

Tunnel Ridge Ranch encompasses 40 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. Tunnel Ridge Ranch is situated next to Ewen Maddock Dam which is also regularly utilised for specific activities.

Minimum experience to lead activities are risk assessed by the demands of the activity and supervision requirements.

Ratios are based (but not limited to) a ratio of 1 Instructor to 18 Participants depending on the requirements demanded by the activity.

Activities are suitable for participants who are of primary school age to adults.

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
Equipment Equipment Safety and Use	Injury due to incorrect setup or instructions	Possible	Minor	Medium	All Instructors receive activity specific onsite training prior to leading activities. Instructors are provided with activity specific Risk Assessments and Standard Operating Procedures to follow. Instructors will also conduct dynamic Risk Assessment during all activities.	Rare	Minor	Low
	Injury due to unsupervised or inappropriate use of equipment	Possible	Minor	Medium	Participants are instructed on the safe use of activity equipment and are continually monitored by the Instructors. Equipment is packed away when not in use.	Unlikely	Minor	Low
	Injury due to deterioration or damage of equipment	Possible	Minor	Medium	All equipment is inspected before use and checked to be fit for purpose. All equipment is designed to be used in outdoor environments and withstand weather conditions. All safety equipment is to be stored in its designated place, dry, and to the manufacturer's instructions. If any equipment is found to be incorrectly stored it is to be thoroughly checked before it can be used again. Any damaged equipment will not be used and set aside in quarantine. Quarantined equipment will either be repaired or if found to be no longer usable, retired. Safety equipment is also retired at appropriate times, based on manufacturer's specifications.	Rare	Minor	Low
Environment Weather Conditions and Onsite Hazards	Injury due to the nature or poor condition of site	Possible	Minor	Medium	All onsite activity areas are regularly maintained by Tunnel Ridge Ranch staff. If there are any interferences, such as fallen tree branches which may present a safety hazard, they will be cleared by staff prior to activity commencement. If the hazard cannot be cleared, the activity will be adjusted or another appropriate area will be utilised. Participants are always required to wear closed in shoes for all activities. Participants are instructed to always walk down hills and are continually monitored by the Instructors.	Unlikely	Minor	Low
	Falls or collisions due to obstacles or other student traffic in the activity space	Possible	Minor	Medium	Instructors will ensure a safe space to run, play, or dance and advise students on appropriate actions to minimise accidents. Participants will be briefed on boundaries and safety prior to the activity and are continually monitored by the Instructors.	Unlikely	Insignificant	Low
	Injury or drowning due to unsafe boundaries	Possible	Critical	High	Participants are briefed at the start of camp regarding strict boundaries and appropriate access to specific activity areas. Any areas through fences/closed gates (horse paddocks, swimming dam, Ewen Maddock Dam) are not to be accessed without an Instructor present. Appropriate signage is situated on relevant gates to reinforce this safety requirement.	Rare	Critical	Medium
	Dehydration, sunburn, or heatstroke	Possible	Minor	Medium	Participants are advised to wear appropriate sun-safe clothing including hats, and regularly apply sunscreen for activities. There is plenty of natural shade available for activity use which Instructors will utilise as much possible, especially for briefing and debriefing. Participants are advised to bring full water bottles to the activity, and encouraged to take regular drink breaks and rest if needed. Alternative activity options are available if needed due to excessive heat.	Unlikely	Insignificant	Low
	Injury due to high winds and/or storms (electrical or hail)	Unlikely	Critical	High	Activity areas directly below trees are not to be utilised on days of high wind. Activities are not to be run and shall be stopped in the event or likely event of an electrical or hail storm. Appropriate shelter will be utilised until the storm passes.	Rare	Critical	Medium

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Hazard	Hazard Description	Likelihood	Consequence	Risk Rating	Action and Control Measures	New Likelihood	New Consequence	New Risk Rating
Environment Weather Conditions and Onsite Hazards	Reptile/animal bites	Unlikely	Major	Medium	Activity areas are kept mown. General areas are also regularly mown. Participants will be given a snake brief for activities conducted in more likely snake areas. Participants are instructed that if they observe a snake (or lizard), they are to stop immediately and let it pass by or move away slowly. They are instructed to alert an Instructor and/or Attending Group Staff, so they can assess the safety of the entire group and the potential continuation of the activity. Sightings are passed on to other Instructors to assist managing students. Vehicular access extends to the vast majority of the property for emergency access.	Rare	Major	Low
	Insect bites	Almost Certain	Minor	Medium	Have insect repellent available. Participants are advised to wear suitable clothes which may include long sleeved shirts, pants, and shoes.	Possible	Insignificant	Low
	Being struck by a car or in a car accident	Possible	Critical	High	Tunnel Ridge Ranch has multiple private access roads on site for approved staff and approved guests only. Cars on site are not to exceed speed limit of 10kph. Drivers will honk horn to create awareness that a car is coming if need be. Participants are instructed to move right off the road whenever a car is passing.	Rare	Critical	Medium
People Pre-Existing Injuries and Significant Medical or Behavioural Problems	Participants getting lost or leaving the property	Possible	Minor	Medium	The grounds of Tunnel Ridge Ranch are visually well defined with open spaces surrounded by trees, with the main buildings situated on top of the hills. Surrounding properties are contained by fences. Participants are briefed on boundaries of the site and asked to remain within these for their own safety. Instructors will always be present with activity groups and there will also be Attending Group Staff assisting with supervision. Most activities are visually accessible by a central point. Depending on the age/experience/confidence of participants, Attending Group Staff may be advised to accompany concerned participant groups. All activity areas are within audibility of the Instructors.	Rare	Minor	Low
	Missing participants	Unlikely	Critical	High	Participant numbers will be accounted for before leaving Tunnel Ridge Ranch grounds, and before returning to camp. Instructors and/or Attending Group Staff will be positioned at the head and tail of the mobile group.	Rare	Critical	Medium
	General public interfering with participants	Possible	Minor	Medium	Offsite activity areas are chosen so as not to interfere with the general public. When utilising offsite tracks, Instructors and/or Attending Group Staff will monitor for general public including on mountain bikes and horses, and communicate with group to give space if need be, and respond to any issues that may arise.	Rare	Minor	Low
	Physical exertion: Strains and sprains Cramps Exhaustion and fatigue	Possible	Minor	Medium	Ensure the suitability and competency of participating students. All activities have a minimum age limit to be able to participate considering basic physical fitness and skill required. Specific needs of individual groups will also be considered on a case-by-case basis. Instructors will advise any appropriate warm-up and warm-down activities. Activity program and specific activities are planned to incorporate regular breaks to rest. Participants will be continually monitoring for fatigue and exhaustion.	Unlikely	Minor	Low
	Pre-existing medical conditions, complex behaviours, and learning difficulties	Possible	Major	High	Relevant information is requested for participants prior to arrival at camp for the team to review and prepare for if needed. Parental permission for camp/activities has been obtained, either through the visiting Camp Coordinator or directly from parents. Attending Group Staff will ensure that any specific management/emergency plans are readily available and enacted if required. Attending Group Staff will also ensure relevant medication is administered/available and adequate supervision is provided for specific needs. Instructors will assess each participant on their ability to comprehend instructions and perform the actions required to undertake each activity. When necessary, Instructors will obtain advice/help from Assisting Group Staff or Specialist Helpers to assist participation in activities.	Possible	Minor	Medium

Risk Assessment- Programming Overview								
Hazard	Hazard Description	Likelihood	Consequence	Risk Rating	Action and Control Measures	New Likelihood	New Consequence	New Risk Rating
People Pre-Existing Injuries and Significant Medical or Behavioural Problems	Psychological trauma due to known or unknown phobias	Possible	Moderate	High	No Participant will be forced to participate beyond their readiness. All Participants are clearly given the choice prior to the commencement of the activity and will be given appropriate opportunities to opt out when safe to do so.	Unlikely	Minor	Medium
	Behavioural choices affecting the safety of the participant or other participants	Possible	Moderate	High	If any Participant is found to be not cooperating or following safety procedures, they will be refused participation by the Instructor.	Possible	Minor	Medium
	Joining in on an activity after the safety brief	Possible	Moderate	High	Participants will not be allowed to participate in activities if they were not present during the activity safety brief or until such time as appropriate instruction can be offered to maximise safety of all participants.	Rare	Insignificant	Low
	Incorrectly administered first aid	Possible	Moderate	High	Attending Group Staff are required to bring their own first aid kits and administer first aid to participants if needed. Instructors have access to back up first aid kits and can provide back up assistance if needed (only if adequately trained).	Rare	Minor	Low
	Delayed first aid	Possible	Critical	High	All Instructors carry radios and a radio check is conducted prior to the commencement of activities. In the event of an emergency, Instructors follow the Activity Emergency Communication Procedure to ensure quick clear communication for assistance and calling emergency services.	Rare	Critical	Medium