



RISK ASSESSMENT

RADIO ROGAINE



OUTER LIMITS
ADVENTURE FITNESS

www.outerlimitsadventure.com.au

Outer Limits Adventure Fitness
Sam Stedman
85 Chandler Street, Garbutt 4814
Mobile: 0421 484 211



ACTIVITY DESCRIPTION

Details

Title:	APEX School Camp Magnetic Island
Date:	/ /
Activity:	Radio Rogaine
Details:	Number of participants: Age Group: Experience level: Duration of activity:
Program Manager:	Sam Stedman; Mobile: 0421 484 211
Activity Leader(s):	
Client:	

Radio Rogaine

A Radio Rogaine is based on orienteering, which is an activity in which participants navigate their way through an area using a map and clues. The aim is to find a series of control markers at natural and man-made features located on the map. Furthermore the students learn the phonetic alphabet to communicate via the hand held radios.

The instructor will hold a participant briefing before commencing the activity, this includes:

- Challenge by Choice Philosophy
- Session Objectives
- Safety Brief
- Equipment Familiarisation
- Skills Demo & Practice

MINIMUM SUPERVISION AND QUALIFICATION

- 1 Instructor: 6 participants (children)
- 1 instructor: 12 participants (adults)
- 1 instructor and an assistant for up to 20 children
- Sufficient leaders with minimum qualifications supervising activity: 1
 - Minimum Qualification: *Certificate 3 in Outdoor Recreation*
- Sufficient leaders with current First Aid and CPR: 1



MINIMUM ACTIVITY-SPECIFIC EQUIPMENT/FACILITIES

- First Aid Kit suitable for activity
- Medical alert list collated from medical consent forms
- Procedures for administering student medication
- Sun Safe equipment: hats, sunscreen, shade structure etc.
- Appropriate clothing and footwear, considering the requirements of the activity and weather conditions
- Electronic and other equipment that could 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, map, whistle, watch
- Insect repellent
- Permission and/or relevant permits from land owners and land-management agencies to enter their properties, if applicable
- A copy of all courses and checkpoints to be used on the day to be kept by the teacher in charge of the activity

STANDARD OPERATING PROCEDURES

The following is a guide (not a complete list) to the standards that an organisation providing adventure activity experiences, guides, instructors, teachers or staff members, should meet:

- **General Operating Procedures**
 - The instructor will be trained, assessed and deemed competent before leading an activity session
 - Sessions should be concerned with the development of skills and outcomes, but must primarily be safe and enjoyable
 - Responsibility of safety during an activity session lies with the instructor designated to conduct the activity. The responsibility for individual participants remains with the visiting teacher or group leader who are obliged to withdraw them from an activity if they become concerned for the safety of their charges
 - Instructors have the authority to alter the duration or location of an activity, within site-specific parameters, if, in their judgment, it becomes necessary to do so
 - Equipment:
 - Instructors are responsible for ensuring that equipment is not abused or damaged. Breakage or loss must be noted and reported as soon as practicable
 - Instructors will be prepared for every reasonable eventuality
 - Careful checks on the condition of equipment should be made at start of session and on return. Instructors are responsible for ensuring that equipment is cleaned, dried and stored away after use
 - Advice and example will be given on equipment use, care and transport, to develop in participants a respect of equipment
 - Instructors should be prepared and able to offer advice on equipment and other aspects of the sport



- Instructors carry the responsibility for ensuring that nothing they or their participants do or say brings Outer Limits Adventure Fitness into disrepute. They are responsible for maintaining high professional and ethical standards
- Instructors should accept responsibility for the continuing risk assessments and development of quality and good practice through feedback to management
- Instructors are expected to be aware of growing concerns relating to health matters and should take appropriate steps to protect and advice participants
- Instructors are expected to be fully conversant with and adhere to Outer Limits Adventure Fitness child protection policy and guidelines
- Before and during a particular activity session and notwithstanding previous risk assessments the instructor will analyse the activity on a basis of safety
- **The Responsibilities of an Instructor**
 - Preparation and planning:
 - Knowledge of the activity. Instructors and guides should be familiar with the recommendations of the governing bodies (QORF- Adventure Activity Standards)
 - Knowledge of the group- age, numbers, leaders, ability, health problems, experience, fitness etc.
 - Ensure the activity is appropriate for the skills and experience of intended participants
 - Knowledge of weather forecast where applicable and ensure the intended activity is appropriate for the known, expected and forecasted weather conditions
 - Provide adequate staff and leader supervision
 - Provide competent and appropriately trained staff and leaders
 - Knowledge of locality- alternative venues, shelter, facilities
 - Plan equipment requirements of the group and ensure that everything is available
 - Provide safe and properly functioning and adjusted equipment
 - Provide safe shelter if relevant
 - Be able to provide reasonable first aid, emergency backup and rescue
 - Ensure that appropriate approvals and authorisation/licensing requirements (if any) have been obtained
 - Communication
 - Ensure that the group is properly briefed
 - Participant's understanding of briefings and instructions should be checked frequently
 - Ensure that potential dangers are explained before they are encountered
 - Instruction and teaching
 - Give participants reasonable guidance, instruction and direction
 - Ensure the safety of the group. This is the priority
 - Be prepared to adjust the session content as appropriate to the needs of the participants
 - Ensure that the group is adequately prepared
 - Be aware of needs (i.e. warmth, morale, toilet, etc.)
 - The programs aim for maximum interest and enjoyment. Use imagination and look for ways of introducing fun. Safety precautions



must not be relaxed. Boredom breeds lack of attention to advice and personal safety. Interest should therefore be maintained.

- Be enthusiastic, dynamic and flexible in your approach. Lead by example and by becoming involved with participants in each activity.

- **Radio Rogaine Specific Operating Procedures**

- Instructor:
 - Ensure correct leader to participant ratio
 - Be familiar with the area
 - Working with children check (current Blue Card) for individual leaders, where applicable
 - Cancellation, modification or postponement procedure (e.g. due to forecasted or current adverse weather conditions, insufficient equipment, restrictions dictated by the land manager or environmental factors such as flood, drought, lightning or fire):
 - Assess all factors and their significance
 - If deemed unsafe make necessary changes to the activity plan
 - Information of any new hazards should be made available within the organisation
 - Refer to *The Responsibilities of an Instructor*
- Follow a program of graded development in:
 - Map and equipment work
 - Basic physical fitness
 - Skills of the activity
- Include instructions to participants regarding:
 - Use of map
 - Correct use of radio
 - The phonetic alphabet
 - Out of bounds areas
- Participants:
 - Thoroughly brief participants and check understanding
 - Topics to cover in briefing:
 - Let participants know what the plan of the activity is and how they will participate
 - Inform on safety measures and emergency procedures (e.g. assembly points) and make sure they understand procedures
 - Provide instruction in safe use of equipment
 - Conduct of behavior, including:
 - Suitable shoes to be worn (enclosed shoes)
 - Ensure all start times are recorded and that all students report to the finish, even if they have not completed their course
 - all students are briefed on what to do if they become lost or injured
 - Group Management at all times (including pre and post activity)
 - Modifying the activities to match the skill and fitness level of participants
 - Having appropriate warm-up and cool-down activities
 - Continuously monitor participants and their whereabouts



- Conduct a debrief (cover any incidents that might have occurred during the activity, answer any questions participants might have)
- Equipment:
 - Conduct regular equipment checks prior to start of session
 - Check worn or faulty equipment
 - Supply all equipment in a clean and serviceable condition
 - Ensure wet equipment is dried before storing
 - Ensure equipment is suited for the participants
- Area:
 - Assess suitability of location
 - Avoid setting courses that cross dangerous/deep water
 - Be aware of hazards when setting the course
 - Survey the area to update the map if necessary
 - Remoteness and accessibility
 - Visibility and access to be considered before choosing site
 - Checking the site for hazards and implementing necessary controls
 - Checking the site for poisonous plants/dangerous animals
 - Establishing safe, designated areas for people and vehicles
 - Considering hazards associated with types of fencing materials, gates and other infrastructure and the risk of participants being injured by these materials or conditions
 - Have area-specific information available
 - Terrain (surface type) and sustainability and safety
 - Identification of environmental or culturally sensitive areas to be avoided
 - Land manager requirements (access restrictions, group sizes, permit requirements, booking requirements)
- Weather:
 - Assessing weather conditions before and during activity (e.g. temperature, rainfall, winds, UV rating)
 - Consider seasonal factors (e.g. rain, fire, availability of drinking water, track conditions, other users)
 - Expected weather conditions and implications (e.g. hyperthermia, hypothermia)
- Communication:
 - Be familiar with the communication plan outlined under *Safety and Emergency Procedures* in the Risk Management Plan
 - Ensure suitable communication equipment is carried by each leader and check its coverage
- Emergency:
 - Instructor needs to be able to apply First Aid
 - Follow the guidelines outlined in *Safety and Emergency Procedures* in the Risk Management Plan

* SOP adopted from Queensland Adventure Activity Standards and amended to suit specific activity



RISK ASSESSMENT

Measures of likelihood

Likelihood	Description
Almost Certain	The event is expected to occur in most circumstances
Likely	The event will probably occur in most circumstances
Possible	The event might occur at some time
Unlikely	The event could occur at some time
Rare	The event may occur only in exceptional circumstances

Measures of consequence

Consequence	Description
Catastrophic	Death or loss of bodily functions, huge financial loss, catastrophic effect on operations
Major	Severe injury, loss of production, major financial loss, major effect on operations.
Moderate	Medical treatment required, high financial loss, significant effect on operations.
Minor	First aid treatment required, medium financial loss, minimal effect on operations
Insignificant	No injuries, low financial loss, no real effect on operations.

Risk Analysis Matrix

LIKELIHOOD	CONSEQUENCE				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain					
Likely					
Possible					
Unlikely					
Rare					

Extreme Risk Immediate action required

Significant Risk Urgent attention or investigation required



OUTER LIMITS ADVENTURE FITNESS
RISK MANAGEMENT PLAN

 Moderate Risk

Require specific attention

 Low Risk

Manage through routine procedures



RISK ASSESSMENT TABLE

POTENTIAL HAZARD	LIKELIHOOD	CONSEQUENCE	RISK RATING	ACTION REQUIRED	Risk Rating post mitigation
Uneven ground	Likely	Minor	Moderate	Advise participants to wear appropriate footwear.	Low
Risk of falling or slipping	Likely	Minor	Moderate	Remind participants to act carefully and responsibly, keeping a sensible distance between themselves and others.	Low
Wildlife, ie. <ul style="list-style-type: none"> • Snakes • Mammals • Spiders 	Possible	Moderate	Moderate	Instructor will have First Aid kit on site. Apply First Aid and notify medical services if required	Low
Vegetation <ul style="list-style-type: none"> - Overgrown - Harmful 	Possible	Minor	Moderate	Warn participants if route is particularly overgrown. Choose alternative route if required	Low
Very hot weather, Other extreme weather conditions	Possible	Moderate	Moderate	Advise participants to wear appropriate clothing, carry sufficient water, sun protection. If conditions are extreme, session is to be postponed	Low



Asthma	Possible	Moderate	Moderate	Advice participants to let instructor know if they suffer from asthma. An inhaler is to be carried by affected participants. The individual participates at their own risk	Low
Dehydration	Possible	Major	Significant	Participants are made aware of any extreme weather conditions and advised to keep hydrated	Moderate
Cuts, abrasions	Likely	Minor	Moderate	First Aid kit available on site. Instructors can apply First Aid	Low
Broken bones, fractures	Possible	Major	Significant	Instructor can apply First Aid and notify ambulance or organise transport to hospital.	Moderate
Sprained joints	Possible	Major	Significant	First Aid by instructor	Moderate
Other medical conditions	Possible	Minor	Moderate	To be advised to instructor. Any appropriate medication to be carried during session. Participate at their own risk.	Low



Traffic	Possible	Minor	Moderate	Participants are made aware of potential traffic hazards	Low
Heatstroke	Possible	Major	Significant	Participants are made aware of any extreme weather conditions and advised to keep hydrated	Moderate
Getting lost	Possible	Minor	Moderate	Instructor needs to ensure correct instruction on how to read a map. Participants have whistles on them with which they can call for help if required	Low



EMERGENCY PROCEDURES

Overview

Verify	Confirm that there is an emergency situation
Notify	Notify appropriate authorities and staff of emergency event
Assess	Determine the extent and nature of the emergency event
Act	Respond to situation based on requirements, skills and responsibilities

Step-by-Step Procedure

1. Assess the situation. Effect rescue as required. Is first aid required or can person/people wait for a safety vehicle to come collect them.
2. Provide first aid- if required
3. If the emergency requires medical assistance dial 000 and ask for an ambulance. If you are unsure, call anyway, they will be able to provide assistance.
4. If you do not have phone coverage send someone else (chaperone, teacher) to the nearest contact person/ station and ask for their assistance
5. The following information will be required by the ambulance controller:
 - a. The address, location of the incident
 - b. The phone number you are calling from
 - c. What has happened
 - d. The number of people injured
6. If the accident involves traffic call the police after requesting the ambulance
7. In event of serious injury suspend activity, until incident can be investigated
8. Debrief the group on what happened and inform on further procedures
9. Document and report the incident

Emergency Contacts

Role	Responsibilities	Contact
Leader	Respond to emergencies and apply First Aid	
Assistant leader	Report to Leader and assist in emergency	
Authorised Media Spokesperson	Answer to any media-related communication	Sam Stedman 0421484211
Police, Ambulance, Fire	Call only in emergency (life-threatening)	000
Land Manager	Provide access to land	



Magnetic Island Healthcare Centre	Call for emergency treatment	+61 7 4778 5107
Magnetic Island Apex Manager	Inform if participant had to receive emergency treatment	0403 090 852

Assembly Location

In case of an emergency and resulting site evacuation, please follow the activity leader's instructions.



Incident Register

Date/Time	Name	Location	Nature of incident	Treatment provided	Treated by



Approval	
<input type="checkbox"/>	Approved as submitted
<input type="checkbox"/>	Approved with the following conditions:
<input type="checkbox"/>	Not approved for the following reasons:
By:	Designation:
Signed:	Date:
Once approved, activity details should be entered into the <i>School Curriculum Activity Register</i> by administrative staff.	Reference No.

Monitoring and Review <i>(to be completed during and/or after the activity.)</i>	Yes	No
Are the control measures still effective?	<input type="checkbox"/>	<input type="checkbox"/>
Have there been any changes?	<input type="checkbox"/>	<input type="checkbox"/>
Are further actions required?	<input type="checkbox"/>	<input type="checkbox"/>
Details:		

Statement

This Risk Assessment lists potential hazards and risks associated with participating in Abseiling activities. This list is not exclusive of other unforeseen hazards and is merely a guideline to best practice. All best possible actions have been taken to ensure a safe environment for all participants. This document is reviewed and amended as needed.

This risk assessment was prepared by: Aline Herzog

Signature: *A. Herzog*

Date: 31/07/2018