



Arbury Park Outdoor School Risk Management Plan

The aim of this document is to support teachers and schools in their preparation for their camp at Arbury Park Outdoor School. It identifies potential risks and includes the proactive strategies we undertake to prevent / reduce these risks as well as the procedures we follow if these situations occur. This is a summary document of more detailed risk management documents we have developed for specific activities and medical conditions.

NOTE

- We are a DECD site and all staff have current relevant criminal history screening and first aid training.
- All teaching staff carry a first aid kit and mobile phone during activities.
- On day one of camp, each school group completes an evacuation drill and discusses the Arbury Park Outdoor School values and safety information about steep hills, SunSmart, snakes, and hopper ants.
- Our Bushfire Action Plan is accessible via our website.
- Some of the risks and proactive strategies cross over between activities. To minimise repetition, most risks and strategies have been documented only once.
- Our risk identification is based on our knowledge and experience. This document does not include every possible eventuality that may arise.
- This document does not preclude visiting teachers from carrying out their own risk assessment that may be specific to the needs of their student group, for example special needs students.

Benefits of bringing your students to Arbury Park Outdoor School

The benefits of outdoor learning:

- Making connections with the natural world that supports all life.
- Building new knowledge, connections and understandings in context.
- Engaging emotions and the senses in a holistic learning experience.
- Inspiring and motivating learners to take personal and collective action.

The benefits of our residential setting:

- Promoting cooperation and wellbeing.
- Building relationships and a sense of community.
- Promoting ecologically sustainable ways of living.
- Inspiring ongoing learning for students and teachers alike.

Arbury Park Outdoor School Values

Curiosity is an eagerness to discover new things, to gain new knowledge and to ask questions. When you are curious you explore the mysteries of our world and try to understand them.

Care is giving love and attention to people and things that matter, including the natural world. Caring comes from within. When you care, you pay attention to someone or something when they need it.

Community refers to a sense of unity that brings people together, working with a common purpose. In a community, considering the needs of others is as important as considering your own. When you act with a sense of community you can change the world.

Campsite Accreditation and Documentation

Arbury Park is an accredited campsite with *Accredited Tourism Business Australia*. This includes detailed documentation which addresses the camps/adventure accreditation module 15 and requires documented risk management and other policies.

As stated in the DECD Camps and excursions - guidelines for schools and preschools, September 2007; Section 2.2.4 Campsite accreditation: **The Australian Camps Association (now Accredited Tourism Business Australia) "operates an accreditation scheme that involves an independent and comprehensive evaluation of site standards, safety and hygiene. The scheme covers far more than a teacher could be expected to assess."** Arbury Park Outdoor School is accredited.

Refer to: <http://www.decd.sa.gov.au/docs/documents/1/CampsandExcursionsGuide.pdf>.

Excursion Risk Management Plan for Arbury Park Outdoor School Camp

Excursion Details

Date(s) of excursion		Excursion destination	Arbury Park Outdoor School Ph: 83393237	
Departure & arrival times				
Proposed activities	Outdoor learning	Water Hazards? <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No		
Curriculum Link / Benefit				
Method of transport, including proposed route				
Name of excursion co-ordinator				
Contact number of excursion co-ordinator	(BH)	(M)		
Number of participants	No. of students	No. of educators	No. of parents	No. of volunteers
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details				

Items to take on excursion

- | | |
|---|--|
| <input type="checkbox"/> First aid kit
<input type="checkbox"/> List of children attending the excursion
<input type="checkbox"/> Contact information for each child
<input type="checkbox"/> Medical information for each child | <input type="checkbox"/> List of adults participating in the excursion
<input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> Other items, please list |
|---|--|

Risk Assessment

Activity	Potential Risks	Level of Risk**	Proactive Strategies to prevent / reduce	Procedure if incident occurs
<p>Freshwater Life</p> <p>Students visit ponds and use dipping nets to catch freshwater invertebrates. They discuss adaptations, feeding relationships and water quality.</p>	<ul style="list-style-type: none"> Student falls into the pond and is at risk of drowning or hypothermia (winter months). 	Moderate	<ul style="list-style-type: none"> APOS ponds are shallow with gently sloping sides. Students can stand in all ponds. Staff:student ratio 1:6 for Reception - year 2, 1:10 for years 3 - 7, 1:15 for years 8-10. A minimum of 2 leaders is required. Model netting technique, squatting or kneeling, before students start netting. Brief client staff on the need to monitor all students at all times. Teaching staff notify principal if grounds staff need to carry out maintenance of pond edges. New staff, TRTs, and visiting staff observe teaching activities before teaching it themselves (<i>APOS Staff Handbook</i>). Reaching poles are stored at each ponding site. 	<ol style="list-style-type: none"> Remove student from water. Administer first aid if necessary. If resuscitation needed, have client adult ring ambulance and notify APOS office. Arrange immediate change of clothing if necessary. If the weather is cold a warm shower might be needed. Client teacher to supervise for signs of hypothermia. <p><i>Following the management of any critical incident, record incident on ED 155 accident report form.</i></p>
<p>Hiking</p> <p>Hikes include half day circuits of Mt George Conservation Park. Some sections of trail are steep with loose surfaces and include rocky outcrops. Students learn about preparing for a safe hike.</p>	<ul style="list-style-type: none"> Student suffers hypothermia or heat exhaustion. Student falls and suffers injury. Student becomes ill from medical condition. Student becomes separated or lost from group. APOS teacher leading group suffers serious injury. Student is bitten by snake. 	Moderate	<ul style="list-style-type: none"> Group leader has hiking experience, is familiar with local conditions and carries a portable radio. 2 adults minimum per group, one with leader experience. Adult to student ratio 3-7 1:10, 8-12 1:15. Max group size is 20 students. Check all are carrying full personal water bottle before leaving. Check clothing and footwear prior to hike. Choose route that matches physical ability of group participants. APOS leader reminds students to bring medication before leaving camp. Appoint student 'leader' and 'tail ender'. APOS teacher to lead from the front in steep or dangerous terrain. Pace is walking, not running. Explain the importance of staying together and use of whistles and shouting by leader to establish contact if a student is missing. Cancel or shorten hikes in hot weather – 30C locally or above. Adjust pace and frequency of rest stops. Cancel hike on days of strong winds. Snake safety addressed during camp safety discussion on day 1. 	<ol style="list-style-type: none"> The leader assesses the situation, ensuring the safety of the group. Commence appropriate first aid. Contact the school and/or emergency services. In the event of students being separated from the group not being located within 15 minutes, inform principal to commence 'lost/runaway' search procedure. Obtain details of where last seen, by whom, what they were doing, any contributing factors, what were they wearing and any special needs. Contact police and support client school. <p><i>Following the management of any critical incident, record incident on ED 155 accident report form.</i></p>
<p>Non-programmed time</p> <p>Designated 'exploring' or 'free' time may be planned when students may explore in the forest, play in the playground or rest in or outside their dorms. These activities must be supervised either directly or indirectly.</p>	<ul style="list-style-type: none"> Student falls into a pond and is at risk of drowning. Student falls and suffers fracture, sprain, severe bleeding, head injury. Student becomes ill from onset of known medical condition. Student with no previous indication of allergy suffers severe reaction. 	Moderate	<ul style="list-style-type: none"> APOS coordinator and client teachers provide students with clear safety instructions and details of areas for supervised free time (see APOS supervision policy in <i>Program Coordinators Handbook</i>). Ponds are out of bounds and the gym must be supervised by a teacher. Visiting teachers supervise students during non-programmed time. APOS program coordinator explains that 4 is the minimum number for an indirectly supervised exploring group. Client teacher(s) to check that medication is with student(s) or have alternative plan in place during periods of non-programmed time. Advise students that if they suffer a bite or sting that is very painful, or causes breathing problems, they must report it immediately to a teacher. APOS hazard reporting system in place in addition to safety audits. 	<ol style="list-style-type: none"> Students report incident to client teacher Client duty teacher assesses first aid priorities Teachers recall all other students to dining room if emergency occurs via school bell or two whistle blasts. <p><i>Following the management of any critical incident, client teacher(s) to record incident on ED 155 accident report form.</i></p>

Activity	Potential Risks	Level of Risk**	Proactive Strategies to prevent / reduce	Procedure if incident occurs
<p>Extreme weather Strong winds (severe weather warning). Extreme heat (above 30°C for extended period). Persistent rain, particularly with wind. Thunderstorms.</p>	<ul style="list-style-type: none"> • Student becomes hypothermic • Student becomes heat exhausted • Student is hit by tree / branch fall • Student(s) affected by lightning strike. 	Moderate	<ul style="list-style-type: none"> • APOS teacher checks clothing prior to outdoor activity, limits exposure to short periods, teaches close to shelter and cancel outdoor activities if necessary. • Explain the need to drink regularly in hot conditions. Cancel or shorten hikes or vigorous activities in hot weather, eg above 30C. No hikes on Total Fire Ban days. • Check for severe weather warning issued by BOM. Limit exposure by rescheduling outdoor activities until severe weather has passed. Deliver all or part of the lesson indoors, in open areas or near buildings. • Should thunder storms occur while program activities are taking place outdoors, the group moves to an open area away from ridge, hill tops and tall trees. 	<ol style="list-style-type: none"> 1. Leader re-assesses situation and ensures safety of the group. 2. Administer appropriate first aid until help arrives. Call ambulance and/or school office for help using mobile phone. <p><i>Following the management of any critical incident, record incident on ED 155 accident report form.</i></p>
<p>Campfire Campfires are part of the Bush Survival lesson as well as an optional night activity (weather dependent).</p>	<ul style="list-style-type: none"> • Student is burnt by fire directly or indirectly (food, sticks, camping equipment) • Fire spreads from the campfire area. 	Moderate	<ul style="list-style-type: none"> • Guidelines for camp fires in evening activities folder for visiting teachers. • Staff members to monitor student behaviour and safety around campfire. • Staff members brief students on fire safety and use of sticks and equipment. • No fires on total fire band days. • Jerry cans of water are available for burns and fire management. • A fire pit area is defined on even ground. • Campfire cancelled if extreme weather threatens safety. 	<ol style="list-style-type: none"> 1. First aid administered until help arrives. Call ambulance and/or school office for help. 2. Follow the APOS Bushfire Action Plan. <p><i>Following the management of any critical incident, record incident on ED 155 accident report form.</i></p>
<p>Asthma A condition of the lungs associated with narrowing of the airways that restricts breathing.</p>	<ul style="list-style-type: none"> • Student suffers asthma attack. • Student does not have an asthma management plan (AMP) or does not follow AMP. • Student does not carry appropriate medication. • Terrain and program activities at APOS may require more strenuous effort than usual. • Cold air or airborne particles trigger asthma. 	Moderate	<ul style="list-style-type: none"> • APOS provides a copy of an Asthma management plan (AMP) in the <i>Program Coordinator's Handbook</i>. • Client teacher(s) are aware of and monitor student's AMP. • Client school teacher in charge notifies APOS coordinator of AMPs that will limit activity participation during camp. APOS coordinator advises APOS teachers when student(s) with AMPs are in their programmed activities. • APOS and client teachers consider participation in various activities in context of student's AMP and monitor students for possible signs of asthma attack. Modify activity program for students with significant reaction to particular environmental factors. • Client teachers check that students carry medication if necessary. APOS teachers carry spare asthma pack in their personal first aid kit. 	<ol style="list-style-type: none"> 1. Administer medication and monitor student. 2. If necessary, student should not continue with activity. Call APOS office to organise vehicle pick-up. 3. Should student not respond to medication call ambulance and notify APOS office. <p><i>Following the management of any critical incident, record incident on ED155 accident report form.</i></p>
<p>Diabetes Student dependent on insulin injection and balanced carbohydrate intake to maintain good health</p>	<ul style="list-style-type: none"> • Teacher/student supervisor is not aware student is diabetic. • Student suffers hypoglycaemia. • Student does not adhere to prescribed diet and/or doesn't eat additional carbohydrate food with exercise. • Child contracts an illness and cannot maintain food intake. • Student not competent at blood sugar level monitoring and injection equipment or forgets diabetic equipment. 	Moderate	<ul style="list-style-type: none"> • Parents provide health information and forward to APOS. APOS co-ordinator notifies kitchen and program staff. • Class teacher ascertains from parents that student can manage equipment by themselves and checks student has diabetic equipment before camp. • Adjustment to normal regime may be required. Class teacher/adult supervisor to consult with child and parents before camp. • Kitchen prepares appropriate meals and advises student how to obtain extra food when needed. Teacher/parent/supervisor to monitor, unobtrusively. • Advise student that additional energy food may be required and should be eaten at meal and snack times prior to strenuous program activities. • Student or teacher carries fast acting sugar containing food. • Teachers and adult supervisors to be aware of hypoglycaemic symptoms and treatment procedures. 	<ol style="list-style-type: none"> 1. Adult supervisor gives child glucose (glucodin tablets, jelly beans or soft drinks eg lemonade, not diet drinks). 2. Student encouraged to eat carbohydrate containing food (eg muesli bar, fruit cake, sandwich). 3. If student unconscious, place in recovery position and ring ambulance. Monitor student. <p><i>Following the management of any critical incident, record incident on ED155 accident report form.</i></p>

Activity	Potential Risks	Level of Risk**	Proactive Strategies to prevent / reduce	Procedure if incident occurs
Kitchen APOS supplies all meals to ensure students and adults have nutritious and quality meals to support their camp activities.	<ul style="list-style-type: none"> Student becomes ill or has anaphylactic reaction due to a food allergy. Student becomes ill due to food borne contamination. 	Moderate	<ul style="list-style-type: none"> Schools and parents provide catering information including individual dietary forms for those with specific needs. Catering staff are trained and aware of dietary needs. They provide a safe food preparation area for students with severe allergies. Parents and teachers are invited to contact the Catering Manager to discuss dietary needs. APOS kitchen follows HACCP (Hazard analysis and critical control points) procedures to ensure food prepared is safe. APOS catering staff hold current Safe Food Handling Certificate. APOS kitchen is randomly audited by the Environmental Health Officer. 	<ol style="list-style-type: none"> First aid administered to students with an allergic reaction (use of Epipen and contact ambulance). If vomiting outbreak occurs, follow vomiting and/or diarrhoea illness procedure (below). <p><i>Following the management of any critical incident, record incident on ED155 accident report form.</i></p>
Vomiting and/or diarrhoea illness Student(s) or staff member(s) arrive at camp with vomiting or diarrhoea.	<ul style="list-style-type: none"> Student(s) or staff arrive at camp vomiting / diarrhoea. An individual becomes dehydrated through continuous vomiting and/or diarrhoea. More than one student/adult becomes ill with continuous vomiting and/or diarrhoea. Vomiting and/or diarrhoeal illness shows signs of rapidly spreading to other campers. With large numbers of people ill, dormitories or dining room become contaminated and infect future clients. 	Low	<ul style="list-style-type: none"> Parents sign consent form indicating that children will not attend camp if they have suffered vomiting illness in previous 48 hours. All hand washing under running water with soap from dispenser. Move person to first aid room, monitor, provide water/lemonade. If first aid room unable to be used as sick numbers grow, isolate all sick persons in one area, indoor or outdoor as weather permits. Client school responsible for care and to organise transport home. Clean up any vomit with disinfectant to minimise risk to others. Thorough disinfect of all dormitories including wipe over vinyl mattresses with disinfectant after group leaves and clean blankets. Thorough disinfect of dining room, including disinfection of floor, tables, benches and door furniture. APOS kitchen follows HACCP (Hazard analysis and critical control points) procedures to ensure food prepared is safe, and is randomly audited by the Environmental Health Officer of Adelaide Hills Council. Catering staff hold current Safe Food Handling Certificate. 	<ol style="list-style-type: none"> Principal notified if more persons fall ill. Principal to discuss with client school coordinator and principal the need for school to evacuate and means of doing so. Doctor treats the ill if speedy evacuation not possible. Notify Communicable Diseases Unit of Department of Health. Organise inspection of school kitchen dining area by Adelaide Hills Council Environmental Health Officer. Keep samples of recent meals that have not been disposed of. <p><i>Following the management of any critical incident, record incident on ED155 accident report form.</i></p>
Lost/runaway student Student cannot be located when required. Could be a known 'runner'.	<ul style="list-style-type: none"> Student may be injured and unable to seek help. Student may be at risk of harming themselves. The camp program may be impaired if resources need to be redirected. 	Low	<ul style="list-style-type: none"> Visiting teachers provide information to APOS teachers about any known high risk students. All staff and students instructed about the signals to call them back at the end of lessons and for meal times. When notified of missing student, assess the information and the level of risk, if known, for this student (has it happened before?, is there a pattern of behaviour?) Depending on level of risk, conduct a search of most likely locations (dorms, gym, and favourite places). Provide a 2-way radio for each member of the search party, for real time communication. 	<ol style="list-style-type: none"> Collect information about the lost/runaway student (where were they last seen?, what were they doing and wearing?) If no sign of lost/runaway student after an agreed search time contact SAPOL (131 444). Visiting teachers to also contact parents, and their school principal. <p><i>Following the management of any critical incident, record incident on ED155 accident report form.</i></p>

** To assess degree of risk use the notes on the grid on the following page.

Document submitted by:

Date submitted:

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Originally prepared: 8/3/17

Notes on analysing risks for excursions

Assess the likelihood that the event will occur, and the seriousness of the consequences if it does, using the table below.

Then use the grid to identify level of risk.

Likelihood	Almost Certain	Almost certain to occur in most circumstances	Consequence	Critical	<ul style="list-style-type: none"> Critical incident. (e.g. Death or permanent disability of adult or child; high level of distress to other parties) Sustained negative publicity or damage to reputation from a national perspective or from the community welfare perspective.
	Likely	Likely to occur frequently		Major	<ul style="list-style-type: none"> Multiple injuries requiring specialist medical treatment or hospitalisation; and/or major occupational health safety & welfare liability incident / issue. Major incident which damages public or parent confidence. One or more children are lost from the main group.
	Possible	Possible and likely to occur at some time		Moderate	<ul style="list-style-type: none"> Serious injuries and/or illness. Complex welfare and/or health care issue. Serious disruption or incident, resulting in distress to children and adults.
	Unlikely	Unlikely to occur but could happen		Minor	<ul style="list-style-type: none"> Minor first aid or minor occupational health safety & welfare liability incident / issue (e.g. minor cuts, bruises, bumps). Minor behavioural issues.
	Rare	May occur but only in rare and exceptional circumstances		Insignificant	<ul style="list-style-type: none"> No treatment required.

Level of Risk

		Likelihood				
		Rare	Unlikely	Possible	Likely	Almost Certain
Consequence	Critical	Moderate	High	High	Extreme	Extreme
	Major	Moderate	Moderate	High	High	Extreme
	Moderate	Low	Moderate	Moderate	High	High
	Minor	Low	Low	Moderate	Moderate	Moderate
	Insignificant	Low	Low	Low	Moderate	Moderate

This document is sourced from DECD <https://myintranet.learnlink.sa.edu.au/operations-and-management/site-administration/school-administration/camps-and-excursions> titled *Work, Health and Safety general risk assessment tool (DOC, 161.0 KB)*.