

Initiatives Risk Management Plan

CCC Blue Mountains



School: _____ Year: _____
Dates: _____

Program: _____ Supervising Staff: _____

Activity Context

Initiatives are an activity for all ages. They are great for building team work, problem solving and communication skills through challenging games and activities

Leader to Participant Ratios

For groups 13yo and above:
1 Activity Facilitator to 17 participants

For groups 8-13yo:
1 Activity Facilitators to 17 participants

For all groups with participants under 18yo:
Group is required to have a supervising adult present

Participants under 8yo are to have a competent person accompanying along the course

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

Participation Requirements

Participants are to be fit, healthy and able to follow instructions

Minimum Age: 8yo

Restrictions may apply

Equipment

Participants are required to wear/have the following:

- Sun protection (sunscreen, shirt etc.)
- Closed toe footwear
- Shoulder length shirt/top
- Pants or knee length shorts
- Adequate water
- Any medication required

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

Initiatives is conducted on site and first aid is located nearby in the dining room and the office
Ambulance time is 15 minutes

Activity Facilitators carry the following equipment:
- First Aid kit

Risk Management Plan

Hazard / Risk Description	Existing Control Measures	Risk Rating		
		Likelihood	Consequence	Risk Rating
Activity Specific – Risk factors specifically associated with activity at CCC Blue Mountains				
Tripping/slipping	<ul style="list-style-type: none"> Facilitator ensures activity is conducted in a large enough space with no hazards around Props have storage boxes to keep them neat 	Possible	Minor	Satisfactory
People – Risk factors associated with the people using the activity				
Participant Behaviour Inability or decision to not follow directions or cooperate	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Fear / Anxiety Complacency / Overconfidence Physical Ability 	<ul style="list-style-type: none"> 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 Activity Facilitator chooses initiatives appropriate for age group and skill level 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: <ul style="list-style-type: none"> Poor supervision by Activity Facilitator 	<ul style="list-style-type: none"> Activity Facilitators must always follow Standard Operating Procedures Activity Facilitators are trained and signed as competent, Vigilant supervision always required by Activity Facilitators Leader personal protective equipment available at activity at all activity sessions Communication equipment available readily at activity sessions 	Unlikely	Major	Satisfactory
Group Leader Unsafe practices including: <ul style="list-style-type: none"> Poor supervision by group leaders 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Observers not allowed to participate in activity without activity briefing Observers given safe areas and must stay in those boundaries to remain safe 	Unlikely	Moderate	Satisfactory
Equipment – Risk factors associated with the equipment used for the activity				
Equipment Failure Due to improper use, faulty / damaged equipment	<ul style="list-style-type: none"> 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	minor	Satisfactory
Environment – Risk factors associated with the environment including weather				

Initiatives Risk Management Plan – CCC Blue Mountains

Exposure to UV rays Causing sunburn	<ul style="list-style-type: none"> Sun smart strategies are encouraged Activity can be relocated to shaded or indoor areas if needed 	Possible	Minor	Satisfactory
Exposure to Heat Causing dehydration, heat stroke etc.	<ul style="list-style-type: none"> Shaded areas available at activity for most parts of day if activity session is out side Sun smart strategies are encouraged Participants are encouraged to drink water, carry water bottles Guests are briefed on location of water filling locations on arrival Activity moved indoors if too hot Activity located close to drinkable water source 	Unlikely	Moderate	Satisfactory
Cold / Wet Weather Causing hypothermia etc.	<ul style="list-style-type: none"> Weather conditions regularly monitored for adverse conditions Participants briefed on wearing suitable protective clothing Activity moved inside if wet or windy 	Rare	Moderate	Satisfactory
Lightning Strike	<ul style="list-style-type: none"> Weather conditions regularly monitored for adverse conditions Activity to be an indoor activity if storms are predicted or develop before or during activity Activities modified / cancelled if necessary or alternative activities arranged 	Rare	Catastrophic	Satisfactory
Injury or Allergic Reaction caused by organism	<ul style="list-style-type: none"> 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 (epipen should be supplied by participant as needed) Communication equipment readily available Medical assistance within 15 minutes 	Unlikely	Major	Satisfactory
Injury caused by contact with natural features	<ul style="list-style-type: none"> 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 CCC Blue Mountains 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 Blue Mountains 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	4	5
2 - Unlikely	2	4	6	8	10
3 - Possible	3	6	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 Manager

15+ Extreme Risk

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

Reporting & Revision

Document Revision: Version 2

Risk Assessment Conducted by: Tim Legge

Position: Centre Manager

Date of Risk Assessment: 9th February 2016

Date of Review: February 2017

Document Revision: Version 3

Risk Assessment Conducted by: Jemima Robinson

Position: Activities and Hosting Manager

Date of Risk Assessment: 23rd March 2017

Date of Review: March 2018

Document Revision: Version 4

Risk Assessment Conducted by: Jemima Robinson

Position: Activities and Hosting Manager

Date of Risk Assessment: 21st December 2017

Date of Review: December 2018

Document Revision: Version 5

Risk Assessment Conducted by: Thomas Austin

Position: Outdoor Education Manager

Date of Risk Assessment: 24th January 2019

Date of Review: January 2020

Document Revision: Version 6

Risk Assessment Conducted by: Thomas Austin

Position: Centre Manager

Date of Risk Assessment: 22nd February 2020

Date of Review: February 2021