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|   | **General Camps & Excursions Risk Assessment** | **Completed By:** C. Warnecke & L. Jansons |
| The risks outlined in this document focus on the risks associated with school camps & Excursions regardless of the location |  |

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| Identify Hazards and subsequent Risks | **Analyse Risks / Evaluate Risks** |  **Identify and evaluate existing risk controls** |
|  Hazards/Issues/Risks | **Consequence** | **Likelihood** | **Risk level** |  **What we are doing now to manage this risk**. | **New risk level** |
| Environment |  |  |  |  |  |
| Sunburn | Major (4) | Likely (4) | Extreme (16) | * Detailed “what to bring” checklist provided *Active Education* to *group leader*, (who is responsible for passing this on to *participants* and *caregivers*) in information that can be found on the bookings portal.
* *Participants* are instructed to wear appropriate clothing, hats, covered footwear, sunscreen and carry their individual full water bottles for all activities.
* Water readily accessible to all participants.
* *Group* responsible for the provision of sunscreen for *participants* with ad.
* Regular reminders from *Active Education Staff* to “re apply” sunscreen and “re fill” water bottles.
* Active Education **hot weather policy** in place. Policy available in Operations Kits available at each site.
* *Active Education Staff* in conjunction with *group supervisors to* monitor participants and act on possible symptoms.
 | High (8)2B |
| Dehydration | Catastrophic (5) | Possible (3) | Extreme (15) | Low (4)2D |
| Heat Stroke | Major (4) | Possible (3) | Extreme (12) | Low (4)2D |
| Hypothermia/hyperthermia | Major (4) | Possible (3) | Extreme (12) | * *Participants* advised to wear weather appropriate clothing.
* *Staff* to monitor participants and act on early symptoms.
 | Low (4)2D |
| Accidents involving vehicle interaction | Catastrophic (5) | Possible (3) | Extreme (15) | * Clear boundaries are established and *participants* are made aware of possible vehicle access to sites.
* Adequate supervision when crossing roads.
* Walking on the left hand side footpath where possible. Single file if no footpath present.
 | High (5)5E |
| Site hazards |  |  |  | * Possible hazards/risks for each site are clearly identified and removed or addressed ASAP in consultation with *Active Education Staff* and campsite staff.
* Please refer to “**Site Specific Camp Risk Assessments.”**
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| Lightning | Catastrophic (5) | Rare (1) | High (5)5E | * **Active** **Education’s Policies** regarding lightning conditions are in place. -modifications to programs in place
* *Regular monitoring and review of weather forecasts and conditions*
* *Current area weather warnings are accessible to staff*
 | High (5)5E |
| Hot weather | Major (4) | Almost certain (5) | Extreme (15) | * **Active Education’s Hot Weather Policies** are in place.
* *Regular monitoring of weather forecasts and conditions-see B.O.M webpage*
 | Moderate (6)2C |
| Bushfires | Catastrophic (5) | Possible (3) | Extreme (15) | * **Active Education’s Bushfire Conditions Policies** are in place.
* Bushfire conditions and alerts are reviewed as part of the *dynamic risk assessment* prior to commencing an activity.
* Monitoring bushfire conditions and where practical updated bushfire condition forecasts, warnings and alerts accessed throughout the activity.
 | High (5)5E |
| Equipment |  |  |  |  |  |
| Inadequate or poorly maintained equipment | Major (4) | Possible (3) | Extreme (12) | * *Session plans* including equipment and preparation lists are available to  *Active Education Staff*
* Ensure all *equipment* is regularly checked and repaired/replaced.
* *Equipment* used is appropriate for age group and skill level.
* Adequate instructions given to the correct and safe use and handling of *equipment.*
 | Moderate (6)2C |
| Travel to destination - Motor vehicle accidents  | Catastrophic (5) | Unlikely (2) | Extreme (10) | * *Group leaders to Ensure participants stay seated throughout travel*
* *Group leaders Ensure seat belts are worn where fitted.*
* *Active Education or group leader Ensure vehicle operators hold appropriate licences & insurance.*
* *Group leader outlines expected behaviour and consequences of misbehaviour before trip commences*
* *Group leader actively supervise during trip (enforce rules & monitor behaviour).*
* *Group leader Communicate any issues that arise with bus driver.*
 | High (5)5E |

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| People |  |  |  |  |  |
| Aggravation of existing medical condition or injury | Catastrophic (5) | Possible (3) | Extreme (15) | * Completed medical information summary sheets are available to all staff and facilitators.
* *Active Education Staff* and *group supervisors* ensure *participants* have their medication readily available. Recording medication required/given is the responsibility of the *group supervisors*
* In accordance with the information given in the “*Information Package to Schools*” first aid and medication is the primary responsibility of the *group leader* on camp.
* Each school to supply a comprehensive first aid kit appropriate to staff first aid training as detailed in the “*Information Package”.* The first aid kit is to be readily available with participant’s medical details.
* *Active Education Staff* are Senior First Aid trained and carry basic personal first aid kits.
* Special dietary requirements/allergies are made know prior to camp and available to all staff.
* *Emergency contact register* available to staff. (Operations Kit-Operations Folder)
* **Emergency Management** **Policies and Procedures** in place.
 | High (5)5E |
| Slips, falls, scratches  | Moderate (3) | Likely (4) | High (12) | * Appropriate clothing including footwear to be worn.
* *Active Education Staff* and *group supervisors* to advise participants not to run unnecessarily and to be aware of particular identified hazards.
* Students to stay on designated marked paths where possible.
* Appropriate and safe use of *equipment* and surroundings.
 | Moderate (6)2C |
| Injury due to a bite or sting | Catastrophic (5) | Possible (3) | Extreme (15) | * Groups to be briefed on potential hazards including snakes and what to do should they encounter one.
* *Participants* with severe allergies to bites/stings are clearly identified and appropriate medication/*action plan* is in place and readily available.
* **Active Education’s “Managing Severe Allergies Policy**” is in place.
* Potential risk of blue ring octopus is included in reef safety brief.
* *Active Education Staff* are familiar with the use of *epi pens*
 | High (5)5E |
| Child protection related incident | Major (4) | Possible (3) | Extreme (12) | * *Active Education staff* and *campsite staff* to hold current DCSI Screening Check, Specific Catholic Education Clearance and are mandated notifiers. (In accordance with the guidelines for DfE, AISSA and Catholic Education SA.)
* **Active Education’s “Protective Behaviours Policy”** in place. (In accordance with “Protective practices for staff in their interactions with children and young people”. DECS, Catholic Education and AISSA. Two person rule when dealing with students.
* Adequate supervision - DECD leadership team to student ratios

***1:10 preschool to Yr 2 1:15 Yrs 3-12 (Min 2 leaders required)***Active Education staff to student ratio 1:30 with School staff being present during all activities to meet the minimum 1:15 ratio.* Overnight Accomodation considerations*Group supervisors* are accommodated in close proximity to
	+ *Participants* and can be easily contacted throughout night.
	+ Separate male and female sleeping accommodation for *Participants*.
	+ *Participants* are checked into rooms at ‘lights out’.
	+ *Group supervisors* are appropriately trained in safeguarding/child protection and standards regarding access to bedrooms/ changing areas etc
* Please Note: Students may be at increased risk of harm using public toilets (e.g Toilet Stop during Bus trip)
	+ Teacher to stipulate a “2 person to the toilet” rule
	+ With younger students, teacher should supervise from outside toilet
	+ Head count to be conducted directly after toilet stop/break
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| People (Cont…) |  |  |  |  |  |
| Gastro and food poisoning | Minor (2) | Likely (4) | High (8) | * *Participants* are advised to wash hands before consuming food.
* **Active Education “Gastro Policy”** in place.
* Food handling and safety laws and regulations of the relevant authorities are determined and complied with.
* *Active Education catering staff* have completed in house training, food safety handling and food allergy training.
* *SOP’s* in place regarding food handling, preparation and cooking.
 | Low (4)2D |
| Injury during Supervised Free Time & Evening Activities | Minor (2) | Almost certain (5) | High (10) | * *Activities arranged by group supervisors* *must be risk-assessed by group supervisors* *.*
* *Group leaders considers activities suitable for group*
* *Sufficient supervision provided by group supervisors.*
 | High (10)2A |
| Participants lost or separated from group: inadequate supervision | Catastrophic (5) | Possible (3) | Extreme (15) | * Sufficient supervision that complies with *DECD staff student ratios.*
* Group control measures-buddy system, numbering off, front and back staff markers.
* Confirm head counts before, during and after an activity.
* Briefing to *participants* includes clear boundaries, expectations and what to do in an emergency.
 | High (5)5E |
| Students with special needs | Catastrophic (5) | Possible (3) | Extreme (15) | * Participants with “special needs” are identified prior to camp and adequate supervision and *support staff* are in place.
* Adequate supervision and modification of activities where appropriate.
* A *participant* may be restricted in participating in an activity for the safety of themselves, the provider or other *participants*.
* *Pre activity assessment* completed to ensure participants meet the necessary requirements to undertake the activity. *Participants* may be restricted from participating in the activities if they are behaving in a manner which is reckless and can endanger themselves or others.
* *Participants* may be restricted from activities if they present behaviours that could impact on the safety of the group that can not be managed appropriately.
 | High (5)5E |
| Consent to participate in programmed activities |  |  |  | * Where *participants* are *minors*, written confirmation that *consent to participate* has been given by their parents or legal guardian.
* *Pre activity information* is provided to the school/parent or legal guardian before gaining their consent.
* *Photo and video consent* for minors is to be obtained by *participants* parents or legal guardian for the use of promotional material by *Active Education*
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| Additional notes |  |  |  |  |  |
| * For Camps or sessions where groups are ‘self-managed’ please replace “Active Education Staff” with “Group Supervisors”
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|  |  |  | Consequences |
|  |  |  | **1 – Insignificant**Dealt with by in-house first aid, etc | **2 – Minor**Medical help needed. Treatment by medical professional/hospital outpatient, etc | **3 – Moderate**Significant non-permanent injury.Overnight hospitalisation (inpatient) | **4 – Major**Extensive permanent injury(eg loss of finger/s)Extended hospitalisation | **5 – Catastrophic**Death. Permanent disabling injury(eg blindness, loss of hand/s, quadriplegia) |
| **Likelihood** | A - | Almost certainAlmost certain to occur in most circumstancesMultiple times in a year (possibility >75%) | High (H) | High (H) | Extreme (X) | Extreme (X) | Extreme (X) |
| **B -**  | LikelyLikely to occur frequentlyAt least once in a year (possibility 50-75%) | Moderate (M) | High (H) | High (H) | Extreme (X) | Extreme (X) |
| **C -**  | PossiblePossible and likely to occur at some timeAt least once in 2-5 years (possibility 25-50%) | Low (L) | Moderate(M) | High (H) | Extreme (X) | Extreme (X) |
| **D -**  | **Unlikely**Unlikely to occur but could happenAt least once in 5-15 years (possibility 5-25%) | Low (L) | Low (L) | Moderate(M) | High (H) | Extreme (X) |
| **E -**  | **Rare**May occur but only in rare and exceptional circumstancesLess than once in 15 years (possibility <5%) | Low (L) | Low (L) | Moderate (M) | High (H) | High (H) |

**Environment -** Factors that originate from the surroundings and can impact on the activity, such as weather, terrain, availability of shelter, remoteness, etc

**People -** Attributes that people (both leaders and participants) bring to an activity, such as skills, knowledge, experience, health and fitness, age, fears, etc.

**Equipment -** Resources that impact on the activity, such as clothing, buoyancy aids, kayaks, tents, climbing ropes, helmets, motor vehicles, etc.