur at some time	Expected to occur at least monthly
4	Likely	Will probably occur in most circumstances	Expected to occur at least weekly
5	Almost certain	Is expected to occur in most circumstances	Expected to occur at least daily

### Consequence Ratings

The outcome of an event or situation expressed qualitatively or quantitatively, being the human impact, damage to infrastructure, disruption to public or financial loss.

Score	Description	Injury or impact details
1	Insignificant	Little or no injury requiring no medical attention; Minimal impact on environment; Insignificant adjustments to program; Insignificant damage to property, normal wear; Some difficulty in retaining competent staff; Expected running costs incurred
2	Minor	Minor injuries requiring first aid / some medical attention; Minor impact to plants / animals, no disruption to ecosystems; Rescheduling / replacement of program activities to client satisfaction; Damage requiring small repairs, low cost; Some difficulty in attracting, developing, resourcing and retaining competent staff; Minor costs incurred (<\$250)
3	Moderate	Serious injuries requiring hospitalisation / ongoing medical attention; Ecosystem / landscape self repairs within 12mo; Significant disruption / cancellation of program events; Damage requiring moderate repairs or replacement, moderate cost; Significant difficulty in attracting, developing, resourcing and retaining competent staff; Moderate costs incurred (<\$1,000)
4	Major	Injuries that are life threatening or causing long term disability; Ecosystem / landscape self repairs within 36mo; Program disruption causing loss of program; Damage requiring high cost/projects for repair/replacement; Guest experience and program is majorly affected by lack of competent staff; Major costs incurred (<\$15,000)
5	Catastrophic	Fatality; Irrecoverable loss of ecosystem / landscape; Program disruption causing broad loss of reputation; Massive damage, significant replacement of infrastructure required; Programs unable to be fulfilled due to lack of competent staff; Massive costs incurred (>\$15,000)

The consequence of an incident occurring may vary greatly depending on the individual circumstances of each incident.

Example – A student trips and falls – a detailed analysis of falls might show that although falls occur weekly, more serious injuries from falls only occur once or twice a year. Overall most of the other falls have relatively minor outcomes. Therefore, the incident could be scored either according to the severity of the actual outcome, or according to the most likely or typical outcome for that type of incident.

Both approaches are valid, however, to ensure consistency Lutanda Toukley has adopted an approach to record the most likely or typical outcome for all incidents.

### Risk Rating Matrix

All identified risks are recorded in the following risk matrix according to likelihood and consequence. The purpose of this matrix is to provide a snapshot of all identified risks and establish the level of risk to determine if further treatment is required.

Likelihood	Consequences				
	1 - Insignificant	2 - Minor	3 - Moderate	4 - Major	5 - Catastrophic
1 - Rare	1	2	3 Exposure to cold	4 Equipment failure, bus breakdown	5 Lightning strike, bus driver incompetence, vehicle collision
2 - Unlikely	2	4 Injury from environment, chafing	6 Entanglement, exposure to heat	8 Injury to observers, unsupervised persons, participant behavior, unsafe activity leader, participant ability, group leader, allergic reaction, injury while on bus	10
3 - Possible	3	6 Slipping, cuts, striking, UV exposure	9	12	15
4 - Likely	4	8	12	16	20
5 - Almost certain	5	10	15	20	25

### Risk Treatment

<b>1-4 Low Risk</b> <ul style="list-style-type: none"> <li>Risk does not generally need to be managed any further (current controls are adequate), however the risk needs to be monitored for changes in circumstances and current control effectiveness.</li> <li>Risk generally may be accepted.</li> </ul>	<b>10-14 High Risk</b> <ul style="list-style-type: none"> <li>Risk is unacceptable, risks must be further treated or removed to bring rating to medium</li> <li>Risks are to be re-assessed by Activities Manager</li> </ul>
<b>5-9 Medium Risk</b> <ul style="list-style-type: none"> <li>Risk needs to be regularly monitored for any changes and control/treatment effectiveness.</li> <li>Risk may be accepted after consideration.</li> </ul>	<b>15+ Extreme Risk</b> <ul style="list-style-type: none"> <li>Unacceptable risk, urgent attention is required to treat or remove risks</li> <li>Management to consider elimination of activity</li> </ul>

Risk Assessment Conducted by: *Program Manager, Lutanda Toukley*

Date of Risk Assessment: *9<sup>th</sup> May 2019*

Date of Next Review: *May 2020*