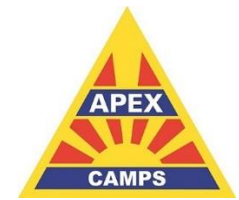


# Risk Assessment for Camp fire and Night games



## Review

Completed By	Revision Date	Approved By	Approval Date
George Merritt	18/02/2025	Keith Fullerton	18/02/2025

Risk level	Action required/approval
<b>Medium</b> Some chance of an incident and injury requiring first aid.	<input checked="" type="checkbox"/> Manage through regular planning processes

### Minimum Supervision

At least 1 x qualified Activity Instructor is to run Camp Fire and Night Games  
1 x adult supervisor should be present to assist with participant behaviours .

### Recommendations

Night Games & Camp Fire and is suitable for all ages

Night games will be conducted under lights on a grassed area, it is recommended extra supervision to assist with managing participants in a darkened environment.

### Qualifications

All Apex staff and contractors hold at a minimum ,one of the following qualifications /skills sets or other recognised skill sets/qualifications from another jurisdiction, along with mandatory First Aid/ CPR and QLD Blue Card, working with children check.

- Certificate 3 Outdoor Recreation
- Certificate 4 Outdoor Recreation
- Diploma Outdoor recreation
- 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

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

staff Communication system

The following communication equipment should be appropriate for the activity and area of operations.

- Phone-line at location
- Mobile phone
- UHF Radio

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)

Insect repellent

Hazards/Risks	Control Measures
<b>Biological material</b> <ul style="list-style-type: none"> <li>• Bodily fluids (e.g. blood, sweat, saliva)</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Have sufficient and suitable containment material (bandages, etc) available</li> <li>• Ensure that personal items are not shared.</li> </ul>
<b>Animal bites/ diseases</b> <ul style="list-style-type: none"> <li>• Insects</li> <li>• Dangerous/ poisonous organisms</li> </ul>	<ul style="list-style-type: none"> <li>• Supply and provision of insect repellent</li> <li>• Check seated area for ants/ant nests before seating participants.</li> </ul>
<b>Environmental conditions</b> <ul style="list-style-type: none"> <li>• Weather</li> <li>• Surfaces</li> <li>• Surrounds</li> <li>• Temperatures</li> <li>• Isolation</li> <li>• Plants</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure students bring appropriate clothing</li> <li>• Assess weather conditions before and during activity (e.g. temperature, storms)</li> <li>• Check and assess surrounds for loose items, debris and hazards and suitability of participants.</li> <li>• Safety briefing provided, and activities conducted in appropriate areas</li> <li>• When participants are away from fire area advise that participants use a torch to prevent trips or falls</li> <li>• Any sticks or firewood collected to be held at hip height no sticks to be held up in the air or thrown.</li> <li>• If there is any wind dispersing embers the participants are not to be seated in the direction of wind.</li> </ul>
<b>Equipment</b> <ul style="list-style-type: none"> <li>• Equipment failure</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct regular equipment checks prior to start of sessions.</li> <li>• Check for worn or faulty equipment</li> <li>• Supply all equipment in a clean and serviceable condition</li> <li>• Check equipment before use</li> <li>• Provide specific (written and verbal) training in and awareness of safety requirements.</li> </ul>
<b>Physical exertion injury</b> <ul style="list-style-type: none"> <li>• Strains and sprains</li> <li>• Cramps</li> <li>• Exhaustion and fatigue</li> <li>• Collisions in darkness</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the suitability and competency of students participating in the activity</li> <li>• Constantly monitor students for fatigue and exhaustion</li> <li>• Instruct participants that there should not be any running at night during the games.</li> <li>• It is advised that participants use torches in the dark.</li> <li>• Staff to utilize torches/lanterns to give light and check area before activities start.</li> </ul>
<b>Fire</b> <ul style="list-style-type: none"> <li>• Burns</li> <li>• Spread of fire to other structures or bush land</li> </ul>	<ul style="list-style-type: none"> <li>• Campfires are only used in the fire rings provided</li> <li>• Campfires are closely supervised. Participants must be kneeling around fire no standing near edge.</li> <li>• Marshmallow sticks to be of an appropriate length.</li> <li>• Strict instructions regarding fire safety are provided and enforced. Fire safety equipment ready at fire.</li> <li>• Appropriate measures are taken to minimise the risk of the fire spreading.</li> <li>• Fire bans adhered to . Only 5 participants at any one time cooking marshmallows around fire</li> </ul>

Hazards/Risks	Control Measures
<p><b>Students</b></p> <ul style="list-style-type: none"> <li>• Special needs</li> <li>• High risk behaviours</li> <li>• Medical conditions</li> <li>• Student numbers</li> <li>• Child protection</li> <li>• Lack of light</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain parental permission including relevant medical information</li> <li>• When students with medical conditions are involved, ensure that relevant medical/ emergency plans and medications are readily available (insulin, Ventolin, EpiPen, etc)</li> <li>• Refer to individual education plan/Educational adjustment plan/Behaviour management plan and other student documents.</li> <li>• Where necessary, obtain advice from relevant advisory visiting teachers or specialist teachers</li> <li>• Ensure there is adequate adult supervision</li> <li>• Participants encouraged to bring a torch</li> <li>• Staff to have a bright torch to conduct games and also give light around fire.</li> <li>• Participants briefed on activity boundaries</li> <li>• 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 are in place to dissuade or protect (e.g. tape) the wearing of jewellery accordingly.</li> </ul>
<p><b>Ratio &amp; Age</b></p>	<ul style="list-style-type: none"> <li>• Apex ratio: 1:50</li> <li>• Maximum number of participants: 50 participants per fire pit</li> <li>• Age Limitations: All age groups</li> </ul>

Emergency Procedures	Teacher/group leader responsibilities	Participant Briefing Instructor should cover:	Participant Requirements
<ol style="list-style-type: none"> <li>1. Effect Rescue as required.</li> <li>2. Conduct First Aid as required.</li> <li>3. Contact Emergency Services via mobile phone, radio.</li> <li>4. Depending on injury: Stabilise patient and await ambulance or remove patient to appropriate site to recover.</li> <li>5. In the event of serious injury, suspend activity until incident can be investigated</li> </ol>	<ul style="list-style-type: none"> <li>• Inform &amp; liaise with Activity Staff regarding any potential issues with group (behavioural, disabilities, injuries)</li> <li>• 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</li> <li>• Monitor &amp; take charge of behavioural issues if needed and attend to any pre-existing medical conditions</li> </ul>	<ul style="list-style-type: none"> <li>• safety when cooking damper</li> <li>• Session Objectives</li> <li>• OH&amp;S Brief</li> <li>• Safety Brief</li> <li>• Equipment Familiarisation</li> <li>• Skills Demo &amp; Practice</li> </ul>	<ul style="list-style-type: none"> <li>• sunscreen, insect repellent</li> <li>• medication (if relevant)</li> <li>• water bottle</li> <li>• fully enclosed shoes, hat</li> <li>• minimum of sleeved shirt that covers midriff when arms are raised</li> <li>• shorts/leggings that preferably cover knees (to prevent grazes)</li> <li>• hair tied back, jewellery removed</li> </ul>