### RISK MANAGEMENT PLAN

**Activity:** Trail Walking  
**Location:** Mountain Trails Adventure School  
**Supervision ratio:** 1:15  
**Experience of participants:** Novice or limited experience

---

**AIMS OF THE ACTIVITY**

1. To introduce campers to the environment and the flora and fauna, whilst following trails.  
2. To encourage an interest for hiking.  
3. To promote the out doors.  
4. To foster co-operation and sharing between members of the group.  
5. To encourage an awareness of the bush and the impact people have, both positive and negative.  
6. Enjoyment.

---

**QUALIFICATIONS AND EXPERIENCE OF ACTIVITY GUIDES**

- What are the current experiences, competencies or qualifications needed for this activity?  
  🔹 Training in group management and emergency response.  
  🔹 Previous recognisance of the walk taken.  
  🔹 First Aid Certification

---

**STUDENT REQUIREMENTS AND SAFETY**

- How will the students be supervised?  
  1:15 – supervision of students in a designated area. Boundaries outlined in briefing.

- How will the staff be deployed?  
  Students will be instructed by the Guides throughout the activity.

- Over what area will students be spread?  
  3km

- What activities will students do as preparation for this activity?  
  Safety briefing and Environmental briefing.

- Have the students been tested for any prerequisite skills? (Eg swimming)  
  NA

---

**EQUIPMENT USED IN THIS ACTIVITY**

<table>
<thead>
<tr>
<th>Equipment / Protective clothing</th>
<th>Industry Standard</th>
<th>Are there safety checks carried out?</th>
<th>Is the equipment appropriate for age group?</th>
<th>What can go wrong? Action in event of failure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sturdy walking shoes</td>
<td>Yes</td>
<td>Yes</td>
<td>Prior to the activity beginning</td>
<td>First Aid kit, not stocked. Check list has been produced as a reference guide.</td>
</tr>
<tr>
<td>First Aid Kit</td>
<td>Yes</td>
<td>Yes</td>
<td>Prior to every program</td>
<td>Black Spots – walk to signal Battery Failure – Carry an extra radio</td>
</tr>
<tr>
<td>UHF Radio</td>
<td>Yes</td>
<td>Yes</td>
<td>Prior to use</td>
<td></td>
</tr>
</tbody>
</table>

---

**IDENTIFY THE RISKS (Potential loss – physical, emotional, etc.) AND SCORE (Using accompanying model)**

<table>
<thead>
<tr>
<th>#</th>
<th>RISK</th>
<th>SCORE</th>
<th>#</th>
<th>RISK</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Poor facilitation</td>
<td>Low</td>
<td>5</td>
<td>Ankle Injury</td>
<td>Moderate</td>
</tr>
<tr>
<td>2</td>
<td>Falling tree limbs</td>
<td>Low</td>
<td>6</td>
<td>Group becomes lost</td>
<td>Low</td>
</tr>
<tr>
<td>3</td>
<td>Poor weather</td>
<td>Low</td>
<td>7</td>
<td>Individual becomes separated</td>
<td>Low</td>
</tr>
<tr>
<td>4</td>
<td>Dangerous fauna</td>
<td>Moderate (snake season only)</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Unsafe act of participant</td>
<td>Low</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# RISK MANAGEMENT PLAN

IDENTIFY THE CONTRIBUTING FACTORS AND MANAGEMENT STRATEGIES TO COMBAT THOSE FACTORS

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>CONTRIBUTING FACTORS</th>
<th>MANAGEMENT STRATEGY</th>
</tr>
</thead>
</table>
| PEOPLE                        | Attributes people bring to an activity such as skills, attitudes, age, physical fitness, health numbers, etc. | 1. Unresponsive participants, work stress of activity guide  
2. excited participants, unruly behaviour  
   • Participant ridicule  
   • Peer pressure  
1. responsible rostering, teaching staff briefing  
2. clear statement in briefing of safety rules, adequate discipline of unruly behaviour |
| EQUIPMENT                     | Resources that impact on the activity such as clothing, helmets, ropes, harnesses, tents, hardware, etc. | 1. Foot wear  
2. First Aid kit  
3. UHF Radios  
4. Foot wear and appropriate seasonal clothing  
1. checked by activity guides prior to leaving and adjusted if necessary  
2. first aid bag checked prior to the program commencing  
3. UHF radios are checked prior to leaving – radio the kitchen and wait for a response.  
4. checked by activity guides/students prior to leaving |
| ENVIRONMENT                   | Factors that impact on the activity such as weather, terrain, water, tides, fire, flora, fauna, wind, etc. | 2. stormy conditions or extreme temperatures  
3. Season, participants collecting natural materials from ground  
4. high winds, unhealthy trees  
5. Uneven ground  
2. Guides check weather forecast and in the field monitoring  
3. clear safety briefing / in the field observations  
5. Warn participants prior to leaving |
| OCCUPATIONAL HEALTH AND SAFETY| Factors which might arise if a regulation or safety guideline was not followed |                                                                                  |

**EMERGENCY MANAGEMENT PLAN**

<table>
<thead>
<tr>
<th>1. Keep group together</th>
<th>How remote is the activity from sources of assistance?</th>
<th>Within Mountain Trails property. All full time staff familiar with location and rescue procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Implement Emergency Management Plan</td>
<td>How would help be called?</td>
<td>hand held radio direct to the camp directors</td>
</tr>
</tbody>
</table>
| 3. Alert teaching staff to Management Plan | How long would it take to get help after an accident? | First aid qualified staff – 10 mins  
Ambulance – 1 hour  
Helicopter – 1-2 hours |

REPORT PREPARED BY: __ Bronwyn Pye _____ DATE: _12/05/2015_____ REPORT APPROVED BY: Malcolm Bennett