

Risk Assessment for Camping



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Review

Complete By	Revision Date	Approved By	Approval Date
R Shanks	23/07/2018	A Daykin	23/07/2018

Risk level	Action required/approval
Low Little chance of injury or incident	<input checked="" type="checkbox"/> Manage through regular planning processes

Minimum Supervision

At least 1 qualified Activity Instructor is to be present to run Camping

Recommendations

Camping is suitable for all ages

It is highly recommended that at least 1 group Teacher/Supervisor are present to assist with student behaviours

Information

Camping can be facilitated at other locations

Qualifications

All Apex staff and contractors hold at a minimum ,one of the following qualifications/skills sets or other recognised skill sets/qualifications from another jurisdiction, along with mandatory First Aid/CPR and QLD Blue Card, working with children check.

- Certificate 3 Outdoor Recreation
- Certificate 4 Outdoor Recreation
- Diploma Outdoor recreation

Through the use of well maintained equipment, training and accredited staff and sound operating procedures and policies Apex Camps control the “real risks” associated with this activity

In assessing the level of risk, considerations such as the likelihood of an incident happening in combination with the seriousness of a consequence are used to gauge the overall risk level for an activity. The matrix below has been used as a guide to assist with developing the risk assessment:

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

Risk Level	
Low	Little chance of incident or serious injury.
Medium	Some chance of an incident and injury requiring first aid.
High	Likely chance of a serious incident and injury requiring medical treatment.
Extreme	High chance of a serious incident resulting in highly debilitating injury.

Minimum Equipment/Facilities

Electronic and other equipment that can be damaged by water should be carried in water resistant containers.

Leaders are responsible for determining the equipment to be carried by all participants.

- Compass and map, if camping off-site
- Waterproof matches/BBQ lighter
- Emergency Management Plan
- Appropriate communication equipment

First Aid:

- First aid kit suitable for the activity
- A medical alert list collated from information on medical consent forms before departure
- A communication procedure for external assistance if required

All participants and supervisors should have:

- Protective clothing (long-sleeve shirt and pants for all weather extremes, suitable shoes and suitable footwear for swimming in creeks, if appropriate)
- Insect repellent
- Personal hygiene items
- A plastic bag for rubbish
- A personal first aid kit
- Suitable sleeping bag/linen, as required
- Suitable torch and spare batteries

Hazards/Risks	Control Measures
Activity Specific hazards/risks	<ul style="list-style-type: none"> • Ensure there is effective communications in place • Ensure all equipment is well maintained • Ensure there is adequate adult supervision • Ensure shoes are worn at all times • Ensure all gas lights and open flames remain outside and away from the tents • Ensure that food preparation, shelter and sanitation areas are positioned to avoid any potential physical and health hazards • Ensure participants are aware of the location of equipment • Ensure torches are used at night when moving around site • Check for ticks and other parasites regularly • Alert participants of dangerous local animals and plants, e.g, snakes, spiders • Be sure of health, suitability and competency of participants • Do not allow climbing trees • Constantly monitor surroundings for slip, trip and fall hazards. • Conduct roll call at regular intervals

Emergency Procedures <ol style="list-style-type: none"> 1.Effect Rescue as required. 2.Conduct First Aid as required. 3.Contact Emergency Services via mobile phone, radio. 4.Depending on injury: Stabilise patient and await ambulance or remove patient to appropriate site to recover. 5.In the event of serious injury, suspend activity until incident can be investigated 	Teacher/group leader responsibilities <ul style="list-style-type: none"> • Inform & liaise with Activity Staff regarding any potential issues with group (behavioural, disabilities, injuries) • Listen to activity briefings and assist Staff in procedural aspects of session as required, such as helping students to belay under supervision of Activity Staff • Monitor & take charge of behavioural issues if needed and attend to any pre-existing medical conditions 	Participant Briefing Instructor should cover: <ul style="list-style-type: none"> •Challenge by Choice Philosophy •Session Objectives •OH&S Brief •Safety Brief •Equipment Familiarisation •Skills Demo & Practice 	Participant Requirements <ul style="list-style-type: none"> •sunscreen, insect repellent •medication (if relevant) •water bottle •fully enclosed shoes, hat •minimum of sleeved shirt that covers midriff when arms are raised •shorts/leggings that preferably cover knees (to prevent grazes) •hair tied back, jewellery removed
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