



# Orienteering Risk Management Plan

CCC Hawkesbury

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

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

## Activity Context

The Orienteering activity is based at a central location such as the dining hall and participants must use a map to explore and find markers located around the CCC Hawkesbury site. This activity applies basic map reading skills and promotes teamwork through a fun and fast paced challenge of finding as many markers as possible.

### Leader to Participant Ratios

1 **Activity Facilitator** to 17 participants

For all groups with participants under 18yo:  
Group is required to have a **Supervising Adult/Teacher**, provided by the group, present

Variations to ratio requirements may occur on a group-by-group basis.

### Participation Requirements

Minimum Age: 8 years of age

Variations to participant requirement may occur on an individual client assessment.

### Equipment

Participants are required to wear/have the following:

- Appropriate environmental protection (i.e., Hat, sunglasses, t-shirts, raincoat, warm clothing)
- Enclosed footwear
- Adequate water
- mid-thigh or longer length pants for protection from harnesses
- Any personal medication required (i.e., asthma, EpiPen etc.)

### Activity Facilitators

Activity Facilitators are CCC Activity Staff or equivalent.

Activity Facilitators are trained and signed off as competent to run activity by a qualified permanent CCC staff member.

Note: Where it is not specified the management of risk is expected to be undertaken by the Activity Facilitator.

### First Aid / Emergency

The school or group have primary responsibility for first aid, however:

- Activities Co-Ordinator holds current first aid and CPR certificates
- Large First Aid Kit available in First Aid/ PA room in main dining hall.
- For minor incidents, Activity Facilitator/Teacher/Group Leader communicates with Activities Co-Ordinator and fills out Incident Report

- Form. The school or group, with centre staff determine the need to call an ambulance or a hospital visit.
- For major incidents, if we are first on the scene, we will perform initial First Aid until the Teacher/Group Facilitator takes over. Our “Emergency and Critical Incident Policy and Procedure” outlines additional procedures required for an emergency.

## Risk Management Plan

Hazard / Risk Description	Existing Control Measures	Risk Rating		
		Likelihood	Consequence	Risk Rating
<b>Activity Specific – Risk factors specifically associated with activity at CCC Hawkesbury</b>				
<b>Getting lost</b>	<ul style="list-style-type: none"> <li>• Boundaries are clearly explained at beginning of session – not to go past fence of roadside, down to river and always remain in site of main and cabin buildings.</li> <li>• Participants undertake activity in small groups and are briefed to always stay together to ensure safety of all members</li> <li>• Groups given 2 to 3 markers at a time to go and find and then report back to the Activity Facilitator to be given new markers to find. In this way Activity Facilitator can keep a track of and monitor the whereabouts of all participants. Groups are not given the next markers to find until all group members report to the Activity Facilitator. Groups that do not check in for an extended period, must be located.</li> <li>• Participants briefed not to go into bush or down any bush tracks – no markers are located here.</li> <li>• Groups are given maps and given a quick lesson in how to use them by Activity Facilitator</li> <li>• Maps are an accurate reflection of the Marker locations and layout of land (aerial image)</li> <li>• Markers are checked to be in place before commencement of the activity. Any markers missing are taken note of for the running of the activity.</li> <li>• Supervising Adult/ Teacher can assist groups who are having difficulty.</li> </ul>	Rare	Moderate	Low

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January 2021 Karina Sullivan

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Hazard / Risk Description	Existing Control Measures	Risk Rating		
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<b>Shot from Arrows</b> if archery is running simultaneously.	<ul style="list-style-type: none"> <li>Participant specifically briefed to stay clear of sides of archery range, and not to cross behind archery range - Markers are not located behind or to the sides of the range.</li> </ul>			
<b>Participants going on road</b>	<ul style="list-style-type: none"> <li>Participants briefed not to cross fence towards road or go out driveway – Markers are not located here.</li> </ul>			
<b>Slipping/Tripping/ Fall/</b> From uneven surfaces, equipment, trip hazards, obstacles in the environment.	<ul style="list-style-type: none"> <li>Participants instructed to take care while participating in activity.</li> </ul>	Unlikely	Minor	Low
<b>People – Risk factors associated with the people using the activity</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>Activity Instructor collaborates with Adult Supervisor/ teacher to maintaining adequate supervision of all participants throughout the session.</li> <li>Outline consequences of inappropriate behaviour</li> <li>Removal of individual from activity or cancellation of whole activity if safety procedures and instructions are not being followed.</li> </ul>	Unlikely	Major	Low
<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>Activity Instructor promotes a supportive environment</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 Facilitator</li> </ul>	Possible	Moderate	Low

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	<ul style="list-style-type: none"> <li>Activities are challenge by choice - participants are positively challenged but not forced to participate in activity</li> </ul>			
<b>Activity Facilitator</b> Unsafe practices leading to an injury to a participant caused by: <ul style="list-style-type: none"> <li>Poor supervision and instruction by Activity Facilitator</li> <li>Incompetence of Instructing activity</li> </ul>	<ul style="list-style-type: none"> <li>Activity Facilitators must always follow Standard Operating Procedures</li> <li>Activity Facilitators are trained and signed off as competent to run activity by qualified permanent CCC staff member.</li> <li>Formal qualifications in Outdoor Recreation and instructing activity area desired.</li> <li>Communication equipment available readily at activity sessions</li> <li>Vigilant supervision always required by Activity Facilitator</li> <li>Leader personal protective equipment and rescue equipment available at activity at all activity sessions</li> </ul>	Unlikely	Major	Low
<b>Supervising Adult</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 Supervising Adult for groups with participants under 18 years old, prior to camp and activities.</li> <li>Activity Facilitator will stop or cancel activity without adequate supervision from Group Leader</li> </ul>	Unlikely	Major	Low
<b>Equipment – Risk factors associated with the equipment used for the activity</b>				
<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>Sun smart strategies are encouraged</li> </ul>	Possible	Minor	Low
<b>Exposure to Hot Weather</b> Causing dehydration, heat stroke etc.	<ul style="list-style-type: none"> <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 facilities on arrival</li> <li>In extreme heat activities modified / cancelled and alternate activities arranged</li> </ul>	Unlikely	Moderate	Low

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Hazard / Risk Description	Existing Control Measures	Risk Rating		
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<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 alternate 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 when thunder or lightning is present, participants are moved to safe area.</li> <li>Activities modified / cancelled if necessary or alternate activities arranged</li> </ul>	Rare	Catastrophic	Low
<b>Injury, bites, or allergic reaction caused by organism</b>	<ul style="list-style-type: none"> <li>Groups briefed on arrival of appropriate actions for sighting/bite by snakes</li> <li>Area monitored for bees, snakes, spiders and if spotted participants notified of the hazard and managed accordingly.</li> <li>Prescribed medication readily available if participant is high risk e.g., EpiPen.</li> <li>Small first aid kits and radio communication readily available at each activity area, and a more comprehensive first aid kit available in the first aid room if required. Activity Facilitator administers first aid accordingly.</li> <li>Medical attention/ ambulance sought if required.</li> </ul>	Unlikely	Major	Low
<b>Tree or Tree branch falling on person/s</b>	<ul style="list-style-type: none"> <li>Markers not placed under or around high-risk branches or trees.</li> <li>Briefing done away from any high-risk branches or trees.</li> <li>.</li> </ul>	Rare	Catastrophic	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 CCC Hawkesbury 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. In the main 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 CCC Hawkesbury 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 Harness trauma, equipment failure	5 Fall from height, lightning strike, structure failure
2 - Unlikely	2	4 Falling object, injury from environment, chafing	6 Entanglement, exposure to heat	8 Injury to observers, unsupervised persons, participant behavior, unsafe activity facilitator, participant ability, group leader, allergic reaction	10
3 - Possible	3	6 Slipping, cuts, impact injury, rope burn, inverting, UV exposure	9	12	15
4 - Likely	4	8	12	16	20
5 - Almost certain	5	10	15	20	25

### Risk Treatment

#### 1-4 Low Risk

- 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.
- Risk generally may be accepted.

#### 5-9 Medium Risk

- Risk needs to be regularly monitored for any changes and control/treatment effectiveness.
- Risk may be accepted after consideration.

#### 10 -14 High Risk

- Risk is unacceptable, risks must be further treated or removed to bring rating to medium
- Risks are to be re-assessed by Activities Co-Ordinator

#### 15+ Extreme Risk

- Unacceptable risk, urgent attention is required to treat or remove risks
- Management to consider elimination of activity

Original Risk Assessment Conducted by: *Jemima Robinson, Activities and Hosting Manager, Mt Victoria* Date: 27<sup>th</sup> January 2016

Reviewed:

*January 2017*

*October 2018, Amanda Bennett, Activities Manager, Yarramundi*

*January 2021, Karina Sullivan, Activities Co-Ordinator, CCC Hawkesbury*

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