



# LAKES RANCH Policies & Risk Management Plan

**The Trustees and Staff of Lakes Ranch are committed to the safety and well being of every person involved in an organised program provided by Lakes Ranch**

Lakes Ranch aims to provide a safe and stimulating program which caters for the children's different ages, genders and cultural backgrounds while attempting to encompass individual needs and interests. The safety of the children is the paramount consideration during program provision. The Lakes Ranch policies will be reviewed annually. It is the responsibility of the management committee to ensure that this is done.

Copies of these policies will be made available at all times.



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# Lakes Ranch Health and Safety Policy

The Management of Lakes Ranch is committed to providing and maintaining a safe and healthy working environment for its employees, visitors and all persons using the premises as a place of work

To ensure a safe and healthy work environment management will develop and maintain a Health and Safety Management System to:

- ❖ Set health and safety / injury prevention objectives and performance criteria for all work areas
- ❖ Review health and safety objectives and performance annually
- ❖ Actively encourage the accurate and timely reporting and recording of all accidents, incidents and unsafe conditions
- ❖ Investigate all reported accidents, incidents and unsafe conditions, to ensure all contributing factors are identified and, where appropriate, plans are formulated to take corrective action
- ❖ Provide a treatment and rehabilitation plan that ensures an early and durable return to work
- ❖ Identify all existing and new hazards and take all practicable steps to eliminate, isolate or minimise the exposure to any hazards deemed to be significant
- ❖ Ensure that all employees are made aware of the hazards in their work area and are adequately trained to enable them to perform their duties in a safe manner
- ❖ Encourage employee consultation and participation in all matters relating to health and safety
- ❖ Promote a system of continuous improvement
- ❖ Meet our obligations under the Health and Safety in Employment Act 1992, the Health and Safety in Employment Regulations 1995, Codes of Practices and any relevant Standards or Guidelines

## **Every employee of Lakes Ranch is expected to share in the commitment to this policy**

- ❖ All managers have an understanding and are committed to maintain their knowledge of the health and safety issues in their area of responsibility
- ❖ Every team leader has a responsibility for the health and safety of employees under their direction
- ❖ Each employee is expected to play a vital and responsible role in maintaining a safe and healthy workplace through:
  - Observing all safe work procedures, rules and instructions
  - The early reporting of any pain or discomfort
  - Taking an active role in the Trust's treatment and rehabilitation plan, to ensure an "early and durable return to work"
  - Ensuring that all accidents, incidents and unsafe conditions are reported to the appropriate person

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Date



## **Activity / Equipment Safety**

- If there are any deficiencies that put either employees, campers or supervisors in any way at risk, at any time, that particular activity will be de-activated until the particular risk is rectified or eliminated.
- All campers will be given verbal instructions on arrival at camp as to the rules and regulations contained in the Health and Safety in Employment Act 1992.
- Weekly / monthly checks of all activities/equipment/facilities will be carried out.
- Health and Safety issues are to be given priority on JOB LIST schedules.

**Lakes Ranch** supports the Education Outside the Classroom framework and goals

## **Staff : Student Ratio**

The Lakes Ranch decisions on ratios take the following into account as part of the risk assessment:

- Competence of staff
- Competence of volunteer assistants
- First Aid cover
- Sex, age, behaviour and ability of students
- Special needs of students (medical, educational)
- Duration and nature of activity (land-based / water-based)
- Nature of site
- Site requirements (permits, etc.)
- Contingency options
- Access emergency services
- Season, weather condition / forecast

## **Student supervision policies**

- All supervisors should have clearly identified roles and responsibilities within their capabilities
- All supervisors should be fully briefed on the activity and safety procedures
- No supervisor should be alone with a student at any time
- Supervisors should be assigned to a specific group of students where possible

- **Person in charge** should have readily accessible lists of all students and supervisors with medical profiles and other pertinent information
- There is no alcohol and no illegal drug use
- **Teachers / parents are responsible for student supervision at all times**

### **Staff competence and best practice**

- The Lakes Ranch Staff competence is assessed against best practice
- Only competent staff are approved to lead activities.
- If the required competence is not available at camp, outside expertise is contracted **or** the activity is modified to ensure safety.
- Contractors and volunteers have been checked for their suitability to work with children.
- All staff, contractors and volunteers are involved in safety management planning and have been instructed in health and safety procedures.
- All staff, contractors and volunteers apply the environmental care code.
- Staff development opportunities ensure staff have safety skills and knowledge required to run activities they are responsible for.

### **Equipment**

- All circumstances and activities for which safety equipment should be used are identified.
- All facilities meet accepted best practice.
- All equipment and safety clothing is stored securely and its use controlled. Distribution is supervised and regular inventories are made.
- Safety equipment or clothing is provided to safeguard all staff, contractors, volunteers and students from any danger to their health and safety.
- All persons use safety clothing and/or equipment when required.
- All safety equipment complies with any relevant New Zealand standard or code of practice, gives adequate protection from the risk it is designed to eliminate, isolate or minimise, and is adequately maintained.
- A usage and maintenance log is kept for safety equipment.
- All goods, materials, substances and equipment are stored, secured, and kept so that they do not endanger people in their vicinity. Staff, contractors, volunteers and students are fully instructed about their safe use and storage in accordance with any specific regulations, standards, or codes of practice.
- A communication system is available.
- Protocols are in place for food, water, waste, flora and fauna.



Qualifications, relevant skills, experience, recommendation, police checks.



## **Establishing the Competence of Trainers Internal/External**

Once the appropriate training has been identified the Lakes Ranch Management will determine the competence of the trainer, this applies for both internal and external trainers. By reviewing the qualifications and experience of the trainer we can determine if they have the ability to deliver the course objective or any on the job training. All external trainers should supply references.

### **Staff Training Standards**

Relevant to job description

Compliance regularly monitored by: supervision, regular monitoring and appraisal, evaluating training needs, evaluating employee skills and training – identifying and arranging training to fill gaps.

The Lakes Ranch Staff endeavour to meet expected learning outcomes with

- Appropriate learning and teaching approaches
- Meeting students needs
- Effective program sequencing
- Effective safety management

## **NON-COMPLIANCE ORDER**

Lakes Ranch has taken all reasonably practicable steps to manage the risks of the facilities and activities.

Failure on the part of any paying camper or their supervisor/guardian or teacher to:

- Comply with all rules, regulations or procedures as laid down by the Management of Lakes Ranch or
- Use any camp facilities or activities without authorisation or in a careless or dangerous manner in relation to Section 16 of the Health and Safety in Employment Act 1992 may invoke the following actions:
  - i. **Forfeiture of right of use of activity or facility**
  - ii. **Forfeiture of right to rebook**
  - iii. **Instant removal from site**

# Signs

The following common signs around The Lakes Ranch warning of:

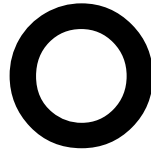
**“No Go”**



**Red Sign / Black Cross**

Lakes Ranch staff member or adult trained / accompanied by Lakes Ranch staff member only

**“Use at Own Risk”**



**Yellow Sign / Black O**

Adult supervision required for children under 14 years of age

**“Can Use”**



**Green Sign / Black Tick**

Areas are placed at different points around camp. Campers will be familiarised with these at **Camp Orientation** and **Welcome Times**.



# Risk Matrix

This matrix is used in determining the probability of an accident/injury/illness occurring in any of the activities made available to paying groups or organisations who use these facilities.

## PROBABILITY

<b>CONSEQUENCE</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>1</b>					
	<b>2</b>					
	<b>3</b>					
	<b>4</b>					
	<b>5</b>					

CLASS 1	CLASS 2	CLASS 3

	<b>People</b>	<b>Equipment</b>	<b>Production</b>	<b>Environment</b>
<b>1</b>	Fatality	Major > \$500,000	> 1 day	Major
<b>2</b>	Serious injury	\$250,000-\$500,000	8 hours	Serious
<b>3</b>	LTI	\$50,000 – \$250,000	4 hours	Moderate
<b>4</b>	MTC	\$5,000 – \$50,000	1 hour	Minor
<b>5</b>	FAC	Minor < \$5,000	< 1 hour	Minimal

LTI Lost Time Injury  
MTC Medical Treatment Case  
FAC First Aid Case

<b>A</b>	<b>Common</b>
<b>B</b>	<b>Has Happened</b>
<b>C</b>	<b>Could Happen</b>
<b>D</b>	<b>Not likely</b>
<b>E</b>	<b>Practically Impossible</b>

<b>Class of Risk</b>	<b>Potential Consequence</b>	<b>Control Option required</b>
CLASS 1	Potential to kill or permanently disable	<ul style="list-style-type: none"> <li>Cease operations until hazard adequately controlled</li> <li>Develop a Safe Work Method Statement</li> </ul>
CLASS 2	Potential to cause serious injury or illness which will temporarily disable	<ul style="list-style-type: none"> <li>Implement controls immediately</li> <li>Develop a Safe Work Method Statement</li> </ul>
CLASS 3	Potential to cause minor injury which will NOT disable	<ul style="list-style-type: none"> <li>Control options implemented.</li> <li>On the job instruction given</li> </ul>

# Best Practice for Assessing the Environment

## **FACILITIES**

Facilities must be of an adequate size, configuration and quality for the activity for which they were designed. They should have regular maintenance and be checked before use for potential hazards such as water, rubbish, holes and poles. For example, is there any broken glass on the netball court or any water on the basketball floor? Are there suitable "run-off" areas? Are spectators and sports bags kept well clear of the playing area? Supervision during facility use is also required to ensure players use the facilities appropriately and do not put themselves or others at risk. Facilities and playing areas, including changing rooms, should be kept clean and hygienic. Unhygienic practices such as spitting, should be actively discouraged, especially in areas where the team sits on the sideline, where equipment or drink bottles are placed, or in the changing rooms. Well maintained first aid facilities should be available and need to be clearly sign-posted.

## **PLAYING SURFACES**

All playing surfaces should be well maintained and checked before use to ensure they are free from hazards such as stones, broken glass and sticks. Grass surfaces should be periodically checked to ensure they are level and free from hazards such as puddles, potholes and protruding sprinkler heads. Excessively muddy and boggy areas should be avoided in training so that they have the best opportunity to recover for competition. Outdoor artificial surfaces should be free from surface water and debris such as sand, gravel and leaves. Indoor courts need to be dry and clean to avoid players slipping on the surface.

Field markings need to be clear and distinctive. To avoid collisions, the perimeter fencing and advertising boardings of the spectator areas should not be too close to the playing area. All playing surfaces need to have adequate lighting.

## **PLAYING EQUIPMENT**

All equipment used in a sporting situation needs to be designed and maintained to meet an appropriate level of safety. Equipment such as goal posts, nets and corner flags can become dangerous if it is in bad condition or not assembled correctly. The integrity of equipment needs to be checked before use. For example, goal posts need to be assessed to ensure they are stable, secure and well anchored to the ground. Nets on goals and hoops need to be checked to prevent them from coming free and being caught on fingers. Securely attached padding around posts should be used to prevent collision injuries. Corner posts and marker flags should be made of materials that flex on impact and there should be no sharp tips.

## **WEATHER CONDITIONS**

Weather conditions need to be assessed before activities commence, then continually monitored throughout the competition, training or event. Players need to be adequately prepared for the conditions in which they are training or competing. Events should be cancelled where extreme weather conditions (extremely hot or extremely cold) or unsafe environments would put players at high risk of injury. Coaches need to encourage players to have appropriate clothing for the sport. In hot environments clothing should be light coloured, loose fitting and lightweight with an open weave, and sufficient fluids should be consumed.

Sunscreen, and if appropriate hats, should be worn when exercising in areas exposed to the sun. In cold conditions players need to wear appropriate clothing for the warm-up, training or competition and cool-down. Excessively heavy and bulky clothing is not appropriate as it restricts movement and consumes valuable energy. Wearing thermal clothing such as polypropylene under team uniforms during competition can maintain body heat while still complying with the rules of the game. Waterproof and windproof tracksuits are valuable before and after competition and during training sessions. Coaches should be able to recognise the symptoms of players experiencing difficulty from environmental conditions (e. g. heat, stress, hypothermia) and take appropriate action to eliminate or reduce any undue stress.

There are a number of extra considerations where children are involved. Children are less capable of coping with exercise in hot, humid conditions than adults because their sweat glands are immature, they have a relatively large skin surface and they are slower to acclimatise to exercise in warmer climates. Also, children instinctively drink too little to compensate for sweat loss during physical activity. Conversely children may also become cold more quickly in circumstances where low temperatures are combined with wind chill and wet clothing. Children frequently lack the ability to recognise the potential for developing low body temperature (hypothermia) and adult supervision is critical in any potentially unfavourable conditions, such as when tramping or during water activities.

# Environmental Care Code

## **PROTECT PLANTS AND ANIMALS**

**Treat New Zealand's forests and birds with care and respect. They are unique and often rare.**

## **REMOVE RUBBISH**

**Litter is unattractive, harmful to wildlife and can increase vermin and disease. Plan your visit to reduce rubbish, and carry out what you carry in.**

## **BURY TOILET WASTE**

**In areas without toilet facilities, bury your toilet waste in a shallow hole well away from waterways, tracks, campsites, and huts.**

## **KEEP STREAMS AND LAKES CLEAN**

When cleaning and washing, take the water and wash well away from the water source. Because soaps and detergents are harmful to water-life, drain used water into the soil to allow it to be filtered. If you suspect the water may be contaminated, either boil it for at least 3 minutes, or filter it, or chemically treat it.

## **TAKE CARE WITH FIRES**

Portable fuel stoves are less harmful to the environment and are more efficient than fires. If you do use a fire, keep it small, use only dead wood and make sure it is out by dousing it with water and checking the ashes before leaving.

## **CAMP CAREFULLY**

When camping, leave no trace of your visit.

## **KEEP TO THE TRACK**

**By keeping to the track, where one exists, you lessen the chance of damaging fragile plants.**

## **CONSIDER OTHERS**

People visit the back country and rural areas for many reasons. Be considerate of other visitors who also have a right to enjoy the natural environment

## **RESPECT OUR CULTURAL HERITAGE**

**Many places in New Zealand have a spiritual and historical significance. Treat these places with consideration and respect.**

## **ENJOY YOUR VISIT**

**Enjoy your outdoor experience. Take a last look before leaving an area; will the next visitor know that you have been there?**

# Risk Management Plan for: Horse Riding



Risk detail	Likely injury/illness	Class of Risk	Risk control
<p><b>Riding Arena</b></p> <p>Entry / Exit</p> <p>Lighting, electric wiring</p> <p>Walls and partitions – protrusions</p> <p>Lack of space (stable etc.)</p>	<p>Cuts, Bruises, Fractures, Sprains, Concussion, etc.</p> <p>Electrocution</p> <p>Cuts, infections</p> <p>Crushing, being trodden on</p>	<p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p>	<p>Fencing should be post and rail with the rails facing inwards (to protect the riders outside leg) and high enough to deter the horses from jumping over (at least 1.2 m). Gates wide enough to allow the horse and handler to pass through.</p> <p>Arena should be well drained, free from holes, other obstructions, glass and other rubbish.</p> <p>Show jumps and any other equipment used should be soundly constructed with no sharp edges or protrusions, and cleared from riding area when not in use.</p> <p>Jump cups must be removed from the wings when not required.</p> <p>Signage (giving instructions on entering, leaving and use of Arena)</p> <p>Ensure Arena gates are open/closed in a way so that they are of no risk to anyone</p> <p>Protect light bulbs and electric wiring</p> <p>Check regularly for protrusions</p> <p>Clear instructions</p> <p>Signage</p>
<p>Mounting horse</p>	<p>Cuts, Bruises, Fractures, Sprains, pull muscle or tendon</p>	<p>3</p>	<p>Mount horses in a fully enclosed safe area which is level, has a surface that minimises the risk of slipping and is kept free from obstructions</p>
<p>Riding inside or outside arena</p>	<p>Cuts, Bruises, Fractures, Sprains, Concussion, etc.</p>	<p>2</p>	<p>Riding outside the arena should only occur after a thorough risk assessment has been undertaken; factors to be taken into account include: rider competence, suitability and experience of the horse, riding surface, presence of other horses, adequacy of supervision.</p> <p>Do not ride bareback unless completely skilled or with supervision.</p> <p>Try to maintain a horse length's distance behind other horses when riding in groups.</p> <p>Ride in single file on the road. However, when crossing do so while abreast of each other.</p> <p>Where possible, riders should avoid excessively soft/muddy ground and ditches, holes and uneven terrain with rocks and exercise caution if these surfaces are unavoidable.</p> <p>No alcohol use before or during riding.</p> <p>Use reflective clothing if riding at night.</p>
<p>Electric fencing</p>	<p>Electrocution</p>	<p>3</p>	<p>Ensure riders are aware of electric fencing</p>
<p>Visitor access</p>		<p>3</p>	<p>Where possible, car parks should be situated away from the riding area, and, where appropriate, speed limits imposed.</p> <p>Traffic flow system (taking account of pedestrian movements and minimising reversing)</p> <p>Viewing areas that are clearly defined and well lit.</p> <p>Visitors should not be allowed to interfere with those riding.</p> <p>Small children and some people with an intellectual impairment, should be carefully supervised as they often show no fear with horses</p>
<p>Loading and unloading facilities</p>	<p>Cuts, Bruising, Fractures, Concussion, etc.</p>	<p>2</p>	<p>Load/unload in a calm manner.</p> <p>Use anti-slip loading ramps that are not steeply inclined.</p> <p>Attendants should not stand directly beneath the ramp when lowering or raising it.</p>
<p>Lunging</p>	<p>Sprains, Bruising, Fractures, etc.</p>	<p>3</p>	<p>Lunging a horse with a rider should only be carried out in a defined fenced area by competent people. Only those authorised or undergoing instruction should be permitted within the area during lunging. The lunging area should be a flat surface with adequate footing for the task and the horse should be familiar with being lunged.</p>

## Risk Management Plan for: Horse Riding continued

Tack / Riding Equipment (saddle, stirrup leathers, stirrup irons, bridles, bits)	Sprains, Bruising, Fractures, etc.	2	All equipment must be checked regularly for signs of fatigue and be correctly adjusted to fit. Saddles should be securely attached to the horse when in use. Do not use stirrup leather with cracks, worn leather or rotten stitching. Buckles should not be sharp so as to cut into the leather or have bent or loose tongues. Bent or loose hook studs should be replaced. Ensure stirrup iron is of the correct size for the rider (stirrups should be 2-3 cm wider than the boot)
Falling / Landing / Slipping	Sprains, Bruising, Cuts, Bleeding, Fractures, Concussion, etc.	2	Wear appropriate clothing / footwear / protective equipment (gloves, helmets, body protectors). Baggy or loose clothing should not be worn while riding (as it might catch on trees etc.)
Handling horses	Bruising, bites, getting kicked, being trodden on	2	Let the horse know where you are at all times when you are handling it. Do not approach a horse from its blind spot (directly in front or behind) Exercise caution around the rear of a horse. Do not hold reins or ropes in a loop. Children should always be supervised while on and around horses. Wear appropriate footwear, clothing, protective equipment
Sunburn / Sunstroke	Headache, Fainting	3	Wear hat, appropriate clothing, and suntan lotion

**Before commencing any activities or work**, workers and riders should undergo induction training and be provided with information relating to the risks involved. As a minimum, clients should be provided with information on:

- The relevant risks and control measures in place (such as wearing safety helmets when riding)
- Characteristics and behaviour of horses
- Selecting and using riding equipment
- Dealing with certain problems
- Procedures with which they are expected to comply (such as following instructions)
- Restricted areas
- All riding and stable protocols

### Instructor : student ratios

A risk assessment to determine the instructor: student ratio for riding schools, and the guide : rider ratio for trail riding establishments, will include consideration of the following issues:

- Instructor / guide experience and qualifications
- Student / rider experience and ability
- Horse temperament and experience
- Level of training provided for the horses being used
- Type of riding or lesson being undertaken

**Example 1 – Riding lessons in a properly fenced arena:** In general, using horses that are trained and accustomed to the task, this would not exceed 8 riders with one trainer, or 10 riders with one trainer and one assistant

**Example 2 – An easy trail ride:** In general, using horses that are trained and accustomed to the task, a qualified and experienced head guide would accompany no more than 12 competent riders. On a more difficult trail, or with more inexperienced riders, this number would be significantly lower and may require an assistant

### In case of an emergency

Make sure you take a First Aid kit and a mobile phone / radio when trekking

## Risk Management Plan for: Hot & Cold pool

Risk detail	Likely injury/illness	Class of Risk	Risk control
Slip on concrete or pool edge	Cuts Bruises Fractures	3	Rules are posted on pool walls and are given at start of camp. No running allowed.
Hit people/objects in pool	Breaks Concussion Shock Spinal	3	No jumping or diving. Pool checked and cleared of objects. No activities causing people to fall into pool.
Diseases (Amoebic Meningitis)	Sickness Inner ear infection Death	3 3 2	No one in pool with cuts/sores etc. Cleared by camp staff or medical staff only. Must wash dirt off before using pool (showers outside) Recommend 45 mins max. in pool. Recommend limited time spent with ears under water. Chlorination of water.
Drowning	Death	1	Fully fenced and gate is always closed. Under 14 years not permitted to use pool without adult supervision – on poolside. (Staff or parent – over 16 years). If people cannot swim, (especially children) they are encouraged not to enter the pool.

### Pool Policy

- Children under 14 may only swim in the pool with non-swimming adult supervision
- No running around the pool, bombs, diving, etc.
- No alcohol or drugs
- Take additional care if you have a medical condition such as epilepsy, asthma, diabetes or a heart condition
- Always check the **temperature** and the **depth** of water before entering the pool; look for hazards
- Avoid holding your breath and swimming long distances underwater.
- Return pool equipment to the storeroom.
- Boogie boards, surf boards, kayaks are not to be used in this pool.
- Please get changed out of your wet togs at the cabin toilets. No wet togs in cabins please.
- Gate to be closed at all times
- 

### Any person that uses the pool outside of organised activity times does so at their own risk

- Pool must be fenced in accordance with the Fencing of Swimming Pools Act 1987
- All pool chemicals should be securely placed away from the swimming pool and changing rooms
- The quality of the pool water should fulfil the requirements of the New Zealand standard NZS5826:2000
- Train staff in water quality management and swimming instruction/teaching
- Keep pool equipment in a secure, but easily accessible place. Avoid keeping pool equipment in the same place as chemicals
- A first aid kit should be available and easily accessible

## Risk Management Plan for: **Kayaks**



Risk detail	Likely injury/illness	Class of Risk	Risk control
Unloading boats	Crushed Bruised	3	Nominated individuals, instructions.
Uncontrolled spectators	Minor cuts	3	Clear boundaries, rules for behaviour.
Loading boats	Grazes	3	Nominated individuals, check bungs. Supervised help on board.
Drifting out of bounds	Panic	3	Parents/adults on shore to keep watch. Alert participants with whistle.
Snag, trees on lake	Scratches Minor cuts Possible drowning	3 2	Identify hazards. Stay away from area.
Hypothermia	Loss of body temperature	3	Wrap in blanket, bring back to camp. Follow first aid procedures. Call doctor if necessary.
Sunburn/Sunstroke	Headache Fainting	3	Wear hat, appropriate clothing, and suntan lotion

### Preparation

Make sure that you or another supervising adult are confident in swimming, paddle strokes, first aid, and that you have available a first aid kit and warm gear should someone get too cold

### Key Supervision Rules

- The recommended ratio of leader/guides to participants for conducting group kayaking or canoeing activities on inland water is **1:6 or 1:8** in double canoes or kayaks  
Supervision should be increased towards a ratio of **1:4** under the following conditions:
  - participants have special needs, including behavioural, physical or mental disability
  - participants are primarily younger children
  - weather conditions are poor
  - the area is remote from observation/rescue
 Supervision can be increased towards a ratio of **1:12** under the following conditions:
  - all participants are 17 years of age or older
  - all participants are competent, both individually and as a group, to deal with likely problems, which may be encountered
  - good weather conditions
  - area is non-remote where assistance from other people might be available
- Kayaks are to be carried to the waters edge because the ground can damage the kayaks.
- Research likely hazards
- Confirm group experience/capabilities (where possible)
- Ensure a full briefing of participants is clearly carried out and understood
- Check weather conditions
- Confirm head count before getting on the lake
- Be alert for physical and psychological condition of the group
- Control the pace of the group
- Ensure, to the best of their ability, that participants do not get into situations beyond their capabilities
- Designate responsibility to other leaders (where possible)
- Confirm headcount after activity
- Check all equipment on return and put securely away

### Key Safety Points

- All people in kayaks must wear the appropriate size life jacket with the straps adjusted firmly.
- No jeans or heavy footwear may be worn in kayaks.
- When paddling close to another kayaker, watch the blades of your paddle so they do not contact that person. Heads are especially vulnerable in these situations.
- Be aware of people who may also be using the lake.
- Supervisor should have a current and recognised first aid qualification
- Kayakers must only go within bounds set by supervisor
- No ramming other Kayaks
- Kayak paddles are not to be used in row boats or yachts



## Risk Management Plan for: Archery

Risk detail	Likely injury/illness	Class of Risk	Risk control
Misuse of archery gear at range	Pierced skin	3	Clear instructions given at all times. Supervisor to keep constant watch and strictly monitor.
Arrow going out of boundary and hitting others	As above	3	Inform others that archery is in progress and alert of dangers where possible. No other activities to take place on range.
Bow string burn	Burns Blisters	3	Archers must follow instructions on correct usage of equipment.
Sunstroke/Sunburn	Headache Fainting	3	Wear hat, appropriate clothing, and suntan lotion

### Preparation

Gear to be obtained from the Host: two bows, six arrows. Use the archery targets allocated by your host, **ensuring 20m clearance behind targets**

### Key Supervision Rules

- One supervisor is sufficient if they can manage two people shooting at one time i.e. key safety and the following technical points are observed. Otherwise two supervisors are required.
- Arrows are knocked on the bow string with the odd-coloured flight positioned away from bow, so that the odd flight does not touch the bow when fired.
- Arrows are drawn in the bow using the first three fingers (one above and two below the arrow). The first joint of the fingers is used. Bows are to be placed on the ground while collecting arrows.

### Key Safety Points

- The person shooting stands on the firing line.
- Every person must be behind the shooters when shooting is in progress (non-shooters should stay back).
- Only draw, aim, and shoot arrows at the target provided.
- Collect arrows **only when told to by supervisor**, and **all arrows have been fired**. Remove arrows by twisting them out, not bending them. Arrows flat in the ground are to be pulled out flat to the ground, not upwards

### Tips

- Keep the elbow of your bow hand just slightly bent so the bowstring on release clears your forearm.
- The hand drawing the string should be positioned next to the jawbone.
- Knowing how high to aim is intuitive but having a similar draw length each time helps the learning process. Greater draw length will enable a more direct aim (always above horizontal) and this may be necessary to reach the target but is not necessary for accuracy.



## Risk Management Plan for: **Burma Trail / Bush Walks**

<b>Risk detail</b>	<b>Likely injury/illness</b>	<b>Class of Risk</b>	<b>Risk control</b>
Slipping on the track	Bruising Cuts Grazes Rope burns Abrasions	3	Ropes checked on a regular basis. Course is cleared of extra objects (e.g. branches).
Tripping over objects on or near the track	Strains Spinal	3	Used at own risk if not being supervised
Being hit by falling branches etc.	Bruising Cuts Abrasions Fractures	3	Be alert, watch where you are going
Extreme weather conditions (rain, wind) – slipping, being hit by objects	Bruising Cuts Abrasions Fractures	3	Don't run activity if weather condition is too severe

### Preparation

Collect blindfolds from your host

### Key Supervision Rules

- This is not a race, take it slow and easy, completion is achievement enough
- One supervisor is sufficient provided they have a good overview of what happens
- Check the course for extra objects
- Check the ropes before commencement
- Space the people at intelligent intervals
- Be verbal in instructions and keep a firm hand on the proceedings

## Risk Management Plan for: Confidence Course (2 rope bridge, 3 rope bridge, Wall)



Risk detail	Likely injury/illness	Class of Risk	Risk control
Falling/Slipping	Cuts, breaks, abrasions, fractures	3	Wear appropriate clothing / footwear
Hitting objects / being hit by objects	Cuts, breaks, abrasions, fractures	3	Remove unwanted objects Be alert – mind where you are going/what you are doing
Asthma and respiratory problems	Loss of breath	3	Be aware of own fitness / skill level Inhaler

### Key Supervision Rules

1 supervisor is sufficient if you are using only one activity at a time otherwise 1 supervisor for each activity



## Risk Management Plan for: **Water Slide**

<b>Risk detail</b>	<b>Likely injury/illness</b>	<b>Class of Risk</b>	<b>Risk control</b>
Hitting objects on the slide	Cuts Abrasions	2	Supervisor checks before slide begins
Slide is uneven – follows ground contours	Bruising	3	Instructions on how to slow down
Hitting/being hit by others	Bruising Cuts Abrasions Winding	3	Only one person on slide at a time
Sunburn / Sunstroke	Headache Fainting	3	Wear hat, suntan lotion

### General Instructions:

- People using the slides outside of organised activity time, do so at their own risk

### Supervisor

- **One** supervisor positioned at the top of the slide will be sufficient provided they have good control of what happens
- Each person using the slide must be observed from the top
- At the end of a slide, the person should move quickly out of the pool to allow safe landing for others

### Safety Points

- Each person must start from the top
- No running starts
- Only one person may use the slide at a time
- There must be no pushing or interference

## Risk Management Plan for: **Horizontal Bungy**

<b>Risk detail</b>	<b>Likely injury/illness</b>	<b>Class of Risk</b>	<b>Risk control</b>
Snapped bungy	Grazed hands and knees Sprains	3	Check bungy before use
Back lash Other participants helping to pull and letting go	Grazed hands and knees Sprains	3	No one to help pulling
Catapult injuries	Grazed hand and knees Sprains	3	Be mindful of own strength
Falling / stumble	Grazed hand and knees Sprains	3	Remove all obstacles

### General Rules:

- One supervisor is sufficient
- Children under 14 must be supervised
- Only one participant at a time
- No one to help participant



## er, Volleyball, Wallball, Netball, Athletics, Cross Country, Tennis)

Risk detail	Likely injury/illness	Class of Risk	Risk control
Falling /	Sprains, Bruising, Cuts,	3	Wear appropriate clothing and footwear
Participants	Fainting, Bleeding, Fractures	3	Use protective and safety equipment Removal of potentially dangerous jewellery or accessories
Stretching	Pull muscle or tendon	3	Be aware of own fitness / skill level
and Breathing problems	Loss of breath	3	Be aware of own fitness / skill level Have inhaler available
Dehydration	Fainting	3	Be aware of own fitness / skill level
Hypothermia	Fainting, Cardiac Arrest	3	Wear appropriate clothing
	Headache, Fainting	3	Drink regularly and plenty
Falling / Sunstroke	Headache, Fainting	3	Referee Wear appropriate clothing Wear hat Put on Sun Tan Lotion Drink regularly and plenty
Equipment	Sprains, Bruising, Cuts, Bleeding, Fractures	3	Check equipment before and after use  Check evenness of playing surface Do not play if too slippery

### Supervisor / Referee / Umpire:

- Must have adequate knowledge of rules and risks involved
- Must be able to take authority over players with regards to any conditions which could result in an injury or illness
- Have appropriate clothing and footwear
- Have whistle if umpiring / refereeing
- Be aware of non-participants in area
- Choose appropriate equipment
- Choose appropriate playing area, age, skill level and fitness of participants
- Check equipment is in good condition, check after use and maintain as necessary
- Use discretion on weather / climatic conditions
- Ensure qualified First Aider is on property and locatable
- Provide adequate fluids on hot days
- Monitor playing times and condition / exhaustion levels of players
- Ensure use of all safety and protective equipment available
- Careful supervision of moving and folding equipment
- Must define playing area using clearly visible physical markers e.g. cones
- Check for removal of potentially dangerous jewellery and accessories



## Risk Management Plan for: **Slug Guns**

<b>Risk detail</b>	<b>Likely injury/illness</b>	<b>Class of Risk</b>	<b>Risk control</b>
Mis-use of firearm	Gunshot wound	2	Clear instructions, strictly policed
Blocked barrel	Loss of body part e.g. eye	3	Clear instructions. Check barrel frequently
Ricochets		3	Change target board when necessary. No extra targets (e.g. tins)

### Preparation

**A supervisor who is 18 or older** can sign-out the air rifles from the Host: slug guns, sufficient paper targets, box of slugs.

### Key Supervision Rules

- One supervisor is sufficient if they can manage two people shooting at one time i.e. key safety and the following technical points are observed. Otherwise two supervisors are required.
- Slug guns are loaded by:
  - 1. open the barrel and check that it is clear.
  - 2. fully bend the barrel to compress the spring.
  - 3. place slug in the barrel (pointy end forward).
  - 4. close the gun and place in shooting tube.
- Once it is safe to shoot, aim at the target, release the safety and squeeze the trigger

### Key Safety Points

- Always assume that a gun is loaded, so keep it pointed at the target, or at the ground while transporting it.
- Every person must be behind the shooters when shooting is in progress (non-shooters should stay back).
- Only load and aim at the target provided.
- Check targets **only when told to by supervisor**, and **all slugs have been fired and guns put down**.

### Tips

- Aim to have three consistent shots, and then adjust where you aim so that you have the slugs hitting the bulls-eye.



## Risk Management Plan for: **Bush Swing**

<b>Risk detail</b>	<b>Likely injury/illness</b>	<b>Class of Risk</b>	<b>Risk control</b>
Slipping on the track	Bruising Cuts Grazes Rope burns Abrasions	3	Course is cleared of extra objects (e.g. branches).
Falling / Slipping off	Bruising Cuts Grazes Rope Burns Abrasions Fractures	2	Use harness
Being hit by falling branches etc.	Bruising Cuts Abrasions Fractures	3	Be alert, watch where you are going
Extreme weather condition (rain, wind) – slipping, being hit by objects	Bruising Cuts Abrasions Fractures	3	Don't run activity if weather condition is too severe

### Preparation

Get instructions from host

### Key Supervision Rules

- Ensure children wear proper footwear
- Ensure harness is put on properly



## Risk Management Plan for: Indoor Swing/Scream Machine

Risk detail	Likely injury/illness	Class of Risk	Risk control
Fainting / falling over after getting off	Strains	3	Ensure participant stays on if feeling faint
Hit spectators	Fractures Strains	3	Ensure spectators are not too close
Swinger gets dizzy spinning	Strains	3	Stop spinning as soon as feeling dizzy / faint
Swinger falls over	Strains	3	Try to stay in a stable position

### Supervisor's instructions:

- Ensure harness is worn and is put on properly
- Keep spectators at a distance
- Ensure there are no obstacles

## Risk Management Plan for: **BMX bikes (and special bikes)**

Risk detail	Likely injury/illness	Class of Risk	Risk control
Crashing into objects	Grazes Cuts Punctures	3	Remove unwanted objects from track or cover objects. E.g. with tyre
Falling off	Abrasion Bruising	3	Proper footwear Proper fitting helmet
Gear failure	Grazes Cuts Punctures Abrasion Bruising	3	Regular check of bikes. Bikes to be checked after any of the following: Hitting objects, crash, fall, mechanical failure
Loose clothing	Abrasion Bruising Cuts	3	Take off/tuck in. Check riders are dressed correctly
Sunstroke/Sunburn	Headache Fainting	3	Wear hat, appropriate clothing, and suntan lotion

### Preparation

Obtain key for bike shed from Host

### Key Supervision Rules

- One supervisor is required.
- Only the supervisor should be in the shed to hand out the equipment and ensure that it is returned.
- The bikes are only to be used on the track and should be walked to and from the shed.
- It is a good idea to see the layout of the track by walking the course first.
- Talk about parts of the road code that are relevant i.e. considerate overtaking and right-of-way
- Do not use any bike with a flat tyre or lose parts. Notify camp staff of the problem.

### Key Safety Points

- Helmets must be worn in a correct manner i.e. chin strap buckled firmly.
- Everyone must ride around the track in the same direction.

## Risk Management Plan for: **Trampolines**

Risk detail	Likely injury/illness	Class of Risk	Risk control
Fall off	Bruising Breaks	3	One at a time, Fully enclosed nets
Hit metal frame	Cuts Concussion Strains	3	Recommend children under 5 years have parental supervision.
Bounce awkwardly	Bruising Strains	3	
Sunburn/Sunstroke when Trampolines are outside	Headache Fainting	3	Wear hat, appropriate clothing, and suntan lotion

### **Please note:**

As this is not a supervised activity, responsibility rests with those individuals using the trampolines and/or those supervising their children.

**NO MORE THAN 4 CHILDREN 14 YEARS AND UNDER OR 2 ADULTS**



## Risk Management Plan for: **Abseiling**

<b>Risk detail</b>	<b>Likely injury/illness</b>	<b>Class of Risk</b>	<b>Risk control</b>
Slip on edge	Cuts Bruising	3	Listen to supervisor's instructions of when to step.
Slip on wall	Rope burns Breaks	3	Keep legs straight and apart
Stepping too early	Strains	3	As above
Fingers through belay device	Loss of limbs	3	Listen to supervisor's instructions. Keep hands behind back when feeding the rope.
Hair or loose clothing through belay device	Tufts of hair pulled out	3	Supervisor to check that hair is tied back and tucked in.
Hit on head by objects from above	Concussion	3	Must wear helmet. Check no loose gear on top platform.
Gear failure: <input type="checkbox"/> Rope break <input type="checkbox"/> Karabiner breaks <input type="checkbox"/> Harness fraying <input type="checkbox"/> Belay device stress fracture <input type="checkbox"/> Anchor point break	Breaks Fractures Cuts Burns Loss of limbs Concussion Death	2	Regular gear checks by trained supervisor Equipment utilised is designed for abseiling activities
Incompetence: <input type="checkbox"/> Harness not on firmly <input type="checkbox"/> Mis-tied knots <input type="checkbox"/> Insecure anchoring points <input type="checkbox"/> Ties breaking <input type="checkbox"/> Ropes not attached correctly to harness	As above Groin injury	2	Supervisors are trained. Must do checks on all gear and be knowledgeable on gear functions. Anchors must be adequate for well over the expected load and backed up as appropriate
Sunstroke, Sunburn	Headache Fainting	3	Wear hat, appropriate clothing, and suntan lotion
Anxiety	Psychological damage	3	Choose training area within the physical and psychological capability of student Adequate instruction is provided

### **Abseiling will not happen if there is:**

- No instructor present
- Gear problems
- No helmet worn
- No safety rope worn
- No harness worn
- Extreme weather conditions

### **Supervisor:**

- Must be a trained instructor
- Check all gear first, and if possible, pre-test
- Keep control of participants (3-5 on top right hand side) at top of cliff. If necessary, reduce numbers at top
- Clear instructions on each step are to be given. If any of the instructions are not understood – participant is re-instructed (demo if necessary). If participant is fooling around, send them back to the seats.



- Re-check gear visually (eg. knots) and physically (eg. harness firmness) as you go.

- Be alert; concentrate on participant and be ready with the safety rope at all times
- Must be trained and proficient in the rescue of students during an abseil and in first aid procedures

## Risk Management Plan for: **Mud Run**

Risk detail	Likely injury/illness	Class of Risk	Risk control
Hitting objects in mud/water	Cuts Abrasions	2	Shoes must be worn at all times, instructor must ensure all participants are wearing fully covered shoes
Mud Run is uneven – follows ground contours	Bruising	3	Instructed that Mud Run is not for speed but for completion
Hitting/being hit by others	Bruising Cuts Abrasions Winding	3	
Sunburn / Sunstroke	Headache Fainting	3	Wear hat, suntan lotion

### General Instructions:

- People using the Mud Run outside of organised activity time, do so at their own risk

### Supervisor

- **One** supervisor positioned at the beginning of the Mud Run and one at the flag poles

### Safety Points

- Stay in bounds of yellow rope
- Safest when completed with partner
- When there has been significant rainfall it is possible to become immobilised in mud – may require assistance
- There must be no pushing or interference