

CAMP FIRE Risk Assessment 2020 TRR

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

This guideline relates to students participation in CAMP FIRE at Tunnel Ridge Ranch. This activity is conducted Outdoors.

Inherent ¹ risk level			Action required
<input type="checkbox"/>	Low	Little chance of incident or injury	<ul style="list-style-type: none"> Document the activity within the three levels of planning.
X	Medium	Some chance of an incident and injury requiring first aid	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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).
<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).

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

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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.

See Attached information

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 information	

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

See Attached Information

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.

Curriculum Activity Risk Assessment

CAMP FIRE

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Note: Use this Risk Assessment for a **high** or **extreme** risk activity where a Curriculum Activity Risk Assessment Guideline does not exist. If a [Curriculum Activity Risk Assessment Guideline](#) exists for your activity, it is to be adhered to and completed as your Risk Assessment.

Activity Description: Camp Fire at Tunnel Ridge Ranch		
Teachers/Leaders:		
Class groups:	Number of students (approx.):	
Start date:	Finish Date:	Supervision ratio (approx.):

Use this risk assessment matrix as a guide to assess the inherent risk level. Refer to the attached appendix for further details.

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
5 Almost Certain	Medium	Medium	High	Extreme	Extreme
4 Likely	Low	Medium	High	High	Extreme
3 Possible	Low	Medium	High	High	High
2 Unlikely	Low	Low	Medium	Medium	High
1 Rare	Low	Low	Low	Low	Medium

Indicate the assessed risk level and undertake the actions required for that level of risk.

Inherent Risk Level			Action Required / Approval
<input type="checkbox"/>	Low	Little chance of incident or injury.	<input checked="" type="checkbox"/> Manage through regular planning processes
<input checked="" type="checkbox"/>	Medium	Some chance of an incident and injury requiring first aid.	<input checked="" type="checkbox"/> Document controls in planning documents and/or complete this <i>Curriculum Activity Risk Assessment</i> . <input checked="" type="checkbox"/> Consider obtaining parental/carers permission.
<input type="checkbox"/>	High	Likely chance of a serious incident and injury requiring medical treatment.	<input checked="" type="checkbox"/> A <i>Curriculum Activity Risk Assessment</i> is required to be completed. <input checked="" type="checkbox"/> Principal or head of program (e.g. DP, HOD, HOSES) approval prior to conducting this activity is required. <input checked="" type="checkbox"/> Once approved, activity details are to be entered into the <i>School Curriculum Activity Register</i> . <input checked="" type="checkbox"/> Obtaining parental permission is recommended.
<input type="checkbox"/>	Extreme	High chance of a serious incident resulting in highly debilitating injury.	<input checked="" type="checkbox"/> Consider alternatives to the activity. <input checked="" type="checkbox"/> A <i>Curriculum Activity Risk Assessment</i> is required to be completed. <input checked="" type="checkbox"/> Principal approval prior to conducting this activity is required. <input checked="" type="checkbox"/> Once approved, activity details are to be entered into the <i>School Curriculum Activity Register</i> . <input checked="" type="checkbox"/> Parental/carers permission must be obtained for student participation.

Minimum Standards

Listed below are the general 'minimum' recommendations for the management of **High** and **Extreme** risk activities. For any items you check "No", provide further information on the additional controls to be implemented. For any items that are not applicable, check N/A.

Minimum Supervision and Qualifications				
<input type="checkbox"/>	Registered teacher with minimum qualifications and experience as required by the nature of the activity			
OR				
<input checked="" type="checkbox"/>	Registered teacher and an adult with minimum qualifications required to conduct this activity			
<input checked="" type="checkbox"/>	Sufficient adults with current First Aid qualifications including CPR			
Number of adults supervising the activity:		Teachers	Teacher Aides	Others
<input type="checkbox"/>	Blue Card requirements met			
<p><i>Note: The minimum adult supervision required will depend on the nature of the activity, individual needs, number of students, environment etc.</i></p> <p><i>If the activity is to be conducted by external leaders, obtain a copy of relevant qualifications and risk management information.</i></p>				
<p>Further information:</p> <p>Tunnel Ridge Ranch staff will supervise camp fires with assistance from school staff. Tunnel Ridge Ranch staff carry suitable First Aid Qualifications and kits.</p>				

Minimum Equipment/Facilities for the Activity	Yes	No	N/A
First Aid kit suitable for activity is readily available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Communication system: <input checked="" type="checkbox"/> telephone line at location <input checked="" type="checkbox"/> mobile phone <input type="checkbox"/> walkie talkies <input checked="" type="checkbox"/> student/adult messenger			
Other:			
Sun safety equipment if outdoors (hat, sunscreen, shirt, shade etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Drinking water (students should not share drinking containers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suitable personal protective equipment to be used	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All equipment and facilities comply with relevant safety standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Further information:</p> <p>Students should wear shoes at all times and comply with teachers/instructor's instructions</p>			

Governing Bodies/Associations	Yes	No	N/A
Do guidelines from a governing body exist for this activity?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
If so, have they been referred to and followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Further information:			

Hazards and Control Measures

Listed below are indicative hazards/risks and suggested control measures. They are by no means exhaustive lists. Add details of any other hazards/risks or additional controls you intend to implement. For any items not applicable, please check N/A.

Hazards/Risks	Recommended Control Measures	Yes	No	N/A	Detail how this will be implemented and any additional controls
Students Medical conditions Special needs High-risk behaviours	<ul style="list-style-type: none"> Obtain parental permission, including relevant medical information. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students are required to return a signed permission form
	<ul style="list-style-type: none"> When students with medical conditions are involved, ensure that relevant medical/emergency plans and medications are readily available (i.e. insulin, Ventolin®, EpiPen®, etc). 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exclusion zones are in place and students are instructed to carry any medication necessary (Ventolin etc)
	<ul style="list-style-type: none"> Refer to Individual Education Plan/Educational Adjustment Plan/Behaviour Management Plan and other student documents. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teachers are responsible for informing CYC staff of any existing behaviour issues/plans
	<ul style="list-style-type: none"> Where necessary, obtain advice from relevant Advisory Visiting Teachers or specialist Teachers. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Refer to relevant student management/behaviour plans, or other student records. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Hazards/Risks	Recommended Control Measures	Yes	No	N/A	Detail how this will be implemented and any additional controls
	<ul style="list-style-type: none"> Provide additional supervision. Jewellery can be a serious hazard when undertaking many activities. All forms of jewellery should be considered in terms of the risk it presents for each activity. Procedures should be put in place to ban, dissuade or protect (e.g. tape) the wearing of jewellery accordingly. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Physical Contact with: - other people - flying objects - hard surfaces	<ul style="list-style-type: none"> Instruction in rules, safety procedures and prerequisite skills before participation in the activity. Protective equipment is used where required. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>CYC staff brief students prior to activity commencing</p> <p>Students are required to wear shoes and remove loose clothing</p>
Physical Exertion Strains Sprains Fatigue and exhaustion	<ul style="list-style-type: none"> Appropriate warm-up and warm-down activities. Progressive and sequential skills development. First Aid equipment available - e.g. ice packs, water. Continuously monitor students for signs of fatigue and exhaustion. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	First Aid is available on site and students are monitored continuously for signs of breathing difficulty and/or heat exhaustion
Infection Control Body Fluids (e.g. Blood, saliva) Hygiene Food handling	<ul style="list-style-type: none"> Comply with Infection Control Guideline. Be prepared to deal with student injuries/accidents involving bodily fluids that are possible given the nature of the activity and students. Establish processes to maintain safe hygiene standards. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental Sun safety Weather conditions (e.g. storms, wind) Site hazards (e.g. isolation, heights, fauna, flora, noise, deep water) Vehicles	<ul style="list-style-type: none"> Adopt sun-safe strategies e.g. <ul style="list-style-type: none"> schedule activity early morning/late afternoon activity to be carried out under cover hats, sun-smart clothing, sunscreen. Monitor weather conditions - prepare contingency plan. Check site for hazards and implement controls as necessary. Check site for poisonous plants/dangerous animals. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Weather conditions are continuously monitored. Activity is ceased in the event of electrical storm or other dangerous weather (wind)</p> <p>The site is checked prior to commencement of hazards and poisonous plants/animals</p>

