**Orienteering Risk Management Plan**

**Lutanda Mt Victoria**

School: _______________________________________________________________ Year: ________________ Dates: ________________________________________________________________

Program: ___________________________________________________ Supervising Staff: ________________________________________________________________

**Activity Context**
Orienteering is a fun way to challenge participants in their confidence, map and compass reading skills. Participants are instructed on how to read a map and how to use a compass, and are then sent around the site with a map to find specific locations.

<table>
<thead>
<tr>
<th>Leader to Participant Ratios</th>
<th>Participation Requirements</th>
<th>Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>For groups 13yo and above:</td>
<td>Participants are required to demonstrate competence in map reading, and where to return to before taking part. Participants are to be fit, healthy and able to follow instructions</td>
<td>Participants are required to wear/have the following:</td>
</tr>
<tr>
<td>1 Activity Facilitator to 17 participants</td>
<td></td>
<td>– Sun protection (sunscreen, shirt etc.) – Closed toe footwear – Shoulder length shirt/top – Pants or knee length shorts – Adequate water – Any medication required</td>
</tr>
<tr>
<td>For groups 8-13yo:</td>
<td>Minimum Age: 8yo</td>
<td></td>
</tr>
<tr>
<td>1 Activity Facilitators to 17 participants</td>
<td>Restrictions may apply</td>
<td></td>
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<tr>
<td>For all groups with participants under 18yo:</td>
<td></td>
<td></td>
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<tr>
<td>Group is required to have a supervising adult present</td>
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<td></td>
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<tr>
<td>Participants under 8yo are to have a competent person accompanying along the course</td>
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</tbody>
</table>

Higher ratios may be required depending on differing group requirements or circumstances.

**Activity Facilitators**

Activity Facilitators are trained and signed off as competent to run activity by Activities Manager

Activity Facilitators hold current first aid and CPR certificates

**Emergency**
Orienteering is conducted on site and first aid is located nearby
Ambulance time is 15 minutes

Activity Facilitators carry the following equipment:
– First Aid Kit
– UHF Radio
<table>
<thead>
<tr>
<th>Hazard / Risk Description</th>
<th>Existing Control Measures</th>
<th>Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Orienteering Specific</strong> – Risk factors specifically associated with the Orienteering activity at Lutanda Mt Victoria</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Participant or group becoming lost | Lost briefing to be given at the start of activity  
Participants do not leave the Mt Victoria site at any time  
Each group will carry an easy to read map  
Facilitator will do a head count at the conclusion of the session  
Clear boundaries to be give at start of session | Possible  
Minor  
Satisfactory |
| **People** – Risk factors associated with the people using the activity | | |
| Participant Behaviour  
Inability or decision to not follow directions or cooperate | Clear behaviour expectations set at start of activity sessions  
Encouraging supportive environment  
Maintaining supervision  
Outline consequences of inappropriate behaviour  
Removal of individual from activity or cancellation of activity | Unlikely  
Moderate  
Satisfactory |
| Participant Ability  
Unable to complete activity due to:  
- Fear / Anxiety  
- Complacency / Overconfidence  
- Physical Ability | Supportive environment encouraged  
Participants briefed according to age, ability, experience  
Participation is based on meeting requirements  
Demonstration of understanding and/or skills must be shown prior to undertaking activity  
Participants are guided through activity supportively by Activity Facilitator  
Activities are challenge by choice - participants are positively challenged but not forced to participate in activity | Likely  
Minor  
Satisfactory |
| Activity Facilitator  
Unsafe practices leading to an injury to a participant caused by:  
- Poor supervision by Activity Facilitator | Activity Facilitators must follow Standard Operating Procedures at all times  
Activity Facilitators are trained and signed as competent, Vigilant supervision required by Activity Facilitators at all times  
Leader personal protective equipment and rescue equipment available at activity at all activity sessions  
Communication equipment available readily at activity sessions | Unlikely  
Major  
Satisfactory |
| Group Leader  
Unsafe practices including:  
- Poor supervision by group leaders | Groups briefed on requirement to provide supervising adult for participants under 18 years old prior to camp and activities  
Activity Facilitators will stop or cancel activity without adequate supervision from Group Leader | Unlikely  
Major  
Satisfactory |
| Observers  
Injury to...  
Guests or others observing activity while it is running | Observers not allowed to participate in activity without activity briefing | Unlikely  
Moderate  
Satisfactory |
| **Equipment** – Risk factors associated with the equipment used for the activity | | |
| Equipment Failure  
Due to improper use, faulty / damaged equipment | Activity Facilitators trained in selection, use, inspection, care & maintenance of activity equipment  
Activity Facilitators perform check of equipment prior to each activity  
Participants briefed on proper use of equipment  
Equipment regularly inspected and maintained  
Equipment stored, maintained and retired according to manufacturer instructions  
Equipment used certified by manufacturer as suitable for use | Rare  
Major  
Satisfactory |
| **Environment** – Risk factors associated with the environment including weather | | |
| Exposure to UV rays | Sun smart strategies are encouraged | Possible  
Minor  
Satisfactory |
<table>
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<tr>
<th>Hazard / Risk Description</th>
<th>Existing Control Measures</th>
<th>Risk Rating</th>
<th>Likelihood</th>
<th>Consequence</th>
<th>Risk Rating</th>
</tr>
</thead>
</table>
| Causing sunburn                                               | - Shaded areas available at activity for most parts of day  
| Exposure to Heat                                              | - Sun smart strategies are encouraged  
| Causing dehydration, heat stroke etc.                        | - Participants are encouraged to drink water, carry water bottles  
|                                                                | - Guests are briefed on location of water filling locations on arrival  
|                                                                | - Activities modified / cancelled if necessary or alternative activities arranged  
|                                                                | - Activity located close to drinkable water source                                                                                                                                                                                                                                                                                                                                                                           |             | Unlikely   | Moderate    | Satisfactory |
| Cold / Wet Weather                                            | - Weather conditions regularly monitored for adverse conditions  
| Causing hypothermia etc.                                      | - Participants briefed on wearing suitable protective clothing  
|                                                                | - Activities modified / cancelled if necessary or alternative activities arranged                                                                                                                                                                                                                                                                                                                                               |             | Rare       | Moderate    | Satisfactory |
| Lightning Strike                                              | - Weather conditions regularly monitored for adverse conditions  
|                                                                | - Activities delayed / cancelled during lightning storm, participants moved to safe area  
|                                                                | - Activities modified / cancelled if necessary or alternative activities arranged                                                                                                                                                                                                                                                                                                                                               |             | Rare       | Catastrophic | Satisfactory |
| Injury or Allergic Reaction caused by organism                 | - Groups briefed on arrival on appropriate actions for sighting/be bitten by snakes  
|                                                                | - Activity area regularly monitored for organisms commonly causing allergic reaction and treated accordingly  
|                                                                | - Suitable medication and first aid to be readily available (user group must provide first aid)  
|                                                                | - Communication equipment readily available  
|                                                                | - Medical assistance within 15 minutes                                                                                                                                                                                                                                                                                                                                                                                          |             | Unlikely   | Major       | Satisfactory |
| Injury caused by contact with natural features                 | - Regular checks of activity area carried out and appropriate maintenance performed (sticks removed etc.)  
|                                                                | - Participants briefed on safe areas  
|                                                                | - Arborist inspects trees for potential falling limbs                                                                                                                                                                                                                                                                                                                                                                |             | Unlikely   | Minor       | Satisfactory |
### 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 Mt Victoria risk management plans is determined after the control measures have been implemented.

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

#### 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.

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
<th>Injury or impact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Insignificant</td>
<td>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</td>
</tr>
<tr>
<td>2</td>
<td>Minor</td>
<td>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 (&lt;$250)</td>
</tr>
<tr>
<td>3</td>
<td>Moderate</td>
<td>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 (&lt;$1,000)</td>
</tr>
<tr>
<td>4</td>
<td>Major</td>
<td>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 (&lt;$15,000)</td>
</tr>
<tr>
<td>5</td>
<td>Catastrophic</td>
<td>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 (&gt; $15,000)</td>
</tr>
</tbody>
</table>
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 Lutanda Mt Victoria has adopted an approach to record the most likely or typical outcome for all incidents.

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 - Insignificant</td>
</tr>
<tr>
<td>1 - Rare</td>
<td>1</td>
</tr>
<tr>
<td>2 - Unlikely</td>
<td>2</td>
</tr>
<tr>
<td>3 - Possible</td>
<td>3</td>
</tr>
<tr>
<td>4 - Likely</td>
<td>4</td>
</tr>
<tr>
<td>5 - Almost certain</td>
<td>5</td>
</tr>
</tbody>
</table>

**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.
### Risk Treatment

<table>
<thead>
<tr>
<th>Risk Level</th>
<th>Description</th>
</tr>
</thead>
</table>
| **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 Manager |
| **15+ Extreme Risk** | - Unacceptable risk, urgent attention is required to treat or remove risks  
- Management to consider elimination of activity |

### Reporting & Revision

- **Risk Assessment Conducted by:** Tim Legge  
  **Position:** Centre Manager, Lutanda Mt Victoria
- **Date of Risk Assessment:** 21st October 2016  
  **Date of Review:** October 2017
- **Document Revision:** Version 4