

Outside Provider Activities

| Risk Description | Existing Controls | Rating | | | | Actions |
|---|--|------------------------------------|-------------------|-----------------|-------------|--|
| Describe the risk event, cause/s and consequence/s | Describe any existing policy, procedure, practice or device that acts to minimise a particular risk | Effectiveness of existing controls | Risk Consequences | Risk Likelihood | Risk Rating | Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required |
| Anaphylaxis | At start of week briefing teachers are required to give Coolamatong staff details of any allergies and anaphylaxis. | Satisfactory | Major | Unlikely | Medium | Ongoing review required |
| | School staff need to carry epi-pens on all activities with those students and be trained how to administer them | | | | | |
| | School staff liase with Coolamatong kitchen staff at every meal for students with allergies | | | | | |
| | School staff give students morning and afternoon tea to ensure studetns with allergies are getting the right meals | | | | | |
| Bites & Stings: Insects (mosquitoes, ants, bees, wasps, | Students are instructed to apply insect repellent before every activity session. | Satisfactory | Insignificant | Likely | Medium | Ongoing review required |
| | Students must wear fully enclosed shoes at all times around the campsite. | | | | | |
| Bites & Stings: snakes | Students must wear fully enclosed shoes at all times around the campsite. | Satisfactory | Major | Possible | High | Constant review required |
| | During orientation and before any activity that uses the bush students are briefed as to what to do if they see a snake. | | | | | |
| | When walking through the bush there should be a Coolamatong leader at the front. | | | | | |
| | When walking through the bush groups groups must stick to the defined and clear tracks | | | | | |
| | Students are not allowed in the bush in groups of less than three. | | | | | |
| Cold Exposure | Students are briefed on what is appropriate clothing to wear according to weather | Satisfactory | Minor | Likely | Medium | Ongoing review required |
| | In water activities students are advised to not get into the water until the end of the session | | | | | |
| | For all water activities leaders carry spare jumpers & beanies | | | | | |
| | Students who show signs of being cold are to be taken back to camp for a <u>warm</u> shower and dry clothes. | | | | | |
| | If multiple students are cold, leaders have the option to terminate session early to ensure that students get warm and dry. | | | | | |
| | Adherence to the Coolamatong Extreme Weather Policy in dealing with managing, modifying and cancelling activities due to extreme weather. | | | | | |

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| Drowning | All Pfd's are checked to be in working order before each session. | Satisfactory | Severe | Rare | Medium | Ongoing review required |
| | During water activities student are to wear PFD's that have been checked by a Coolamatong instructor to be properly fitted. | | | | | |
| | Students who are identified by schools to poor swimmer are identified to the Coolamatong staff. | | | | | |
| | There is always 1 bronze medallion qualified staff member to 20 participants. | | | | | |
| | Students are briefed on activity boundaries prior to entering the water | | | | | |
| | Whistle signals are explained before entering the water. | | | | | |
| | Students each have a buddy who they cannot enter the water without. | | | | | |
| | Regular head checks are made. | | | | | |
| | Students are briefed on what to do if they capsize their watercraft (eg canoe). | | | | | |
| | If free swimming without PFD's students are not allowed any deeper than their waist height. | | | | | |
| | Coolamatong leader is first on – last off water in all water based activities | | | | | |
| Falls & Trip Hazards | Students must wear closed toed shoes at all time when outside | Satisfactory | Insignificant - Minor | Likely | Medium | Ongoing review required |
| | Students are briefed on appropriate footwear for each activity | | | | | |
| | Debris is removed from all paths as seen. If object is not removable by hand then an alternative paths is sought | | | | | |
| | Bi-yearly Camp site hazard checks identify trip hazards to be addressed by maintenance work | | | | | |
| Heat Exposure: -dehydration -heat stroke -hyperthermia -sunburn | Students must bring water bottles to all activities. Spares are available for those who don't have one. | Satisfactory | Insignificant - Minor | Possible | Medium | Ongoing review required |
| | During hot weather (term 1 & 4) extra water is taken out to refill water bottles. | | | | | |
| | All students must wear hats, sunscreen and appropriate sun smart clothing (term 1 & 4) | | | | | |
| | Adherence to the Coolamatong Extreme Weather Policy dealing with managing, modifying and cancelling activities due to extreme weather | | | | | |
| Lost Student | Students are asked to stay with their group at all times. | Satisfactory | Moderate | Unlikely | Medium | Ongoing review required |
| | When travelling between activities there should always be a Coolamatong leader at the front and a school staff member at the back. | | | | | |
| | When going on extended periods of travel the Coolamatong leader will ensure they have the entire group by stopping to group up and doing regular head counts. | | | | | |

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| | Start of week briefing advises school staff that they need to provide group management and student supervision for all activities | S | | | | |
| | Start of week briefing advises school staff that they need to manage students whereabouts during the free time periods of the week. | | | | | |
| Sprains and Strains | Technique coaching is given during each of the activities. | Satisfactory | Moderate | Unlikely | Medium | Ongoing review required |
| | School staff should be aware of any existing injuries and are asked (during the start of week briefing) to notify Coolamatong leaders if these affect a student involvement with an activity. | | | | | |
| Injury due to Lightning strike | Adherence to the Coolamatong Extreme Weather Policy dealing with managing, modifying and cancelling activities due to extreme weather | Satisfactory | Major - Severe | Rare | Medium | Ongoing review required |
| Illness due to presence of harmful algae in the water | Staff to advise participants on the suitability of water activities on the basis of advice provided by Parks Victoria on water conditions during Algal blooms | Satisfactory | Moderate | Rare | Low | Periodic review required |
| Split Group | In a journey program groups are to stay within voice contact of front and back boats and regular stops made to keep group close together | Satisfactory | Minor | Possible | Medium | Ongoing review required |
| | Ratio of 1 leader : 6 boats on flat undemanding water | | | | | |
| | There is always 1 bronze medallion qualified staff member to 20 participants. | | | | | |
| | At least one canoe has an adult capable of deep water rescue | | | | | |
| | Adherence to the Coolamatong Extreme Weather Policy dealing with managing, modifying and cancelling activities due to extreme weather | | | | | |
| Injury due to hit from Paddle | All students in grade 6 or younger must wear helmets | Satisfactory | Minor | Unlikely | Low | Periodic review required |
| | Briefing to advise students no splashing with paddles, splash only using hands | | | | | |
| | Students briefed about always holding the T grip of the paddle | | | | | |
| Graze/ laceration from barnacles | Closed secured shoes must be worn in water at all times | Satisfactory | Insignificant | Possible | Low | Periodic review required |
| | When holding onto jetties or bouys students are warned not to touch the barnacles. | | | | | |
| | Students are advised to not capsizing their canoes around the banks, jetties or branches. | | | | | |
| | Capsizing on canoes is done in a controlled environment at the boat ramp that is clear from debris on which barnacles grow | | | | | |

Sailing

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| Injury from accident of falling off sail boat | Coolamatong use qualified, experienced and insured instructors for sailing activity | Satisfactory | Moderate | Rare | Medium | Ongoing review required |
| | Sailing instructor provide briefing on safety equipment and procedure while participating in the activity | | | | | |
| | All sailing boats are skipper by experienced and qualified sailing instructors. Sailing instructor provides specific PFD's for use during this activity | | | | | |
| | Sailing instructor L2 first aid qualified | | | | | |
| Injury due to failure of equipment | MSV surveyed boat used by instructors as a rescue boat. | Satisfactory | Moderate | Rare | Medium | Ongoing review required |
| | Safety equipment checked prior to use by instructor | | | | | |
| | Instructor carry's communication (mobile phone) | | | | | |

Sea Kayaking Trips

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| Injury from sea kayak & equipment | Coolamatong use qualified, experienced and insured instructors for sea kayak activity | Satisfactory | Moderate | Rare | Medium | Ongoing Review Required |
| | Instructors provide briefing on safety equipment and procedure while participating in the activity | | | | | |
| | Sea kayak instructor provides specific PFD's for use during this activity | | | | | |
| | Sailing instructor L2 first aid qualified | | | | | |
| | Safety equipment checked prior to use by instructor | | | | | |
| | Instructor carry's communication (mobile phone) | | | | | |

Tubing

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|---|---|--------------|----------|----------|--------|--------------------------|
| Injury from accident of falling off tube or ski's | - Coolamatong use qualified, experienced and insured instructors for tubing activity | Satisfactory | Minor | Unlikely | Low | Periodic Review Required |
| | - Ski instructor provide briefing on safety equipment and procedure while participating in the activity | | | | | |
| | - Ski boat has spotter watching the participant while the boat in being driven | | | | | |
| | - Ski instructor provides specific PFD's for use during this activity | | | | | |
| | - Ski instructor L2 first aid qualified | | | | | |
| Injury due to failure of equipment | - MSV surveyed boats used by instructors | Satisfactory | Moderate | Rare | Medium | Ongoing Review Required |
| | - MSV qualified instructors | | | | | |
| | - Safety equipment checked prior to use by instructor | | | | | |
| | - Instructor carry's communication (mobile phone) | | | | | |

Indigenous Session

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|---|---|--------------|-------|----------|--------|--------------------------|
| Anaphylaxis | At start of week briefing teachers are required to give Coolamatong staff details of any allergies and anaphylaxis. | Satisfactory | Major | Unlikely | Medium | Ongoing review required |
| | School staff need to carry epi-pens on all activities with those students and be trained how to administer them | | | | | |
| | Students are instructed not to eat or apply any plants to their skin if they have any kind of allergy at all | | | | | |
| Injury from Falling Branches | Periodic inspection by qualified aborist and reduction of trees as needed | Satisfactory | Major | Rare | Low | Periodic review required |
| | All students are not to be under the structure whilst being built. | | | | | |
| | No student is allowed under until the staff member has check that there is no danger of it caving in. | | | | | |
| Injury from sticks & other participants | Students are given a clear safety briefing on how to use the sticks around the area. | Satisfactory | Minor | Likely | Medium | Ongoing review required |
| | Staff keep a constant eye on how students are transporting sticks and are always checking the safety of their placement | | | | | |
| | Any students fighting, hitting or being inappropriate with sticks will be sat our of the activity | | | | | |