

GENERAL 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 at Tunnel Ridge Ranch.

| 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.

TUNNEL RIDGE RANCH

GENERAL

Location:

Anywhere on the property or at any off site program activity.

Description:

This is considered General risks that can happen to anyone at anytime.

The aim of this risk assessment is to assess the risks involved and put into place appropriate guidelines, rules and procedures to either prevent the incident happening or to manage the incident if it does happen.

Age range:

Senior staff from 18 yrs

Junior staff from 15 yrs

Campers generally upper primary school and older.

Younger children usually only visiting.

Ratio:

Leaders, Teachers and Group Leaders should supervise campers at all times. (However this does not mean that they see everything)

Instructor experience:

Those leading activities have first aid qualifications

Assisting leader experience:

Assisting leaders must have had previous experience instructing and supervising small groups in recreation activities.

Leader responsibility:

The Leader is responsible for camper supervision and behavior at all times, this includes helping with the supervision and behaviour of campers at all activities, to and from the activity and for those campers awaiting their turn. The leader is also encouraged to be aware of any personal or medical problems that could result during the campers stay at TRR. They are also responsible for adhering to Tunnel Ridge Ranch rules and making sure they are enforced for the safety of the camper.

Specific General Leader's responsibilities including Teachers & Groups Leaders:

- Dispensing medications (*not for TRR Bunk Leaders – only Senior Staff*)
- Keeping lists of health & emergency details such as - tetanus awareness, penicillin allergies, bed wetting, behavioural problems etc. and make activity leaders aware of any medical or emotional conditions that may have an impact on any campers safety at the activity (*not for TRR Bunk Leaders – only Senior Staff*)
- Control and supervision of campers in between activities
- Behaviour of campers whilst at activities
- Control and supervision of all campers after lights out
- Campers are not permitted to wander around the campsite after lights out
- Campers must sleep in allocated beds
- Due to health and safety requirements we are unable to allow any takeaway or pre prepared foods to be consumed or brought on site
- Running and supervising some activities
- Ensuring campers are on time for all camp activities
- Being responsible to supervise at meal times to maintain proper control, when eating in the dining room, campers are to remain seated until the meal is completed. When we eat around the camp fire, campers should remain in that area at meal time and not wander off.

Assisting leader[s] responsibility:

As directed by instructor.

Participant responsibility:

Campers are responsible for adhering to the directions of the instructor and Leaders.

First aid requirements:

There is a first aid kit at the Gazebo and in the Saddle Shed, there are also first aid kits taken on all trail rides, canoeing and archery activities.

Safety briefing:

Campers are given the Rules when they arrive at Tunnel Ridge Ranch. (See 4 General Lessons)

GENERAL Risk Assessment - Tunnel Ridge Ranch - review January 2020

| ITEM NO. | DANGER | | ASSOCIATED RISKS | ASSESSMENT (Risk Score 0 – 500) | | MANAGEMENT (Prior to Lesson) | MANAGEMENT (During Lesson) |
|----------|--------|---------------------------------------|--------------------------------------|-----------------------------------|-------------------|---|---|
| 1. | ENV | Electrical Storm | Lightning Strike/ Hail impact | Prob Exp Cons Risk Level | 1 1 5 8 | Access weather/check forecast if storm seems possible. www.bom.gov.au | Instructor judgment re when to seek shelter if necessary. Depending on venue of activity, choices including Dining Room, Bunk House, Gazebo, Saddle shed, Tents & Amenities building. |
| 2. | ENV | High Winds | Falling Trees/Branches | Prob Exp Cons Risk Level | 1 2 5 14 | Fields, activity areas and open paddocks cleared of some trees. However policy is to leave as much of the environment undisturbed as possible. | If unstable tree limbs noticed, attempt to use alternate route. |
| 3. | ENV | Venomous animals- snakes/spiders | Poisoning/ Bitten by snake/spider | Prob Exp Cons Risk Level | 1 1 4 0 | First aid kit and expertise. Snake bit kit in first aid cupboard. | Outline safety guidelines re action to take if snake/spider is sighted. Treat as per first aid manual. |
| 4. | ENV | Bee/Wasp sting | Allergic reaction | Prob Exp Cons Risk Level | 3 2 4 35 | Have copy of camper's relevant medical history. Check if medication is required – if severe keep medication on body for all sessions. | Treat as per first aid manual. |
| 5. | ENV | Green ants/Jumping ants | Bites/Allergic reaction | Prob Exp Cons Risk Level | 4 3 1 22 | First aid kit and expertise. | Treat as per first aid manual. |
| 6. | P | Allergic Reaction | Anaphylaxis | Prob Exp Cons Risk Level | 1 1 4 0 | First aid manual and expertise. Hospital within 15 minutes drive. Medical doctor within 5 minutes. All activities are assessable by vehicle (except whilst canoeing on lake) | Treat as per first aid manual. |
| 7. | P | Stumbling while walking/running | Abrasions | Prob Exp Cons Risk Level | 3 4 1 8 | First aid kit and expertise. Campers told not to run around property and to wear covered in shoes. | Adequate supervision. Treat as per first aid manual. |
| 8. | ENV | Bush Fires | Burns Smoke inhalation | Prob Exp Cons Risk Level | 2 1 6 52 | Campsite surrounded by fire trails/roads. Substantial cleared areas around buildings and activity sites. Burn off as required. First aid kit and expertise. Aware of fire restrictions. | Note smoking signs and fire restrictions, if concerned evacuate group as per emergency manual. Treat as per first aid manual. |
| 9. | ENV | Nesting Birds, plovers and magpies | Spurs and pecking beaks. | Prob Exp Cons Risk Level | 2 1 2 0 | Limited by nesting seasons, contained to nesting locations. If clear danger persists, consideration toward removal of offenders. | Instructor vigilance/class control. First aid kit and expertise. General safety brief and guidelines of respect for wildlife. |

| ITEM NO. | | | ASSESSMENT (Risk Score 0 – 500) | MANAGEMENT (Prior to Lesson) | MANAGEMENT (During Lesson) |
|----------|-----|---|---|--|--|
| 10. | ENV | Untrained animals on property, goanna, stray cows etc | Clawed, bitten, frightened. Prob Exp Cons Risk Level | First aid kit and expertise. | Adequate supervision and reassurance. Treat as per first aid manual. |
| 11. | P | Student physical/mental health conditions | Increase pain/injury/emotional trauma Prob Exp Cons Risk Level | Have copy of camper's relevant medical history. Leaders/teachers should inform instructors of any concerns at or prior to lesson. Necessary medication/aid taken with student to each lesson. Aim where possible, for adventure for all abilities. | Instructor/Teacher judgment as to level of participation. Adequate supervision during lesson to identify problems. Where possible choose appropriate partner/position. |
| 12. | P | Medical health, Diabetes, asthma, etc. | Extremities of this condition Prob Exp Cons Risk Level | Have copy of camper's relevant medical history. Leaders/teachers should inform instructors of any concerns at or prior to lesson. Necessary medication/aid taken with student to each lesson. Aim where possible, for adventure for all abilities. | Instructor/Teacher judgment as to level of participation. Adequate supervision during lesson to identify problems. Where possible choose appropriate partner/position. |
| 13. | P | Shock | Possible Death Unable to assess this due to variables, cause and extent of shock | First aid manual and expertise. Hospital within 15 minutes drive. Medical doctor within 5 minutes. All activities are assessable by vehicle (except whilst canoeing on lake) | Treat as per first aid manual. |
| 14. | ENV | Exposure to Heat | Hyperthermia Prob Exp Cons Risk Level | First aid manual and expertise. Hospital within 15 minutes drive. Medical doctor within 5 minutes. All activities are assessable by vehicle (except whilst canoeing on lake) | Treat as per first aid manual. Enforcement of hats, sunscreen and appropriate clothing for activities. |
| 15. | ENV | Exposure to Heat | Sunburn Prob Exp Cons Risk Level | Enforcement of hats, sunscreen and appropriate clothing for activities. | Treat as per first aid manual. |
| 16. | P | Dehydration | Headaches/Thirst Prob Exp Cons Risk Level | All activities (except canoeing and whilst on trail rides) have access to tap water. Regular meal breaks including morning and afternoon tea. | Treat as per first aid manual. |
| 17. | ENV | Exposure to cold | Hypothermia Prob Exp Cons Risk Level | First aid manual and expertise. Hospital within 15 minutes drive. Medical doctor within 5 minutes. All activities are assessable by vehicle (except whilst canoeing on lake) | Treat as per first aid manual. |

| ITEM NO. | | | | ASSESSMENT (Risk Score 0 – 500) | MANAGEMENT (Prior to Lesson) | MANAGEMENT (During Lesson) |
|----------|----|--|--|---|--|---|
| 18. | P | Physical exercise | Cardiac arrest/ Possible death | <div> <div>Prob Exp Cons Risk Level</div> <div> 2 2 4 15 </div> </div> | <p>First aid manual and expertise. Hospital within 15 minutes drive. Medical doctor within 5 minutes. All activities are assessable by vehicle (except whilst canoeing on lake)</p> | Treat as per first aid manual. |
| 19. | P | Choking | Breathing difficulty/ Asphyxiation | <div> <div>Prob Exp Cons Risk Level</div> <div> 3 1 4 17 </div> </div> | <p>First aid manual and expertise. Hospital within 15 minutes drive. Medical doctor within 5 minutes. All activities are assessable by vehicle (except whilst canoeing on lake)</p> | Treat as per first aid manual. |
| 20. | P | Substance Abuse | Impaired ability, concentration and reflexes/physical violence | <div> <div>Unable to assess this due to variables, cause and extent of shock</div> </div> | <p>First aid manual and expertise. Administration and security of medication is a school/group or TRR's responsibility. The onus is on the responsible party to be aware of all dangerous substances that campers/students bring to camp and to take appropriate action.</p> | Treat as per first aid manual. When noticed consult responsible party. Exclude student if necessary, Continue observation, and seek medical help if needed. |
| 21. | EQ | Cars/Trucks traveling on road within campsite. | Hit by vehicle | <div> <div>Prob Exp Cons Risk Level</div> <div> 2 2 4 15 </div> </div> | <p>Low speed limit within campsite. Signs posted re Caution/children playing.</p> | Treat as per first aid manual. |
| 22. | P | Running into branch | Colliding with branch: eye/body injury | <div> <div>Prob Exp Cons Risk Level</div> <div> 4 1 2 6 </div> </div> | <p>Where there is no specific site plan, our policy is to leave the environment undisturbed.</p> | Treat as per first aid manual. |
| 23. | P. | Running into star picket | Colliding with star picket: eye or body injury | <div> <div>Prob Exp Cons Risk Level</div> <div> 4 2 2 10 </div> </div> | <p>Children told not to run around property. Where star picket is not included in a fence line, a cap is placed on the top.</p> | Treat as per first aid manual. |
| 24. | P. | Camp Fire burn | Falling into fire or being burnt by stick | <div> <div>Prob Exp Cons Risk Level</div> <div> 4 4 3 100 </div> </div> | <p>Camp fire is built inside large rock circle. Campers not permitted to run around camp fire area or to walk on rocks or jump across fire. Staff supervision at all times fire is alight.</p> | Treat as per first aid manual. |
| | | | | <div> <div>Prob Exp Cons Risk Level</div> </div> | | |

GENERAL RULES:

PERSONAL

All campers must wear a hat at all times during the day

Campers are not to wear thongs unless during showers

No running unless in a supervised game or sport activity

No talking when Program staff are giving instruction

Campers must wear sunscreen and re apply through the day

Shoes must be worn all day everywhere

No swearing

No bulling others

Be on time

Respect and obey all staff

Wear appropriate and modest clothes to each activity

Use your manners

No smoking

Be respectful of any wildlife you may see

Notify staff of any snakes or spiders, if you are bitten stay where you are and send someone for help

Hang all wet cloths outside

Do not feed the dog

Boys are not allowed in Girls rooms and Girls are not allowed in Boys rooms

Do not wander off into bush, stay in sight of leaders at all times

DINING ROOM

No running on veranda

Two feet must be on decking at all times, no sitting on veranda rails

Do not go into the Kitchen

Do not go into any staff rooms

Do not wear shoes inside

No running inside - unless during indoor games

Do not go downstairs under dinning room - out of bounds

Do not stand on gardens

Do not pull plants apart

Do not touch the fire extinguisher

BUNK HOUSE

Do not run on veranda

Two feet on veranda decking at all times, no sitting on railing

Do not go underneath bunkhouse - out of bounds storage area

Do not go up ladders into the lofts - out of bounds storage area

Do not jump or stand on beds

Do not touch fire extinguishers

| | |
|---|--|
| Do not lock the outside doors | |
| Do not waste water | |
| Do not touch anybody else's belongings | |
| Leave shoes on the veranda outside - no shoes inside | |
| Do not do chin ups on beams | |
| | |
| TENTS | |
| Be gentle with the zips, roll up windows and tuck inside near screen, clip doors open | |
| Do not touch the fire extinguishers | |
| Do not go in a tent that is not yours | |
| Do not touch anybody else's belongings | |
| Do not muck around inside the tents | |
| Leave shoes close to the door | |
| Do not enter the building site | |
| | |
| GAZEBO & CAMP FIRE | |
| Campers are not to go into kitchen | |
| No running around the Gazebo or Camp Fire Area | |
| Put all rubbish in bins | |
| Do not put anything on the fire | |
| Do not stand or walk around on the logs | |
| Do not stand or walk on the rocks around the fire | |
| Do not go into or close to the wood pile | |
| Do not be silly around the fire | |
| | |
| HORSE AREA | |
| When you are asked to go to horse riding - meet at the gate and wait to be asked to enter | |
| Do not stand or swing on the gate | |
| Do not go near the horses unless asked to do so | |
| Do not run and scream near the horses | |
| | |
| SWIMMING DAM | |
| Do not go near the dam at any time unless you are asked to go there. | |
| Swimming only during supervised swimming times | |
| Obey all swimming rules | |
| | |
| EVACUATION PROCEDURES | |
| Evacuation areas are: | |
| 1: Dining Room | |
| 2: The Oval if the Dining room is on fire | |
| In an emergency proceed to the evacuation area and sit quietly in your room groups | |