

BUSHFIRE PREPAREDNESS Risk Assessment

Notes:

- Where a [CARA guideline](#) exists and the activity requirements of the guideline cannot be met, this generic template should be used for support in determining modifications or alternative controls to ensure an equivalent level of safety.
- Where a CARA activity guideline does not exist, use this generic template in conjunction with the [CARA planner](#) to identify risks relevant to the activity.
- Any activity conducted off site requires parent/carer consent, irrespective of risk level. Refer to the [School excursions and international school study tours](#) procedure and the *Excursion Planner* in OneSchool.

Activity scope

Describe the details of the activity to which this risk assessment applies.

Tunnel Ridge Ranch is located in and around natural bushland and national park lands. The potential for a bushfire that would impact the camp is possible. There are numerous steps to ensure the safety of all campers, staff, animals, and property in the event of a bushfire.

Inherent ¹ risk level			Action required
<input type="checkbox"/>	Low	Little chance of incident or injury	– Document the activity within the three levels of planning.
X	Medium	Some chance of an incident and injury requiring first aid	– Document the activity within the three levels of planning. – A OneSchool CARA record may also be required in accordance with school-based decisions.
<input type="checkbox"/>	High	Likely chance of a significant incident and injury requiring medical treatment	– Document the activity within the three levels of planning. – Complete a CARA record in OneSchool. – Obtain approval from the principal or school leader (i.e. DP, HOD, HOSES, HOC) prior to conducting this activity. This approval is automatically requested in OneSchool when the CARA record is completed. – Obtain and document parent consent (highly recommended).

¹ The inherent risk level is determined before any control measures are put in place. Refer to the [CARA planner](#).

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Inherent ¹ risk level			Action required
<input type="checkbox"/>	Extreme	High chance of a serious incident resulting in highly debilitating injury	<ul style="list-style-type: none"> – An alternative activity must be considered. If the activity is essential for delivery of the curriculum, control measures must be implemented to reduce the risks to achieve comparable learning outcomes. – Document the activity within the three levels of planning. – Complete a CARA record in OneSchool. – Obtain approval from principal prior to conducting this activity. This approval is automatically requested in OneSchool when the CARA record is completed. – Obtain and document parent consent (mandatory).



Planning considerations

Incorporate the following factors when planning risk management strategies for this activity.

Which students will be involved?

- The number of participants, size of student groups and students' capabilities are considered e.g. age, experience, competence, fitness, maturity.
- Any individual participant needs e.g. personalised learning, support provisions are considered (including behaviour support plans), health management (including health plans and prescribed medication requirements) that may require additional supervision ratios or identification (including uniforms, hats and/or high visibility wrist bands).

Where will the students be?

- The location of the activity is considered e.g. remote/easily accessible, public /private, school/classroom/workshop or other.
- The number of participants is appropriate for the available space.
- If outdoors, sun safe strategies are implemented, weather and environmental conditions are assessed before and during activity (e.g. temperature, storms, water currents, tides), and strategies to reduce the likelihood of viruses, allergies and skin infections caused by insects (e.g. ticks, mosquitoes, spiders) and other animals are applied.
- The site is checked for hazards (e.g. poisonous plants, dangerous animals, uneven terrain, barbed wire) and necessary controls implemented.
- The nature of the activity is considered to ascertain whether safety/exclusion zones or spectator zones are appropriate.
- Activities are appropriately situated in relation to buildings, pedestrians, members of the public, vehicles and other activities e.g. designated areas for activity, spectators and vehicles are established.

What will the students be doing?

- The nature and duration of the activity is considered i.e. need for drinking water, food, rest, appropriate clothing, warm-up and warm-down.
- Instruction in rules, pre-requisite skills and safety procedures is provided to participants.
- Student skills are developed in a progressive and sequential manner.
- First aid and emergency medical treatment provisions are appropriate for the type of activity and location e.g. first aid kit, first aid trained personnel, Ventolin®, EpiPen®, and students' personal prescribed medications as required in health plans are available.
- Emergency response strategies are in place that include, but not limited to, communication plans (e.g. mobile phone, walkie talkie), safety induction, evacuation plans.
- Hair, clothing, footwear and jewellery are worn in a manner that is appropriate and safe for the activity.
- Personal items, e.g. drink bottles, towels and mouthguards, are not shared between participants.

What will the students be using?

- Instruction in safety procedures and safe handling of equipment is provided.
- All equipment (including protective equipment) is suitable for the activity, properly maintained, appropriately used and complies with the relevant safety standard.
- [CARA guidelines](#) are adhered to for the use of equipment, compliance of equipment and appropriate work processes.

Who will be leading the activity?

- A registered teacher will have overall responsibility for the activity.
- Sufficient adult supervision is in place to manage the activity safely (including in emergency situations).
- The activity leader has the expertise (formal qualifications) or competence (knowledge and skills) to plan, induct, instruct and manage the activity safely for participants and others.
- There are sufficient supervisors present (or within ready access) who possess current First Aid qualifications, CPR training and anaphylaxis training (if needed).
- A safety induction session (including designation of roles) is conducted with all supervisors prior to the commencement of the activity outlining risk management processes and emergency response strategies for the activity.
- Supervisors are active in their supervision, visible and are readily identifiable to participants.
- Blue Card requirements are adhered to for all supervising leaders/volunteers.

Activity requirements

Where hazardous chemicals are used or generated by the activity (e.g. dust, gas, fumes), complete the [Chemical hazards in the curriculum template](#) and attach it to this risk assessment. Where the overall risk level conclusion for the use of a hazardous chemical is extreme, the activity must not proceed, as risks are not effectively controlled.

Provide pertinent information about supervisor qualifications, supervision ratios², parent/carer consent, industry regulations or guidelines, facility/equipment specifications, travel requirements, safety induction procedures.

All activities at Tunnel Ridge Ranch would be impacted in the event of a large scale bush fire in the immediate surroundings. Constant surveillance and contact by TRR management with local SES and RFS contacts during heightened bush fire seasons is our main priority. All other TRR Staff are expected to watch for signs of ignition or sudden onset of a bushfire on our near the property. Fire preparedness is a high priority for TRR management and Emergency Procedures are in place and posted around the property in plain sight. All Management and Program Coordinators are trained in TRR Emergency Procedures, particularly for bush fire procedures.

Hazards and control measures

Information on managing common hazards and risks in the school environment can be found at [Hazards and risks](#).

Add rows to the table as necessary.

Hazards	Planned control measures
e.g. Dehydration	Drink breaks will occur every 30 minutes and drinks will be available for individuals between drink breaks.
See attached Bush Fire Procedures Document and Emergency Management Plan Section on Fire	

Note: **Attach** any additional, pertinent risk assessment information (e.g. supplied by activity providers) to this document.

Monitoring and Review (to be completed during and/or after the activity.)	Yes	No
Have additional hazards been identified?	<input type="checkbox"/>	<input type="checkbox"/>
Were the control measures effective?	<input type="checkbox"/>	<input type="checkbox"/>
Are further or different actions required?	<input type="checkbox"/>	<input type="checkbox"/>
Details:		

² The department does not provide supervision ratios. The supervision will ultimately depend on the students participating in the activity, the foreseeable risks and the conditions required to manage the activity safely. Industry guidelines must be consulted (if available) to support principals in making final decisions about supervision ratios.

TUNNEL RIDGE RANCH ASSOCIATION INC.

EMERGENCY MANAGEMENT MANUAL

FIRE

In the event of a FIRE IN A BUILDING:

Group leaders and Tunnel Ridge Ranch Staff should:-

- ✎ Alert all persons nearby and request assistance;
- ✎ Assist any person in immediate danger (only if safe to do so);
- ✎ Close the door on the fire to contain the spread (only if safe to do so);
- ✎ Call the fire brigade on 000 and notify Paul & Cheryl Fishburn or TRR Board;
- ✎ Extinguish the fire (only if safe to do so);
- ✎ If threat to life exists, evacuate immediately, closing all doors;
- ✎ Check that all areas have been cleared and inform the site manager;
- ✎ Control the movement of occupants to the Evacuation Assembly Area;
- ✎ Maintain control of persons at the Evacuation Assembly Area, checking roll to ensure all guests are in attendance.

In the event of a BUSH FIRE:

Group leaders and Tunnel Ridge Ranch staff should:-

- ✎ Alert all persons nearby and request assistance;
- ✎ Assist any person in immediate danger (only if safe to do so);
- ✎ Call the fire brigade on 000 and Paul & Cheryl Fishburn or TRR Board;
- ✎ Extinguish the fire (only if safe to do so);
- ✎ Call all Guests to the Dining Room, checking roll to ensure all guests are in attendance.
- ✎ In the event that the Rural Fire Service determines that evacuation of the site is required (only in the event of a major bush fire and with more than 4 hours notice), Emergency Personal will arrange for evacuation.
- ✎ If deemed necessary, and at the appropriate time, the external Building Protection Sprinklers will be turned on, as will the emergency power supply.

TUNNEL RIDGE RANCH - BUSH FIRE PROCEDURES
PUT YOUR DUCKS IN A ROW
PRAY
FAMILY - CAMPERS - ANIMALS
PACK personal items ready to go!
PACK work computers etc. ready to go!
IMPLEMENT Building Protection

PREPERATION BEFORE FIRE SEASON
<ul style="list-style-type: none"> • Equipment ready
<ul style="list-style-type: none"> • Personal plans in place
<ul style="list-style-type: none"> • Water Tanks have sufficient water
STAGE 1 - LIVE Evacuation
<ul style="list-style-type: none"> • Personal Evacuation
<ul style="list-style-type: none"> • Camper Evacuation
STAGE 2 – BUSINESS & HORSES Evacuation
<ul style="list-style-type: none"> • Work computers etc.
<ul style="list-style-type: none"> • Horses Evacuation
STAGE 3 – BUILDING PROTECTION
<ul style="list-style-type: none"> • Block all pipes from roof water to tanks (<i>put cut off valves in</i>)
<ul style="list-style-type: none"> • Run water into all gutters until full
<ul style="list-style-type: none"> • ONE DAY – put pipes around all buildings to spray water on timber cladding
FINAL EVACUATION:
Make sure YOU leave the property allowing sufficient time to get to a safe place.
LATE OPTIONS:
<ul style="list-style-type: none"> • Put PDF on
<ul style="list-style-type: none"> • Get to the Ewen Maddock Dam cause way
<ul style="list-style-type: none"> • Get into TRR swimming Dam
<ul style="list-style-type: none"> • If possible, take canoe capsize and use air underneath

EQUIPMENT:

- Sprinklers for roof's
- Hoses
- Turn off valves at tanks
- Water tanks % full
- Radio & Batteries
- Bus Phone Numbers
- Fire Phone Numbers
- Torches & Batteries
- Phone charged

PERSONAL:

- Personal prep to be in place ready to go, so staff and management can focus fully on campers.
- Ensure your personal family members are in a safe place before HWY is closed (*eg Family to Brisbane*)
- Ensure pets are in a safe place (*e.g. Bronte to Laurens*)
- Pack Personal Memorable items (*Photos, Bible, Guns, etc.*) in car or with family ready if you need to evacuate.

CAMPER EVACUATION:

1. Contact school and discuss procedure to be taken
2. Check list of all students/teachers/parents & staff before evacuation
3. Evacuate back to their school
4. Evacuate to Landsborough S.S. or Sports Oval or Railway Station
5. Evacuate to cause way in front of 101 Kowald Rd, quietly lie down in middle of causeway

WORK:

- Pack Computers
- Pack Hard Drives
- Pack Files?

HORSES:

1. Fill up all paddock water troughs
2. Depending on direction of fire move into relevant paddocks
3. If worse open all gates within property to let the horses move away from fire
4. In worst case open all exterior gates? (*would this be a hazard to human lives*)

BUILDING PROTECTION:

- Block all pipes from roof water to tanks (*put cut off valves in*)
- Run water into all gutters until full
- ONE DAY – put pipes around all buildings to spray water on timber cladding

FINAL EVACUATION:

Make sure YOU leave the property allowing sufficient time to get to a safe place.

OPTIONS if too late:

- Put PDF on
- Get to the Ewen Maddock Dam cause way
- Get into TRR swimming Dam
- If possible, take canoe capsize and use air underneath