



## ACTIVITY: Bushwalking/Walking

### RISK ASSESSMENT AND RISK MANAGEMENT STRATEGY

#### User Guide:

- A - Must be operated by Camp qualified staff
- B - In house training at Camp required before using this equipment
- C - Safe operating procedures must be read and adhered to by all users of this equipment
- D - Does not apply

Activity Type: See guide above	<b>A - Must be operated by Camp qualified staff</b> OR <b>B - In house training at Camp required before using this equipment</b>
Site description & Location:	Grounds and surrounding areas
Reviewed By:	William Sawtell
Revision Date:	06/02/2025
Next Revision Date:	February 2026
Activity Risk Rating	Low - Medium

#### Activity Scope:

This risk assessment refers to bushwalking as a scheduled activity or for students walking around the site.

#### Minimum Supervision:

- One teacher/group leader during free time walking.
- 1:10 ratio if walking off site.

**Recommendations:** (what age group is the activity recommended for) E.g. recommended for grade 5/6 and above.

It is highly recommended that the group:

- Pay attention to the activity leader's instructions.
- Wear beanies, raincoats and warm layers during winter and long pants and suitable footwear.
- Stays behind the activity instructor guiding the walk
- In front of the last teacher following up behind the group
- Be aware of surroundings especially during summer in snake season

- Stay to the track

### **Qualifications:**

All lead camp staff should hold at a minimum, mandatory First Aid/CPR and Working with children check.

- Inhouse staff training
- Certificate 3 or 4 Outdoor Recreation specialising in bushwalking or equivalent

# **Risk Matrix and Safety Equipment**

### **Minimum equipment/ facilities:**

- Mobile phone
- Insect repellent (participant to supply their own)
- Appropriate clothing and footwear e.g., t-shirts covering shoulders and the waist (no singlets, crop-tops, thongs, crocs etc).
- Instructor will inspect the area and ensure its soundness before commencing the activity.
- Equipment use and maintenance log to be kept or each session.
- Water bottles (participants should not share drinking containers).
- Vehicle access to within a reasonable distance of the activity in case of emergency

- Note: group leader/ teachers are to have their own first aid kit including any asthma puffers and spacers or EpiPen's required.
- Camp Staff to carry small first aid kit for minor cuts and bruises, triangle bandages and snake bite kit.
- School to bring their first aid kit.

DESCRIPTORS			
CATASTROPHIC <b>40-80</b>	HIGH <b>16-39</b>	MODERATE <b>10-16</b>	LOW <b>1-8</b>
Unacceptable risk which requires immediate action to reduce or remove the hazard. <b>Senior Management must be notified.</b> <b>Item should be TAKEN OFF LINE till risk reduced</b>	Substitute/modify to reduce, remove, or eliminate associated risks and hazards. Continual review of risk management strategies.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.

RISK CALCULATION MATRIX		Likelihood				
		Almost Certain 5	Likely 4	Possible 3	Unlikely 2	Rare 1
Consequences	Catastrophic 16	80	64	48	32	16
	Major 8	40	32	24	16	8
	Moderate 4	20	16	12	8	4
	Minor 2	10	8	6	4	2
	Insignificant 1	5	4	3	2	1

People Risks					
Recognized Hazard/ Danger	Possible outcome	Initial Matrix Level	Control Strategies (To Reduce or Eliminate Risk)		Revised Matrix Level
Tripping on branches. Holes, stones, landmines, or uneven ground	Cut, bruising, soft tissue injury	24	<ul style="list-style-type: none"> <li>Scan area, ensure good group management, wear correct footwear, stay away from high-risk areas.</li> <li>Group participants, leaders, teachers and activity instructors to be equipped with torches if hike is being ran at night time.</li> </ul>		4
Unsuitable footwear over use injury	Blisters	8	<ul style="list-style-type: none"> <li>Wear correct footwear</li> </ul>		4
Participant being struck by a vehicle	Fractures, mental trauma, spinal injuries, head injuries, organ damage, death	48	<ul style="list-style-type: none"> <li>Instructors and teacher to make a “leader sandwich”, ensuring there are staff at the front and the back of the pack to assist with group facilitation.</li> <li>No high use roads to be used during any hikes.</li> <li>Group to be briefed on how to act if a car is spotted during a hike. (Everyone off to the left side of the road, teachers, group leaders and activity instructors to spread out amongst group and create a boundary line.</li> </ul>		8
Lost person	Shock, lost person/s, soft tissue injury, mental trauma	16	<ul style="list-style-type: none"> <li>Brief group on guidelines for walk. Stop frequently to ensure group has caught up. Head count prior to leaving and when returned</li> </ul>		4
Environmental Risks					
Exposure to elements Sun/ Heat	Sunburn,	12	<ul style="list-style-type: none"> <li>Instructors to ensure all participants wear hats and appropriate clothing and footwear</li> <li>Sunscreen to be made available by teacher, group leaders and camp staff</li> </ul>		4
	Heat stroke	8	<ul style="list-style-type: none"> <li>Seat participants in shade on hot/ sunny days while not participating</li> </ul>		4
	Dehydration	8	<ul style="list-style-type: none"> <li>Ensure participants are encouraged to drink water during the activity.</li> </ul>		4
Severe Weather Possibility of falling trees	Entrapment, crush injury	24	<ul style="list-style-type: none"> <li>Activity program will be modified on days of severe weather</li> <li>Trees onsite checked regularly for weak limbs and removed if needed</li> </ul>		4
Participants slipping over in wet weather	Cuts, bruises, bump to head, concussion	12	<ul style="list-style-type: none"> <li>Wear appropriate footwear and watch where walking, advise to slow down and walk.</li> </ul>		2
Ant/ insect bites	Adverse reactions. Discomfort.	12	<ul style="list-style-type: none"> <li>Instructors to survey areas for potential hazard and to locate group away from hazards e.g. ant nests, be aware of surroundings and look out for snakes. Participants to stay behind leader always.</li> </ul>		4
Equipment Risks					
First Aid kit missing elements needed	Not able to use kit for first aid	24	<ul style="list-style-type: none"> <li>Complete regular checks on first aid equipment ensuring materials are in date. E.g. Asthma puffers</li> </ul>		4

Teacher/ Group Leader Responsibilities	<ul style="list-style-type: none"> <li>● Inform &amp; liaise with activity staff regarding any potential issues with the group (behavioural, disabilities, injuries)</li> <li>● Listen to activity briefings and assist staff in procedural aspects of the session as required, such as helping students to belay under the supervision of activity staff and assist with behaviour management.</li> <li>● Monitor &amp; take charge of behavioural issues if needed and to any pre-existing medical conditions that may affect the participant during the activity.</li> </ul>
Participant Briefing from Instructor should cover	<ul style="list-style-type: none"> <li>● Session objectives and challenge by choice</li> <li>● OH&amp;S Brief</li> <li>● Safety Brief</li> </ul>
<b>Emergency Procedures</b>	
<ol style="list-style-type: none"> <li>1. Conduct First Aid and or evacuation as required. Assistant group leaders to manage and keep group calm.</li> <li>2. Contact Emergency Services via mobile phone.</li> <li>3. Depending on injury: stabilise patient and await ambulance or remove patient to appropriate site to recover if possible and safe for the injured person.</li> <li>4. In the event of serious injury, instructor/teacher to manage group while instructor/ teacher applies first aid to injured participant. Group leader/teacher should stay with injured person until the injured person/s can be stabilised by administered first aid or ambulance.</li> <li>5. Camp staff may use camp vehicles to evacuate the injured person with a teacher/ group leader present in the vehicle while transporting the injured person.</li> </ol>	
Participant Requirements	<ul style="list-style-type: none"> <li>● Follow instructions from the activity leader/ instructor</li> <li>● Sunscreen, hat,</li> <li>● Medication and insect repellent. (if relevant).</li> <li>● Water bottle.</li> <li>● Suitable footwear/ Fully enclosed shoes,</li> <li>● Appropriate clothing e.g., T-shirt or shirt fully covering the shoulders, long shorts no short shorts and raincoat during colder weather</li> </ul>



## ACTIVITY: Canoeing

### RISK ASSESSMENT AND RISK MANAGEMENT

#### User Guide:

- A - Must be operated by Camp qualified staff
- B - In house training at Camp required before using this equipment
- C - Safe operating procedures must be read and adhered to by all users of this equipment
- D - Does not apply

Activity Type: See guide above	A - Must be operated by Log Cabin Camp qualified staff or qualified person from the user group.
Site description & Location:	Large lake/dam next to Giant swing or dam on right hand side of driveway as you are driving into Log Cabin Camp. The Homestead uses the same two dams for canoeing
Reviewed By:	William Sawtell
Revision Date:	06/02/2025
Next Revision date:	February 2026
Activity Risk Rating	Medium - High

#### Activity Scope:

This risk assessment refers to the Canoeing, conducted under the direct supervision of a qualified Camp Instructor. All information supplied is based on best practice for the relevant activity.

#### Minimum Supervision:

Minimum 1 Activity Instructors are to be present to run the Canoeing, comprising of:

- 1 Qualified Activity Instructor
- 1- 2 Activity assistant or group leader (more if the group has behavioural issues or special needs or if the group is bigger than 14).

**Recommendations:** Canoeing is recommended for grade 3/4 and above

It is highly recommended that a minimum 1-2 adult supervisors should be present to assist with participant behaviours and active supervision around the water.

**Qualifications:**

All lead camp staff should 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 Working with children check.

- Certificate 3 Outdoor Recreation specialising in Flat water canoe or Kayak
- Certificate 4 Outdoor Recreation specialising in Flat water canoe or Kayak
- Diploma Outdoor recreation specialising in Flat water canoe or Kayak
- Life Saving Victoria - Bronze Medallion, Pool Lifeguard, or inland waterways certificate
- Inhouse staff training

# Risk Matrix and Safety Equipment

## Minimum equipment/ facilities

- Safety rescue equipment comprising of; rescue tube, reach pole, and life buoy.
- Mobile phone
- Sun Safety equipment (hat, sunglasses, sunscreen, shirt etc) & insect repellent (participant to supply their own)
- Appropriate clothing and footwear e.g., t-shirts covering shoulders, and water/old shoes (no singlets, thongs, crocs etc).
- Instructor will inspect the area and ensure its soundness before commencing the activity.
- Equipment use and maintenance log to be kept or each session.
- Water bottles (participants should not share drinking containers).
- Vehicle access to within a reasonable distance of the activity in case of emergency

DESCRIPTORS				
CATASTROPHIC	HIGH	MODERATE	LOW	
40-80	16-39	10-16	1-8	
Unacceptable risk which requires immediate action to reduce or remove the hazard. <b>Senior Management must be notified.</b> <b>Item should be TAKEN OFF LINE till risk reduced</b>	Substitute/modify to reduce, remove, or eliminate associated risks and hazards. Continual review of risk management strategies.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.	

RISK CALCULATION MATRIX		Likelihood				
		Almost Certain 5	Likely 4	Possible 3	Unlikely 2	Rare 1
Consequences	Catastrophic 16	80	64	48	32	16
	Major 8	40	32	24	16	8
	Moderate 4	20	16	12	8	4
	Minor 2	10	8	6	4	2
	Insignificant 1	5	4	3	2	1

People Risks				
Recognized Hazard/ Danger	Possible outcome	Initial Matrix Level	Control Strategies (To Reduce or Eliminate Risk)	Revised Matrix Level
Incorrect manual handling while carrying canoes	Muscle sprain, strains or tears from incorrect lifting techniques	24	<ul style="list-style-type: none"> <li>Instructors or trained personnel to lift/move canoes with correct manual handling procedures</li> </ul>	8
Slipping while moving canoes	Muscle strain, strains or tears	24	<ul style="list-style-type: none"> <li>Surrounding area to be maintained from slippery surfaces, suitable footwear should be worn while moving canoes. Briefing for new staff and leaders how to safely move canoes.</li> </ul>	8
Shoulder injury from incorrect technique	Strain/ sprain, muscle tear	12	<ul style="list-style-type: none"> <li>Brief group at beginning of the activity in using correct technique</li> </ul>	4
Splashing fellow camper and missing resulting in blow to participant	Cuts, bruising, head injury/concussion	24	<ul style="list-style-type: none"> <li>Brief group to not splash if asked not to by others, discourage splashing in proximity.</li> </ul>	4
Squashed fingers while rafting up	Cuts, bruising,	8	<ul style="list-style-type: none"> <li>Brief group on how to raft correctly before leaving the lake bank.</li> </ul>	3
Ramming other canoes	Capsize, entrapment under canoes, cuts, bruising, fracture, drowning	48	<ul style="list-style-type: none"> <li>Instructor and leader to monitor reckless behaviour in participants.</li> <li>Minimum two activity instructors allocated to each canoeing session. Minimum of one instructor to be canoeing and lifeguard qualified. Additional teachers required as well for potential support.</li> <li>Life saving equipment to be kept at dam and checked for damage in accordance with the activities policies and procedures</li> </ul>	4
Medical episode such as allergic reaction or seizure or diabetic episode whilst on the water.	Potential head knocks, falling into the water and drowning	48	<ul style="list-style-type: none"> <li>Minimum two activity instructors allocated to each canoeing session. Minimum of one instructor to be canoeing and lifeguard qualified. Additional teachers required as well for potential support.</li> <li>Camp instructors to be first aid qualified and inhouse training sessions and protocols to be regularly practiced and revised.</li> <li>Teachers to have any necessary medication for students who require it.</li> </ul>	4

Environmental Risks				
Recognized Hazard/ Danger	Possible outcome	Initial Matrix Level	Control Strategies (To Reduce or Eliminate Risk)	Revised Matrix Level
Exposure to elements Sun/ Heat	Sunburn,	12	<ul style="list-style-type: none"> <li>Instructors to ensure all participants wear hats and appropriate clothing and footwear</li> <li>Sunscreen to made available for participants by group leaders, teachers and camp staff.</li> </ul>	4
	Heat stroke	8	<ul style="list-style-type: none"> <li>Seat participants in shade on hot/ sunny days while not participating</li> </ul>	4
	Dehydration	8	<ul style="list-style-type: none"> <li>Ensure participants are encouraged to drink water during the activity.</li> </ul>	4
Severe Weather Possibility of falling trees	Entrapment, crush injury	24	<ul style="list-style-type: none"> <li>Activity program will be modified on days of severe weather</li> <li>Trees onsite checked regularly for weak limbs and removed if needed</li> </ul>	
Falling out of canoe/ poor visibility under water surface	Entrapment under canoe, drowning due to disorientation, psychological trauma	48	<ul style="list-style-type: none"> <li>Brief in beginning of session what to do when capsized. Staff stay with capsized until participants have recovered. All participants to always wear a fitted PFD <b>on the water</b></li> </ul>	4
Cold water/ conditions, capsized in cold waters	Hypothermia	8	<ul style="list-style-type: none"> <li>Conduct activity during warmer months, monitor conditions and participants especially with</li> </ul>	4

			younger groups. Modify or cease activity if needed.	
Participants slipping	Cuts, bruises, bump to head, concussion	16	• Wear appropriate footwear and watch where walking, advise to slow down and walk.	
Teacher/ Group Leader Responsibilities	<ul style="list-style-type: none"> <li>Inform &amp; liaise with Activity Staff regarding any potential issues with group (behavioural, disabilities, injuries)</li> <li>Listen to activity briefings and assist Staff in procedural aspects of session as required, Adverse reaction. Discomfort</li> <li>Advise as helping students to bely under supervision of Activity Staff</li> <li>Monitor &amp; take charge of behavioural issues as needed and attend to any pre-existing medical conditions</li> </ul>	10	<ul style="list-style-type: none"> <li>Instructions to supervisor for potential hazard and to locate group away from hazards e.g. ant nests.</li> </ul>	4
Participant Briefing from Instructor should cover	<b>Equipment Risks</b> <ul style="list-style-type: none"> <li>Session objectives and</li> <li>Outline Brief from impact of</li> <li>Safety Briefing resulting in cuts</li> <li>Equipment Familiarization</li> <li>Skills Demonstration and Practice</li> </ul>			
		6	<ul style="list-style-type: none"> <li>Brief participants on correct use of equipment.</li> <li>Check equipment regularly for cracks or wear and remove from use if in inadequate condition</li> </ul>	2
		12	<ul style="list-style-type: none"> <li>Ensure equipment is checked quarterly and prior</li> </ul>	2
<b>Emergency Procedures</b>				
1. Effect Rescue as required. 2. Conduct First Aid as required. 3. Contact Emergency Services via mobile phone. 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.				
Participant Requirements	<ul style="list-style-type: none"> <li>Follow instructions from instructor</li> <li>Wear safety equipment</li> <li>Sunscreen, insect repellent.</li> <li>Medication (if relevant).</li> <li>Water bottle.</li> <li>Fully enclosed shoes, hat</li> </ul>			



## ACTIVITY: Dual Zipline

### RISK ASSESSMENT AND RISK MANAGEMENT STRATEGY

#### User Guide:

- A - Must be operated by Camp qualified staff**
- B - In house training at Log Cabin Camp required before using this equipment**
- C - Safe operating procedures must be read and adhered to by all users of this equipment**
- D - Does not apply**

<b>Activity Type:</b> See guide above	<b>A - Must be operated by Camp qualified staff</b>
<b>Site description &amp; Location:</b>	Zipline behind commando course and basketball course @ Log Cabin Camp AND The Homestead, approximately 300m along the green walking track behind the amenities block
<b>Reviewed By:</b>	William Sawtell
<b>Revision Date:</b>	06/02/2025
<b>Next Revision Date:</b>	February 2026
<b>Activity Risk Rating</b>	<b>Medium - High</b>

#### Activity Scope:

This risk assessment refers to the dual zipline at Camp. This activity is run by one activity staff and 1-2 teachers or leaders for participants to have a new recreational experience.

#### Minimum Supervision:

- 1 camp trained staff member and 1-2 assistant leaders/teacher/ group leader
- Minimum ratio for group leader/teacher to participants is 1:10

**Recommendations:** (what age group is the activity recommended for) E.g., recommended for grade 2 - year 7 Adults can use the zipline but should be made aware of safe landing as they will be closer to the ground in the landing zone. It is advised that student's year 8 (13-14 years of age) and above use the flying fox.

It is highly recommended that the group:

- Pay attention during the activity leader's instructions.
- Wear beanies, raincoats and warm layers during winter and long pants and suitable footwear.
- Stick to the track.
- Stay to the track

### **Qualifications:**

All lead camp staff should hold at a minimum, one of the following qualifications /skills sets or other recognised skillsets/qualifications from another recognised organisation, along with mandatory First Aid/CPR and Working with children check.

- Certificate 3 or 4 in Outdoor Recreation specialising in high rope activities or equivalent.
- Inhouse staff training

## **Risk Matrix and Safety Equipment**

### **Minimum equipment/ facilities:**

- Mobile phone
- Insect repellent (participant to supply their own)
- Appropriate clothing and footwear e.g., t-shirts covering shoulders and the waist (no singlets, crop-tops, thongs, crocs etc).
- Instructor will inspect the area and ensure its soundness before commencing the activity.
- Equipment use and maintenance log to be kept or each session.
- Water bottles (participants should not share drinking containers).
- Vehicle access to within a reasonable distance of the activity in case of emergency

DESCRIPTORS			
CATASTROPHIC	HIGH	MODERATE	LOW
40-80	16-39	10-16	1-8
Unacceptable risk which requires immediate action to reduce or remove the hazard. <b>Senior Management must be notified.</b> <b>Item should be TAKEN OFF LINE till risk reduced</b>	Substitute/modify to reduce, remove, or eliminate associated risks and hazards. Continual review of risk management strategies.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.

RISK CALCULATION MATRIX		Likelihood				
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	Moderate 4	20	16	12	8	4
	Minor 2	10	8	6	4	2
	Insignificant 1	5	4	3	2	1

People Risks				
Recognized Hazard/ Danger	Possible outcome	Initial Matrix Level	Control Strategies (To Reduce or Eliminate Risk)	Revised Matrix Level
Slipping over on uneven ground/ zippy	Cuts, bruises	16	<ul style="list-style-type: none"> <li>Clear instructions about boundaries, walk carefully watching where you go and wear appropriate footwear</li> <li>Ensure zippy is over shoulders and not down near legs</li> </ul>	8
Instructor dropping zippy on participants head	Bumps, cut or bruise to head or shoulder	12	<ul style="list-style-type: none"> <li>Ensure participants are wearing helmets. Instructor to use 2 hands when hooking Zippy on cable</li> </ul>	2
Fingers getting stuck in between cable and Zippy	Cuts, amputation of finger, entrapments of fingers	24	<ul style="list-style-type: none"> <li>Participants briefed to always hold lanyard and never touch the cable. Ensure participants hands are on the lanyard as they get ready/as they leave the platform.</li> </ul>	4
Landing awkwardly in the landing zone	Cuts, grazes, dislocation, muscle sprain, strain or tear.	12	<ul style="list-style-type: none"> <li>Brief participants on how to land and ensure that the cable is at an appropriate height for safe landing. (Checked annually by ARCB)</li> </ul>	3
Participant walking out the gate before being clipped in.	Falling 5m, bruising, broken limbs, spinal injury.	32	<ul style="list-style-type: none"> <li>Ensure that the gate is locked after every session and that no participants ascend the stairs until an instructor is there to man the launching station. Brief the group that they <u>do not</u> touch the gate.</li> </ul>	8
Participants swinging zippy around hitting someone with the Zippy	Cuts, bruises	6	<ul style="list-style-type: none"> <li>Group leader and instructor to brief group on where Zippy's need to be and monitor the group and their behaviour.</li> </ul>	4
Participant under the cable line and or in landing zone	Collision with participant under the cable line and zipline rider Cuts, bruises, head injury	24	<ul style="list-style-type: none"> <li>Ensure bystanders are outside the boundary ropes and off the landing zone unless assisting dismount when the rider has stopped</li> </ul>	4
Collision with previous rider	Collision with participant on the cable line and zipline rider Cuts, bruises, head injury	24	<ul style="list-style-type: none"> <li>Instructor to ensure that the line is clear before sending off next riders</li> </ul>	4
Rider not clipped in correctly	Falling 5m, bruising, broken limbs, spinal injury.	48	<ul style="list-style-type: none"> <li>Ensure that carabiners are secured and double checked by instructor in the correct procedures for every participant on every go. Brief younger groups that they are not to touch Zippy clips.</li> </ul>	8
Environmental Risks				
Exposure to elements Sun/ Heat	Sunburn,	12	<ul style="list-style-type: none"> <li>Instructors to ensure all participants wear hats and appropriate clothing and footwear</li> </ul>	4
	Heat stroke	8	<ul style="list-style-type: none"> <li>Seat participants in shade on hot/ sunny days while not participating</li> </ul>	4
	Dehydration	8	<ul style="list-style-type: none"> <li>Ensure participants are encouraged to drink water during the activity.</li> </ul>	4
Severe Weather Possibility of falling trees	Entrapment, crush injury	24	<ul style="list-style-type: none"> <li>Activity program will be modified on days of severe weather</li> <li>Trees onsite checked regularly for weak limbs and removed if needed</li> </ul>	6
Thunderstorms	Possibility of electrocution from lightning,	48	<ul style="list-style-type: none"> <li>Use the Flash to bang ratio of 30 secs from last clash of thunder as a guide. Call off activity if less than 30 secs between clashes of thunder</li> </ul>	8
Participants slipping over in wet weather	Cuts, bruises, bump to head, concussion	16	<ul style="list-style-type: none"> <li>Wear appropriate footwear and watch where walking, advise to slow down and walk.</li> </ul>	4

Ant/ insect bites	Adverse reactions. Discomfort.	10	• Instructors to survey areas for potential hazard and to locate group away from hazards e.g. ant nests.	4
<b>Equipment Risks</b>				
Cable failure	Participant falling 5m, bruising, broken limbs, spinal injury, death	32	• Cable and structure checked annually by outside provider ARCB.	8
Lanyard and Zippy malfunction/ failure	Participant falling 5m, bruising, broken limbs, spinal injury, death	32	• Quarterly checks by inhouse staff as well as checking equipment before each session for any faults. Equipment checked annually by outside provider.	2

Teacher/ Group Leader Responsibilities	<ul style="list-style-type: none"> <li>Inform &amp; liaise with activity staff regarding any potential issues with the group (behavioural, disabilities, injuries)</li> <li>Listen to activity briefings and assist staff in procedural aspects of the session as required, such as helping students to belay under the supervision of activity staff and assist with behaviour management.</li> <li>Monitor &amp; take charge of behavioural issues if needed and to any pre-existing medical conditions that may affect the participant during the activity.</li> </ul>
Participant Briefing from Instructor should cover	<ul style="list-style-type: none"> <li>Session objectives and challenge by choice</li> <li>OH&amp;S Brief</li> <li>Safety Brief</li> </ul>
<b>Emergency Procedures</b>	
<ol style="list-style-type: none"> <li>Conduct First Aid and or rescue/evacuation as required. Assistant group leaders to manage and keep group calm.</li> <li>Contact Emergency Services via mobile phone.</li> <li>Depending on injury: stabilise patient and await ambulance or remove patient to appropriate site to recover.</li> <li>In the event of serious injury, instructor to escort group back to camp while teacher and back-up L.C.C. Staff stay with injured person until the injured person/s can be stabilised by administered first aid or ambulance.</li> <li>Camp staff may use camp vehicles to evacuate the injured person with a teacher/ group leader present in the vehicle while transporting the injured person.</li> </ol>	
Participant Requirements	<ul style="list-style-type: none"> <li>Follow instructions from the activity leader/ instructor</li> <li>Sunscreen, hat,</li> <li>Medication and insect repellent. (if relevant).</li> <li>Water bottle.</li> <li>Suitable footwear/ Fully enclosed shoes,</li> <li>Appropriate clothing e.g., T-shirt or shirt fully covering the shoulders, long shorts no short shorts and warm layers and raincoat during colder weather</li> </ul>



## ACTIVITY: Frisbee Golf

### RISK ASSESSMENT AND RISK MANAGEMENT STRATEGY

#### User Guide:

- A - Must be operated by Log Cabin Camp qualified staff
- B - In house training at Log Cabin Camp required before using this equipment
- C - Safe operating procedures must be read and adhered to by all users of this equipment
- D - Does not apply

Activity Type: See guide above	B - In house training at Log Cabin Camp required before using this equipment
Site description & Location:	Next the basketball court and working up behind Billy T and Damper area
Reviewed By:	William Sawtell
Revision Date:	06/02/2025
Next Revision Date:	February 2026
Activity Risk Rating	Low - medium

#### Activity Scope:

This risk assessment refers to Frisbee Golf.

#### Minimum Supervision:

- No instructors are required as this is a teacher/ group led activity and is accompanied by activity instructions.

**Recommendations:** This activity is recommended for grade 2 and above.

It is highly recommended that the group:

- Pay attention to the activity leader's instructions.
- Wear beanies, raincoats and warm layers during winter and long pants and suitable footwear.

#### Qualifications:

- First aid and working with children's check

# Risk Matrix and Safety Equipment

## Minimum equipment/ facilities:

- Mobile phone
- Insect repellent (participant to supply their own)
- Appropriate clothing and footwear e.g., t-shirts covering shoulders and the waist (no singlets, crop-tops, thongs, crocs etc).
- Water bottles (participants should not share drinking containers).
- Vehicle access to within a reasonable distance of the activity in case of emergency
- Note: group leader/ teachers are to have their own first aid kit including any asthma puffers and spacers or EpiPen's required.
- L.C.C. Staff to carry small first aid kit for minor cuts and bruises, triangle bandages and snake bite kit.
- School to bring their first aid kit.

DESCRIPTORS			
CATASTROPHIC	HIGH	MODERATE	LOW
40-80	16-39	10-16	1-8
Unacceptable risk which requires immediate action to reduce or remove the hazard. Senior Management must be notified. <u>Item should be TAKEN OFF LINE till risk reduced</u>	Substitute/modify to reduce, remove, or eliminate associated risks and hazards. Continual review of risk management strategies.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.

RISK CALCULATION MATRIX		Likelihood				
		Almost Certain 5	Likely 4	Possible 3	Unlikely 2	Rare 1
C o n s e q u e n c 	<b>Catastrophic 16</b>	80	64	48	32	16
	<b>Major 8</b>	40	32	24	16	8
	<b>Moderate 4</b>	20	16	12	8	4
	<b>Minor 2</b>	10	8	6	4	2
	<b>Insignificant 1</b>	5	4	3	2	1

## People Risks

Recognized Hazard/ Danger	Possible outcome	Initial Matrix Level	Control Strategies (To Reduce or Eliminate Risk)	Revised Matrix Level
Slip and fall onto log, branch, or sharp object	Cuts, bruises	16	<ul style="list-style-type: none"> <li>Clear instructions, check course before use and monitor while course in use</li> </ul>	8
Hit by Frisbee thrown by fellow participant	Cuts, bruises	16	<ul style="list-style-type: none"> <li>Participants to watch where they are throwing, do a practice with group prior to starting course.</li> </ul>	8

## Environmental Risks

Exposure to elements Sun/ Heat	Sunburn,	12	<ul style="list-style-type: none"> <li>Instructors to ensure all participants wear hats and appropriate clothing and footwear.</li> <li>Sunscreen to be provided by group leaders, teachers and camp staff.</li> </ul>	4
	Heat stroke	8	<ul style="list-style-type: none"> <li>Seat participants in shade on hot/ sunny days while not participating</li> </ul>	4
	Dehydration	8	<ul style="list-style-type: none"> <li>Ensure participants are encouraged to drink water during the activity.</li> </ul>	4
Severe Weather Possibility of falling trees	Entrapment, crush injury	24	<ul style="list-style-type: none"> <li>Activity program will be modified on days of severe weather</li> <li>Trees onsite checked regularly for weak limbs and removed if needed</li> </ul>	8
Participants slipping over in wet weather	Cuts, bruises, bump to head, concussion	16	<ul style="list-style-type: none"> <li>Wear appropriate footwear and watch where walking, advise to slow down and walk.</li> </ul>	8
Ant/ insect bites/ Snakes	Adverse reactions. Discomfort.	12	<ul style="list-style-type: none"> <li>Instructors to survey areas for potential hazard and to locate group away from hazards e.g. ant nests.</li> </ul>	4

## Equipment Risks

Hit by Frisbee thrown by fellow participant	Cuts, bruises	16	<ul style="list-style-type: none"> <li>Participants to watch where they are throwing, do a practice with group prior to starting course.</li> </ul>	8
Cut by frisbee that is broken	Cuts, bruises	8	<ul style="list-style-type: none"> <li>Ensure Frisbees are in good working order prior to each session</li> </ul>	4

Teacher/ Group Leader Responsibilities	<ul style="list-style-type: none"> <li>● Inform &amp; liaise with activity staff regarding any potential issues with the group (behavioural, disabilities, injuries)</li> <li>● Listen to activity briefings and assist staff in procedural aspects of the session as required, such as helping students to belay under the supervision of activity staff and assist with behaviour management.</li> <li>● Monitor &amp; take charge of behavioural issues if needed and to any pre-existing medical conditions that may affect the participant during the activity.</li> </ul>
Participant Briefing from Instructor should cover	<ul style="list-style-type: none"> <li>● Safety Brief</li> </ul>
<b>Emergency Procedures</b>	
<ol style="list-style-type: none"> <li>1. Conduct First Aid and or evacuation as required. Assistant group leaders to manage and keep group calm.</li> <li>2. Contact Emergency Services via mobile phone.</li> <li>3. Depending on injury: stabilise patient and await ambulance or remove patient to appropriate site to recover if possible and safe for the injured person.</li> <li>4. In the event of serious injury, instructor/teacher to manage group while instructor/ teacher applies first aid to injured participant. Group leader/teacher should stay with injured person until the injured person/s can be stabilised by administered first aid or ambulance.</li> <li>5. Log Cabin Camp staff may use camp vehicles to evacuate the injured person with a teacher/ group leader present in the vehicle while transporting the injured person.</li> </ol>	
Participant Requirements	<ul style="list-style-type: none"> <li>● Follow instructions from the activity leader/ instructor</li> <li>● Sunscreen, hat,</li> <li>● Medication and insect repellent. (if relevant).</li> <li>● Water bottle.</li> <li>● Suitable footwear/ Fully enclosed shoes,</li> <li>● Appropriate clothing e.g., T-shirt or shirt fully covering the shoulders, long shorts no short shorts and raincoat during colder weather</li> </ul>



## ACTIVITY: Gaga Ball

### RISK ASSESSMENT AND RISK MANAGEMENT STRATEGY

#### User Guide:

- A - Must be operated by Camp qualified staff
- B - In house training at Camp required before using this equipment
- C - Safe operating procedures must be read and adhered to by all users of this equipment
- D - Does not apply

Activity Type: See guide above	B - In house training at Camp required before using this equipment
Site description & Location:	Near main building, next to trampolines @ Log Cabin Camp, Next to the basketball court @ The Homestead and next to the basketball court @ The Homestead
Reviewed By:	William Sawtell
Revision Date:	05.02.2025
Next Revision Date:	February 2025
Activity Risk Rating	Low - Medium

#### Activity Scope:

This risk assessment refers to Gaga Ball which is a camp staff or teacher led activity, though it can be a free time activity as well at teachers discretion.

#### Minimum Supervision:

- 1 Camp Activity instructor if not a teacher led rotation.
- Minimum ratio for group leader/teacher to participants 1:16

**Recommendations:** This activity is recommended for grade 3/4 and above.

It is highly recommended that the group:

- Pay attention to the activity leader's instructions.
- Wear beanies, raincoats and warm layers during winter and long pants and suitable footwear.

#### **Qualifications:**

All lead camp staff should hold at a minimum, one of the following qualifications /skills sets or other recognised skillsets/qualifications from another recognised organisation, along with mandatory First Aid/CPR and Working with children check.

- Inhouse staff training
- Certificate 3 or 4 in Outdoor Recreation.

## Risk Matrix and Safety Equipment

### **Minimum equipment/ facilities:**

- Mobile phone
- Insect repellent (participant to supply their own)
- Appropriate clothing and footwear e.g., t-shirts covering shoulders and the waist (no singlets, crop-tops, thongs, crocs etc).
- Instructor will inspect the area and ensure its soundness before commencing the activity.
- Equipment use and maintenance log to be kept or each session.
- Water bottles (participants should not share drinking containers).
- Vehicle access to within a reasonable distance of the activity in case of emergency

- Note: group leader/ teachers are to have their own first aid kit including any asthma puffers and spacers or EpiPen's if required.
- School to bring their first aid kit.

DESCRIPTORS			
CATASTROPHIC	HIGH	MODERATE	LOW
40-80	16-39	10-16	1-8
Unacceptable risk which requires immediate action to reduce or remove the hazard. <b>Senior Management must be notified.</b> <b>Item should be TAKEN OFF LINE till risk reduced</b>	Substitute/modify to reduce, remove, or eliminate associated risks and hazards. Continual review of risk management strategies.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.

RISK CALCULATION MATRIX		Likelihood				
		Almost Certain 5	Likely 4	Possible 3	Unlikely 2	Rare 1
Consequences	Catastrophic 16	80	64	48	32	16
	Major 8	40	32	24	16	8
	Moderate 4	20	16	12	8	4
	Minor 2	10	8	6	4	2
	Insignificant 1	5	4	3	2	1

People Risks				
Recognized Hazard/ Danger	Possible outcome	Initial Matrix Level	Control Strategies (To Reduce or Eliminate Risk)	Revised Matrix Level
Entering/Exiting the arena	Laceration, abrasion or Broken arm or leg	8	<ul style="list-style-type: none"> <li>• Ensure that the arena is clear from any debris</li> <li>• Supervision</li> <li>• Clear instructions</li> </ul>	8
Playing the game	<ul style="list-style-type: none"> <li>• Getting hit in the head with the ball</li> <li>• Collisions between players</li> <li>• Colliding with the wall</li> <li>• Grazing knuckles/fingertips on concrete floor</li> </ul>	8	<ul style="list-style-type: none"> <li>• Ensure that the arena is clear from any debris</li> <li>• Supervision</li> <li>• Clear instructions</li> <li>• Adapt rules to suit players skill level</li> <li>• Use a soft ball</li> </ul>	4
Environmental Risks				
Exposure to elements Sun/ Heat	Sunburn	12	<ul style="list-style-type: none"> <li>• Instructors to ensure all participants wear hats and appropriate clothing and footwear</li> </ul>	4
	Heat stroke	8	<ul style="list-style-type: none"> <li>• Seat participants in shade on hot/ sunny days while not participating</li> </ul>	4
	Dehydration	8	<ul style="list-style-type: none"> <li>• Ensure participants are encouraged to drink water during the activity.</li> </ul>	4
Severe Weather Possibility of falling trees	Cuts, bruising, entrapment, crush injury	24	<ul style="list-style-type: none"> <li>• Activity program will be modified on days of severe weather</li> <li>• Trees onsite checked regularly for weak limbs and removed if needed</li> </ul>	4
Participants slipping over in wet weather	Cuts, bruises, bump to head, concussion	16	<ul style="list-style-type: none"> <li>• Wear appropriate footwear and watch where walking, advise to slow down and walk.</li> </ul>	4
Ant/ insect bites	Adverse reactions. Discomfort.	8	<ul style="list-style-type: none"> <li>• Instructors to survey areas for potential hazard and to locate group away from hazards e.g., ant nests.</li> </ul>	4
Equipment Risks				
Using a hard ball to play with	Bruising, musculoskeletal injuries	12	<ul style="list-style-type: none"> <li>• Using a soft ball</li> <li>• Clear playing rules</li> </ul>	4

Teacher/ Group Leader Responsibilities	<ul style="list-style-type: none"> <li>● Inform &amp; liaise with activity staff regarding any potential issues with the group (behavioural, disabilities, injuries)</li> <li>● Listen to activity briefings and assist staff in procedural aspects of the session as required, such as helping students to belay under the supervision of activity staff and assist with behaviour management.</li> <li>● Monitor &amp; take charge of behavioural issues if needed and to any pre-existing medical conditions that may affect the participant during the activity.</li> </ul>
Participant Briefing from Instructor should cover	<ul style="list-style-type: none"> <li>● Session objectives and challenge by choice</li> <li>● OH&amp;S Brief</li> <li>● Safety Brief</li> </ul>
<b>Emergency Procedures</b>	
<ol style="list-style-type: none"> <li>1. Conduct First Aid and or evacuation as required. Assistant group leaders to manage and keep group calm.</li> <li>2. Contact Emergency Services via mobile phone.</li> <li>3. Depending on injury: stabilise patient and await ambulance or remove patient to appropriate site to recover if possible and safe for the injured person.</li> <li>4. In the event of serious injury, instructor/teacher to manage group while instructor/ teacher applies first aid to injured participant. Group leader/teacher should stay with injured person until the injured person/s can be stabilised by administered first aid or ambulance.</li> <li>5. Camp staff may use camp vehicles to evacuate the injured person with a teacher/ group leader present in the vehicle while transporting the injured person.</li> </ol>	
Participant Requirements	<ul style="list-style-type: none"> <li>● Follow instructions from the activity leader/ instructor</li> <li>● Sunscreen, hat,</li> <li>● Medication and insect repellent. (if relevant).</li> <li>● Water bottle.</li> <li>● Suitable footwear/ Fully enclosed shoes,</li> <li>● Appropriate clothing e.g., T-shirt or shirt fully covering the shoulders, long shorts no short shorts and raincoat during colder weather</li> </ul>



## ACTIVITY: GIANT SLINGSHOT

### RISK ASSESSMENT AND RISK MANAGEMENT STRATEGY

#### User Guide:

- A - Must be operated by Camp qualified staff
- B - In house training at Camp required before using this equipment
- C - Safe operating procedures must be read and adhered to by all users of this equipment
- D - Does not apply

Activity Type:	See guide above	A - Must be operated by Camp qualified staff
Site description & Location:		Basketball court @ LCC, Sand Arena @ Homestead, Oval @ Adekate Camp
Reviewed By:		William Sawtell
Revision Date:		02/06/2025
Next Revision Date:		February 2026
Activity Risk Rating		Medium - High

#### Activity Scope:

This risk assessment refers to the Giant sling shots which is a camp staff led activity to challenge students' ability to assemble with instructions and to work as a team to knock down the tower before their opposition.

#### Minimum Supervision:

- 1 instructor is required for this activity) May depend on participant ability and number ratios.
- 1 group leader/teacher to participants 1:16

**Recommendations:** This the activity is recommended for grade 5/6 and above.

It is highly recommended that the group:

- Pay attention to the activity leader's instructions.
- Wear beanies, raincoats and warm layers during winter and long pants and suitable footwear.
- Wear safety glasses when firing balls.

### **Qualifications:**

All lead camp staff should hold at a minimum, one of the following qualifications /skills sets or other recognised skillsets/qualifications from another recognised organisation, along with mandatory First Aid/CPR and Working with children check.

- Inhouse staff training

## **Risk Matrix and Safety Equipment**

### **Minimum equipment/ facilities:**

- Mobile phone
- Insect repellent (participant to supply their own)
- Appropriate clothing and footwear e.g., t-shirts covering shoulders and the waist (no singlets, crop-tops, thongs, crocs etc).
- Instructor will inspect the area and ensure its soundness before commencing the activity.
- Equipment use and maintenance log to be kept or each session.
- Water bottles (participants should not share drinking containers).
- Vehicle access to within a reasonable distance of the activity in case of emergency

- Note: group leader/ teachers are to have their own first aid kit including any asthma puffers and spacers or EpiPen's required.
- Camp Staff to carry small first aid kit for minor cuts and bruises, triangle bandages and snake bite kit.
- School to bring their first aid kit.

DESCRIPTORS			
CATASTROPHIC <b>40-80</b>	HIGH <b>16-39</b>	MODERATE <b>10-16</b>	LOW <b>1-8</b>
Unacceptable risk which requires immediate action to reduce or remove the hazard. <b>Senior Management must be notified.</b> <b>Item should be TAKEN OFF LINE till risk reduced</b>	Substitute/modify to reduce, remove, or eliminate associated risks and hazards. Continual review of risk management strategies.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.

RISK CALCULATION MATRIX		Likelihood				
		Almost Certain 5	Likely 4	Possible 3	Unlikely 2	Rare 1
Consequences	Catastrophic 16	80	64	48	32	16
	Major 8	40	32	24	16	8
	Moderate 4	20	16	12	8	4
	Minor 2	10	8	6	4	2
	Insignificant 1	5	4	3	2	1

## People Risks

Recognized Hazard/ Danger	Possible outcome	Initial Matrix Level	Control Strategies (To Reduce or Eliminate Risk)	Revised Matrix Level
Impact injuries	Cuts, Bruising	12	<ul style="list-style-type: none"> <li>Instructor to survey area for potential hazards, equipment on Basketball court, trailer set and braced.</li> <li>Boundaries to be clearly marketed and established with the group.</li> </ul>	4
Participant hit by ball/ shock chord during firing.	Bruising	12	<ul style="list-style-type: none"> <li>All participants not firing catapults to stand at least 3m to the rear of catapults ensuring not directly behind catapult. Line to be indicated by cones on the ground.</li> <li>Person operating the slingshot must wear appropriate P.P.E and stay within activity boundaries</li> </ul>	4
Lifting injury while moving/ handling pine logs.	Back injury. Sprain strain.	12	<ul style="list-style-type: none"> <li>Brief correct lifting techniques. Bending knees not using backs to lift. Ensure enough participants to safely lift logs are used. (e.g. Smaller students will require more people to lift than adults).</li> <li>Camp rule "if it's bigger than you, you need two" rule to be enforced.</li> </ul>	4
Participant hit by pole or log during construction	Bruising	12	<ul style="list-style-type: none"> <li>Brief correct handling techniques. One participant to hold each end of planks during transport.</li> <li>Camp rule "if it's bigger than you, you need two" rule to be enforced.</li> </ul>	4

## Environmental Risks

Sun/ Heat	Sunburn,	12	<ul style="list-style-type: none"> <li>Instructors to ensure all participants wear hats and appropriate clothing and footwear</li> <li>Sunscreen to be provided by group leaders, teachers and camp staff.</li> </ul>	4
	Heat stroke	8	<ul style="list-style-type: none"> <li>Seat participants in shade on hot/ sunny days while not participating</li> </ul>	4
	Dehydration	8	<ul style="list-style-type: none"> <li>Ensure participants are encouraged to drink water during the activity.</li> </ul>	4
Ant/ insect bites	Adverse reactions. Discomfort.		<ul style="list-style-type: none"> <li>Instructors to survey areas for potential hazard and to locate group away from hazards e.g. ant nests.</li> </ul>	4

## Equipment Risks

Failure of shock chord during firing.	Impact injury, especially to eyes.	16	<ul style="list-style-type: none"> <li>Instructor to inspect all shock chords for damage before activity to ensure they are in good order.</li> <li>All participants are to wear safety glasses provided. Participants with glasses are to use safety glasses over their spectacles.</li> <li>All participants not firing catapults to stand at least 3m to the rear of catapults, not standing directly behind catapult. Line to be indicated by</li> </ul>	4
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			cones on the ground.	
Failure of structure during firing of catapults Participant hit by pole or shock chord	Impact injury,	12	<ul style="list-style-type: none"> <li>• Instructor to inspect catapults before firing and make any necessary adjustments to lashing.</li> <li>• Instructor to regularly inspect catapults after each round of firing and to repair any loose lashing.</li> <li>• Instructor to inspect all logs and poles before activities.</li> </ul>	4

Teacher/ Group Leader Responsibilities	<ul style="list-style-type: none"> <li>● Inform &amp; liaise with activity staff regarding any potential issues with the group (behavioural, disabilities, injuries)</li> <li>● Listen to activity briefings and assist staff in procedural aspects of the session as required, such as helping students to belay under the supervision of activity staff and assist with behaviour management.</li> <li>● Monitor &amp; take charge of behavioural issues if needed and to any pre-existing medical conditions that may affect the participant during the activity.</li> </ul>
Participant Briefing from Instructor should cover	<ul style="list-style-type: none"> <li>● OH&amp;S Brief</li> <li>● Safety Brief</li> </ul>
<b>Emergency Procedures</b>	
<ol style="list-style-type: none"> <li>1. Conduct First Aid and or evacuation as required. Assistant group leaders to manage and keep group calm.</li> <li>2. Contact Emergency Services via mobile phone.</li> <li>3. Depending on injury: stabilise patient and await ambulance or remove patient to appropriate site to recover if possible and safe for the injured person.</li> <li>4. In the event of serious injury, instructor/teacher to manage group while instructor/ teacher applies first aid to injured participant. Group leader/teacher should stay with injured person until the injured person/s can be stabilised by administered first aid or ambulance.</li> <li>5. Camp staff may use camp vehicles to evacuate the injured person with a teacher/ group leader present in the vehicle while transporting the injured person.</li> </ol>	
Participant Requirements	<ul style="list-style-type: none"> <li>● Follow instructions from the activity leader/ instructor</li> <li>● Sunscreen, hat,</li> <li>● Medication and insect repellent. (if relevant).</li> <li>● Water bottle.</li> <li>● Suitable footwear/ Fully enclosed shoes,</li> <li>● Appropriate clothing e.g., T-shirt or shirt fully covering the shoulders, long shorts no short shorts and raincoat during colder weather</li> </ul>



## ACTIVITY: Giant Swing

### RISK ASSESSMENT AND RISK MANAGEMENT STRATEGY

#### User Guide:

- A - Must be operated by Log Cabin Camp qualified staff
- B - In house training at Log Cabin Camp required before using this equipment
- C - Safe operating procedures must be read and adhered to by all users of this equipment
- D - Does not apply

Activity Type:	See guide above	A - Must be operated by Log Cabin Camp qualified staff
Site description & Location:	Free time around campground	
Reviewed By:	William Sawtell	
Revision Date:	06/02/2025	
Next Revision Date:	February 2026	
Activity Risk Rating	Medium - High	

#### Activity Scope:

This risk assessment refers to the Giant Swing.

#### Minimum Supervision:

- 1 Instructor required for activity
- Minimum ratio for group leader/teacher to participants) e.g., 1:18

**Recommendations:** This activity is recommended for grade 2 and above.

#### Qualifications:

All lead L.C.C staff should hold at a minimum, one of the following qualifications /skills sets or other recognised skillsets/qualifications from another recognised organisation, along with mandatory First Aid/CPR and Working with children check.

- Inhouse staff training
- Certificate 3 Outdoor Recreation specialising in high rope activities
- Certificate 4 Outdoor Recreation specialising in high rope activities
- Diploma Outdoor recreation specialising in high rope activities

# Risk Matrix and Safety Equipment

## Minimum equipment/ facilities:

- Mobile phone
- Insect repellent (participant to supply their own)
- Appropriate clothing and footwear e.g., t-shirts covering shoulders and the waist (no singlets, crop-tops, thongs, crocs etc).
- Instructor will inspect the area and ensure its soundness before commencing the activity.
- Equipment use and maintenance log to be kept or each session.
- Water bottles (participants should not share drinking containers).
- Vehicle access to within a reasonable distance of the activity in case of emergency

- Note: group leader/ teachers are to have their own first aid kit including any asthma puffers and spacers or EpiPen's required.
- L.C.C. Staff to carry small first aid kit for minor cuts and bruises, triangle bandages and snake bite kit.
- School to bring their first aid kit.

DESCRIPTORS			
CATASTROPHIC	HIGH	MODERATE	LOW
40-80	16-39	10-16	1-8
Unacceptable risk which requires immediate action to reduce or remove the hazard. <b>Senior Management must be notified.</b> <b>Item should be TAKEN OFF LINE till risk reduced</b>	Substitute/modify to reduce, remove, or eliminate associated risks and hazards. Continual review of risk management strategies.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.

RISK CALCULATION MATRIX		Likelihood				
		Almost Certain 5	Likely 4	Possible 3	Unlikely 2	Rare 1
Consequences	Catastrophic 16	80	64	48	32	16
	Major 8	40	32	24	16	8
	Moderate 4	20	16	12	8	4
	Minor 2	10	8	6	4	2
	Insignificant 1	5	4	3	2	1

People Risks				
Recognized Hazard/ Danger	Possible outcome	Initial Matrix Level	Control Strategies (To Reduce or Eliminate Risk)	Revised Matrix Level
Hand cut by pulley	Cuts, bruises	16	<ul style="list-style-type: none"> <li>Instructor to clearly brief participants on boundaries.</li> <li>Physical markers in place to mark boundaries (painted stripe and wooden barricade).</li> </ul>	6
Trip, fall while pulling pull rope	Cuts, bruises	16	<ul style="list-style-type: none"> <li>Brief group to stand 1m apart when pulling Haul rope</li> <li>Brief participants that if they fall over that they must let go of the pull rope to prevent being dragged along the ground causing further injuries.</li> </ul>	8
Hit by rider	Bruises, concussion, fracture	24	<ul style="list-style-type: none"> <li>Group briefing on boundary lines.</li> <li>Instructor and group leader to continue to monitor and supervise group to ensure compliance to safety guidelines</li> </ul>	8
Pull team dropping rope before the person swinging pulls release cord	Whiplash, possible concussion, lacerations, fractures	24	<ul style="list-style-type: none"> <li>Group briefed on how to correctly use the pull rope and when to drop the pull rope.</li> <li>Group leader and instructor to supervise group and hold pull rope as well.</li> </ul>	8
Rope Burn from letting rope slide through hands	Cuts, burns to hands	8	<ul style="list-style-type: none"> <li>Group to be instructed on when to drop the pull rope.</li> <li>Instructor not to pull rope back to reset until they have checked that nobody is holding onto the rope.</li> </ul>	4
Person on pull team wrapped rope around arm	Burns, bruising	12	<ul style="list-style-type: none"> <li>Group to be instructed on proper use of pull rope.</li> <li>Instructor not to the pull the rope back to reset until they have checked that nobody is holding it.</li> </ul>	4
Ladder left on swing runway	Possible broken limbs, concussion, bruising	48	<ul style="list-style-type: none"> <li>Instructor to ensure ladder is removed from runway every turn</li> <li>Ladder to be attached via rope, clip or pushed beyond the brakes in the tracks.</li> </ul>	4
Environmental Risks				
Exposure to elements Sun/ Heat	Sunburn,	12	<ul style="list-style-type: none"> <li>Instructors to ensure all participants wear hats and appropriate clothing</li> </ul>	4
	Heat stroke	8	<ul style="list-style-type: none"> <li>Seat participants in shade on hot/ sunny days while not participating. Cease activity when temp exceeds 38 degrees (earlier if group wants to)</li> </ul>	4
	Dehydration	8	<ul style="list-style-type: none"> <li>Ensure participants are encouraged to drink water during the activity.</li> </ul>	4
Severe Weather Possibility of falling trees	Entrapment, crush injury	24	<ul style="list-style-type: none"> <li>Activity program will be modified on days of severe weather</li> <li>Trees onsite checked regularly for weak limbs and removed if needed</li> <li>Activity program modified on days of extreme weather</li> </ul>	4
Thunderstorms	Possibility of electrocution from lightning,	48	<ul style="list-style-type: none"> <li>Stop session if there is thunder/lightning. Do not resume until 30 minutes after the last thunder strike.</li> </ul>	2
Participants slipping over in wet weather	Cuts, bruises, bump to head, concussion	16	<ul style="list-style-type: none"> <li>Wear appropriate footwear and watch where walking, advise to slow down and walk.</li> </ul>	4

Ant/ insect bites	Adverse reactions. Discomfort.	48	<ul style="list-style-type: none"> <li>Instructors to survey areas for potential hazard and to locate group away from hazards e.g. ant nests. Participants with known allergies should monitor their surroundings. Group to have known first aider and be aware of high-risk students that need EpiPen's and have them nearby.</li> </ul>	4
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### Equipment Risks

Failure in swing apparatus during swing	Fall from height resulting in serious injury/death	16	<ul style="list-style-type: none"> <li>Equipment checked before every session and hardware inspected annually by ARCB to be structurally sound.</li> </ul>	8
Harness failure	Fall injury, cuts, fractures	16	<ul style="list-style-type: none"> <li>All Harnesses inspected before and after use. Quarterly audits completed on equipment with equipment removed from use when expired.</li> </ul>	8
Participant hooked in with harness fitted incorrectly	Fall from height resulting in serious injury/death	16	<ul style="list-style-type: none"> <li>Group harness demonstration to group and leader. Instructor to double check harness before every turn.</li> <li>In house training conducted with camp staff ensuring the understanding of equipment and how to check it is being used correctly.</li> <li>"Tick off sheets" and training all documented to ensure correctly trained staff are the only people running sessions.</li> </ul>	8

Teacher/ Group Leader Responsibilities	<ul style="list-style-type: none"> <li>Inform &amp; liaise with activity staff regarding any potential issues with the group (behavioural, disabilities, injuries)</li> <li>Listen to activity briefings and assist staff in procedural aspects of the session as required, such as helping students to belay under the supervision of activity staff and assist with behaviour management.</li> <li>Monitor &amp; take charge of behavioural issues if needed and to any pre-existing medical conditions that may affect the participant during the activity.</li> </ul>
Participant Briefing from Instructor should cover	<ul style="list-style-type: none"> <li>Session objectives and challenge by choice</li> <li>OH&amp;S Brief</li> <li>Safety Brief</li> </ul>
<b>Emergency Procedures</b>	
<ol style="list-style-type: none"> <li>Conduct First Aid and or evacuation as required. Assistant group leaders to manage and keep group calm.</li> <li>Contact Emergency Services via mobile phone.</li> <li>Depending on injury: stabilise patient and await ambulance or remove patient to appropriate site to recover if possible and safe for the injured person.</li> <li>In the event of serious injury, instructor/teacher to manage group while instructor/ teacher applies first aid to injured participant. Group leader/teacher should stay with injured person until the injured person/s can be stabilised by administered first aid or ambulance.</li> <li>Log Cabin Camp staff may use camp vehicles to evacuate the injured person with a teacher/ group leader present in the vehicle while transporting the injured person.</li> </ol>	

Participant Requirements	<ul style="list-style-type: none"><li>● Follow instructions from the activity leader/ instructor</li><li>● Sunscreen, hat,</li><li>● Medication and insect repellent. (if relevant).</li><li>● Water bottle.</li><li>● Suitable footwear/ Fully enclosed shoes,</li><li>● Appropriate clothing e.g., T-shirt or shirt fully covering the shoulders, long shorts no short shorts and raincoat during colder weather</li></ul>
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## ACTIVITY: Hut Building

### RISK ASSESSMENT AND RISK MANAGEMENT STRATEGY

#### User Guide:

- A - Must be operated by Camp qualified staff
- B - In house training at Camp required before using this equipment
- C - Safe operating procedures must be read and adhered to by all users of this equipment
- D - Does not apply

Activity Type: See guide above	B - In house training from camp staff required before using this equipment
Site description & Location:	Hut building area - Opposite challenge course @ Log Cabin Camp, 30m beyond the Leap of Faith @ The Homestead and Opposite the Leap of Faith @ Adequate Camp
Reviewed By:	William Sawtell
Revision Date:	06/02/2025
Next Revision Date:	February 2026
Activity Risk Rating	Medium - High

#### Activity Scope:

This risk assessment refers to Hut building which is a teacher led activity after a group safety briefing from a camp staff member.

#### Minimum Supervision:

- Minimum ratio for group leader/teacher to participants is 1:10 with active supervision needed.

**Recommendations:** This activity is recommended for grade 3/4 and above.

It is highly recommended that the group:

- Pay attention to the activity leader's instructions.
- Wear beanies, raincoats and warm layers during winter and long pants and suitable footwear.

## **Qualifications:**

- Inhouse staff training

# **Risk Matrix and Safety Equipment**

## **Minimum equipment/ facilities:**

- Mobile phone
- Insect repellent (participant to supply their own)
- Appropriate clothing and footwear e.g., t-shirts covering shoulders and the waist (no singlets, crop-tops, thongs, crocs etc).
- Instructor will inspect the area and ensure its soundness before commencing the activity.
- Water bottles (participants should not share drinking containers).
- Vehicle access to within a reasonable distance of the activity in case of emergency

- Note: group leader/ teachers are to have their own first aid kit including any asthma puffers and spacers or EpiPen's required.
- Camp Staff to carry small first aid kit for minor cuts and bruises, triangle bandages and snake bite kit.
- School to bring their first aid kit.

DESCRIPTORS			
CATASTROPHIC <b>40-80</b>	HIGH <b>16-39</b>	MODERATE <b>10-16</b>	LOW <b>1-8</b>
Unacceptable risk which requires immediate action to reduce or remove the hazard. <b>Senior Management must be notified.</b> <b>Item should be TAKEN OFF LINE till risk reduced</b>	Substitute/modify to reduce, remove, or eliminate associated risks and hazards. Continual review of risk management strategies.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.

RISK CALCULATION MATRIX		Likelihood				
		Almost Certain 5	Likely 4	Possible 3	Unlikely 2	Rare 1
Consequences	Catastrophic 16	80	64	48	32	16
	Major 8	40	32	24	16	8
	Moderate 4	20	16	12	8	4
	Minor 2	10	8	6	4	2
	Insignificant 1	5	4	3	2	1

## People Risks

Recognized Hazard/ Danger	Possible outcome	Initial Matrix Level	Control Strategies (To Reduce or Eliminate Risk)	Revised Matrix Level
Slips, trips, and falls, over own feet, logs, sticks	Cuts, bruises.	8	<ul style="list-style-type: none"> <li>Instruction to be careful where walking</li> </ul>	4
Scraping arm or leg across piece of wood	Cuts, bruises.	8	<ul style="list-style-type: none"> <li>Ensure suitable clothing and footwear and watch where you are walking and how you are carrying</li> </ul>	4
Hit by someone carrying wood	Cuts, bruises, Musculoskeletal injury, crush wounds	12	<ul style="list-style-type: none"> <li>Instructor and group leaders to monitor huts and how they're built. Ideally 1 adult per group.</li> <li>Always get help carrying multiple/heavy pieces one at each end to keep bystanders safe.</li> </ul>	16
Carrying heavy logs	Dropping logs on self, cuts, graze, bruising. Muscle tears, sprains and strains.	12	<ul style="list-style-type: none"> <li>Rule "If it's bigger than you, you need 2"</li> <li>Always get help carrying multiple/heavy pieces one at each end to keep bystanders safe</li> </ul>	8
Tin panels	Cuts, bruising	12	<ul style="list-style-type: none"> <li>Ensure that each piece has 2-4 people per piece especially smaller participants.</li> <li>Tin regularly checked for sharp edges</li> </ul>	8
Hut collapsing on participants	Cuts, bruising, head injuries, neck/spine injuries, crushing injuries.	24	<ul style="list-style-type: none"> <li>Instruct participants not to go into huts until they have been checked by a group leader, teacher or camp staff.</li> </ul>	

## Environmental Risks

Exposure to elements Sun/ Heat	Sunburn.	12	<ul style="list-style-type: none"> <li>Instructors to ensure all participants wear hats and appropriate clothing and footwear.</li> <li>Sunscreen to be provided by group leaders, teachers and camp staff.</li> </ul>	4
	Heat stroke	8	<ul style="list-style-type: none"> <li>Seat participants in shade on hot/ sunny days while not participating.</li> <li></li> </ul>	4
	Dehydration	8	<ul style="list-style-type: none"> <li>Ensure participants are encouraged to drink water during the activity.</li> </ul>	4
Severe Weather Possibility of falling trees	Entrapment, crush injury	24	<ul style="list-style-type: none"> <li>Activity program will be modified on days of severe weather</li> <li>Trees onsite checked regularly for weak limbs and removed if needed</li> </ul>	6
Participants slipping over in wet weather	Cuts, bruises, bump to head, concussion	16	<ul style="list-style-type: none"> <li>Wear appropriate footwear and watch where walking, advise to slow down and walk.</li> </ul>	4
Ant/ insect bites/snakes	Adverse reactions. Discomfort.	12	<ul style="list-style-type: none"> <li>Instructors to survey areas for potential hazard and to locate group away from hazards e.g. ant nests.</li> </ul>	4

## Equipment Risks

Hut falling on person	Cuts, bruises, bump to head, concussion , crush wounds	32	<ul style="list-style-type: none"> <li>NO one to enter hut until it has been deemed safe. No use of logs larger than 20cm in diameter</li> </ul>	4
Tire rolling away and hitting someone	Tire hitting someone: cuts, graze, bruising. Musculoskeletal injury	12	<ul style="list-style-type: none"> <li>Tire to be moved by one-person, smaller participants to ask for assistance if needed.</li> <li>Supervising adults to actively monitor activity.</li> </ul>	4

Teacher/ Group Leader Responsibilities	<ul style="list-style-type: none"> <li>● Inform &amp; liaise with activity staff regarding any potential issues with the group (behavioural, disabilities, injuries)</li> <li>● Listen to activity briefings and assist staff in procedural aspects of the session as required, such as helping students to belay under the supervision of activity staff and assist with behaviour management.</li> <li>● Monitor &amp; take charge of behavioural issues if needed and to any pre-existing medical conditions that may affect the participant during the activity.</li> </ul>
Participant Briefing from Instructor should cover	<ul style="list-style-type: none"> <li>● Session objectives and challenge by choice</li> <li>● OH&amp;S Brief</li> <li>● Safety Brief</li> </ul>
Emergency Procedures	
	<ol style="list-style-type: none"> <li>1. Conduct First Aid and or evacuation as required. Assistant group leaders to manage and keep group calm.</li> <li>2. Contact Emergency Services via mobile phone.</li> <li>3. Depending on injury: stabilise patient and await ambulance or remove patient to appropriate site to recover if possible and safe for the injured person.</li> <li>4. In the event of serious injury, instructor/teacher to manage group while instructor/ teacher applies first aid to injured participant. Group leader/teacher should stay with injured person until the injured person/s can be stabilised by administered first aid or ambulance.</li> <li>5. Camp staff may use camp vehicles to evacuate the injured person with a teacher/ group leader present in the vehicle while transporting the injured person.</li> </ol>
Participant Requirements	<ul style="list-style-type: none"> <li>● Follow instructions from the activity leader/ instructor</li> <li>● Sunscreen, hat,</li> <li>● Medication and insect repellent. (if relevant).</li> <li>● Water bottle.</li> <li>● Suitable footwear/ Fully enclosed shoes,</li> <li>● Appropriate clothing e.g., T-shirt or shirt fully covering the shoulders, long shorts no short shorts and raincoat during colder weather</li> </ul>



## ACTIVITY: Indoor/Outdoor Games

### RISK ASSESSMENT AND RISK MANAGEMENT STRATEGY

#### User Guide:

- A - Must be operated by Log Cabin Camp qualified staff
- B - In house training at Log Cabin Camp required before using this equipment
- C - Safe operating procedures must be read and adhered to by all users of this equipment
- D - Does not apply

Activity Type: See guide above	C - Safe operating procedures must be read and adhered to by all users of this equipment
Site description & Location:	Grounds
Reviewed By:	William Sawtell
Revision Date:	06/02/2025
Next Revision Date:	February 2026
Activity Risk Rating	Medium - High

#### Activity Scope:

This risk assessment refers to Hut building which is a L.C.C. or teacher led activity.

#### Minimum Supervision:

- 1 activity instructor if it is a L.C.C Staff rotational activity.
- Ratios: group leader/teacher to participants 1:15

**Recommendations:** This activity is recommended for grade 2 and above.

It is highly recommended that the group:

- Pay attention to the activity leader's instructions.

- Wear Hat and sunscreen during summer and beanies, raincoats and warm layers during winter and long pants and suitable footwear.

### **Qualifications:**

All lead L.C.C staff should hold at a minimum, one of the following qualifications /skills sets or other recognised skillsets/qualifications from another recognised organisation, along with mandatory First Aid/CPR and Working with children check.

- Inhouse staff training

# **Risk Matrix and Safety Equipment**

### **Minimum equipment/ facilities:**

- Mobile phone
- Insect repellent (participant to supply their own)
- Appropriate clothing and footwear e.g., t-shirts covering shoulders and the waist (no singlets, crop-tops, thongs, crocs etc).
- Water bottles (participants should not share drinking containers).
- Vehicle access to within a reasonable distance of the activity in case of emergency
- Note: group leader/ teachers are to have their own first aid kit including any asthma puffers and spacers or EpiPen's required.
- L.C.C. Staff to carry small first aid kit for minor cuts and bruises, triangle bandages and snake bite kit.
- School to bring their first aid kit.

DESCRIPTORS			
CATASTROPHIC	HIGH	MODERATE	LOW
40-80	16-39	10-16	1-8
Unacceptable risk which requires immediate action to reduce or remove the hazard. <b>Senior Management must be notified.</b> <b>Item should be TAKEN OFF LINE till risk reduced</b>	Substitute/modify to reduce, remove, or eliminate associated risks and hazards. Continual review of risk management strategies.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.

RISK CALCULATION MATRIX		Likelihood				
		Almost Certain 5	Likely 4	Possible 3	Unlikely 2	Rare 1
Consequences	Catastrophic 16	80	64	48	32	16
	Major 8	40	32	24	16	8
	Moderate 4	20	16	12	8	4
	Minor 2	10	8	6	4	2
	Insignificant 1	5	4	3	2	1

People Risks				
Recognized Hazard/ Danger	Possible outcome	Initial Matrix Level	Control Strategies (To Reduce or Eliminate Risk)	Revised Matrix Level
Slips, trips, and falls	Cuts, graze or bruising	8	<ul style="list-style-type: none"> <li>Monitor site for trip hazards, provide proper lighting indoors and patrons to watch where they are walking. Contact activities advised on oval not on concrete</li> </ul>	4
Carrying sports equipment	Sprains, strains and potential torn muscles.	16	<ul style="list-style-type: none"> <li>Ensure safe manual handling practices and be aware of others when transporting equipment</li> </ul>	8
Tripping over another person	Cuts, graze or bruising soft tissue injuries	16	<ul style="list-style-type: none"> <li>Instruction briefing prior to activities and patrons to be aware of their surroundings</li> </ul>	8
Getting struck with a ball or object from a game.	Concussion, bruising, cuts, head injuries.	8	<ul style="list-style-type: none"> <li>Safety briefings from instructors or group leaders.</li> </ul>	4
Environmental Risks				
Exposure to elements Sun/ Heat	Sunburn,	12	<ul style="list-style-type: none"> <li>Instructors to ensure all participants wear hats and appropriate clothing and footwear</li> </ul>	4
	Heat stroke	8	<ul style="list-style-type: none"> <li>Seat participants in shade on hot/ sunny days while not participating</li> </ul>	4
	Dehydration	8	<ul style="list-style-type: none"> <li>Ensure participants are encouraged to drink water during the activity.</li> </ul>	4
Severe Weather Possibility of falling trees	Entrapment, crush injury	24	<ul style="list-style-type: none"> <li>Activity program will be modified on days of severe weather</li> <li>Trees onsite checked regularly for weak limbs and removed if needed</li> </ul>	4
Participants slipping over in wet weather	Cuts, bruises, bump to head, concussion	16	<ul style="list-style-type: none"> <li>Wear appropriate footwear and watch where walking, advise to slow down and walk.</li> </ul>	4
Ant/ insect bites	Adverse reactions. Discomfort.	16	<ul style="list-style-type: none"> <li>Instructors to survey areas for potential hazard and to locate group away from hazards e.g. ant nests.</li> </ul>	4
Equipment Risks				
Nets breaking on impact during game	Entanglement, net/rope burn, cuts/bruising	8	<ul style="list-style-type: none"> <li>Ensure all nets have been checked and maintained during quarterly checks and when issues arise.</li> </ul>	4

Teacher/ Group Leader Responsibilities	<ul style="list-style-type: none"> <li>● Inform &amp; liaise with activity staff regarding any potential issues with the group (behavioural, disabilities, injuries)</li> <li>● Listen to activity briefings and assist staff in procedural aspects of the session as required, such as helping students to belay under the supervision of activity staff and assist with behaviour management.</li> <li>● Monitor &amp; take charge of behavioural issues if needed and to any pre-existing medical conditions that may affect the participant during the activity.</li> </ul>
Participant Briefing from Instructor should cover	<ul style="list-style-type: none"> <li>● Safety Brief</li> </ul>
<b>Emergency Procedures</b>	
<ol style="list-style-type: none"> <li>1. Conduct First Aid and or evacuation as required. Assistant group leaders to manage and keep group calm.</li> <li>2. Contact Emergency Services via mobile phone.</li> <li>3. Depending on injury: stabilise patient and await ambulance or remove patient to appropriate site to recover if possible and safe for the injured person.</li> <li>4. In the event of serious injury, instructor/teacher to manage group while instructor/ teacher applies first aid to injured participant. Group leader/teacher should stay with injured person until the injured person/s can be stabilised by administered first aid or ambulance.</li> <li>5. Log Cabin Camp staff may use camp vehicles to evacuate the injured person with a teacher/ group leader present in the vehicle while transporting the injured person.</li> </ol>	
Participant Requirements	<ul style="list-style-type: none"> <li>● Follow instructions from the activity leader/ instructor</li> <li>● Sunscreen, hat,</li> <li>● Medication and insect repellent. (if relevant).</li> <li>● Water bottle.</li> <li>● Suitable footwear/ Fully enclosed shoes,</li> <li>● Appropriate clothing e.g., T-shirt or shirt fully covering the shoulders, long shorts no short shorts and raincoat during colder weather</li> </ul>



## ACTIVITY: IN-GROUND TRAMPOLINES

### RISK ASSESSMENT AND RISK MANAGEMENT STRATEGY

#### User Guide:

- A - Must be operated by Log Cabin Camp qualified staff
- B - In house training at Log Cabin Camp required before using this equipment
- C - Safe operating procedures must be read and adhered to by all users of this equipment
- D - Does not apply

Activity Type: See guide above	C – Safe operating procedures must be read and adhered to by all users of this equipment
Site description & Location:	2x Olympic grade, in ground trampolines located at the veranda end of the dining hall @ Log Cabin Camp. 1 springless above ground trampoline @ The Homestead next to the basketball court
Reviewed By:	William Sawtell
Revision Date:	06/02/2025
Next Revision Date:	February 2026
Activity Risk Rating	Medium

#### Activity Scope:

This risk assessment refers to the in-ground trampolines.

#### Minimum Supervision:

- A teacher or group leader should also be actively supervising for this activity.

**Recommendations:** This activity is recommended for campers aged 5 and above.

It is highly recommended that the group:

- Pay attention to the activity leader's instructions.
- Wear beanies, raincoats, and warm layers during winter and long pants no short shorts
- Each participant will get 3min each to jump. With transition time about 16-17 people can have a go in an hour.

### **Qualifications:**

All lead L.C.C staff should hold at a minimum, one of the following qualifications /skills sets or other recognised skillsets/qualifications from another recognised organisation, along with mandatory First Aid/CPR and Working with children check.

# **Risk Matrix and Safety Equipment**

### **Minimum equipment/ facilities:**

- Mobile phone
- Insect repellent (participant to supply their own)
- Appropriate clothing and footwear e.g., t-shirts covering shoulders and the waist (no singlets, crop-tops, thongs, crocs etc).
- Water bottles (participants should not share drinking containers).
- Vehicle access to within a reasonable distance of the activity in case of emergency

- Note: group leader/ teachers are to have their own first aid kit including any asthma puffers and spacers or EpiPen's required.
- School to bring their first aid kit.

DESCRIPTORS			
CATASTROPHIC <b>40-80</b>	HIGH <b>16-39</b>	MODERATE <b>10-16</b>	LOW <b>1-8</b>
Unacceptable risk which requires immediate action to reduce or remove the hazard. <b>Senior Management must be notified.</b> <b><u>Item should be TAKEN OFF LINE till risk reduced</u></b>	Substitute/modify to reduce, remove, or eliminate associated risks and hazards. Continual review of risk management strategies.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.

		Likelihood				
RISK CALCULATION MATRIX		Almost Certain 5	Likely 4	Possible 3	Unlikely 2	Rare 1
Consequences	Catastrophic 16	80	64	48	32	16
	Major 8	40	32	24	16	8
	Moderate 4	20	16	12	8	4
	Minor 2	10	8	6	4	2
	Insignificant 1	5	4	3	2	1

People Risks				
Recognized Hazard/ Danger	Possible outcome	Initial Matrix Level	Control Strategies (To Reduce or Eliminate Risk)	Revised Matrix Level
Bouncing off trampolines onto concrete	Cuts, graze, bruising, fractures.	16	<ul style="list-style-type: none"> <li>Strictly adult supervision. Controlled bouncing, participants told of the risks. Step off mat.</li> <li>Group leaders or teachers to supervise at all times.</li> <li>Signage installed around area to remind participants of rules.</li> </ul>	8
Jumping into other people on or near trampoline	Bruising, fractures, head/spinal injury.	16	<ul style="list-style-type: none"> <li>One at a time on trampoline. Waiting participants not to be standing on black mat or near edge of trampoline.</li> <li>Signage installed around area to remind participants of rules.</li> <li>Group leaders or teachers to supervise at all times.</li> </ul>	8
Falling off	Bruising, fractures, injury, head/spinal injury	16	<ul style="list-style-type: none"> <li>If participant has not done any flips before it is not advised.</li> <li>Boundaries at teacher's discretion. Ensure jumping in the middle of the mat near the painted smiley face.</li> </ul>	8
Landing awkwardly	Bruising, fractures, head/spinal injury, sprains, strains and tears	16	<ul style="list-style-type: none"> <li>Participants to jump within their capabilities. Adult supervision to monitor participants.</li> </ul>	8
Environmental Risks				
Exposure to elements Sun/ Heat	Sunburn,	12	<ul style="list-style-type: none"> <li>Instructors to ensure all participants wear hats and appropriate clothing and footwear</li> <li>Sunscreen to be provided by group leaders, teachers of camp staff.</li> </ul>	4
	Heat stroke	8	<ul style="list-style-type: none"> <li>Seat participants in shade on hot/ sunny days while not participating</li> </ul>	4
	Dehydration	8	<ul style="list-style-type: none"> <li>Ensure participants are encouraged to drink water during the activity.</li> </ul>	4
Participants slipping over in wet weather	Cuts, bruises, bump to head, concussion	16	<ul style="list-style-type: none"> <li>Wear appropriate footwear and watch where walking, advise to slow down and walk.</li> </ul>	4
Ant/ insect bites	Adverse reactions. Discomfort.	12	<ul style="list-style-type: none"> <li>Instructors to survey areas for potential hazard and to locate group away from hazards e.g. ant nests.</li> </ul>	4
Equipment Risks				
Falling between mat and springs if mat is broken	Cuts, graze, bruising, musculoskeletal injury	16	<ul style="list-style-type: none"> <li>Ensure mats are checked regularly and recent notifications of damaged are managed promptly</li> </ul>	4
Blisters from jumping rough surface, falling on rubber	Blistering, cuts	16	<ul style="list-style-type: none"> <li>Do not use when wet, wear socks, NO SHOES!</li> </ul>	8
Notes				
The Homestead: The homestead trampoline				

Teacher/ Group Leader Responsibilities	<ul style="list-style-type: none"> <li>● Inform &amp; liaise with activity staff regarding any potential issues with the group (behavioural, disabilities, injuries)</li> <li>● Listen to activity briefings and assist staff in procedural aspects of the session as required, such as helping students to belay under the supervision of activity staff and assist with behaviour management.</li> <li>● Monitor &amp; take charge of behavioural issues if needed and to any pre-existing medical conditions that may affect the participant during the activity.</li> </ul>
Participant Briefing from Instructor should cover	<ul style="list-style-type: none"> <li>● Safety Brief</li> <li>● The trampoline rules</li> </ul>
<b>Emergency Procedures</b>	
<ol style="list-style-type: none"> <li>1. Conduct First Aid and or evacuation as required. Assistant group leaders to manage and keep group calm.</li> <li>2. Contact Emergency Services via mobile phone.</li> <li>3. Depending on injury: stabilise patient and await ambulance or remove patient to appropriate site to recover if possible and safe for the injured person.</li> <li>4. In the event of serious injury, instructor/teacher to manage group while instructor/ teacher applies first aid to injured participant. Group leader/teacher should stay with injured person until the injured person/s can be stabilised by administered first aid or ambulance.</li> <li>5. Log Cabin Camp staff may use camp vehicles to evacuate the injured person with a teacher/ group leader present in the vehicle while transporting the injured person.</li> </ol>	
Participant Requirements	<ul style="list-style-type: none"> <li>● Follow instructions from the activity leader/ instructor</li> <li>● Sunscreen, hat,</li> <li>● Medication and insect repellent. (if relevant).</li> <li>● Water bottle.</li> <li>● Suitable footwear/ Fully enclosed shoes,</li> <li>● Appropriate clothing e.g., T-shirt or shirt fully covering the shoulders, long shorts no short shorts and raincoat during colder weather</li> </ul>



## ACTIVITY: Initiative Activities

### RISK ASSESSMENT AND RISK MANAGEMENT STRATEGY

#### User Guide:

- A - Must be operated by Log Cabin Camp qualified staff
- B - In house training at Log Cabin Camp required before using this equipment
- C - Safe operating procedures must be read and adhered to by all users of this equipment
- D - Does not apply

Activity Type: See guide above	B - In house training at Log Cabin Camp required before using this equipment
Site description & Location:	Hut building area - Grounds
Reviewed By:	William Sawtell
Revision Date:	06/02/2025
Next Revision Date:	February 2026
Activity Risk Rating	Low - Medium

#### Activity Scope:

This risk assessment refers to Initiative activities which is a L.C.C. staff or teacher led activity after a group safety briefing from a L.C.C staff member. It includes all the low rope activities and initiative activities such as the spiders web, mohawk walk, balance beam and triangle traverse.

#### Minimum Supervision:

- 1 L.C.C. Activity instructor if not a teacher led rotation.
- Minimum ratio for group leader/teacher to participants 1:16

**Recommendations:** This activity is recommended for grade 3/4 and above.

It is highly recommended that the group:

- Pay attention to the activity leader's instructions.
- Wear beanies, raincoats and warm layers during winter and long pants and suitable footwear.

### **Qualifications:**

All lead L.C.C staff should hold at a minimum, one of the following qualifications /skills sets or other recognised skillsets/qualifications from another recognised organisation, along with mandatory First Aid/CPR and Working with children check.

- Inhouse staff training
- Certificate 3 or 4 in Outdoor Recreation specialising in low rope activities or equivalent.

## **Risk Matrix and Safety Equipment**

### **Minimum equipment/ facilities:**

- Mobile phone
- Insect repellent (participant to supply their own)
- Appropriate clothing and footwear e.g., t-shirts covering shoulders and the waist (no singlets, crop-tops, thongs, crocs etc).
- Instructor will inspect the area and ensure its soundness before commencing the activity.
- Equipment use and maintenance log to be kept or each session.
- Water bottles (participants should not share drinking containers).
- Vehicle access to within a reasonable distance of the activity in case of emergency

- Note: group leader/ teachers are to have their own first aid kit including any asthma puffers and spacers or EpiPen's required.
- L.C.C. Staff to carry small first aid kit for minor cuts and bruises, triangle bandages and snake bite kit.
- School to bring their first aid kit.

DESCRIPTORS			
CATASTROPHIC <b>40-80</b>	HIGH <b>16-39</b>	MODERATE <b>10-16</b>	LOW <b>1-8</b>
Unacceptable risk which requires immediate action to reduce or remove the hazard. <b>Senior Management must be notified.</b> <b>Item should be TAKEN OFF LINE till risk reduced</b>	Substitute/modify to reduce, remove, or eliminate associated risks and hazards. Continual review of risk management strategies.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.

RISK CALCULATION MATRIX		Likelihood				
		Almost Certain 5	Likely 4	Possible 3	Unlikely 2	Rare 1
Consequences	Catastrophic 16	80	64	48	32	16
	Major 8	40	32	24	16	8
	Moderate 4	20	16	12	8	4
	Minor 2	10	8	6	4	2
	Insignificant 1	5	4	3	2	1

People Risks				
Recognized Hazard/ Danger	Possible outcome	Initial Matrix Level	Control Strategies (To Reduce or Eliminate Risk)	Revised Matrix Level
Slips, trips, and falls, off cables, logs and sticks in the area, uneven ground etc.	Cuts from cables, ropes and sticks, bruising, fractures	12	<ul style="list-style-type: none"> <li>All checks are done before activity is started, no allowing use of equipment until properly instructed how to: use equipment and spotters. Spotter and supervisor should assist participants with supporting people balancing on cables.</li> <li><b>Adult supervision required.</b></li> <li>Participants to watch where they are walking and be aware of their surroundings</li> </ul>	8
Carrying equipment/people	Bruising, potential strains, sprains or tears.	12	<ul style="list-style-type: none"> <li>Ensure briefing prior to correct use of equipment and lifting techniques when transporting people and equipment</li> </ul>	4
Dropping participants during spider's web	Head injuries, neck/spinals, cuts, bruising	32	<ul style="list-style-type: none"> <li>Proper briefing and spotting techniques to be shown to participants.</li> <li>Active supervision and support</li> </ul>	8
Hitting platform or another participant or the ground on team swing	Cuts, bruising, fractures	12	<ul style="list-style-type: none"> <li>Ensure briefing and supervision for activity. Leader to assist people where needed to get across with knee resting on rope</li> <li>Ensure mat is down prior to starting activity</li> </ul>	4
Entrapment of limbs under balance platform	bruising, fractures, crush wounds	24	<ul style="list-style-type: none"> <li>Adult supervision is required for this activity to ensure each person mounts platform on same side and does not squash someone trying to mount on opposite side</li> </ul>	4
Tire falling on someone during tom thumb	Cuts, bruising, fractures	12	<ul style="list-style-type: none"> <li>Ensure that 2 people are always holding tire to stop from falling on people underneath</li> </ul>	4
Rope burn	Burns, and blisters on hands	12	<ul style="list-style-type: none"> <li>Brief participants on how to hold rope correctly and STEP DOWN if they are going to fall. Spotters to assist</li> </ul>	4
Environmental Risks				
Exposure to elements Sun/ Heat	Sunburn,	12	<ul style="list-style-type: none"> <li>Instructors to ensure all participants wear hats and appropriate clothing and footwear</li> </ul>	4
	Heat stroke	8	<ul style="list-style-type: none"> <li>Seat participants in shade on hot/ sunny days while not participating</li> </ul>	4
	Dehydration	8	<ul style="list-style-type: none"> <li>Ensure participants are encouraged to drink water during the activity.</li> </ul>	4
Severe Weather Possibility of falling trees	Cuts, bruising, entrapment, crush injury	24	<ul style="list-style-type: none"> <li>Activity program will be modified on days of severe weather</li> <li>Trees onsite checked regularly for weak limbs and removed if needed</li> </ul>	4
Participants slipping over in wet weather	Cuts, bruises, bump to head, concussion	16	<ul style="list-style-type: none"> <li>Wear appropriate footwear and watch where walking, advise to slow down and walk.</li> </ul>	6
Ant/ insect bites	Adverse reactions. Discomfort.		<ul style="list-style-type: none"> <li>Instructors to survey areas for potential hazard and to locate group away from hazards e.g., ant nests.</li> </ul>	4
Equipment Risks				
Cable failure while group standing on obstacle	Cuts from cables, ropes and sticks, bruising, musculoskeletal injuries	16	<ul style="list-style-type: none"> <li>Equipment checked prior to each use and a thorough maintenance check quarterly.</li> <li>Equipment audited by outside provider annually</li> </ul>	4

Teacher/ Group Leader Responsibilities	<ul style="list-style-type: none"> <li>● Inform &amp; liaise with activity staff regarding any potential issues with the group (behavioural, disabilities, injuries)</li> <li>● Listen to activity briefings and assist staff in procedural aspects of the session as required, such as helping students to belay under the supervision of activity staff and assist with behaviour management.</li> <li>● Monitor &amp; take charge of behavioural issues if needed and to any pre-existing medical conditions that may affect the participant during the activity.</li> </ul>
Participant Briefing from Instructor should cover	<ul style="list-style-type: none"> <li>● Session objectives and challenge by choice</li> <li>● OH&amp;S Brief</li> <li>● Safety Brief</li> </ul>
Emergency Procedures	
1. Conduct First Aid and or evacuation as required. Assistant group leaders to manage and keep group calm.	<ol style="list-style-type: none"> <li>1. Conduct First Aid and or evacuation as required. Assistant group leaders to manage and keep group calm.</li> <li>2. Contact Emergency Services via mobile phone.</li> <li>3. Depending on injury: stabilise patient and await ambulance or remove patient to appropriate site to recover if possible and safe for the injured person.</li> <li>4. In the event of serious injury, instructor/teacher to manage group while instructor/ teacher applies first aid to injured participant. Group leader/teacher should stay with injured person until the injured person/s can be stabilised by administered first aid or ambulance.</li> <li>5. Log Cabin Camp staff may use camp vehicles to evacuate the injured person with a teacher/ group leader present in the vehicle while transporting the injured person.</li> </ol>
Participant Requirements	<ul style="list-style-type: none"> <li>● Follow instructions from the activity leader/ instructor</li> <li>● Sunscreen, hat,</li> <li>● Medication and insect repellent. (if relevant).</li> <li>● Water bottle.</li> <li>● Suitable footwear/ Fully enclosed shoes,</li> <li>● Appropriate clothing e.g., T-shirt or shirt fully covering the shoulders, long shorts no short shorts and raincoat during colder weather</li> </ul>



## ACTIVITY: Leap of Faith

### RISK ASSESSMENT AND RISK MANAGEMENT STRATEGY

#### User Guide:

- A - Must be operated by Log Cabin Camp qualified staff
- B - In house training at Log Cabin Camp required before using this equipment
- C - Safe operating procedures must be read and adhered to by all users of this equipment
- D - Does not apply

Activity Type: See guide above	A - Must be operated by Log Cabin Camp qualified staff
Site description & Location:	Leap of Faith Area. Behind the chapel next to the archery range
Reviewed By:	William Sawtell
Revision Date:	06/02/2025
Next Revision Date:	February 2026
Activity Risk Rating	Medium - High

#### Activity Scope:

This risk assessment refers to the Leap of Faith conducted under the direct supervision of a qualified Log Cabin Camp Instructor. All information supplied is based on best practices for the relevant activity.

#### Minimum Supervision:

Minimum 1 Activity Instructors are to be present to run the Leap of Faith, comprising of:

1 Qualified Activity Instructor

2-3 Activity assistant or group leader (more if the group has behavioural issues or special needs).

#### Recommendations: Leap of Faith is recommended for grade 5/6 and above

It is highly recommended that a minimum 2 adult supervisors should be present to assist with participant behaviours and using belay posts.

#### Qualifications:

All lead L.C.C staff should hold at a minimum, one of the following qualifications /skills sets or other recognised skillsets/qualifications from another recognised organisation, along with mandatory First Aid/CPR and Working with children check.

- Certificate 3 Outdoor Recreation specialising in high rope activities
- Certificate 4 Outdoor Recreation specialising in high rope activities
- Diploma Outdoor recreation specialising in high rope activities
- Inhouse staff training

# Risk Matrix and Safety Equipment

## Minimum equipment/ facilities

- Safety rescue equipment comprising of; full-body harness, helmet, 2 steel carabiners, 2x 1m sling straps
- Mobile phone
- Sun Safety equipment (hat, sunglasses, sunscreen, shirt etc) & insect repellent (participant to supply their own)
- Appropriate clothing and footwear e.g., t-shirts covering shoulders and the waist (no singlets, crop-tops, thongs, crocs etc).
- Instructor will inspect the area and ensure its soundness before commencing the activity.
- Equipment use and maintenance log to be kept or each session.
- Water bottles (participants should not share drinking containers).
- Vehicle access to within a reasonable distance of the activity in case of emergency

DESCRIPTORS			
CATASTROPHIC <b>40-80</b>	HIGH <b>16-39</b>	MODERATE <b>10-16</b>	LOW <b>1-8</b>
Unacceptable risk which requires immediate action to reduce or remove the hazard. <b>Senior Management must be notified.</b> <b>Item should be TAKEN OFF LINE till risk reduced</b>	Substitute/modify to reduce, remove, or eliminate associated risks and hazards. Continual review of risk management strategies.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.

RISK CALCULATION MATRIX		Likelihood				
		Almost Certain 5	Likely 4	Possible 3	Unlikely 2	Rare 1
C o n s e q u e n c e s	Catastrophic 16	80	64	48	32	16
	Major 8	40	32	24	16	8
	Moderate 4	20	16	12	8	4
	Minor 2	10	8	6	4	2
	Insignificant 1	5	4	3	2	1

## People Risks

Recognized Hazard/ Danger	Possible outcome	Initial Matrix Level	Control Strategies (To Reduce or Eliminate Risk)	Revised Matrix Level
Falling over on mulch, rocks, sticks	Fall on mulch and cut/Graze skin	6	<ul style="list-style-type: none"> <li>Instruction to walk carefully and mindfully.</li> <li>Adult supervision around area.</li> </ul>	4
Tangled in climbing rope	Cuts, rope burn, bruising, tears, sprains and strains.	6	<ul style="list-style-type: none"> <li>Instruct the belay team to hold the rope out in front and ensure no loops in the live rope when belaying climber. Instructor/s and teachers to supervise each belay team.</li> <li>Ensure that the climber does not walk behind the platform pole due to possible entanglement.</li> </ul>	4
Hair entrapment in carabiner	Hair loss.	12	<ul style="list-style-type: none"> <li>All participants hair must be tied back, and the carabiner opening is facing away from the head.</li> </ul>	4
Leaper falls quickly and collides with ground	Cuts, rope burn, bruising, tears, sprains, strains, fractures, spinal injury, death	48	<ul style="list-style-type: none"> <li>Instructor to give clear instruction to belay team and instructor to continually monitor activity.</li> <li>Younger groups may have an adult assistant at each post. Up to 3-4 supervising adults should be present when running all 4 posts.</li> <li>Tell Belay team to bring down participant slowly.</li> </ul>	8
Participant falls from any point with harness not fitted correctly	bruising, fractures, sprains, strains, tears, injury, spinal injury, death	48	<ul style="list-style-type: none"> <li>Instructor to ensure that each harness is correctly fitted prior to starting the groups turn. Double check harnesses before anyone starts climbing the ladder.</li> <li>No one is to ascend the ladder until the instructor has called "Start Climbing"</li> </ul>	8
Participant hit in head by participant being lowered	bruising, head injury, concussion, spinal injury.	16	<ul style="list-style-type: none"> <li>Participants are to abide by safety zones away from bottom the posts when lowering their climber.</li> <li>Instructor and other supervising adults to manage danger zone. No one climbs until the area is clear</li> </ul>	4
Finger getting lodged in holes on belay posts	Cut, bruising, getting stuck	16	<ul style="list-style-type: none"> <li>Instruct no one to touch the hole in the belay posts, adult supervision.</li> </ul>	4

## Environmental Risks

Exposure to elements Sun/ Heat	Sunburn,	12	<ul style="list-style-type: none"> <li>Instructors to ensure all participants wear hats and appropriate clothing and footwear.</li> <li>Sunscreen to be provided for participants by group leaders, teachers and camp staff.</li> </ul>	4
	Heat stroke	8	<ul style="list-style-type: none"> <li>Seat participants in the shade on hot/ sunny days while not participating</li> </ul>	4
	Dehydration	8	<ul style="list-style-type: none"> <li>Ensure participants are encouraged to drink water during the activity.</li> </ul>	4
Severe Weather Possibility of falling branches, trees	Cuts, bruises, entrapment, crush injury	24	<ul style="list-style-type: none"> <li>The activity program will be modified on days of severe weather</li> <li>Trees onsite checked regularly for weak limbs and removed if needed</li> </ul>	8
Thunderstorms	Possibility of electrocution from lightning,	48	<ul style="list-style-type: none"> <li>Activity to be paused or postponed until 30 minutes from the last thunder strike.</li> </ul>	8
Participants slipping over in wet weather	Cuts, bruises, bump to head, concussion	16	<ul style="list-style-type: none"> <li>Wear appropriate footwear and watch where walking, advise to slow down and walk.</li> </ul>	4

Ant/ insect bites	Adverse reactions. Discomfort.	16	<ul style="list-style-type: none"> <li>Instructors to survey areas for potential hazards and to lead the group away from hazards e.g., ant nests. Any participants with anaphylaxis should have their EpiPen with them.</li> </ul>	4
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### Equipment Risks

Rope/ equipment failure	Fractures, strains, sprains, spinal injury, death.	48	<ul style="list-style-type: none"> <li>All equipment is to be checked prior to use</li> <li>Conduct thorough regular inhouse maintenance checks quarterly</li> <li>Equipment and structural foundations are audited annually by an outside provider</li> </ul>	6
Participants abusing, incorrectly handling equipment	Broken equipment	4	<ul style="list-style-type: none"> <li>All participants are to respect the equipment and use it correctly otherwise they may be removed from the activity</li> </ul>	2

### Only Applicable for 4-person Leap of Faith at Log Cabin Camp

**Note:** The 4-person leap of faith at Log Cabin Camp will have a second activity instructor present for sessions that more than two posts to be operating at the same time to assist with supervision of the belay posts.

Participant gets limb caught in rio caging.	Fractures, bruising, strains, sprains and tears.	24	<ul style="list-style-type: none"> <li>A second instructor will be present with larger groups to assist with supervision.</li> <li>Groups will be encouraged to have more group leaders present if possible to assign one leader to each belay post (activity instructors included in ratios).</li> <li>Students will be briefed how to safely lower participants including what to look for and how slowly they need to lower participants to minimize risk.</li> </ul>	4
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Teacher/ Group Leader Responsibilities	<ul style="list-style-type: none"> <li>Inform &amp; liaise with activity staff regarding any potential issues with the group (behavioural, disabilities, injuries)</li> <li>Listen to activity briefings and assist staff in procedural aspects of the session as required, such as helping students to belay under the supervision of activity staff and assist with putting harnesses on participants.</li> <li>Monitor &amp; take charge of behavioural issues if needed and to any pre-existing medical conditions that may affect the participant during the activity.</li> </ul>
Participant Briefing from Instructor should cover	<ul style="list-style-type: none"> <li>Session objectives and challenge by choice</li> <li>OH&amp;S Brief</li> <li>Safety Brief</li> <li>Equipment Familiarization</li> <li>Skills Demonstration and Practice</li> </ul>

### Emergency Procedures

1. Administer rescue as required.
2. Conduct First Aid as required.
3. Contact Emergency Services via mobile phone.
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 the injured person/s can be administered first aid and it is safe to proceed with the activity.

Emergency rescue: If the participant stalls on top of the platform the instructor will try and talk them through walking

back down the stairs. If this procedure doesn't work and the participant is still up on the platform the instructor will climb a neighbouring tower and walk across the pole where the participant is stalled on top and calm them and assist them to climb back down the tower.

Participant Requirements	<ul style="list-style-type: none"><li>● Follow instructions from the instructor</li><li>● Wear safety equipment</li><li>● Sunscreen, insect repellent.</li><li>● Medication (if relevant).</li><li>● Water bottle.</li><li>● Fully enclosed shoes, hat</li></ul>
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## ACTIVITY: MILK CRATE STACKING

### RISK ASSESSMENT AND RISK MANAGEMENT STRATEGY

#### User Guide:

- A - Must be operated by Log Cabin Camp qualified staff
- B - In house training at Log Cabin Camp required before using this equipment
- C - Safe operating procedures must be read and adhered to by all users of this equipment
- D - Does not apply

Activity Type: See guide above	A - Must be operated by Log Cabin Camp qualified staff
Site description & Location:	Milk Crate Stacking area behind cabins - Grounds
Reviewed By:	William Sawtell
Revision Date:	07/02/2025
Next Revision Date:	February 2026
Activity Risk Rating	Medium - High

#### Activity Scope:

This risk assessment refers to Milk crate stacking which is a L.C.C. led activity.

#### Minimum Supervision:

- 1 instructor is needed for this activity
- Minimum ratio for 2 group leader/teacher to participants is 1:10 with active supervision needed.

**Recommendations:** This activity is recommended for grade 3/4 and above.

It is highly recommended that the group:

- Pay attention to the activity leader's instructions.
- Wear hats and sunscreen during summer and beanies, raincoats and warm layers during winter and long pants and suitable footwear.

## **Qualifications:**

All lead L.C.C staff should hold at a minimum, one of the following qualifications /skills sets or other recognised skillsets/qualifications from another recognised organisation, along with mandatory First Aid/CPR and Working with children check.

- Inhouse staff training
- Certificate 3 or 4 in Outdoor Recreation specialising in high rope activities or equivalent.

# **Risk Matrix and Safety Equipment**

## **Minimum equipment/ facilities:**

- Mobile phone
- Insect repellent (participant to supply their own)
- Appropriate clothing and footwear e.g., t-shirts covering shoulders and the waist (no singlets, crop-tops, thongs, crocs etc).
- Instructor will inspect the area and ensure its soundness before commencing the activity.
- Equipment use and maintenance log to be kept or each session.
- Water bottles (participants should not share drinking containers).
- Vehicle access to within a reasonable distance of the activity in case of emergency

- Note: group leader/ teachers are to have their own first aid kit including any asthma puffers and spacers or EpiPen's required.
- L.C.C. Staff to carry small first aid kit for minor cuts and bruises, triangle bandages and snake bite kit.
- School to bring their first aid kit.

DESCRIPTORS			
CATASTROPHIC <b>40-80</b>	HIGH <b>16-39</b>	MODERATE <b>10-16</b>	LOW <b>1-8</b>
Unacceptable risk which requires immediate action to reduce or remove the hazard. <b>Senior Management must be notified.</b> <b>Item should be TAKEN OFF LINE till risk reduced</b>	Substitute/modify to reduce, remove, or eliminate associated risks and hazards. Continual review of risk management strategies.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.

RISK CALCULATION MATRIX		Likelihood				
		Almost Certain 5	Likely 4	Possible 3	Unlikely 2	Rare 1
Consequences	Catastrophic 16	80	64	48	32	16
	Major 8	40	32	24	16	8
	Moderate 4	20	16	12	8	4
	Minor 2	10	8	6	4	2
	Insignificant 1	5	4	3	2	1

People Risks				
Recognized Hazard/ Danger	Possible outcome	Initial Matrix Level	Control Strategies (To Reduce or Eliminate Risk)	Revised Matrix Level
Falling over on mulch, rocks, sticks	Cut/Graze skin, bruising	6	<ul style="list-style-type: none"> <li>Instruction to walk carefully and mindfully</li> </ul>	4
Hair entrapment in carabiner	Hair loss.	12	<ul style="list-style-type: none"> <li>All participants hair must be tied back, and carabiner opening is facing away from head.</li> <li></li> </ul>	4
Tripping over equipment	Cuts, bruising, fractures, strains, sprains, tears	12	<ul style="list-style-type: none"> <li>Ensure poles are cleared away from stacking area.</li> <li>Instruct groups to restack crates before the commencement of the next round.</li> <li>Ensure all harnesses and helmets that are not being used in the next round are put away before commencing the next round.</li> </ul>	4
Participant falls from any point with harness not fitted correctly	Bruising, fractures, strains, sprains, tears, spinal injury, death	48	<ul style="list-style-type: none"> <li>Instructor to ensure that each harness is correctly fitted prior to starting the groups turn.</li> <li>No one is to start climbing until the instructor has called "Go!" Or "Start Climbing"</li> </ul>	8
No helmet/taking helmet off during round/ Adult walking into danger zone without helmet.	Cut, bruising, head wound, concussion	10	<ul style="list-style-type: none"> <li>Instructor to brief leaders as well as participants to always wear a helmet in the danger zone and monitor that everyone is following instructions</li> <li>Instructors and group leaders to supervise participants throughout session.</li> </ul>	4
Tangled in climbing rope	Cuts, rope burn, bruising, fractures, strains, sprains and tears, crushing injuries on limbs.	24	<ul style="list-style-type: none"> <li>Instruct belay team to hold the rope out in front and ensure no loops in the live rope when belaying. Instructor and teachers to supervise each belay team.</li> <li>Ensure that the climber does not walk behind the platform pole due to possible entanglement.</li> </ul>	4
Crate stack falling early/people in the area when crate stack falls	Cuts, bruising, head wounds, concussion, grazes	10	<ul style="list-style-type: none"> <li>Ensure that all participants are wearing helmets and being aware of surroundings. Climber and participants to call "Heads!" if a crate is falling</li> <li>Participants to move if the stack falls early.</li> <li>Instructor to call "clear the area" at the end of the round and as the cue for crate passers to move to the safe zone (the "safe zone") instructor to assist moving participants that are slow to evacuate</li> </ul>	4
Climber falls quickly and collides with ground	Cuts, rope burn, bruising, fractures, strains, sprains, tears, spinal injury.	48	<ul style="list-style-type: none"> <li>Instructor to give clear instruction to belay team and instructor to continually monitor activity. Younger groups must have an adult assistant the front of the pull team/s to monitor group.</li> <li>Tell Belay team to bring down climber slowly</li> </ul>	8
Participant hit in head by participant being lowered	bruising, grazing, concussion, cuts, spinal injuries	16	<ul style="list-style-type: none"> <li>Participants are to abide by safety zones.</li> <li>Instructor and other supervising adults to manage danger zone. No one climbs until the area is clear</li> </ul>	4
Environmental Risks				
Exposure to elements Sun/ Heat	Sunburn,	12	<ul style="list-style-type: none"> <li>Instructors to ensure all participants wear hats and appropriate clothing and footwear.</li> <li>Sunscreen to be provided by group leaders, teachers and camp staff.</li> </ul>	4
	Heat stroke	8	<ul style="list-style-type: none"> <li>Seat participants in shade on hot/ sunny days while not participating and provide adequate</li> </ul>	4

			drink breaks	
	Dehydration	8	<ul style="list-style-type: none"> <li>Ensure participants are encouraged to drink water during the activity.</li> </ul>	4
<b>Severe Weather</b> Possibility of falling branches, trees	Cuts, bruises, entrapment, crush injury	24	<ul style="list-style-type: none"> <li>Activity program will be modified on days of severe weather</li> <li>Trees onsite checked regularly for weak limbs and removed if needed</li> </ul>	8
Thunderstorms	Possibility of electrocution from lightning,	48	<ul style="list-style-type: none"> <li>Activity to be paused or postponed until 30 minutes after the last thunder strike.</li> </ul>	8
Participants slipping over in wet weather	Cuts, bruises, bump to head, concussion	16	<ul style="list-style-type: none"> <li>Wear appropriate footwear and watch where walking, advise to slow down and walk.</li> </ul>	4
Ant/ insect bites	Adverse reactions. Discomfort.	16	<ul style="list-style-type: none"> <li>Instructors to survey areas for potential hazard and to locate group away from hazards e.g. ant nests.</li> </ul>	4

### Equipment Risks

Rope/ equipment failure	Fractures, strains, sprains, spinal injury, death	48	<ul style="list-style-type: none"> <li>All equipment is to be checked prior to use</li> <li>Conduct thorough regular inhouse maintenance checks quarterly</li> <li>Equipment and structural foundations audited annually by an outside provider</li> </ul>	6
Metal reach poles breaking	Cuts, lacerations	12	<ul style="list-style-type: none"> <li>Ensure that metal reach poles are checked prior to each activity rotation and is removed from use and taken to workshop for repair if damaged</li> </ul>	6
Participants abusing, incorrectly handling equipment	Broken equipment	4	<ul style="list-style-type: none"> <li>All participants are to respect equipment and use it correctly otherwise they may be removed from activity</li> </ul>	2

Teacher/ Group Leader Responsibilities	<ul style="list-style-type: none"> <li>● Inform &amp; liaise with activity staff regarding any potential issues with the group (behavioural, disabilities, injuries)</li> <li>● Listen to activity briefings and assist staff in procedural aspects of the session as required, such as helping students to belay under the supervision of activity staff and assist with behaviour management.</li> <li>● Monitor &amp; take charge of behavioural issues if needed and to any pre-existing medical conditions that may affect the participant during the activity.</li> </ul>
Participant Briefing from Instructor should cover	<ul style="list-style-type: none"> <li>● Session objectives and challenge by choice</li> <li>● OH&amp;S Brief</li> <li>● Safety Brief</li> </ul>
<b>Emergency Procedures</b>	
<ol style="list-style-type: none"> <li>1. Conduct First Aid and or evacuation as required. Assistant group leaders to manage and keep group calm.</li> <li>2. Contact Emergency Services via mobile phone.</li> <li>3. Depending on injury: stabilise patient and await ambulance or remove patient to appropriate site to recover if possible and safe for the injured person.</li> <li>4. In the event of serious injury, instructor/teacher to manage group while instructor/ teacher applies first aid to injured participant. Group leader/teacher should stay with injured person until the injured person/s can be stabilised by administered first aid or ambulance.</li> <li>5. Log Cabin Camp staff may use camp vehicles to evacuate the injured person with a teacher/ group leader present in the vehicle while transporting the injured person.</li> </ol>	
Participant Requirements	<ul style="list-style-type: none"> <li>● Follow instructions from the activity leader/ instructor</li> <li>● Sunscreen, hat,</li> <li>● Medication and insect repellent. (if relevant).</li> <li>● Water bottle.</li> <li>● Suitable footwear/ Fully enclosed shoes,</li> <li>● Appropriate clothing e.g., T-shirt or shirt fully covering the shoulders, long shorts no short shorts and raincoat during colder weather</li> </ul>



## ACTIVITY: On Camp Site Grounds (Free-Time)

### RISK ASSESSMENT AND RISK MANAGEMENT STRATEGY

#### User Guide:

- A - Must be operated by Log Cabin Camp qualified staff
- B - In house training at Log Cabin Camp required before using this equipment
- C - Safe operating procedures must be read and adhered to by all users of this equipment
- D - Does not apply

Activity Type: See guide above	C - Safe operating procedures must be read and adhered to by all users of this equipment
Site description & Location:	Free time around campground
Reviewed By:	William Sawtell
Revision Date:	07/02/2025
Next Revision Date:	February 2026
Activity Risk Rating	Low - medium

#### Activity Scope:

This risk assessment refers to campers moving around the site.

#### Minimum Supervision:

- There should be a supervising teacher roaming and watching out for students in high-risk areas such as the dams and trampolines.

## Risk Matrix and Safety Equipment

#### Minimum equipment/ facilities:

- Mobile phone
- Insect repellent (participant to supply their own)
- Appropriate clothing and footwear e.g., t-shirts covering shoulders (no singlets, crop-tops, thongs, crocs etc).
- Instructor will inspect the area and ensure its soundness before commencing the activity.
- Equipment use and maintenance log to be kept or each session.
- Water bottles (participants should not share drinking containers).

- Vehicle access to within a reasonable distance of the activity in case of emergency

- Note: group leader/ teachers are to have their own first aid kit including any asthma puffers and spacers or EpiPen's required.
- School to bring their first aid kit.

DESCRIPTORS			
CATASTROPHIC 40-80	HIGH 16-39	MODERATE 10-16	LOW 1-8
Unacceptable risk which requires immediate action to reduce or remove the hazard. <b>Senior Management must be notified.</b> <b>Item should be TAKEN OFF LINE till risk reduced</b>	Substitute/modify to reduce, remove, or eliminate associated risks and hazards. Continual review of risk management strategies.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.

RISK CALCULATION MATRIX		Likelihood				
		Almost Certain 5	Likely 4	Possible 3	Unlikely 2	Rare 1
Consequences	<b>Catastrophic 16</b>	<b>80</b>	<b>64</b>	<b>48</b>	<b>32</b>	<b>16</b>
	<b>Major 8</b>	<b>40</b>	<b>32</b>	<b>24</b>	<b>16</b>	<b>8</b>
	<b>Moderate 4</b>	<b>20</b>	<b>16</b>	<b>12</b>	<b>8</b>	<b>4</b>
	<b>Minor 2</b>	<b>10</b>	<b>8</b>	<b>6</b>	<b>4</b>	<b>2</b>
	<b>Insignificant 1</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>

People Risks				
Recognized Hazard/ Danger	Possible outcome	Initial Matrix Level	Control Strategies (To Reduce or Eliminate Risk)	Revised Matrix Level
Slips, trips and falls on uneven ground, stick, rocks	Cuts, grazes, bruising, blisters, twisted ankles, sprains, strains and tears.	6	<ul style="list-style-type: none"> <li>Inform students to watch where walking and again to wear appropriate footwear.</li> <li>Create boundaries for less safe areas.</li> <li>Unsafe areas to be logged and maintenance staff to be notified to resolve any issues within the area. Area to be fenced off until it is safe to resume play in area.</li> </ul>	4
Basketball/Volleyball injuries:	Head injuries, concussions, grazes, strains, sprains, tears, cuts, finger injuries, entanglement in nets	16	<ul style="list-style-type: none"> <li>Maintenance on basketball hoops, backboards and poles as well as volleyball nets and poles to be undertaken quarterly. Issues to be resolved or reported to maintenance staff to be resolved. If area is unsafe, it will be fenced off and made out of bounds.</li> <li>Teacher or leader supervision required during free time in these areas.</li> </ul>	4
Allergic reactions, seizures, diabetic or other medical episodes	Head injuries, allergy symptoms, death	48	<ul style="list-style-type: none"> <li>Teachers to have emergency management plans and medication for students on site and a qualified staff member ready to administer any first aid.</li> <li>First aid station set up and checked regularly.</li> <li>Group leaders and teachers to supervise both courts.</li> </ul>	4
Environmental Risks				
Exposure to elements Sun/ Heat	Sunburn,	12	<ul style="list-style-type: none"> <li>Instructors to ensure all participants wear hats and appropriate clothing and footwear</li> <li>Sunscreen to be provided by group leaders, teachers and camp instructors</li> </ul>	4
	Heat stroke	8	<ul style="list-style-type: none"> <li>Seat participants in shade on hot/ sunny days while not participating</li> </ul>	4
	Dehydration	8	<ul style="list-style-type: none"> <li>Ensure participants are encouraged to drink water during the activity.</li> </ul>	4
Severe Weather Possibility of falling trees	Entrapment, crush injury	24	<ul style="list-style-type: none"> <li>Activity program will be modified on days of severe weather</li> <li>Trees onsite checked regularly for weak limbs and removed if needed</li> </ul>	8
Participants slipping over in wet weather	Cuts, bruises, bump to head, concussion	16	<ul style="list-style-type: none"> <li>Wear appropriate footwear and watch where walking, advise to slow down and walk.</li> <li>Students to be brought inside if weather conditions become unsafe.</li> </ul>	4
Lightning strike, electrocution	Burns or death	16	<ul style="list-style-type: none"> <li>Students to be brought inside if weather conditions become unsafe. Students not to be allowed back outside until 30 minutes after the last thunder strike.</li> </ul>	2
Ant/ insect bites	Adverse reactions. Discomfort.	8	<ul style="list-style-type: none"> <li>Instructors to survey areas for potential hazard and to locate group away from hazards e.g. ant nests.</li> </ul>	4

Teacher/ Group Leader Responsibilities	<ul style="list-style-type: none"> <li>● Inform &amp; liaise with activity staff regarding any potential issues with the group (behavioural, disabilities, injuries)</li> <li>● Listen to activity briefings and assist staff in procedural aspects of the session as required, such as helping students to belay under the supervision of activity staff and assist with behaviour management.</li> <li>● Monitor &amp; take charge of behavioural issues if needed and to any pre-existing medical conditions that may affect the participant during the activity.</li> </ul>
<b>Emergency Procedures</b>	
<ol style="list-style-type: none"> <li>1. Conduct First Aid and or evacuation as required. Assistant group leaders to manage and keep group calm.</li> <li>2. Contact Emergency Services via mobile phone.</li> <li>3. Depending on injury: stabilise patient and await ambulance or remove patient to appropriate site to recover if possible and safe for the injured person.</li> <li>4. In the event of serious injury, instructor/teacher to manage group while instructor/ teacher applies first aid to injured participant. Group leader/teacher should stay with injured person until the injured person/s can be stabilised by administered first aid or ambulance.</li> <li>5. Log Cabin Camp staff may use camp vehicles to evacuate the injured person with a teacher/ group leader present in the vehicle while transporting the injured person.</li> </ol>	
Participant Requirements	<ul style="list-style-type: none"> <li>● Follow instructions from the activity leader/ instructor</li> <li>● Sunscreen, hat,</li> <li>● Medication and insect repellent. (if relevant).</li> <li>● Water bottle.</li> <li>● Suitable footwear/ Fully enclosed shoes,</li> <li>● Appropriate clothing e.g., T-shirt or shirt fully covering the shoulders, long shorts no short shorts and raincoat during colder weather</li> </ul>



## ACTIVITY: ORIENTEERING

### RISK ASSESSMENT AND RISK MANAGEMENT STRATEGY

#### User Guide:

- A - Must be operated by Log Cabin Camp qualified staff
- B - In house training at Log Cabin Camp required before using this equipment
- C - Safe operating procedures must be read and adhered to by all users of this equipment
- D - Does not apply

Activity Type: See guide above	C - Safe operating procedures must be read and adhered to by all users of this equipment
Site description & Location:	Hut building area - Grounds
Reviewed By:	William Sawtell
Revision Date:	07/02/2025
Next Revision Date:	February 2026
Activity Risk Rating	Medium - High

#### Activity Scope:

This risk assessment refers to orienteering which is a teacher led activity after a group safety briefing from a L.C.C staff member.

#### Minimum Supervision:

- Minimum ratio for group leader/teacher to participants is 1:18 with active supervision needed.

**Recommendations:** This activity is recommended for grade 3/4 and above.

It is highly recommended that the group:

- Pay attention to the activity leader's instructions.
- Wear beanies, raincoats and warm layers during winter and long pants and suitable footwear.

### **Qualifications:**

- Inhouse staff training

# **Risk Matrix and Safety Equipment**

### **Minimum equipment/ facilities:**

- Mobile phone
- Insect repellent (participant to supply their own)
- Appropriate clothing and footwear e.g., t-shirts covering shoulders and the waist (no singlets, crop-tops, thongs, crocs etc).
- Instructor will inspect the area and ensure its soundness before commencing the activity.
- Equipment use and maintenance log to be kept or each session.
- Water bottles (participants should not share drinking containers).
- Vehicle access to within a reasonable distance of the activity in case of emergency

- Note: group leader/ teachers are to have their own first aid kit including any asthma puffers and spacers or EpiPen's required.
- L.C.C. Staff to carry small first aid kit for minor cuts and bruises, triangle bandages and snake bite kit.
- School to bring their first aid kit.

DESCRIPTORS			
CATASTROPHIC <b>40-80</b>	HIGH <b>16-39</b>	MODERATE <b>10-16</b>	LOW <b>1-8</b>
Unacceptable risk which requires immediate action to reduce or remove the hazard. <b>Senior Management must be notified.</b> <b>Item should be TAKEN OFF LINE till risk reduced</b>	Substitute/modify to reduce, remove, or eliminate associated risks and hazards. Continual review of risk management strategies.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.

RISK CALCULATION MATRIX		Likelihood				
		Almost Certain 5	Likely 4	Possible 3	Unlikely 2	Rare 1
C o n s e q u e n c 	Catastrophic 16	80	64	48	32	16
	Major 8	40	32	24	16	8
	Moderate 4	20	16	12	8	4
	Minor 2	10	8	6	4	2
	Insignificant 1	5	4	3	2	1

People Risks				
Recognized Hazard/ Danger	Possible outcome	Initial Matrix Level	Control Strategies (To Reduce or Eliminate Risk)	Revised Matrix Level
Slips, trips and falls on uneven ground, stick, rocks	Cuts, grazes, bruising, blisters, twisted ankles	6	<ul style="list-style-type: none"> <li>Inform students to watch where walking and again to wear appropriate footwear.</li> </ul>	4
Participants hit by an object from another activity or by a vehicle	Cuts, bruises, fractures, sprains, strains, tears, impalement (arrows from archery), head injuries, spinal injuries, death	48	<ul style="list-style-type: none"> <li>Ensure participants are aware of boundaries and do not cross boundary ropes into other activities particularly archery, giant swing and flying fox</li> <li>Ask participants to stay away from the roads on site</li> <li>Participants to be briefed about staying in groups.</li> </ul>	4
Participants falling into water	Drowning, death, hypothermia	48	<ul style="list-style-type: none"> <li>Participants to be briefed about staying in groups and staying away from water.</li> </ul>	4
Environmental Risks				
Exposure to elements Sun/ Heat	Sunburn,	12	<ul style="list-style-type: none"> <li>Instructors to ensure all participants wear hats and appropriate clothing and footwear.</li> <li>Sunscreen to be provided by group leaders, teachers and camp instructors.</li> </ul>	4
	Heat stroke	8	<ul style="list-style-type: none"> <li>Seat participants in shade on hot/ sunny days while not participating</li> </ul>	4
	Dehydration	8	<ul style="list-style-type: none"> <li>Ensure participants are encouraged to drink water during the activity.</li> </ul>	4
Severe Weather Possibility of falling trees	Entrapment, crush injury	24	<ul style="list-style-type: none"> <li>Activity program will be modified on days of severe weather</li> <li>Trees onsite checked regularly for weak limbs and removed if needed</li> </ul>	4
Struck by lightning or electrocuted	Burns, death	16	<ul style="list-style-type: none"> <li>Participants to be brought inside if weather conditions become unsafe and not to be allowed outside until 30 minutes after the last thunder strike.</li> </ul>	2
Participants slipping over in wet weather	Cuts, bruises, bump to head, concussion	16	<ul style="list-style-type: none"> <li>Wear appropriate footwear and watch where walking, advise to slow down and walk.</li> </ul>	4
Ant/ insect bites	Adverse reactions. Discomfort.	48	<ul style="list-style-type: none"> <li>Instructors to survey areas for potential hazard and to locate group away from hazards e.g. ant nests.</li> <li>Groups to have 3 people so someone can go for help if needed</li> </ul>	4

Teacher/ Group Leader Responsibilities	<ul style="list-style-type: none"> <li>● Inform &amp; liaise with activity staff regarding any potential issues with the group (behavioural, disabilities, injuries)</li> <li>● Listen to activity briefings and assist staff in procedural aspects of the session as required, such as helping students to belay under the supervision of activity staff and assist with behaviour management.</li> <li>● Monitor &amp; take charge of behavioural issues if needed and to any pre-existing medical conditions that may affect the participant during the activity.</li> </ul>
Participant Briefing from Instructor should cover	<ul style="list-style-type: none"> <li>● Safety Brief</li> </ul>
<b>Emergency Procedures</b>	
<ol style="list-style-type: none"> <li>1. Conduct First Aid and or evacuation as required. Assistant group leaders to manage and keep group calm.</li> <li>2. Contact Emergency Services via mobile phone.</li> <li>3. Depending on injury: stabilise patient and await ambulance or remove patient to appropriate site to recover if possible and safe for the injured person.</li> <li>4. In the event of serious injury, instructor/teacher to manage group while instructor/ teacher applies first aid to injured participant. Group leader/teacher should stay with injured person until the injured person/s can be stabilised by administered first aid or ambulance.</li> <li>5. Log Cabin Camp staff may use camp vehicles to evacuate the injured person with a teacher/ group leader present in the vehicle while transporting the injured person.</li> </ol>	
Participant Requirements	<ul style="list-style-type: none"> <li>● Follow instructions from the activity leader/ instructor</li> <li>● Sunscreen, hat,</li> <li>● Medication and insect repellent. (if relevant).</li> <li>● Water bottle.</li> <li>● Suitable footwear/ Fully enclosed shoes,</li> <li>● Appropriate clothing e.g., T-shirt or shirt fully covering the shoulders, long shorts no short shorts and raincoat during colder weather</li> </ul>



## ACTIVITY: PONDING

### RISK ASSESSMENT AND RISK MANAGEMENT STRATEGY

#### User Guide:

- A - Must be operated by Log Cabin Camp qualified staff**
- B - In house training at Log Cabin Camp required before using this equipment**
- C - Safe operating procedures must be read and adhered to by all users of this equipment**
- D - Does not apply**

<b>Activity Type:</b> See guide above	<b>C - Safe operating procedures must be read and adhered to by all users of this equipment</b>
<b>Site description &amp; Location:</b>	Small Dam beside bonfire
<b>Reviewed By:</b>	William Sawtell
<b>Revision Date:</b>	07/02/2025
<b>Next Revision Date:</b>	February 2026
<b>Activity Risk Rating</b>	<b>Low - Medium</b>

#### Activity Scope:

This risk assessment refers to Ponding which is a teacher led activity after a group safety briefing from a L.C.C staff member.

#### Minimum Supervision:

- Minimum ratio for group leader/teacher to participants is 1:18 with active supervision needed.

**Recommendations:** This activity is recommended for grade 3/4 and above.

It is highly recommended that the group:

- Pay attention to the activity leader's instructions.
- Wear beanies, raincoats and warm layers during winter and long pants and suitable footwear.

#### **Qualifications:**

- Inhouse staff training

# Risk Matrix and Safety Equipment

## Minimum equipment/ facilities:

- Mobile phone
- Insect repellent (participant to supply their own)
- Appropriate clothing and footwear e.g., t-shirts covering shoulders and the waist (no singlets, crop-tops, thongs, crocs etc).
- Instructor will inspect the area and ensure its soundness before commencing the activity.
- Water bottles (participants should not share drinking containers).
- Vehicle access to within a reasonable distance of the activity in case of emergency

- Note: group leader/ teachers are to have their own first aid kit including any asthma puffers and spacers or EpiPen's required.
- School to bring their first aid kit.

DESCRIPTORS				
CATASTROPHIC		HIGH	MODERATE	LOW
40-80		16-39	10-16	1-8
Unacceptable risk which requires immediate action to reduce or remove the hazard. <b>Senior Management must be notified.</b> <b>Item should be TAKEN OFF LINE till risk reduced</b>		Substitute/modify to reduce, remove, or eliminate associated risks and hazards. Continual review of risk management strategies.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.

RISK CALCULATION MATRIX		Likelihood				
		Almost Certain 5	Likely 4	Possible 3	Unlikely 2	Rare 1
C o n s e q u e n c e s	<b>Catastrophic 16</b>	<b>80</b>	<b>64</b>	<b>48</b>	<b>32</b>	<b>16</b>
	<b>Major 8</b>	<b>40</b>	<b>32</b>	<b>24</b>	<b>16</b>	<b>8</b>
	<b>Moderate 4</b>	<b>20</b>	<b>16</b>	<b>12</b>	<b>8</b>	<b>4</b>
	<b>Minor 2</b>	<b>10</b>	<b>8</b>	<b>6</b>	<b>4</b>	<b>2</b>
	<b>Insignificant 1</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>

People Risks				
Recognized Hazard/ Danger	Possible outcome	Initial Matrix Level	Control Strategies (To Reduce or Eliminate Risk)	Revised Matrix Level
Falling, slipping over on wet muddy ground	Cuts, grazes, bruises	12	<ul style="list-style-type: none"> <li>Group to be careful around water and watch where they are walking</li> </ul>	4
Murky body of water, Poor visibility under water	Falling into water possible drowning	48	Ensure active supervision by group leader around waters edge. Stand 1 m back from bank when casting out	8
Environmental Risks				
Exposure to elements Sun/ Heat	Sunburn,	12	<ul style="list-style-type: none"> <li>Instructors to ensure all participants wear hats and appropriate clothing and footwear</li> </ul>	4
	Heat stroke	8	<ul style="list-style-type: none"> <li>Seat participants in shade on hot/ sunny days while not participating</li> </ul>	4
	Dehydration	8	<ul style="list-style-type: none"> <li>Ensure participants are encouraged to drink water during the activity.</li> </ul>	4
Severe Weather Possibility of falling trees	Entrapment, crush injury	24	<ul style="list-style-type: none"> <li>Activity program will be modified on days of severe weather</li> <li>Trees onsite checked regularly for weak limbs and removed if needed</li> </ul>	2
Participants slipping over in wet weather	Cuts, bruises, bump to head, concussion	16	<ul style="list-style-type: none"> <li>Wear appropriate footwear and watch where walking, advise to slow down and walk.</li> </ul>	2
Ant/ insect bites	Adverse reactions. Discomfort.	10	<ul style="list-style-type: none"> <li>Instructors to survey areas for potential hazard and to locate group away from hazards e.g. ant nests.</li> </ul>	4
Equipment Risks				
Equipment Failure e.g. broken magnify glass	Cuts, grazes,	10	<ul style="list-style-type: none"> <li>Adult supervision required for group</li> </ul>	4

Teacher/ Group Leader Responsibilities	<ul style="list-style-type: none"> <li>● Inform &amp; liaise with activity staff regarding any potential issues with the group (behavioural, disabilities, injuries)</li> <li>● Listen to activity briefings and assist staff in procedural aspects of the session as required, such as helping students to belay under the supervision of activity staff and assist with behaviour management.</li> <li>● Monitor &amp; take charge of behavioural issues if needed and to any pre-existing medical conditions that may affect the participant during the activity.</li> </ul>
Participant Briefing from Instructor should cover	<ul style="list-style-type: none"> <li>● OH&amp;S Brief</li> <li>● Safety Brief</li> </ul>
<b>Emergency Procedures</b>	
<ol style="list-style-type: none"> <li>1. Conduct First Aid and or evacuation as required. Assistant group leaders to manage and keep group calm.</li> <li>2. Contact Emergency Services via mobile phone.</li> <li>3. Depending on injury: stabilise patient and await ambulance or remove patient to appropriate site to recover if possible and safe for the injured person.</li> <li>4. In the event of serious injury, instructor/teacher to manage group while instructor/ teacher applies first aid to injured participant. Group leader/teacher should stay with injured person until the injured person/s can be stabilised by administered first aid or ambulance.</li> <li>5. Log Cabin Camp staff may use camp vehicles to evacuate the injured person with a teacher/ group leader present in the vehicle while transporting the injured person.</li> </ol>	
Participant Requirements	<ul style="list-style-type: none"> <li>● Follow instructions from the activity leader/ instructor</li> <li>● Sunscreen, hat,</li> <li>● Medication and insect repellent. (if relevant).</li> <li>● Water bottle.</li> <li>● Suitable footwear/ Fully enclosed shoes,</li> <li>● Appropriate clothing e.g., T-shirt or shirt fully covering the shoulders, long shorts no short shorts and raincoat during colder weather</li> </ul>



## ACTIVITY: POSSUM GLIDER

### RISK ASSESSMENT AND RISK MANAGEMENT STRATEGY

#### User Guide:

- A - Must be operated by Camp qualified staff
- B - In house training at Log Cabin Camp required before using this equipment
- C - Safe operating procedures must be read and adhered to by all users of this equipment
- D - Does not apply

Activity Type: See guide above	A – Must be operated by Camp qualified staff
Site description & Location:	Hut building area – Grounds
Reviewed By:	William Sawtell
Revision Date:	07/02/2025
Next Revision Date:	February 2026
Activity Risk Rating	Medium – High

#### Activity Scope:

This risk assessment refers to Possum Glider which is a camp led activity.

#### Minimum Supervision:

- 1 instructor is needed for this activity
- Minimum ratio for 1- 2 group leader/teacher to participants is 1:10 with active supervision needed.

**Recommendations:** This activity is recommended for grade 3/4 and above.

It is highly recommended that the group:

- Pay attention to the activity leader's instructions.
- Wear hats and sunscreen during summer and beanies, raincoats and warm layers during winter and long pants and suitable footwear.

### **Qualifications:**

All lead camp staff should hold at a minimum, one of the following qualifications /skills sets or other recognised skillsets/qualifications from another recognised organisation, along with mandatory First Aid/CPR and Working with children check.

- Inhouse staff training
- Certificate 3 Outdoor Recreation specialising in high rope activities
- Certificate 4 Outdoor Recreation specialising in high rope activities
- Diploma Outdoor recreation specialising in high rope activities

## **Risk Matrix and Safety Equipment**

### **Minimum equipment/ facilities:**

- Mobile phone
- Insect repellent (participant to supply their own)
- Appropriate clothing and footwear e.g., t-shirts covering shoulders and the waist (no singlets, crop-tops, thongs, crocs etc).
- Instructor will inspect the area and ensure its soundness before commencing the activity.
- Equipment use and maintenance log to be kept or each session.
- Water bottles (participants should not share drinking containers).
- Vehicle access to within a reasonable distance of the activity in case of emergency

- Note: group leader/ teachers are to have their own first aid kit including any asthma puffers and spacers or EpiPen's required.
- Camp Staff to carry small first aid kit for minor cuts and bruises, triangle bandages and snake bite kit.
- School to bring their first aid kit.

DESCRIPTORS			
CATASTROPHIC <b>40-80</b>	HIGH <b>16-39</b>	MODERATE <b>10-16</b>	LOW <b>1-8</b>
Unacceptable risk which requires immediate action to reduce or remove the hazard. <b>Senior Management must be notified.</b> <b>Item should be TAKEN OFF LINE till risk reduced</b>	Substitute/modify to reduce, remove, or eliminate associated risks and hazards. Continual review of risk management strategies.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.

RISK CALCULATION MATRIX		Likelihood				
		Almost Certain 5	Likely 4	Possible 3	Unlikely 2	Rare 1
Consequences	Catastrophic 16	80	64	48	32	16
	Major 8	40	32	24	16	8
	Moderate 4	20	16	12	8	4
	Minor 2	10	8	6	4	2
	Insignificant 1	5	4	3	2	1

People Risks				
Recognized Hazard/ Danger	Possible outcome	Initial Matrix Level	Control Strategies (To Reduce or Eliminate Risk)	Revised Matrix Level
Fall on runway, mulch or from standing on bench	Cuts, bruises	16	<ul style="list-style-type: none"> <li>Clear instructions about boundaries, walk carefully watching where you go and wear appropriate footwear</li> </ul>	8
Trip, fall while pulling pull rope	Cuts, bruises	16	<ul style="list-style-type: none"> <li>Brief group to stand 1m apart when pulling Haul rope one half of the team on each side of rope</li> <li>Stop the group to allow people to stand back up</li> </ul>	8
Spectators hit by rider	Bruises, concussion, fracture	24	<ul style="list-style-type: none"> <li>Group briefing on boundary lines. Instructor and group leader to continue to monitor and supervise group to ensure compliance to safety guidelines</li> </ul>	8
Participant falls from any point with harness not fitted correctly	Bruising, fractures, sprains, strains, tears, spinal injury, death	48	<ul style="list-style-type: none"> <li>Instructor to ensure that each harness is correctly fitted prior to starting each person's turn.</li> </ul>	8
Possum losing footing and getting dragged along runway	Carpet burn, cuts, grazed skin possible fracture	16	<ul style="list-style-type: none"> <li>Ensure Possum stays on feet until airborne</li> <li>Pull team to stop if possum trips</li> </ul>	8
Hair entrapment in carabiner	Hair loss	12	<ul style="list-style-type: none"> <li>All participants hair must be tied back, and carabiner opening is facing away from head.</li> </ul>	4
Wrapping arm around pull rope	Rope burn, cuts, grazed skin possible fracture	16	<ul style="list-style-type: none"> <li>Group briefing prior to activity on how to use pull rope no wrapping rope around arm</li> </ul>	8
Pull team running in too early/ fast	Dropping possum: Possible broken limbs, concussion, bruising, spinal injury, death	48	<ul style="list-style-type: none"> <li>Group briefing prior to activity start.</li> <li>Instructor or supervising adult to harness in at the front of the pull team to guide team to ensure no one is dropped.</li> </ul>	4
Possum pulled over pulley cable	Grazes, cuts, possible broken limbs, concussion, bruising,	48	<ul style="list-style-type: none"> <li>Group briefing prior to activity start.</li> <li>Instructor will call "Stop!" when pull team has reached the blue cone to ensure Possum is not pulled over the cable. Instructor/ leader at front to ensure compliance to calls</li> </ul>	8
Environmental Risks				
Exposure to elements Sun/ Heat	Sunburn,	12	<ul style="list-style-type: none"> <li>Instructors to ensure all participants wear hats and appropriate clothing</li> </ul>	4
	Heat stroke	8	<ul style="list-style-type: none"> <li>Seat participants in shade on hot/ sunny days while not participating. Cease activity when temp exceeds 38 degrees (earlier if group wants to)</li> </ul>	4
	Dehydration	8	<ul style="list-style-type: none"> <li>Ensure participants are encouraged to drink water during the activity.</li> </ul>	4
Severe Weather Possibility of falling trees	Entrapment, crush injury	24	<ul style="list-style-type: none"> <li>Activity program will be modified on days of severe weather</li> <li>Trees onsite checked regularly for weak limbs and removed if needed</li> <li>Activity program modified on days of extreme weather</li> </ul>	4
Thunderstorms	Possibility of electrocution from lightning,	48	<ul style="list-style-type: none"> <li>Participants to be brought inside in unsafe weather conditions. Campers not to be allowed back outside until 30 minutes after last strike of thunder.</li> </ul>	8
Participants slipping	Cuts, bruises, bump to head, concussion	16	<ul style="list-style-type: none"> <li>Wear appropriate footwear and watch where walking, advise to slow down and walk.</li> </ul>	4

over in wet weather				
Ant/ insect bites	Adverse reactions. Discomfort.	48	• Instructors to survey areas for potential hazard and to locate group away from hazards e.g. ant nests. Participants with known allergies should monitor their surroundings. Group to have known first aider and be aware of high-risk students that need EpiPen's and have them nearby.	4
<b>Equipment Risks</b>				
Failure in possum glider apparatus during turn	Fall from height resulting in serious injury/death	16	• Equipment checked before every session and hardware inspected annually by ARCB to be structurally sound.	8
Harness failure	Fall injury, cuts, fractures, broken limbs, spinal injury, death	16	• All Harnesses inspected quarterly and removed from use when expired.	8
Participant hooked in with harness fitted incorrectly	Fall from height resulting in serious injury/death	16	• Group harness demonstration to group and leader. Instructor to double check harness before every turn.	8
Finger getting lodged in holes on belay posts	Cut, bruising, getting stuck	16	• Instruct no one to touch posts, adult supervision	4

Teacher/ Group Leader Responsibilities	<ul style="list-style-type: none"> <li>● Inform &amp; liaise with activity staff regarding any potential issues with the group (behavioural, disabilities, injuries)</li> <li>● Listen to activity briefings and assist staff in procedural aspects of the session as required, such as helping students to belay under the supervision of activity staff and assist with behaviour management.</li> <li>● Monitor &amp; take charge of behavioural issues if needed and to any pre-existing medical conditions that may affect the participant during the activity.</li> </ul>
Participant Briefing from Instructor should cover	<ul style="list-style-type: none"> <li>● Session objectives and challenge by choice</li> <li>● OH&amp;S Brief</li> <li>● Safety Brief</li> </ul>
<b>Emergency Procedures</b>	
<ol style="list-style-type: none"> <li>1. Conduct First Aid and or evacuation as required. Assistant group leaders to manage and keep group calm.</li> <li>2. Contact Emergency Services via mobile phone.</li> <li>3. Depending on injury: stabilise patient and await ambulance or remove patient to appropriate site to recover if possible and safe for the injured person.</li> <li>4. In the event of serious injury, instructor/teacher to manage group while instructor/ teacher applies first aid to injured participant. Group leader/teacher should stay with injured person until the injured person/s can be stabilised by administered first aid or ambulance.</li> <li>5. Camp staff may use camp vehicles to evacuate the injured person with a teacher/ group leader present in the vehicle while transporting the injured person.</li> </ol>	
Participant Requirements	<ul style="list-style-type: none"> <li>● Follow instructions from the activity leader/ instructor</li> <li>● Sunscreen, hat,</li> <li>● Medication and insect repellent. (if relevant).</li> <li>● Water bottle.</li> <li>● Suitable footwear/ Fully enclosed shoes,</li> <li>● Appropriate clothing e.g., T-shirt or shirt fully covering the shoulders, long shorts no short shorts and raincoat during colder weather</li> </ul>



## ACTIVITY: RAFT BUILDING

### RISK ASSESSMENT AND RISK MANAGEMENT STRATEGY

#### User Guide:

- A - Must be operated by Camp qualified staff
- B - In house training at Camp required before using this equipment
- C - Safe operating procedures must be read and adhered to by all users of this equipment
- D - Does not apply

Activity Type: See guide above	A - Must be operated by Camp qualified staff or qualified person from user group.
Site description & Location:	Large lake/dam next to Giant swing
Reviewed By:	William Sawtell
Revision Date:	10/02/2025
Next Revision Date:	February 2026
Activity Risk Rating	Medium - High

#### Activity Scope:

This risk assessment refers to the raft building, conducted under the direct supervision of a qualified Log Cabin Camp Instructor. All information supplied is based on best practice for the relevant activity.

#### Minimum Supervision:

Minimum 1 Activity Instructors are to be present to run the Canoeing, comprising of:

- 1 Qualified Activity Instructor
- 1- 2 Activity assistant or group leader (more if the group has behavioural issues or special needs or if the group is bigger than 14).

**Recommendations:** Raft building is recommended for grade 3/4 and above

It is highly recommended that a minimum 1-2 adult supervisors should be present to assist with participant behaviours and active supervision around the water.

#### Qualifications:

All lead camp staff should 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 Working with children check.

- Certificate 3 or 4 Outdoor Recreation specialising in Flat water canoe or Kayak
- Diploma Outdoor recreation specialising in Flat water canoe or Kayak
- Life Saving Victoria - Bronze Medallion, Pool Lifeguard, or inland waterways certificate
- Inhouse staff training

## Risk Matrix and Safety Equipment

### **Minimum equipment/ facilities:**

- Mobile phone
- Insect repellent (participant to supply their own)
- Appropriate clothing and footwear e.g., t-shirts covering shoulders and the waist (no singlets, crop-tops, thongs, crocs etc).
- Instructor will inspect the area and ensure its soundness before commencing the activity.
- Equipment use and maintenance log to be kept or each session.
- Water bottles (participants should not share drinking containers).
- Vehicle access to within a reasonable distance of the activity in case of emergency

- Note: group leader/ teachers are to have their own first aid kit including any asthma puffers and spacers or EpiPen's required.
- Camp Staff to carry small first aid kit for minor cuts and bruises, triangle bandages
- School to bring their first aid kit.

DESCRIPTORS			
CATASTROPHIC <b>40-80</b>	HIGH <b>16-39</b>	MODERATE <b>10-16</b>	LOW <b>1-8</b>
Unacceptable risk which requires immediate action to reduce or remove the hazard. <b>Senior Management must be notified.</b> <b>Item should be TAKEN OFF LINE till risk reduced</b>	Substitute/modify to reduce, remove, or eliminate associated risks and hazards. Continual review of risk management strategies.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.

RISK CALCULATION MATRIX		Likelihood				
		Almost Certain 5	Likely 4	Possible 3	Unlikely 2	Rare 1
Consequences	Catastrophic 16	80	64	48	32	16
	Major 8	40	32	24	16	8
	Moderate 4	20	16	12	8	4
	Minor 2	10	8	6	4	2
	Insignificant 1	5	4	3	2	1

People Risks				
Recognized Hazard/ Danger	Possible outcome	Initial Matrix Level	Control Strategies (To Reduce or Eliminate Risk)	Revised Matrix Level
Participants swimming ability/fatigue	Drowning	48	<ul style="list-style-type: none"> <li>All participants must always wear a fitted PFD when in the water. Instructor and group leader to ensure they are fitted and fastened before entering the water.</li> <li>All instructors running water activities will be lifeguard qualified and first aid qualified.</li> </ul>	8
Participant hit by paddle while fellow participant is paddling	Cuts, Bruising	12	<ul style="list-style-type: none"> <li>Participants to be briefed on how to safely use the paddles and not to use the paddles behind or on the inside of the raft. Paddles will only be used on the outside of the raft where no participants will be allowed to swim.</li> </ul>	4
Lifting injury while moving poles/raft	Back injury. Sprain strain.	12	<ul style="list-style-type: none"> <li>Brief correct lifting techniques. Bending knees not using backs to lift. Ensure enough participants to safely lift logs are used. (e.g. Smaller students will require more people to lift than adults.)</li> </ul>	4
Fatigue	Dropping pole on foot or someone else during pack up	12	<ul style="list-style-type: none"> <li>Monitor participants during activity. Leaders to ensure participants move poles two people to a pole. Leaders can/should assist participants and give direction during pack up</li> <li>Two people will be allocated to lift each piece of equipment to lower the risk of equipment being dropped.</li> </ul>	4
Participant hit by pole or log during construction	Bruising	12	<ul style="list-style-type: none"> <li>brief correct handling techniques. One participant to hold each end of poles during transport.</li> </ul>	4
Environmental Risks				
Sun/ Heat	Sunburn,	12	<ul style="list-style-type: none"> <li>Instructors to ensure all participants wear hats and appropriate clothing and footwear.</li> <li>Sunscreen will be provided by group leaders, teachers and activity staff.</li> </ul>	4
	Heat stroke	8	<ul style="list-style-type: none"> <li>Seat participants in shade on hot/ sunny days while not participating</li> </ul>	4
	Dehydration	8	<ul style="list-style-type: none"> <li>Ensure participants are encouraged to drink water during the activity.</li> </ul>	4
Cold water/ conditions	Hypothermia	8	<ul style="list-style-type: none"> <li>Conduct activity during warmer months, monitor conditions and participants especially with younger groups. Modify or cease activity if needed.</li> </ul>	4
	Water bug/disease from unclean water	8	<ul style="list-style-type: none"> <li>Camp staff will regularly check water for signs of algae or other factors that would lead to water being unsafe to swim in.</li> </ul>	2
Sticks and rocks underwater	Cuts, Bruising	12	<ul style="list-style-type: none"> <li>All participants to wear enclosed shoes</li> <li>All visible hazards (sticks/rocks) to be removed prior to starting activities</li> </ul>	4
Severe Weather	Possibility of electrocution from lightning,	16	<ul style="list-style-type: none"> <li>The activity cannot be run when there is risk of lightning strike or severe weather warning.</li> <li>Activity will be cancelled or postponed if there is thunder or lightning until 30 minutes after the last</li> </ul>	4

			thunder strike.	
	Falling trees in the wind landing on participants.	48	<ul style="list-style-type: none"> <li>• Modify activity in the case of severe weather warning and monitor conditions.</li> <li>• Trees in the area checked regularly and weak limbs removed.</li> </ul>	2
Slippery banks.	Trips, cuts, bruising, fractures, hit head – concussion	12	<ul style="list-style-type: none"> <li>• Instruct group where to enter the water and instruct group on how to lift raft around the water, monitor group.</li> <li>• Entry and exit points will be checked prior to sessions by activity staff to ensure no rocks, branches or other obstacles.</li> </ul>	4
Ant/ insect bites	Adverse reactions. Discomfort.	10	<ul style="list-style-type: none"> <li>• Instructors to survey areas for potential hazard and to locate group away from hazards e.g. ant nests. Participants with known allergies should have EpiPen nearby. Group should have a known first aider and be aware of high-risk students.</li> </ul>	4

### Equipment Risks

Rope entanglement while rafting across dam	Cuts, drowning,	32	<ul style="list-style-type: none"> <li>• Instructor to ensure ropes are tied off before the group enters the water. Instructor to monitor group and give assistance where needed.</li> </ul>	4
Broken poles/ paddles.	Cuts, lacerations	8	<ul style="list-style-type: none"> <li>• Instructor to check over equipment prior to activity beginning, brief group how to move equipment and monitor its use throughout activity.</li> </ul>	4

Teacher/ Group Leader Responsibilities	<ul style="list-style-type: none"> <li>• Inform &amp; liaise with activity staff regarding any potential issues with the group (behavioural, disabilities, injuries)</li> <li>• Listen to activity briefings and assist staff in procedural aspects of the session as required, such as helping students to belay under the supervision of activity staff and assist with behaviour management.</li> <li>• Monitor &amp; take charge of behavioural issues if needed and to any pre-existing medical conditions that may affect the participant during the activity.</li> </ul>
Participant Briefing from Instructor should cover	<ul style="list-style-type: none"> <li>• Session objectives and challenge by choice</li> <li>• OH&amp;S Brief</li> <li>• Safety Brief</li> </ul>
<b>Emergency Procedures</b>	
<ol style="list-style-type: none"> <li>1. Conduct First Aid and rescue or evacuation as required. Assistant group leaders to manage and keep group calm.</li> <li>2. Contact Emergency Services via mobile phone.</li> <li>3. Depending on injury: stabilise patient and await ambulance or remove patient to appropriate site to recover if possible and safe for the injured person.</li> <li>4. In the event of serious injury, instructor/teacher to manage group while instructor/ teacher applies first aid to injured participant. Group leader/teacher should stay with injured person until the injured person/s can be stabilised by administered first aid or ambulance.</li> <li>5. Camp staff may use camp vehicles to evacuate the injured person with a teacher/ group leader present in the vehicle while transporting the injured person.</li> </ol>	

Participant Requirements	<ul style="list-style-type: none"><li>● Follow instructions from the activity leader/ instructor</li><li>● Sunscreen, hat,</li><li>● Medication and insect repellent. (if relevant).</li><li>● Water bottle.</li><li>● Suitable footwear/ Fully enclosed shoes,</li><li>● Appropriate clothing e.g., T-shirt or shirt fully covering the shoulders, long shorts no short shorts and raincoat during colder weather</li></ul>
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## ACTIVITY: Scavenger hunt

### RISK ASSESSMENT AND RISK MANAGEMENT STRATEGY

#### User Guide:

- A - Must be operated by Camp qualified staff**
- B - In house training at Camp required before using this equipment**
- C - Safe operating procedures must be read and adhered to by all users of this equipment**
- D - Does not apply**

<b>Activity Type:</b> See guide above	<b>C:</b> Teacher/group leader Led activity
<b>Site description &amp; Location:</b>	Campgrounds @Log cabin camp, The homestead and Adequate camp.
<b>Reviewed By:</b>	William Sawtell
<b>Revision Date:</b>	11/02/2025
<b>Next Revision Date:</b>	February 2025
<b>Activity Risk Rating</b>	Medium - High

#### Activity Scope:

This risk assessment refers to the Leap of Faith conducted under the direct supervision of a group leader or Camp Instructor. All information supplied is based on best practices for the relevant activity.

#### Minimum Supervision:

Minimum 1 activity leader are to be present to run the scavenger hunt.

#### Recommendations: Scavenger hunt is recommended for grade 3/4 and above

It is highly recommended that groups stay in 3's while hunting for objects on their scoresheet adult supervisors should be at a home-base for students to return to if they need any assistance or first aid treatment.

#### Qualifications:

All lead camp staff should hold at a minimum, one of the following qualifications /skills sets or other recognised skillsets/qualifications from another recognised organisation,

- First Aid/CPR and
- Working with children check.

# Risk Matrix and Safety Equipment

## Minimum equipment/ facilities

- Mobile phone
- Sun Safety equipment (hat, sunglasses, sunscreen, shirt etc) & insect repellent (participant to supply their own)
- Appropriate clothing and footwear e.g., t-shirts covering shoulders and the waist (no singlets, crop-tops, thongs, crocs etc).
- Instructor will inspect the area and ensure its soundness before commencing the activity.
- Water bottles (participants should not share drinking containers).
- Vehicle access to within a reasonable distance of the activity in case of emergency

DESCRIPTORS				
CATASTROPHIC	HIGH	MODERATE	LOW	
40-80	16-39	10-16	1-8	
Unacceptable risk which requires immediate action to reduce or remove the hazard. <b>Senior Management must be notified.</b> <b>Item should be TAKEN OFF LINE till risk reduced</b>	Substitute/modify to reduce, remove, or eliminate associated risks and hazards. Continual review of risk management strategies.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.	

RISK CALCULATION MATRIX		Likelihood				
		Almost Certain 5	Likely 4	Possible 3	Unlikely 2	Rare 1
Consequences	Catastrophic 16	80	64	48	32	16
	Major 8	40	32	24	16	8
	Moderate 4	20	16	12	8	4
	Minor 2	10	8	6	4	2
	Insignificant 1	5	4	3	2	1

People Risks				
Recognized Hazard/ Danger	Possible outcome	Initial Matrix Level	Control Strategies (To Reduce or Eliminate Risk)	Revised Matrix Level
Fall/trip over branches, other objects around camp	Cuts, bruises	16	<ul style="list-style-type: none"> <li>Clear instructions about boundaries, walk carefully watching where you go and wear appropriate footwear</li> </ul>	8
Environmental Risks				
Exposure to elements Sun/ Heat	Sunburn,	12	<ul style="list-style-type: none"> <li>Instructors to ensure all participants wear hats and appropriate clothing</li> <li>Sunscreen will be provided to campers by group leaders, teachers and activity staff</li> </ul>	4
	Heat stroke	8	<ul style="list-style-type: none"> <li>Seat participants in shade on hot/ sunny days while not participating</li> </ul>	4
	Dehydration	8	<ul style="list-style-type: none"> <li>Ensure participants are encouraged to drink water during the activity.</li> </ul>	4
Severe Weather Possibility of falling trees	Entrapment, crush injury	24	<ul style="list-style-type: none"> <li>Activity program will be modified on days of severe weather (including thunder and lightning)</li> <li>Trees onsite checked regularly for weak limbs and removed if needed</li> </ul>	4
Participants slipping over in wet weather	Cuts, bruises, bump to head, concussion	16	<ul style="list-style-type: none"> <li>Wear appropriate footwear and watch where walking, advise to slow down and walk.</li> </ul>	4
Ant/ insect bites	Adverse reactions. Discomfort.	48	<ul style="list-style-type: none"> <li>Instructors to survey areas for potential hazard and to locate group away from hazards e.g., ant nests. Participants with known allergies should monitor their surroundings. Group to have known first aider and be aware of high-risk students that need EpiPen's and have them nearby.</li> </ul>	4
Equipment Risks				
Cut on metal objects found for the scavenger hunt	Cuts	6	<ul style="list-style-type: none"> <li>Students to place objects in bucket provided</li> </ul>	2

Teacher/ Group Leader Responsibilities	<ul style="list-style-type: none"> <li>● Inform &amp; liaise with activity staff regarding any potential issues with the group (behavioural, disabilities, injuries)</li> <li>● Listen to activity briefings and assist staff in procedural aspects of the session as required, such as helping students to belay under the supervision of activity staff and assist with putting harnesses on participants.</li> <li>● Monitor &amp; take charge of behavioural issues if needed and to any pre-existing medical conditions that may affect the participant during the activity.</li> </ul>
Participant Briefing from Instructor should cover	<ul style="list-style-type: none"> <li>● Session objectives and challenge by choice</li> <li>● OH&amp;S Brief</li> <li>● Safety Brief</li> <li>● Equipment Familiarization</li> <li>● Skills Demonstration and Practice</li> </ul>
<b>Emergency Procedures</b>	
<ol style="list-style-type: none"> <li>1. Conduct First Aid as required.</li> <li>2. Contact Emergency Services via mobile phone.</li> <li>3. Depending on injury: stabilise patient and await ambulance or remove patient to appropriate site to recover.</li> <li>4. In the event of serious injury, suspend activity until the injured person/s can be administered first aid and it is safe to proceed with the activity.</li> </ol>	
Participant Requirements	<ul style="list-style-type: none"> <li>● Follow instructions from the activity leader/ instructor</li> <li>● Wear safety equipment</li> <li>● Sunscreen, insect repellent.</li> <li>● Medication (if relevant).</li> <li>● Water bottle.</li> <li>● Fully enclosed shoes, hat</li> </ul>



## ACTIVITY: Swimming

### RISK ASSESSMENT AND RISK MANAGEMENT STRATEGY

#### User Guide:

- A - Must be operated by Camp qualified staff
- B - In house training at Camp required before using this equipment
- C - Safe operating procedures must be read and adhered to by all users of this equipment
- D - Does not apply

Activity Type: See guide above	A - Must be operated by Camp qualified staff or qualified group leader
Site description & Location:	Large lake/dam next to Giant swing @Log Cabin Camp
Reviewed By:	William Sawtell
Revision Date:	11/02/2025
Next revised date:	February 2025
Activity Risk Rating	Medium - High

#### Activity Scope:

This risk assessment refers to Swimming activity conducted under the direct supervision of a qualified Camp Instructor. All information supplied is based on best practices for the relevant activity. All participants must wear a fitted PFD.

#### Minimum Supervision:

Minimum 1 Activity Instructors are to be present at the dam to actively supervise swimming, comprising of:

- 1 Qualified Activity Instructor
- 2-3 Activity assistant or group leader (more if the group has behavioural issues or special needs).

#### Recommendations: Swimming is recommended for grade 3/4 and above

It is highly recommended that a minimum 2 adult supervisors should be present to assist with participant behaviours and active supervision around the water.

#### Qualifications:

All lead L.C.C staff/ group supervisors must hold at a minimum, one of the following qualifications /skills sets or other recognised skillsets/qualifications from another recognised organisation, along with mandatory First Aid/CPR and Working with children check.

- Bronze Medallion, Pool Lifeguard, or inland waterways certificate from Life Saving Victoria

# Risk Matrix and Safety Equipment

## Minimum equipment/ facilities

- Safety rescue equipment comprising of; rescue tube, reach pole, life buoy, whistle, and pocket mask.
- Mobile phone
- Sun Safety equipment (hat, sunglasses, sunscreen, shirt etc) & insect repellent (participant to supply their own)
- Appropriate clothing and footwear e.g., t-shirts covering shoulders and the waist (no singlets, crop-tops, thongs, crocs etc).
- Instructor will inspect the area and ensure its soundness before commencing the activity.
- Equipment use and maintenance log to be kept for each session.
- Water bottles (participants should not share drinking containers).
- Vehicle access to within a reasonable distance of the activity in case of emergency

DESCRIPTORS				
	CATASTROPHIC 40-80	HIGH 16-39	MODERATE 10-16	LOW 1-8
	Unacceptable risk which requires immediate action to reduce or remove the hazard. <b>Senior Management must be notified.</b> <b>Item should be TAKEN OFF LINE till risk reduced</b>	Substitute/modify to reduce, remove, or eliminate associated risks and hazards. Continual review of risk management strategies.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.

RISK CALCULATION MATRIX		Likelihood				
		Almost Certain 5	Likely 4	Possible 3	Unlikely 2	Rare 1
Consequences	Catastrophic 16	80	64	48	32	16
	Major 8	40	32	24	16	8
	Moderate 4	20	16	12	8	4
	Minor 2	10	8	6	4	2
	Insignificant 1	5	4	3	2	1

People Risks				
Recognized Hazard/ Danger	Possible outcome	Initial Matrix Level	Control Strategies (To Reduce or Eliminate Risk)	Revised Matrix Level
Jumping / diving off pier	Fracture, sprain, strain or muscle tear injury, slipping on pier. Spinal injury diving into shallow water	48	<ul style="list-style-type: none"> <li>• No running jumps off the pier</li> <li>• Strictly no diving or flips</li> <li>• Active adult supervision by qualified person/s</li> </ul>	8
Splashing fellow camper and missing resulting in blow to participant	Cuts, bruising, injury. Head wound, eye injury	24	<ul style="list-style-type: none"> <li>• Brief group to not splash if asked not to by others, discourage splashing in proximity.</li> </ul>	4
Sticks, rocks, and reeds in dam	Cuts, bruising,	8	<ul style="list-style-type: none"> <li>• All participants must wear enclosed footwear</li> </ul>	3
Falling off zipline across dam or at launch point	Capsize, cuts, bruising, fracture, spinal injury	48	<ul style="list-style-type: none"> <li>• Instructor or leader to facilitate zipline and guide participants on safe use</li> </ul>	3
Weak/non-swimmer/injured	Drowning	48	<ul style="list-style-type: none"> <li>• All participants must wear a PFD when in the water.</li> <li>• Activity leader to be notified where possible of weak-non swimmers.</li> <li>• Participants to be actively supervised by qualified staff.</li> <li>• Camp staff running the activity will be first aid, CPR and lifeguard qualified.</li> </ul>	4
Environmental Risks				
Exposure to elements Sun/ Heat	Sunburn,	12	<ul style="list-style-type: none"> <li>• Instructors to ensure all participants wear hats and appropriate clothing and footwear</li> <li>• Sunscreen will be provided to campers by group leaders, teachers and camp staff</li> </ul>	4
	Heat stroke	8	<ul style="list-style-type: none"> <li>• Seat participants in shade on hot/ sunny days while not participating</li> </ul>	4
	Dehydration	8	<ul style="list-style-type: none"> <li>• Ensure participants are encouraged to drink water during the activity.</li> </ul>	4
Severe Weather Possibility of falling trees	Entrapment, crush injury	24	<ul style="list-style-type: none"> <li>• Activity program will be modified on days of severe weather</li> <li>• Trees onsite checked regularly for weak limbs and removed if needed</li> <li>• Activity will be cancelled or postponed until 30 minutes after the last strike of thunder if all other weather conditions are suitable.</li> </ul>	
Cold water/ conditions	Hypothermia	8	<ul style="list-style-type: none"> <li>• Conduct activity during warmer months, monitor conditions and participants especially with younger groups. Modify or cease activity if needed.</li> </ul>	4
Poor visibility through murky water	Drowning	48	<ul style="list-style-type: none"> <li>• All participants MUST wear fitted PFD</li> </ul>	4
Participants slipping over in wet weather	Cuts, bruises, bump to head, concussion	16	<ul style="list-style-type: none"> <li>• Wear appropriate footwear and watch where walking, advise to slow down and walk.</li> </ul>	
Ant/ insect bites	Adverse reactions. Discomfort.	10	<ul style="list-style-type: none"> <li>• Instructors to survey areas for potential hazard and to locate group away from hazards e.g., ant nests.</li> </ul>	4
Equipment Risks				

Zipline cable across dam failure	Cable hitting participant, cuts, bruises head wound	16	<ul style="list-style-type: none"> <li>Hardware equipment audited annually by outside provider. Any wear reported and checked</li> </ul>	2
PFD coming loose, strap breaking while weak- non swimmer is swimming	Drowning,	32	<ul style="list-style-type: none"> <li>Ensure equipment is checked quarterly and prior to each session. Ensure that each PFD is fitted to the participant correctly prior to entering canoe</li> </ul>	2

Teacher/ Group Leader Responsibilities	<ul style="list-style-type: none"> <li>Inform &amp; liaise with activity staff regarding any potential issues with the group (behavioural, disabilities, injuries)</li> <li>Listen to activity briefings and assist staff in procedural aspects of the session as required, such as helping students to belay under the supervision of activity staff and assist with putting PFD's (Personal Floatation Device) on participants.</li> <li>Monitor &amp; take charge of behavioural issues if needed and to any pre-existing medical conditions that may affect the participant during the activity.</li> </ul>
Participant Briefing from Instructor should cover	<ul style="list-style-type: none"> <li>Session objectives and challenge by choice</li> <li>OH&amp;S Brief</li> <li>Safety Brief</li> <li>Equipment Familiarization</li> <li>Skills Demonstration and Practice</li> </ul>
<b>Emergency Procedures</b>	
1. Administer rescue as required with aqua rescue equipment 2. Conduct First Aid as required. 3. Contact Emergency Services via mobile phone. 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 the injured person/s can be administered first aid and it is safe to proceed with the activity.	
Participant Requirements	<ul style="list-style-type: none"> <li>Follow instructions from the instructor</li> <li>Wear safety equipment - Fitted PFD</li> <li>Sunscreen, insect repellent.</li> <li>Medication (if relevant).</li> <li>Water bottle.</li> <li>Fully enclosed shoes (old shoes or water shoes)</li> </ul>



## ACTIVITY: Animal Feeding

### RISK ASSESSMENT AND RISK MANAGEMENT STRATEGY

#### User Guide:

- A - Must be operated by Camp qualified staff
- B - In house training at Camp required before using this equipment
- C - Safe operating procedures must be read and adhered to by all users of this equipment
- D - Does not apply

Activity Type: See guide above	A - Must be operated by Camp qualified staff
Site description & Location:	Animal Paddocks at the front and rear of campsite and animal farm area at the Homestead.
Reviewed By:	William Sawtell
Revision Date:	06/02/2025
Next Revision Date:	February 2026
Activity Risk Rating	Low - Medium

#### Activity Scope:

This risk assessment refers to feeding the animals on the campsite. Participants can get to know the animals for a new recreational experience

#### Minimum Supervision:

- 1 leader/instructor to group. More may be required depend on participant ability.
- Minimum ratio for group leader/teacher to participants) e.g., 1:10

**Recommendations:** Animal Feeding is recommended for grade prep and above.

It is highly recommended that the group:

- Pay attention to the activity leader's instructions.
- Wear beanies, raincoats and warm layers during winter and long pants and suitable footwear.

- Keep hands flat and away with fingers away from animal's mouth.
- Never hit animals or corner them if they want some relax time.
- Infront of the last teacher following up behind the group
- Keep voices low and no shouting.

### **Qualifications:**

All lead camp staff should hold at a minimum, one of the following qualifications /skills sets or other recognised skillsets/qualifications from another recognised organisation, along with mandatory First Aid/CPR and Working with children check.

- Experience in animal handling
- Inhouse staff training

## **Risk Matrix and Safety Equipment**

### **Minimum equipment/ facilities: (insert the minimal equipment needed for safe use and participation of the activity)**

#### **e.g.**

- Mobile phone
- Appropriate clothing and footwear e.g., t-shirts covering shoulders and the waist (no singlets, crop-tops, thongs, crocs etc).
- Instructor will inspect the area and ensure its soundness before commencing the activity.

- Note: group leader/ teachers are to have their own first aid kit including any asthma puffers and spacers or EpiPen's required.
- Camp Staff to carry small first aid kit for minor cuts and bruises, triangle bandages and snake bite kit.
- School to bring their first aid kit.

DESCRIPTORS				
CATASTROPHIC 40-80	HIGH 16-39	MODERATE 10-16	LOW 1-8	
Unacceptable risk which requires immediate action to reduce or remove the hazard. <b>Senior Management must be notified.</b> <b>Item should be TAKEN OFF LINE till risk reduced</b>	Substitute/modify to reduce, remove, or eliminate associated risks and hazards. Continual review of risk management strategies.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.	

RISK CALCULATION MATRIX		Likelihood				
		Almost Certain 5	Likely 4	Possible 3	Unlikely 2	Rare 1
C o n s e q u e n c e s	<b>Catastrophic 16</b>	80	64	48	32	16
	<b>Major 8</b>	40	32	24	16	8
	<b>Moderate 4</b>	20	16	12	8	4
	<b>Minor 2</b>	10	8	6	4	2
	<b>Insignificant 1</b>	5	4	3	2	1

People Risks				
Recognized Hazard/ Danger	Possible outcome	Initial Matrix Level	Control Strategies (To Reduce or Eliminate Risk)	Revised Matrix Level
Bitten by animals	Cuts, infections	8	<ul style="list-style-type: none"> <li>Brief students on how to feed animals and supervise group with animals</li> </ul>	4
Group chasing after animals and the animals protecting themselves	Cuts, infections, bruises	16	<ul style="list-style-type: none"> <li>Brief students on how to feed animals and to move around animals calmly without shouting.</li> <li>Supervise group when feeding or petting animals</li> <li>No entry to pony paddocks</li> </ul>	2
Allergic reaction to animal hair	Allergic reaction	16	<ul style="list-style-type: none"> <li>Participants that are aware of allergies to avoid contact with animals only observing. First aider for group known and have allergy treatment available</li> </ul>	4
Participant falling off fencing	Cuts, bruises, potential fracture	12	<ul style="list-style-type: none"> <li>Instructors to supervise and manage behaviour</li> <li>Instructors to brief participants on how to remain safe during activity.</li> </ul>	2
Environmental Risks				
Exposure to elements Sun/ Heat	Sunburn,	10	<ul style="list-style-type: none"> <li>Instructors to ensure all participants wear hats and appropriate clothing and footwear</li> </ul>	2
Severe Weather Possibility of falling trees	Entrapment, crush injury	24	<ul style="list-style-type: none"> <li>Activity program will be modified on days of severe weather</li> <li>Trees onsite checked regularly for weak limbs and removed if needed</li> </ul>	4
Participants slipping over in wet weather	Cuts, bruises, bump to head, concussion	8	<ul style="list-style-type: none"> <li>Wear appropriate footwear and watch where walking, advise to slow down and walk.</li> </ul>	4
Ant/ insect bites	Adverse reactions. Discomfort.	12	<ul style="list-style-type: none"> <li>Instructors to survey areas for potential hazard and to locate group away from hazards e.g. ant nests.</li> </ul>	4
Participant getting a splinter or caught on fencing	Cuts, bruises, splinter	8	<ul style="list-style-type: none"> <li>Participants to be instructed on staying clear of the fence</li> <li>Frequent maintenance checks to be completed on the fence and any damage to be recorded and fixed in due time.</li> </ul>	1

Teacher/ Group Leader Responsibilities	<ul style="list-style-type: none"> <li>● Inform &amp; liaise with activity staff regarding any potential issues with the group (behavioural, disabilities, injuries)</li> <li>● Listen to activity briefings and assist staff in procedural aspects of the session as required, such as assisting with the supervision of the activity and assist with behaviour management.</li> <li>● Monitor &amp; take charge of behavioural issues if needed and to any pre-existing medical conditions that may affect the participant during the activity.</li> </ul>
Participant Briefing from Instructor should cover	<ul style="list-style-type: none"> <li>● Session objectives and challenge by choice</li> <li>● OH&amp;S Brief</li> <li>● Safety Brief</li> </ul>
<b>Emergency Procedures</b>	
<ol style="list-style-type: none"> <li>1. Conduct First Aid and or evacuation as required. Assistant group leaders to manage and keep group calm.</li> <li>2. Contact Emergency Services via mobile phone.</li> <li>3. Depending on injury: stabilise patient and await ambulance or remove patient to appropriate site to recover if possible and safe for the injured person.</li> <li>4. In the event of serious injury, instructor/teacher to manage group while instructor/ teacher applies first aid to injured participant. Group leader/teacher should stay with injured person until the injured person/s can be stabilised by administered first aid or ambulance.</li> <li>5. Camp staff may use camp vehicles to evacuate the injured person with a teacher/ group leader present in the vehicle while transporting the injured person.</li> </ol>	
Participant Requirements	<ul style="list-style-type: none"> <li>● Follow instructions from the activity leader/ instructor</li> <li>● Sunscreen, hat,</li> <li>● Medication and insect repellent. (if relevant).</li> <li>● Water bottle.</li> <li>● Suitable footwear/ Fully enclosed shoes,</li> <li>● Appropriate clothing e.g., T-shirt or shirt fully covering the shoulders, long shorts no short shorts and warm layers and raincoat during colder weather</li> </ul>



## ACTIVITY: Archery

### RISK ASSESSMENT AND RISK MANAGEMENT STRATEGY

#### User Guide:

- A - Must be operated by Camp qualified staff
- B - In house training at Camp required before using this equipment
- C - Safe operating procedures must be read and adhered to by all users of this equipment
- D - Does not apply

Activity Type: See guide above	C - Safe operating procedures must be read and adhered to by all users of this equipment
Site description & Location:	Archery Range behind leap of faith @ Log Cabin Camp, At the back of the games room @ The Homestead and on the Oval @ Adekate Camp
Reviewed By:	William Sawtell
Revision Date:	06/02/2025
Next Revision Date:	February 2026
Activity Risk Rating	Low - Medium

#### Activity Scope:

This risk assessment refers to Archery

#### Minimum Supervision:

- One supervising adult is required for this activity. More may be needed depend on participant ability and number ratios.
- Minimum ratio for group leader/teacher to participants, 1:18

**Recommendations:** This activity is recommended for grade 3/4 and above.

It is highly recommended that the group:

- Pay attention to the activity leader's instructions.
- Wear beanies, raincoats and warm layers during winter and long pants and suitable footwear.
- Stay behind the red barrier rope

- Wait until the teacher/supervisor says, "**Bows Down**" and retrieve arrows before collecting arrows.
- Watch the arrows on the ground so that you don't step on them. Hold the target and pull arrows out away from the body so not to stab oneself with the arrow.
- Carry the arrows with tips facing down when returning arrows to the launching point.
- **NO ONE** is to pick up their bow until all participants are behind the red rope and the teachers/supervisor has said "**Bows Up**"

## **Qualifications:**

Supervising adults should hold at a minimum, one of the following qualifications /skills sets or other recognised skillsets/qualifications from another recognised organisation, along with mandatory First Aid/CPR and Working with children check.

- Inhouse staff training from camp staff

# **Risk Matrix and Safety Equipment**

## **Minimum equipment/ facilities: (insert the minimal equipment needed for safe use and participation of the activity)**

### **e.g.**

- Mobile phone
- Insect repellent (participant to supply their own)
- Appropriate clothing and footwear e.g., t-shirts covering shoulders and the waist (no singlets, crop-tops, thongs, crocs etc).
- Instructor will inspect the area and ensure its soundness before commencing the activity.
- Equipment use and maintenance log to be kept or each session.
- Water bottles (participants should not share drinking containers).
- Vehicle access to within a reasonable distance of the activity in case of emergency

- Note: group leader/ teachers are to have their own first aid kit including any asthma puffers and spacers or EpiPen's required.
- Camp Staff to carry small first aid kit for minor cuts and bruises, triangle bandages and snake bite kit.
- School to bring their first aid kit.

DESCRIPTORS				
CATASTROPHIC 40-80	HIGH 16-39	MODERATE 10-16	LOW 1-8	
Unacceptable risk which requires immediate action to reduce or remove the hazard. <b>Senior Management must be notified.</b> <b>Item should be TAKEN OFF LINE till risk reduced</b>	Substitute/modify to reduce, remove, or eliminate associated risks and hazards. Continual review of risk management strategies.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.	

RISK CALCULATION MATRIX		Likelihood				
		Almost Certain 5	Likely 4	Possible 3	Unlikely 2	Rare 1
C o n s e q u e n c e s	<b>Catastrophic 16</b>	80	64	48	32	16
	<b>Major 8</b>	40	32	24	16	8
	<b>Moderate 4</b>	20	16	12	8	4
	<b>Minor 2</b>	10	8	6	4	2
	<b>Insignificant 1</b>	5	4	3	2	1

People Risks				
Recognized Hazard/ Danger	Possible outcome	Initial Matrix Level	Control Strategies (To Reduce or Eliminate Risk)	Revised Matrix Level
Sharp arrows and arrows and Bows Misuse	Cuts, stabbing with pointy end of arrow	16	<ul style="list-style-type: none"> <li>Brief group on correct use of equipment group leader actively supervising.</li> <li>Bows to be locked together between groups.</li> </ul>	4
Participants not pointing bow downrange	Arrow fired at a participant, impalement, cut, puncture wound	16	<ul style="list-style-type: none"> <li>Group briefing prior to starting activity, active supervision to ensure participants are always firing downrange.</li> </ul>	4
Bow string flicking arm	Bruising	6	<ul style="list-style-type: none"> <li>Instruct group on how to use equipment correctly</li> </ul>	2
Slip, trip, fall on ground, stick or on logs	Cut, bruising, bump to head	12	<ul style="list-style-type: none"> <li>Have only 4 participants firing at a time. Ensure participants are walking at all times at activity. No standing on logs especially when wet</li> </ul>	2
Haybales	Haybale falling on participant, Bruising, cuts/lacerations	12	<ul style="list-style-type: none"> <li>Archery Targets and haystack maintained throughout year. No climbing on haybales.</li> </ul>	2
Environmental Risks				
Exposure to elements Sun/ Heat	Sunburn,	10	<ul style="list-style-type: none"> <li>Instructors to ensure all participants wear hats and appropriate clothing and footwear</li> </ul>	2
	Heat stroke	8	<ul style="list-style-type: none"> <li>Seat participants in shade on hot/ sunny days while not participating</li> </ul>	4
	Dehydration	8	<ul style="list-style-type: none"> <li>Ensure participants are encouraged to drink water during the activity.</li> </ul>	4
Severe Weather Possibility of falling trees	Cuts/lacerations, concussion, entrapment, crush injury	24	<ul style="list-style-type: none"> <li>Activity program will be modified on days of severe weather</li> <li>Trees onsite checked regularly for weak limbs</li> </ul>	4
Participants slipping over in wet weather	Cuts, bruises, bump to head, concussion	12	<ul style="list-style-type: none"> <li>Wear appropriate footwear and watch where walking, advise to slow down and walk.</li> </ul>	2
Ant/ insect bites	Adverse reactions. Discomfort.	12	<ul style="list-style-type: none"> <li>Instructors to survey areas for potential hazard and avoid hazards e.g. ant nests.</li> </ul>	4
Equipment Risks				
Arrow/ bow fiberglass splinters	Cuts, impalement bruising	8	<ul style="list-style-type: none"> <li>Equipment checked before each session</li> </ul>	2
Notes				
<b>Adekate Camp:</b> This risk assessment applies to the archery range at Adekate Camp as well. The only difference is that there are no hay bales which eliminates the potential crushing injuries. <b>The Homestead:</b>				

Teacher/ Group Leader Responsibilities	<ul style="list-style-type: none"> <li>● Actively supervise group ensuring that the group is follow the safety instructions.</li> <li>● Attend to any issues with the group (behavioural, disabilities, injuries)</li> <li>● Listen to activity briefings and enforce them during the activity.</li> <li>● Monitor &amp; take charge of behavioural issues if needed and to any pre-existing medical conditions that may affect the participant during the activity.</li> </ul>
Participant Briefing from Instructor should cover:	<ul style="list-style-type: none"> <li>● Session objectives</li> <li>● OH&amp;S Brief</li> <li>● Safety Brief</li> </ul>
<b>Emergency Procedures</b>	
<ol style="list-style-type: none"> <li>1. Conduct First Aid and or evacuation as required. Assistant group leaders to manage and keep group calm.</li> <li>2. Contact Emergency Services via mobile phone.</li> <li>3. Depending on injury: stabilise patient and await ambulance or remove patient to appropriate site to recover if possible and safe for the injured person.</li> <li>4. In the event of serious injury, instructor/teacher to manage group while instructor/ teacher applies first aid to injured participant. Group leader/teacher should stay with injured person until the injured person/s can be stabilised by administered first aid or ambulance.</li> <li>5. Camp staff may use camp vehicles to evacuate the injured person with a teacher/ group leader present in the vehicle while transporting the injured person.</li> </ol>	
Participant Requirements	<ul style="list-style-type: none"> <li>● Follow instructions from the activity leader/ instructor</li> <li>● Sunscreen, hat,</li> <li>● Medication and insect repellent. (if relevant).</li> <li>● Water bottle.</li> <li>● Suitable footwear/ Fully enclosed shoes,</li> <li>● Appropriate clothing e.g., T-shirt or shirt fully covering the shoulders, long shorts no short shorts and warm layers and raincoat during colder weather</li> </ul>



## ACTIVITY: Billy Tea and Damper

### RISK ASSESSMENT AND RISK MANAGEMENT STRATEGY

#### User Guide:

- A - Must be operated by Camp qualified staff
- B - In house training at Camp required before using this equipment
- C - Safe operating procedures must be read and adhered to by all users of this equipment
- D - Does not apply

Activity Type: See guide above	A - Must be operated by Camp qualified staff
Site description & Location:	Billy Tea and Damper area behind the volleyball court @ Log Cabin Camp, behind animal shed @ The Homestead and approx. 80 meters down the track behind the amenities block @ Adequate
Reviewed By:	William Sawtell
Revision Date:	06/02/2025
Next Revision Date:	February 2026
Activity Risk Rating	Medium

#### Activity Scope:

This risk assessment refers to the (insert activity and the scope of the activity, what it includes etc)

#### Minimum Supervision:

- A minimum of 2 instructors are needed for this activity
- Minimum ratio for group leader/teacher to participants 1:10

**Recommendations:** This activity is recommended for grade 3/4 and above. It is highly recommended that the group:

- No running around the fires
- Pay attention to the activity leader's instructions.
- Wear beanies, raincoats and warm layers during winter and long pants and suitable footwear.

#### Qualifications:

All lead Camp staff should hold at a minimum, one of the following qualifications /skills sets or other recognised skillsets/qualifications from another recognised organisation, along with mandatory First Aid/CPR and Working with children check.

- Certificate 3 or 4 in Outdoor Recreation
- Inhouse staff training

## **Risk Matrix and Safety Equipment**

### **Minimum equipment/ facilities:**

- Mobile phone
- Insect repellent (participant to supply their own)
- Appropriate clothing and footwear e.g., t-shirts covering shoulders and the waist (no singlets, crop-tops, thongs, crocs etc).
- Instructor will inspect the area and ensure its soundness before commencing the activity.
- Equipment use and maintenance log to be kept or each session.
- Water bottles (participants should not share drinking containers).
- Vehicle access to within a reasonable distance of the activity in case of emergency

- Note: group leader/ teachers are to have their own first aid kit including any asthma puffers and spacers or EpiPen's required.
- Camp Staff to carry small first aid kit for minor cuts and bruises, triangle bandages and snake bite kit.
- School to bring their first aid kit.

# Risk Matrix Calculator

## DESCRIPTORS

CATASTROPHIC 40-80	HIGH 16-39	MODERATE 10-16	LOW 1-8
Unacceptable risk which requires immediate action to reduce or remove the hazard. <b>Senior Management must be notified.</b> <b>Item should be TAKEN OFF LINE till risk reduced</b>	Substitute/modify to reduce, remove, or eliminate associated risks and hazards. Continual review of risk management strategies.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.

RISK CALCULATION MATRIX		Likelihood				
		Almost Certain 5	Likely 4	Possible 3	Unlikely 2	Rare 1
Consequences	Catastrophic 16	80	64	48	32	16
	Major 8	40	32	24	16	8
	Moderate 4	20	16	12	8	4
	Minor 2	10	8	6	4	2
	Insignificant 1	5	4	3	2	1

People Risks				
Recognized Hazard/ Danger	Possible outcome	Initial Matrix Level	Control Strategies (To Reduce or Eliminate Risk)	Revised Matrix Level
Trip, slip, fall on uneven ground in dark or during the day	Cut, graze, head bump	16	<ul style="list-style-type: none"> <li>Flood lights from basketball court on to light area, participants advised to walk while in area</li> <li>Portable downlights to be used during session</li> <li>Group to be instructed that there is to be no running down to or during the session.</li> </ul>	2
Smoke	Smoke inhalation, asthma attack	16	<ul style="list-style-type: none"> <li>Manage fires to reduce smoke. Encourage participants to sit on the side away from smoke.</li> <li>Group to have known first aider nearby and have asthma puffers and plans ready for any participants with asthma.</li> </ul>	4
Fire, tripping into, touching fire	Burns	16	<ul style="list-style-type: none"> <li>Walking always around the fire and sitting on bottoms (not kneeling) when cooking damper at the fire.</li> </ul>	2
Flying sparks and embers, too close to fire,	Setting clothes on fire, burns,	16	<ul style="list-style-type: none"> <li>Participants to cook over fires as the fires burn down. Sitting on side away from the wind blowing into you.</li> <li>Activity to be modified/postponed if the weather conditions are too windy or the weather is too hot. Using Vic emergencies and in house training to be able to decide on whether the session is safe to go ahead or not.</li> </ul>	2
Hot water from Billy tea	Burns	16	<ul style="list-style-type: none"> <li>Ensure participants are out of the way when taking billy off fire and ensure milk or cold water is added to tea and warn participants before drinking.</li> </ul>	2
Slipping/Falling off logs	Falling awkwardly. Cuts, bruising, fracture head injury	12	<ul style="list-style-type: none"> <li>Supervise participants around seating area and fire brief group to be sensible, otherwise participants may be removed from activity</li> </ul>	6
Environmental Risks				
Exposure to elements Sun/ Heat	Sunburn,	10	<ul style="list-style-type: none"> <li>Instructors to ensure all participants wear hats and appropriate clothing and footwear.</li> <li>Sunscreen to be made available to participants.</li> </ul>	2
	Heat stroke	8	<ul style="list-style-type: none"> <li>Seat participants in shade on hot/ sunny days while not participating.</li> <li>Activity to be modified/postponed in hot and or windy conditions. Instructors trained to make decisions.</li> </ul>	4
	Dehydration	8	<ul style="list-style-type: none"> <li>Ensure participants are encouraged to drink water during the activity.</li> </ul>	4
Severe Weather Possibility of falling trees	Entrapment, crush injury	24	<ul style="list-style-type: none"> <li>Activity program will be modified on days of severe weather</li> <li>Trees onsite checked regularly for weak limbs and removed if unsafe and posing risk</li> </ul>	3
Participants slipping over in wet weather	Cuts, bruises, bump to head, concussion	16	<ul style="list-style-type: none"> <li>Wear appropriate footwear and watch where walking, advise to slow down and walk.</li> </ul>	4
Bushfire -wind blowing	Campfire go out of control,	32	<ul style="list-style-type: none"> <li>DO NOT light fire on fire ban days, check and</li> </ul>	8

fire embers to surrounding grass and trees	sparks alighting surrounding areas		clear any dangerous surrounding areas, have access to water supply. • Instructor to modify/postpone/cancel activity if required.	
Ant/ insect bites	Adverse reactions. Discomfort.	12	• Instructors to survey areas for potential hazard and to locate group away from hazards e.g. ant nests.	4
<b>Equipment Risks</b>				
Hot damper stick, damper stick on fire	Burn	16	• Group briefing for whole group on how to use damper sticks. Instructors and group leaders to actively supervise participants to ensure	4
Wood sticking out of fire	Cut, graze, laceration, burn	8	• Fires monitored by L.C.C. Staff to ensure area surrounding fire is safe.	4
Piece of wood rolling out of fire	Burns from piece of wood rolling out of fire	24	• Instructors to monitor fires and ensure they are to be contained in fire pits. Participants briefed at beginning not to touch fires	4

Teacher/ Group Leader Responsibilities	<ul style="list-style-type: none"> <li>Inform &amp; liaise with activity staff regarding any potential issues with the group (behavioural, disabilities, injuries)</li> <li>Listen to activity briefings and assist staff in procedural aspects of the session as required, such as helping students to belay under the supervision of activity staff and assist with behaviour management.</li> <li>Monitor &amp; take charge of behavioural issues if needed and to any pre-existing medical conditions that may affect the participant during the activity.</li> </ul>
Participant Briefing from Instructor should cover	<ul style="list-style-type: none"> <li>OH&amp;S Brief</li> <li>Safety Brief</li> </ul>
<b>Emergency Procedures</b>	
<ol style="list-style-type: none"> <li>Conduct First Aid and or evacuation as required. Assistant group leaders to manage and keep group calm.</li> <li>Contact Emergency Services via mobile phone.</li> <li>Depending on injury: stabilise patient and await ambulance or remove patient to appropriate site to recover.</li> <li>In the event of serious injury, instructor to escort group back to camp while teacher and back-up L.C.C. Staff stay with injured person until the injured person/s can be stabilised by administered first aid or ambulance.</li> <li>Camp staff may use camp vehicles to evacuate the injured person with a teacher/ group leader present in the vehicle while transporting the injured person.</li> </ol>	

Participant Requirements	<ul style="list-style-type: none"><li>● Follow instructions from the activity leader/ instructor</li><li>● Sunscreen, hat,</li><li>● Medication and insect repellent. (if relevant).</li><li>● Water bottle.</li><li>● Suitable footwear/ Fully enclosed shoes,</li><li>● Appropriate clothing e.g., T-shirt or shirt fully covering the shoulders, long shorts no short shorts and warm layers and raincoat during colder weather</li></ul>
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## ACTIVITY: Boule

### RISK ASSESSMENT AND RISK MANAGEMENT STRATEGY

#### User Guide:

- A - Must be operated by Camp qualified staff**
- B - In house training at Camp required before using this equipment**
- C - Safe operating procedures must be read and adhered to by all users of this equipment**
- D - Does not apply**

Activity Type: See guide above	<b>C - Safe operating procedures must be read and adhered to by all users of this equipment</b>
Site description & Location:	Grounds/oval
Reviewed By:	William Sawtell
Revision Date:	06/02/2025
Next Revision Date:	February 2025
Activity Risk Rating	Low

#### Activity Scope:

This risk assessment refers to Boule which is a camp leader/teacher lead activity.

#### Minimum Supervision:

- Supervision is required for this activity for younger groups.
- Ratios for this activity depend on the ratio regulations of the group involved 1:10 for group leader/teacher to participants

**Recommendations:** Recommended for grade 3/4 and above.

It is highly recommended that the group:

- Pay attention to the activity leaders' instructions.
- Wear beanies, raincoats and warm layers during winter and long pants and suitable footwear.

#### Qualifications:

All lead camp staff should hold at a minimum, one of the following qualifications /skills sets or other recognised skillsets/qualifications from another recognised organisation, along with mandatory First Aid/CPR and Working with children check.

# Risk Matrix and Safety Equipment

## Minimum equipment/ facilities:

- Mobile phone
- Insect repellent (participant to supply their own)
- Appropriate clothing and footwear e.g., t-shirts covering shoulders and the waist (no singlets, crop-tops, thongs, crocs etc).
- Water bottles (participants should not share drinking containers).
- Vehicle access to within a reasonable distance of the activity in case of emergency

DESCRIPTORS				
	CATASTROPHIC 40-80	HIGH 16-39	MODERATE 10-16	LOW 1-8
	Unacceptable risk which requires immediate action to reduce or remove the hazard. <b>Senior Management must be notified.</b> <b>Item should be TAKEN OFF LINE till risk reduced</b>	Substitute/modify to reduce, remove, or eliminate associated risks and hazards. Continual review of risk management strategies.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.

RISK CALCULATION MATRIX		Likelihood				
		Almost Certain 5	Likely 4	Possible 3	Unlikely 2	Rare 1
C o n s e q u e n c 	Catastrophic 16	80	64	48	32	16
	Major 8	40	32	24	16	8
	Moderate 4	20	16	12	8	4
	Minor 2	10	8	6	4	2
	Insignificant 1	5	4	3	2	1

People Risks								
Recognized Hazard/ Danger	Possible outcome	Initial Matrix Level	Control Strategies (To Reduce or Eliminate Risk)	Revised Matrix Level				
Hit in head by a Boule being thrown	Cuts, bruises, head wound, concussion, death	24	<ul style="list-style-type: none"> <li>Instructions before activity that everyone is to stay away from person throwing boule. Person throwing boule is to throw underarm and, on the field, away from people. Supervision required.</li> </ul>	4				
Dropping Boule ball or box full of balls on foot/Leg	Cuts, bruises	12	<ul style="list-style-type: none"> <li>Boule boxes checked regularly for damage to handles. Ensure lock on box is closed before picking up box. Instructions on safe manual handling given.</li> </ul>	4				
Environmental Risks								
Exposure to elements Sun/ Heat	Sunburn,	12	<ul style="list-style-type: none"> <li>Instructors to ensure all participants wear hats and appropriate clothing and footwear</li> </ul>	4				
	Heat stroke	8	<ul style="list-style-type: none"> <li>Seat participants in shade on hot/ sunny days while not participating</li> </ul>	4				
	Dehydration	8	<ul style="list-style-type: none"> <li>Ensure participants are encouraged to drink water during the activity.</li> </ul>	4				
Severe Weather Possibility of falling trees	Entrapment, crush injury	24	<ul style="list-style-type: none"> <li>Activity program will be modified on days of severe weather</li> <li>Trees onsite checked regularly for weak limbs and removed if needed</li> </ul>	4				
Participants slipping over in wet weather	Cuts, bruises, bump to head, concussion	16	<ul style="list-style-type: none"> <li>Wear appropriate footwear and watch where walking, advise to slow down and walk.</li> </ul>	4				
Ant/ insect bites	Adverse reactions. Discomfort.	16	<ul style="list-style-type: none"> <li>Instructors to survey areas for potential hazard and to locate group away from hazards e.g., ant nests.</li> </ul>	4				
Equipment Risks								
Handle for boule balls breaks during transportation	Bruising	6	<ul style="list-style-type: none"> <li>Boule boxes checked regularly for damage to handles. Ensure lock on box is closed before picking up box. Instructions on safe manual handling given.</li> </ul>	2				
Teacher/ Group Leader Responsibilities	<ul style="list-style-type: none"> <li>Listen to activity briefings and assist staff in procedural aspects of the session as required, such as helping students to belay under the supervision of activity staff and assist with behaviour management.</li> <li>Monitor &amp; take charge of behavioural issues if needed and to any pre-existing medical conditions that may affect the participant during the activity.</li> </ul>							
Participant Briefing should cover	<ul style="list-style-type: none"> <li>OH&amp;S Brief</li> <li>Safety Brief</li> </ul>							
Emergency Procedures								
<ol style="list-style-type: none"> <li>Conduct First Aid and or evacuation as required. Assistant group leaders to manage and keep group calm.</li> <li>Contact Emergency Services via mobile phone.</li> <li>Depending on injury: stabilise patient and await ambulance or remove patient to appropriate site to recover.</li> <li>In the event of serious injury, instructor to escort group back to camp while teacher and back-up L.C.C. Staff stay with injured person until the injured person/s can be stabilised by administered first aid or ambulance.</li> </ol>								

Participant Requirements	<ul style="list-style-type: none"><li>● Follow instructions from the activity leader/ instructor</li><li>● Sunscreen, hat,</li><li>● Medication and insect repellent. (if relevant).</li><li>● Water bottle.</li><li>● Suitable footwear/ Fully enclosed shoes,</li><li>● Appropriate clothing e.g., T-shirt or shirt fully covering the shoulders, long shorts no short shorts and warm layers and raincoat during colder weather</li></ul>
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## ACTIVITY: Bucking Bull

### RISK ASSESSMENT AND RISK MANAGEMENT STRATEGY

#### User Guide:

- A - Must be operated by Log Cabin Camp qualified staff
- B - In house training at Log Cabin Camp required before using this equipment
- C - Safe operating procedures must be read and adhered to by all users of this equipment
- D - Does not apply

Activity Type: See guide above	C - Safe operating procedures must be read and adhered to by all users of this equipment
Site description & Location:	Bucking Bull beside oval
Reviewed By:	William Sawtell
Revision Date:	06/02/2025
Next Revision Date:	February 2026
Activity Risk Rating	Medium

#### Activity Scope:

This risk assessment refers to the bucking bull which is a free time activity.

#### Minimum Supervision:

- An adult should be supervising the general area of the swing slides and dam when students are having free time.

**Recommendations:** Recommended for grade 3/4 and above.

It is highly recommended that:

- Pay attention to the bucking bull instructions on the signpost.
- Do not use in summer on hot days when bull is in direct sunlight as it gets very hot.
- Wear beanies, raincoats and warm layers during winter and long pants and suitable footwear.

**Qualifications:**

No qualifications are needed for this activity however a supervising adult should be floating during free time and have first Aid/CPR and Working with children check or Victorian teaching certificate.

# Risk Matrix and Safety Equipment

**Minimum equipment/ facilities:** The School to bring their first aid kit and supervising teacher should have a mobile phone.

DESCRIPTORS				
	CATASTROPHIC 40-80	HIGH 16-39	MODERATE 10-16	LOW 1-8
	Unacceptable risk which requires immediate action to reduce or remove the hazard. <b>Senior Management must be notified.</b> <b>Item should be TAKEN OFF LINE till risk reduced</b>	Substitute/modify to reduce, remove, or eliminate associated risks and hazards. Continual review of risk management strategies.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.

RISK CALCULATION MATRIX		Likelihood				
		Almost Certain 5	Likely 4	Possible 3	Unlikely 2	Rare 1
Consequences	<b>Catastrophic 16</b>	<b>80</b>	<b>64</b>	<b>48</b>	<b>32</b>	<b>16</b>
	<b>Major 8</b>	<b>40</b>	<b>32</b>	<b>24</b>	<b>16</b>	<b>8</b>
	<b>Moderate 4</b>	<b>20</b>	<b>16</b>	<b>12</b>	<b>8</b>	<b>4</b>
	<b>Minor 2</b>	<b>10</b>	<b>8</b>	<b>6</b>	<b>4</b>	<b>2</b>
	<b>Insignificant 1</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>

People Risks				
Recognized Hazard/ Danger	Possible outcome	Initial Matrix Level	Control Strategies (To Reduce or Eliminate Risk)	Revised Matrix Level
Falling off	Cut, graze, bruising, fracture, Head bump, concussion	10	<ul style="list-style-type: none"> <li>Rider must wear helmet supplied. Instruct rider to be holding on at the front with both hands. Bystanders moving bull should not be too vigorous when shaking it.</li> <li>Adult supervision required.</li> </ul>	2
Shakers hand getting caught in chain	Cut, graze, bruising,	10	<ul style="list-style-type: none"> <li>Chains to be covered in rubber and checked regularly that rubber/plastic is still in place</li> </ul>	2
Crushing under barrel	Bruising, potential fracture	8	<ul style="list-style-type: none"> <li>Active supervision and signage being put up identifying clear rules to avoid.</li> </ul>	2
Environmental Risks				
Exposure to elements Sun/ Heat	Sunburn,	12	<ul style="list-style-type: none"> <li>Instructors to ensure all participants wear hats and appropriate clothing and footwear</li> <li>Sunscreen to be made available by teachers and camp staff.</li> </ul>	4
	Heat stroke	8	<ul style="list-style-type: none"> <li>Seat participants in shade on hot/ sunny days while not participating</li> </ul>	4
	Dehydration	8	<ul style="list-style-type: none"> <li>Ensure participants are encouraged to drink water during the activity.</li> </ul>	4
Severe Weather Possibility of falling trees	Entrapment, crush injury	24	<ul style="list-style-type: none"> <li>Activity program will be modified on days of severe weather</li> <li>Trees onsite checked regularly for weak limbs and removed if needed</li> </ul>	4
Ant/ insect bites	Adverse reactions. Discomfort.	12	<ul style="list-style-type: none"> <li>Instructors to survey areas for potential hazard and to locate group away from hazards e.g. ant nests.</li> </ul>	4
Equipment Risks				
Hot metal	Burn	16	Where long pants when the surface is hot. Bull not to be used when the temperature is 25+ and the bull has been sitting in direct sunlight for hours	4

Teacher/ Group Leader Responsibilities	<ul style="list-style-type: none"> <li>Actively supervise and monitor free time area &amp; take charge of behavioural issues if needed and to any pre-existing medical conditions that may affect the participant during the activity.</li> </ul>
Participant Briefing from Instructor should cover	<ul style="list-style-type: none"> <li>Safety Brief</li> <li>Must wear a helmet</li> </ul>
Emergency Procedures	
<ol style="list-style-type: none"> <li>Conduct First Aid and or evacuation as required. Assistant group leaders to manage and keep group calm. Contact Emergency Services via mobile phone.</li> <li>Depending on injury: stabilise patient and await ambulance or remove patient to appropriate site to recover if possible and safe for the injured person.</li> <li>Log Cabin Camp staff may use camp vehicles to evacuate the injured person with a teacher/ group leader present in the vehicle while transporting the injured person.</li> </ol>	

Participant Requirements	<ul style="list-style-type: none"><li>● Follow instructions from the activity leader/ instructor</li><li>● Sunscreen, hat,</li><li>● Medication and insect repellent. (if relevant).</li><li>● Water bottle.</li><li>● Suitable footwear/ Fully enclosed shoes,</li><li>● Appropriate clothing e.g., T-shirt or shirt fully covering the shoulders, long shorts no short shorts and warm layers and raincoat during colder weather</li></ul>
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## ACTIVITY: BUNGEE TRAMPOLINE

### RISK ASSESSMENT AND RISK MANAGEMENT STRATEGY

#### User Guide:

- A - Must be operated by Log Cabin Camp qualified staff
- B - In house training at Log Cabin Camp required before using this equipment
- C - Safe operating procedures must be read and adhered to by all users of this equipment
- D - Does not apply

Activity Type:	See guide above	A - Must be operated by Log Cabin Camp qualified staff
Site description & Location:	Bungee Trampoline next to the Barn and Giant Swing	
Reviewed By:	William Sawtell	
Revision Date:	06/02/2025	
Next Revision Date:	February 2026	
Activity Risk Rating	Medium - High	

#### Activity Scope:

This risk assessment refers to the bungee trampoline.

#### Minimum Supervision:

- 1 Instructor is required for this activity
- A teacher or group leader should also be present for this activity.

**Recommendations:** This activity is recommended for campers 5 and above.

It is highly recommended that the group:

- Pay attention to the activity leader's instructions.
- Wear beanies, raincoats, and warm layers during winter and long pants no short shorts
- Each participant will get 3min each to jump. With transition time about 16-17 people can have a go in an hour.

### **Qualifications:**

All lead L.C.C staff should hold at a minimum, one of the following qualifications /skills sets or other recognised skillsets/qualifications from another recognised organisation, along with mandatory First Aid/CPR and Working with children check.

- Inhouse staff training
- Certificate 3 or 4 in Outdoor Recreation or equivalent

# **Risk Matrix and Safety Equipment**

### **Minimum equipment/ facilities:**

- Mobile phone
- Insect repellent (participant to supply their own)
- Appropriate clothing and footwear e.g., t-shirts covering shoulders and the waist (no singlets, crop-tops, thongs, crocs etc).
- Instructor will inspect the area and ensure its soundness before commencing the activity.
- Equipment use and maintenance log to be kept or each session.
- Water bottles (participants should not share drinking containers).
- Vehicle access to within a reasonable distance of the activity in case of emergency

- Note: group leader/ teachers are to have their own first aid kit including any asthma puffers and spacers or EpiPen's required.
- School to bring their first aid kit.

DESCRIPTORS				
CATASTROPHIC 40-80	HIGH 16-39	MODERATE 10-16	LOW 1-8	
Unacceptable risk which requires immediate action to reduce or remove the hazard. <b>Senior Management must be notified.</b> <b>Item should be TAKEN OFF LINE till risk reduced</b>	Substitute/modify to reduce, remove, or eliminate associated risks and hazards. Continual review of risk management strategies.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.	

RISK CALCULATION MATRIX		Likelihood				
		Almost Certain 5	Likely 4	Possible 3	Unlikely 2	Rare 1
C o n s e q u e n c e s	<b>Catastrophic 16</b>	<b>80</b>	<b>64</b>	<b>48</b>	<b>32</b>	<b>16</b>
	<b>Major 8</b>	<b>40</b>	<b>32</b>	<b>24</b>	<b>16</b>	<b>8</b>
	<b>Moderate 4</b>	<b>20</b>	<b>16</b>	<b>12</b>	<b>8</b>	<b>4</b>
	<b>Minor 2</b>	<b>10</b>	<b>8</b>	<b>6</b>	<b>4</b>	<b>2</b>
	<b>Insignificant 1</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>

People Risks				
Recognized Hazard/ Danger	Possible outcome	Initial Matrix Level	Control Strategies (To Reduce or Eliminate Risk)	Revised Matrix Level
Attempting flips before operator has participant at appropriate height	Landing awkwardly and injuring self, bruising, fracture, soft tissue injury, neck/head injury, possible spinal injury	32	<ul style="list-style-type: none"> <li>Participant to follow instructor's voice commands always. Activity turn to end if participant is not compliant.</li> </ul>	2
Users in activity area tripping on surroundings.		16	<ul style="list-style-type: none"> <li>Reminder in activity briefing to be careful and walk slowly around activity. Do not enter the jumping zone walk around the back of the giant swing not next to the winch.</li> </ul>	2
Participant struck by carabiner while walking underneath	Cut, bruising, soft tissue injury, injury to eye/ head			
Environmental Risks				
Exposure to elements Sun/ Heat	Sunburn,	10	<ul style="list-style-type: none"> <li>Instructors to ensure all participants wear hats and appropriate clothing and footwear</li> </ul>	2
	Heat stroke	8	<ul style="list-style-type: none"> <li>Seat participants in shade on hot/ sunny days while not participating</li> </ul>	4
	Dehydration	8	<ul style="list-style-type: none"> <li>Ensure participants are encouraged to drink water during the activity.</li> </ul>	4
Severe Weather Possibility of falling trees	Entrapment, crush injury	24	<ul style="list-style-type: none"> <li>Activity program will be modified on days of severe weather</li> <li>Trees onsite checked regularly for weak limbs and removed if needed</li> </ul>	2
Struck by lightning	Electrocution	16	<ul style="list-style-type: none"> <li>Activity to be cancelled on days where flash to bang ratio is less than 30 secs between clashes of thunder</li> </ul>	2
Mis jump due to extreme wind	Landing awkwardly and injuring self, bruising, fracture, soft tissue injury, neck/head injury, possible spinal injury	48	<ul style="list-style-type: none"> <li>Activity to be cancelled on days where wind speeds are higher than 35 kmph</li> </ul>	4
Ant/ insect bites	Adverse reactions. Discomfort.	12	<ul style="list-style-type: none"> <li>Instructors to survey areas for potential hazard and to locate group away from hazards e.g. ant nests.</li> </ul>	4
Participants slipping over in wet weather	Cuts, bruises, bump to head, concussion	16	<ul style="list-style-type: none"> <li>Wear appropriate footwear and watch where walking, advise to slow down and walk.</li> </ul>	2
Equipment Risks				
Cords breaking and causing participant to fall	Landing awkwardly and injuring self, bruising, fracture, soft tissue injury, neck/head injury, possible spinal injury	24	<ul style="list-style-type: none"> <li>Daily checks on equipment before use and quarterly checks on equipment</li> </ul>	4
Winch cable breaking				

Teacher/ Group Leader Responsibilities	<ul style="list-style-type: none"> <li>● Inform &amp; liaise with activity staff regarding any potential issues with the group (behavioural, disabilities, injuries)</li> <li>● Listen to activity briefings and assist staff in procedural aspects of the session as required, such as helping students to belay under the supervision of activity staff and assist with behaviour management.</li> <li>● Monitor &amp; take charge of behavioural issues if needed and to any pre-existing medical conditions that may affect the participant during the activity.</li> </ul>
Participant Briefing from Instructor should cover	<ul style="list-style-type: none"> <li>● Session objectives and challenge by choice</li> <li>● OH&amp;S Brief</li> <li>● Safety Brief</li> </ul>
<b>Emergency Procedures</b>	
<ol style="list-style-type: none"> <li>1. Conduct First Aid and or evacuation as required. Assistant group leaders to manage and keep group calm.</li> <li>2. Contact Emergency Services via mobile phone.</li> <li>3. Depending on injury: stabilise patient and await ambulance or remove patient to appropriate site to recover if possible and safe for the injured person.</li> <li>4. In the event of serious injury, instructor/teacher to manage group while instructor/ teacher applies first aid to injured participant. Group leader/teacher should stay with injured person until the injured person/s can be stabilised by administered first aid or ambulance.</li> <li>5. Log Cabin Camp staff may use camp vehicles to evacuate the injured person with a teacher/ group leader present in the vehicle while transporting the injured person.</li> </ol>	
Participant Requirements	<ul style="list-style-type: none"> <li>● Follow instructions from the activity leader/ instructor</li> <li>● Sunscreen, hat,</li> <li>● Medication and insect repellent. (if relevant).</li> <li>● Water bottle.</li> <li>● Suitable footwear/ Fully enclosed shoes,</li> <li>● Appropriate clothing e.g., T-shirt or shirt fully covering the shoulders, long shorts no short shorts and raincoat during colder weather</li> </ul>