



**Author** Ainsley Le Gallez  
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**Tunnel Ridge Ranch** encompasses acres of grassy, tree lined hills. Outdoor education activity infrastructure is situated around the camp grounds along with plenty of open areas for activities and general use.

Minimum experience to lead activities are Risk Assessed by the demands of the activity and supervision requirements.

Tunnel Ridge activities are suitable for participants who are of Primary School age to adults.

Ratios are based (but not limited to) a ratio of 1 Activity Leader to 12 Participants depending on the requirements demanded by the activity.

Likelihood		Consequence				
		1 Insignificant Easily and quickly dealt with by in-house care/first aid	2 Minor First aid/offsite non-emergency treatment/medical help needed	3 Moderate Significant non-permanent injury. Overnight hospitalization	4 Major Extensive permanent injury. Extended hospital care	5 Critical Death, permanent disabling injury
5	Almost Certain	Medium	High	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

## Risk Assessment- Programming Overview

Hazard	Hazard Description	Likelihood	Consequence	Risk Rating	Action and Control Measures	New Likelihood	New Consequence	New Risk Rating
<b>Equipment</b>  Equipment Safety and Use	Injury to Participant due to fall from unsupervised equipment or inappropriate use of equipment.	Possible	Major	High	Participants are instructed in the correct use of the equipment and are briefed on the boundaries of any wide games. Safety guidelines are given for each activity and are monitored by the team. Participants are instructed that they are not to use any onsite infrastructure for unsupervised recreational purposes. Appropriate signage is situated around the camp near this equipment to reinforce this safety requirement.	Unlikely	Major	Medium
	Injury to Participant due to incorrect setup.	Unlikely	Critical	High	All Instructors receive onsite training annually and activity-specific training as required. Activity Leaders are provided with Risk Management and Standard Operating Procedures.	Rare	Major	Low
	Incorrect storage of equipment.	Possible	Moderate	High	All safety equipment is to be stored in its designated place, dry, and out of direct sunlight. If the equipment is found to be incorrectly stored it is to be thoroughly checked before it can be used again.	Unlikely	Insignificant	Low
	Deterioration to equipment through weather conditions.	Possible	Major	High	All equipment and structural equipment is designed to withstand and be used in outdoor weather conditions. If equipment is found to have been weather damaged it will not be used. Any equipment found to be unsuitable will be removed and retired.	Unlikely	Minor	Low
	Rope burn	Possible	Minor	Medium	Care will be emphasized while completing the activities that use ropes to minimise the likelihood of rope burns. Participants will be briefed on safe rope use. Instructors to monitor throughout session.	Rare	Minor	Low
<b>Environment</b>  Weather Conditions & Onsite Hazards	General Maintenance of grounds Injury due to poor condition and nature of site.	Possible	Moderate	High	All activities are maintained by the Tunnel Ridge Ranch Ground Staff. If there are any interferences, such as fallen tree branches which may present a safety hazard, will be cleared by the Activity Leader or Ground Staff prior to activity commencement.	Unlikely	Minor	Low
	Tripping or falling due to indoor / outdoor surface or other student traffic or obstacles in the space.	Possible	Minor	Medium	Supervisors will ensure a safe space to run, dance or play and advise students on appropriate actions to minimise accidents. Participants are briefed on boundaries and safety prior to the activity and monitored throughout. Outdoor spaces will be well lit to increase visibility.	Unlikely	Minor	Low

Night Games outside: Tripping or falls due to darkness or unseen ground conditions.	Possible	Moderate	High	Students and supervisors will carry torches to assist with visibility. Physical Boundaries of the area being used will be clearly designated. Ensure that everyone has appropriate clothing and footwear for the weather and ground conditions (e.g. cold, heat, wet and dry).	Unlikely	Minor	Low
Physical injury might occur during storms (electrical or hail).	Unlikely	Critical	High	Activities are not to run and shall be stopped in the event or likely event of a thunder / lightning storm and/or hail. Appropriate shelter will be found to take cover until storm ceases.	Rare	Critical	Medium

Snake Bite, Animal Bites Dangerous / poisonous organisms.	Unlikely	Major	Medium	Groups are advised on induction to camp to stay within the mown areas of the grounds. Grounds are kept mown to reduce risk. Activities conducted in snake areas have an associated snake brief. Participants are instructed that if they observe a snake they are to stop walking in that direction and move away from it. They are instructed to alert an Instructor or Attending Group Staff, so they can assess the safety of the entire group and the potential continuation of the activity. Sightings are passed onto staff to assist managing students.  Vehicular access extends to the vast majority of the campsite for emergency access.	Rare	Major	Low
Insect Bites.	Almost Certain	Minor	High	Have insect repellent available. Ensure everyone has suitable clothes which may include long-sleeved shirts and pants and shoes.	Possible	Insignificant	Low
Sun burn, heat stroke, or dehydration might be possible on hot days. Cold / wet days / evenings.	Likely	Minor	Medium	Participants are advised to wear sunscreen and appropriate sun-safe clothing during the activity. Where possible during the induction and debrief, the Instructor shall utilise any shade that is available. There are plenty of areas with natural shade for use by groups. Participants are advised to bring full water bottles to the activity, and encouraged to take regular drink breaks. Extra water containers may be needed on hot days. (e.g. Offsite activities). Tarps and Portable tents can be set up to provide extra shade. Participants are advised to wear appropriate clothing while they are outside. Alternative program options are available due to weather.	Possible	Insignificant	Low
Drowning in swimming dam.	Unlikely	Critical	High	There is a approved pool fence surrounding entire swimming dam area that can only be accessed with TRR staff supervision. Anyone entering the water as part of a supervised activity is required to be correctly wearing a Personal Floatation Device. Participants are not allowed in this area unless they are being supervised by an adult.	Rare	Critical	Medium
Falling or fallen pinecones and sticks.	Possible	Minor	Medium	The pertinent activity area is checked and cleared before the activity. Activities immediately below trees are not utilised on days of high wind.	Unlikely	Insignificant	Low

	Being struck by a car crossing the road	Possible	Critical	High	<b>Crossing Main Roads:</b> The Instructors and Attending Group Staff will position themselves on either side of the road, to assist with the movement of small groups of students across the road. Maximum of 10 students can cross at a time. Wave through cars to ensure they don't stop on any main roads to avoid potential crashes. <b>Cars on site are to not exceed speed limit of 10kmph.</b>	Rare	Critical	Medium
<b>People</b>  Pre-existing injury or significant medical or behavioural conditions	First Aid.	Possible	Moderate	High	First aid equipment will be available with a suitable qualified adult who has accompanied the group to camp or the visiting camp coordinator. Any Tunnel Ridge team members will have back up first aid materials.	Likely	Minor	Medium
	General public interfering with Participants.	Possible	Major	High	For offsite activities, the activity space will be chosen so as not to interfere with the general public.	Possible	Insignificant	Low
	Missing students.	Unlikely	Critical	High	Group numbers will be accounted for before leaving Tunnel Ridge grounds, and before leaving offsite areas. The Instructor and Attending Group Staff will be positioned at the head and tail of the mobile group.	Rare	Critical	Medium
	Leaving the property / Participants getting lost.	Unlikely	Moderate	Medium	With the wide games, the grounds of Tunnel Ridge are visually well defined with open spaces surrounded by trees, with uphill being a good guide back to camp. Surrounding private properties are contained by fences. Participants are briefed on boundaries of Tunnel Ridge and asked to remain within these for their own safety. Participants will be briefed on location of where the instructors will be based and there will be attending group staff assisting with supervision.  Most of the activities are visually accessible by a central point. Depending on the age and experience and/or confidence of a group, Attending Group Staff may be advised to accompany concerned Participant groups. The activity area is within audibility of the facilitator.	Rare	Minor	Low

	Clothing, hair, or jewellery being tangled/caught in equipment.	Possible	Minor	Medium	Information is sent to schools to specify suitable clothing for activities prior to camp. All Participants are visually inspected for clothing, hair, and jewellery compliance before participating in the activity. Any loose jewellery that may cause injury must be removed. Shirts must not expose the skin around the waist. Suitable pants or shorts to be worn to stop rubbing between skin and saddle. Enclosed sturdy shoes must be worn. All Participants are visually inspected for clothing compliance before participating in the activity.	Unlikely	Minor	Low
	Physical exertion: Strains and sprains Cramps Exhaustion and fatigue.	Possible	Moderate	High	Ensure the suitability and competency of participating students. Constantly monitor students for fatigue and exhaustion. Set activities that consider: Basic physical fitness and Skills that the activity requires.  Have appropriate warm-up and warm-down activities.	Possible	Minor	Medium
	Pre-existing injury: medical conditions, or pregnancy, Acceptable levels of jarring might exacerbate existing condition.	Possible	Moderate	High	People suffering from a pre-existing condition, such as back and/or neck pain, broken bones and/or recovering from surgery are advised of all the risks as it may aggravate or worsen the injury. Pregnant women are advised to not participate on activities. Clearance from medical personnel and/or the participant's carer is recommended before participating in the activity.	Unlikely	Minor	Low

Students: Medical conditions and high risk behaviours may be triggered by the activity or other environmental conditions.	Possible	Major	High	<p>Participants with these conditions are to be brought to the attention of the Instructor by the Attending Group Staff. The Instructor will carry a mobile phone/radio and assist with relevant local knowledge and back-up first aid as required.</p> <p><b>Medical Conditions</b> School or visitors will have obtained parental permission, including relevant medical information. When students with medical conditions are involved, the Attending Group Staff should ensure that any specific medical requirements/emergency plans are readily available and enacted if required. Attending group staff with the group will ensure that the relevant medication is readily available (insulin, Ventolin®, Epipen®, etc). Ensure there is adequate adult supervision.</p> <p><b>High Risk Behaviour</b> Students or visitors with high risk behaviours will be referred to the visiting camp coordinator. A behaviour management structure will be put in place e.g. the camp code/ group deal. Referral to Individual education plan/Educational adjustment plan/Behaviour management plan and other student documents may be necessary with the visiting camp coordinator. Where necessary, obtain advice from relevant advisory visiting teachers or specialist teachers to assist participation in the activity.</p>	Possible	Insignificant	Low
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Participants with learning disabilities may not fully comprehend the required level of safety, physical limitations.	Almost Certain	Minor	High	<p>Participants with learning disabilities or mental illness will be given one-on-one instruction and these Participants must be accompanied by a Carer. Each Participant is assessed on their ability to perform the actions required to undertake the activity as each Participant may not possess the coordination, strength, or stamina to undertake all the elements. Adaptions can made: Activity Leaders can assist getting on and off the horse if required.</p>	Possible	Minor	Medium
Psychological trauma resulting from existing phobia.	Possible	Moderate	High	<p>No Participant will be forced to participate beyond their readiness. All activities are Challenge-by-Choice activity with all Participants clearly given the choice prior to commencement of opting out at any point and each activity can be approached and completed on its own merit.</p>	Possible	Minor	Medium
Behaviour choice may affect the safety of the Participant or other Participants.	Possible	Moderate	High	<p>If any Participant is found to not be cooperating or following safety procedures they will be refused participation by the Instructor.</p>	Possible	Minor	Medium
Non-adherence to instructions.	Possible	Moderate	High	<p>If any Participant is not following safety procedures, they will be sat out of the activity by the Instructor or Attending Group Staff.</p>	Possible	Minor	Medium
Joining in on the activity after the induction/safety briefing.	Possible	Minor	Medium	<p>All Participants will be given a safety briefing about the activity before they are allowed to participate. Participants will be advised by their Instructor on the physical boundaries of the activity. No one will be allowed to participate in the activity if they were not present during the activity induction or until such time as appropriate instruction can be offered to maximise safety of the Participant and those they are working with.</p>	Possible	Insignificant	Low