

Risk Assessment for Night Walking



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Reviews

Completed By	Revision Date	Approved By	Approval Date
G. Merritt	19/10/2022	C.Robinson	20.05.22

Risk level	Action required/approval
Low Little chance of injury or incident	<input checked="" type="checkbox"/> Manage through regular planning processes

Minimum Supervision

At least 1 x Activity Instructor is to be present

At least 1 x group teachers/supervisors are present to assist with student behaviours

Apex Ratio: 1:25

Age Recommendations

Night Walking is recommended for participants 8 years old or grade 4 and higher

Time 1 hour 30 minutes

Qualifications

All Apex staff and contractors hold a mandatory First Aid/ CPR and QLD Blue Card, working with children check, and Apex Internal Staff Training Through the use of well maintained equipment, training and accredited staff and sound operating procedures and policies Apex Camps control the “real risks” associated with this activity

Bush Walking Locations

- Picnic Bay Beach and Jetty Walk
- Hawkings Point Walk Picnic Bay

In assessing the level of risk, considerations such as the likelihood of an incident happening in combination with the seriousness of a consequence are used to gauge the overall risk level for an activity. The matrix below has been used as a guide to assist with developing the risk assessment:

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

Risk Level	
Low	Little chance of incident or serious injury.
Medium	Some chance of an incident and injury requiring first aid.
High	Likely chance of a serious incident and injury requiring medical treatment.
Extreme	High chance of a serious incident resulting in highly debilitating injury.

Minimum Equipment/Facilities

First aid kit suitable for activity

Communication system

Effective communication equipment is carried by the facilitator at all times.

Teachers /supervisors are responsible for carrying medication required and or health related items for all participants. The following communication equipment should be appropriate for the activity and area of operations.

- Mobile phone
- UHF Radio

Sun Safety equipment (hat, sunglasses, sunscreen, shirt etc)

Appropriate clothing and footwear (no singlets, skirts, short shorts, thongs, crocs etc)

Leader will inspect the area and ensure its soundness before commencing the activity

Emergency management plan

Drinking water (students should not share drinking containers)

Vehicular access to within a reasonable distance of the activity in case of emergency

Appropriate lighting (all participants encouraged to bring a small torch or head lamp)

Insect repellent

Hazards/Risks	Control Measures
<p>Biological material</p> <ul style="list-style-type: none"> • Bodily fluids (e.g. blood, sweat, saliva) 	<ul style="list-style-type: none"> • Comply with HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions and Infection Control Guidelines. Students with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious. • Have sufficient and suitable containment material (bandages, etc) available. • Ensure that personal items are not shared.
<p>Animal bites/ diseases</p> <ul style="list-style-type: none"> • Insects • Dangerous/ poisonous organisms 	<ul style="list-style-type: none"> • Brief participants on awareness of animals such as snakes and spiders on paths whilst walking on activity. • Brief participant about the awareness of sticks on the path. • Brief participants for the need for insect repellent.
<p>Environmental conditions</p> <ul style="list-style-type: none"> • Weather • Surfaces • Surrounds • Temperatures • Isolation • Plants 	<ul style="list-style-type: none"> • Ensure all start times are recorded and that all students report to the finish. • Ensure students bring appropriate clothing. • Brief students on what to do if they become injured. • Assess weather conditions before and during activity (e.g. temperature, storms). • Check and assess surrounds for loose items, debris and hazards and suitability of participants. • Consider hazards associated (types of fencing material, gates and other infrastructure).
<p>Physical exertion</p> <ul style="list-style-type: none"> • Strains and sprains • Cramps • Exhaustion and fatigue 	<ul style="list-style-type: none"> • Ensure the suitability and competency of students participating in the activity. • Constantly monitor students for fatigue and exhaustion.

Hazards/Risks	Control Measures
<p>Students</p> <ul style="list-style-type: none"> • Special needs • High risk behaviours • Medical conditions • Student numbers • Phobias (darkness) 	<ul style="list-style-type: none"> • Obtain parental permission including relevant medical information. • When students with medical conditions are involved, ensure that relevant medical/ emergency plans and medications are readily available (insulin, Ventolin, Epipen, etc). • Refer to individual education plan/Educational adjustment plan/Behaviour management plan and other student documents. • Where necessary, obtain advice from relevant advisory visiting teachers or specialist teachers. • Ensure there is adequate adult supervision. • Include instructions to participants including: <ul style="list-style-type: none"> <input type="checkbox"/> Predetermined safety bearings <input type="checkbox"/> The need for students to proceed to a major feature if lost. • Appropriate lighting (all participants encouraged to bring a small torch or head lamp). • Instructors and group teachers/ leaders to ensure participants with phobias of darkness are to be with the group teacher/ leader at all times.

Emergency Procedures	Teacher/group leader responsibilities	Participant Briefing Instructor should cover:	Participant Requirements
<ol style="list-style-type: none"> 1. Effect Rescue as required. 2. Conduct First Aid as required. 3. Contact Emergency Services via mobile phone, radio. 4. Depending on injury: Stabilise patient and await ambulance or remove patient to appropriate site to recover. 5. In the event of serious injury, suspend activity until incident can be investigated 	<ul style="list-style-type: none"> • Inform & liaise with Activity Staff regarding any potential issues with group Listen to activity briefings and assist Staff in procedural aspects of session as required, such as helping students to belay under supervision of Activity Staff • Monitor & take charge of behavioural issues if needed and attend to any pre-existing medical conditions 	<ul style="list-style-type: none"> • Challenge by Choice Philosophy • Session Objectives • OH&S Brief • Safety Brief • Equipment Familiarisation • Skills Demo & Practice 	<ul style="list-style-type: none"> • Sunscreen, insect repellent • Medication (if relevant) • Water bottle • Fully enclosed shoes, hat • Minimum of sleeved shirt that covers midriff when arms are raised • Shorts/leggings that preferably cover knees (to prevent grazes) • Hair tied back, jewellery removed