# Bushwalking Planning Package (Leader Pack)

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##

## Participant Information

### Overview

The Bushwalk at Deep Creek is designed as an introduction to expeditions in an outdoor education context. During this time you will be carrying your own food, water, cooking equipment, tent, medication, group equipment, personal toiletries and sleeping equipment for 2 nights and 3 days. You will receive further instruction in navigation, camp-craft, group management, emergency response and environmental education methodology.

You will be given an opportunity to lead in pairs under staff supervision for sections of the walk, allowing you to practice group management strategies with your peers in preparation for group leadership roles with dependants on Quest. To promote greater learning about the natural environment you will be required to present a **‘micro-tutorial’** as part of the assessment for the topic (refer to assessment item 2 on FLO). Each night there will be a debrief about what was learned about bushwalking, leadership, camp skills and the environment. The experience is intended to prepare you for your mentor role with the 14-day quest experience or components of your Quest alternative individual assessment.

The following is a summarised guide to expedition timing, but there may be individual differences for each trip. The actual expeditions are for three days and two nights. Arrangements for collection of expedition equipment will be finalized prior to the date of the camp. On the day of departure, we meet at Flinders University, outside sturt gymnasium in car park 13. As a group you are required to complete this planning package with information specific to your camp prior to departure. Sections that need adjusting, checking or adding are highlighted.

### Participant Role

Whilst on the expedition, you will be camping in tents, and moving campsites each night. You will take it in turns leading the group under supervision of the field supervisor who will intervene as required to maximise student learning and to ensure safety of the group. You will provide and cook your own meals. The group will always travel only as fast as the slowest member and routes may be changed to accommodate individual group members should this be required. You must contribute appropriately to the group, it’s functioning and achievement of common goals. You will also be required to adhere to quality camping and leave no trace principles.

### Leader / Supervisor’s Role

All Field Trip Supervisors have completed either a certificate IV or Bachelor degree (most with education degrees), have a minimum of Bushwalking Leadership Certificate (or equivalent) and will carry a mobile phone and group first aid kit. Where possible they will meet with your group prior to expedition. At 8.00 am on day of departure leaders will meet their groups, check plans and that all safety equipment is taken by students. The field trip supervisor will outline expectations and clarify any organisational tasks that need to be done, including leadership roles. The field trip supervisor will give feedback at the end of each day in a debriefing session to leaders and group members and will provide marks for group members at the end of the expedition according to the assignment 2 guidelines and rubric.

###

### Emergency Contact

Students are not to turn on mobile phones. In an emergency, all details and emergency contact information will be recorded in the Field Trip Pro-forma that will be registered on FlinSafe and left with a nominated contact person [Name].

### Staff

Sep 22-24 Camp Group 3 [Name] 0000 000 000 (Deep Creek)

Sep 22-24 Camp Group 4 [Name] 0000 000 000 (Deep Creek)

Sep 22-24 Camp Group 5 [Name] 0000 000 000 (Deep Creek)

### Camp Logistics Outline

#### Expedition Day 1

7.45 am Staff arrive to collect vehicles from carpark 13

 Staff vehicles to be left in carpark 18

8.00 am Students arrive. Loading gear, checking group, meeting leaders, clarify responsibilities.

Check leader packs completed by students, connect trailers and check vehicles, lights, etc…

Check of equipment, food, water, clothing, first aid, travel route etc…

Distribute group equipment

8.45 – 9.45 am Departure and travel to Yankalilla bakery

9.45 - 10.30 am Bakery Stop. Leaders to confirm vehicle and key logistics – (Jack & Brodie)

10.30 – 11.30 am Travel from Yankalilla to Deep Creek and follow vehicle information for drop off and vehicle location logistics.

12.00: Latest time to begin walk.

 Group 3 Begin walk from park head quarter

 Group 4 and 5 to begin walk from Aaron Creek Picnic Area

#### Expedition Day 2

Walking through Deep Creek See group specific walk plans.

Group 3 walking East to West along Heysen Trail between HQ to Aaron Creek

Group 4 walking West to East along Heysen Trail between Aaron Creek to HQ

Group 5 walking West to East along Heysen Trail between Aaron Creek to HQ

#### Expedition Day 3

Approx 11.30 – 12.30 Finish walking route and organise vehicle shuffle as below. Travel to Yankalilla Bakery

Approx 12.30 – 1.30 Bakery Lunch

Approx 1.30 – 2.30 Return to Flinders University. Return and clean equipment and vehicles.

Approx 2.30 – 3.30 Final debrief with leaders and equipment return, hang, pack up

Approx 4.00 pm Dismissal

Please note that this timetable is not guaranteed. A range of factors may impact on these times (group overdue, vehicle breakdown, traffic, wet equipment, etc.) Please do not make plans that rely on these return times.

### Vehicles

#### Camp Group 3, 4 and 5

**Day 1**

Vehicle 1: [Name] to drive vehicle 1 (12 seater) full of group 3 members to headquarters start point (park vehicle and organise key drop). Equipment on vehicle 4 – Jack & Brodie ensure key swap with [Name] (Vehicle 2).

Vehicle 2: [Name] to drive vehicle 2 (12 seater with trailer) with group 4 members to aaron creek start point (park vehicle and organise key drop). Trailer to be used for group 4 and 5 equipment.

Vehicle 3: [Name] to drive vehicle 3 (12 seater) to aaron creek start point full of group 5 members (park vehicle and organise key drop). Equipment on trailer.

Vehicle 4: Assistant or [Name] to drive vehicle 4 (9 seater) to headquarters with overflow from other groups. If [Name] it will be a drop off and return to uni. If an assistant park vehicle and organise key drop.

**At the end of the walk – vehicle shuffle before departure**

Vehicle 1: [Name] to wait for [Name] at HQ and then drive vehicle 1 (12 seater) with group 4 members to Yankalilla

Vehicle 2: [Name] drive vehicle 2 (12 seater and trailer) with group 3 members to HQ to meet [Name] and Dee and then all travel to Yankalilla

Vehicle 3: Assistant to drive vehicle 3 (9 seater) to HQ to meet [Name] and Dee. If [Name] Vehicle will arrive at Aaron Creek at 11.30 for pick up and shuffle to HQ. Vehicle to transport overflow equipment.

Vehicle 4: [Name] to wait for [Name] at HQ and then drive vehicle 4 (12 seater) with group 5 members to Yankalilla

### Camp Sites

#### Camp Group 3, 4 and 5

|  |  |  |
| --- | --- | --- |
|  | Wednesday 22nd September | Thursday 23rd September |
| Group 3 [Name] | Tapanappa campsite 8 and 13 - confirmed | Eagle Waterhole - confirmed |
| Group 4 [Name] | Trig Camp site 2 and 3 | Tapanappa campsite 8 and 13 |
| Group 5 [Name] | Eagle waterhole | Tapanappa campsite 9 and 10 |

###

### Communication

#### Phone Procedures (non emergency)

1. Camp leaders to turn phone on from 7pm-8pm whilst on camp to check reception – Adam & Alice.
2. Camp leaders to turn phone on from arrival at bus on the last day – Adam & Alice.
3. No news is good news, no contact needed unless incident or emergency has occurred (follow emergency response procedures below).
4. In an emergency and unable to get phone reception PLB or sat phone or equivalent are provided.
5. Other (student) phones not to be used unless emergency
6. Check in with [Name] upon return 0000 000 000 and [Name] 0000 000 000 – Sasha to complete

#### Phone Procedures (emergency)

See below in Risk Management section for incident and emergency response plans

* Phone coverage can be accessed up high (on hills)
* Generally this is at Cobbler Hill, Cobbler camp ground, Trig, Tapanapa, Aaron Creek, Headquarters and with Telstra there is the potential to get coverage at Deep Creek Cove via Kangaroo Island towers
* Rescue me PLB usage information on the device. Need to check batteries and activation information - confirmed

#### Emergency Response Contacts

**Phone Coverage -** Telstra – only on high grounds

Hospital (Deep Creek) Victor Harbor 8552 0500

 Flinders Medical 8204 5511

 Royal Adelaide 7074 0000

Emergency Services Emergency 112

 SA Police Assistance 131 444

 Victor Harbor Police 8558 2014

National Parks Ranger (24hrs) 8598 0263

University Contact [Name] 0000 000 000

 [Name] 0000 000 000

Staff  [Name] 0000 000 000

## Expedition Organisational Roles

The expeditions are planned by your group with advice and support from staff.

|  |  |
| --- | --- |
| **Organisational Role** | **Details** |
| 1. Co-ordinatorsAlice & Adam | Ensure all other roles are completed.Ensure pack is filled out and submitted to FLOIntroduce supervisor and group if neededEnsure all group members understand document including RAM Ensure all clean up tasks are completed |
| 2. Transport (Assist drivers with Navigation etc)Jack & Brodie | Prior to departure:Check oil, coolant, tyres, trailer lights & connectionsEnsure each vehicle has vehicle first aid kit and tool kit.Ensure all equipment is loaded and secured.Fill vehicle at fuel stops and wash windscreen as needed.Ensure head count correct at each stop.Obtain travel map for the route taken and distribute to rest of groupSupervise vehicle cleaning at end of tripCreate signs for vehicles Manage timing during transits and stops |
| 3. Medicals and MenusTeesha | Collect medicals and collate information on field trip pro-formaAttach completed medical sheets to field trip pro-formaSupport group in establishing catering needsEnsure menu plans are completed and an example included |
| 4. Route Plan Michael | confirm route for expedition.Establish emergency exits for area.Complete route card in field trip pro-formaInform group of plans |
| 5. Emergency proceduresSasha | Establish potential emergency exits in conjunction with route planners and emergency services contacts Group emergency equipment (e.g. phone) Establish emergency plan(s) for the areasEstablish & check phone numbers and location of local emergency servicesCollate information in field trip proforma |
| 6. Trip IntentionsKristen | Ensure camp bookings and national park notifications are complete Check camp sites bookings and cross check with rout plansCheck appropriate bookings have been made |
| 7. EquipmentLiam & Jacob | Cross check with emergency group to ensure group equipment collected and issued, including trowel, maps, compasses, tool kit, shelters, spots, walkie talkies and first aid kits.Coordinate borrowing, drying and returning of equipment – add equipment ID numbers to borrowing sheetAssist with distribution and return of equipment as requiredComplete the borrowing sheet and include in profoma for cross checking on returncheck with ranger regarding water tank supplies prior to departure – as per RAM |
| 8. Ecological footprint**ALL** | Assist with reducing ecological footprint by encouraging minimal packaging, facilitating recycling, and collecting any recyclables upon return to Flinders UniversityMonitor during the camp experience |

|  |  |  |
| --- | --- | --- |
| **Organisational Role** | **Micro Tutorial** | **Group 3** |
| Coordinator | Aboriginal Culture | Adam |
| Coordinator | Camp Hygiene | Alice |
| Transport | Outdoor Pedagogies for PA/Health | Jack |
| Transport | Native Flora | Brodie |
| Medicals and Menus | Tourism in the Outdoors | Teesha |
| Route Plan | Astronomy | Michael |
| Emergency Procedures | Yoga Session | Sasha |
| Trip Intentions | Geology | Kristen |
| Equipment | Campfire Games | Liam |
| Equipment | Birds | Jacob |

## Route Planning Sheet (Route Card):

1 sheet for each day

Student Groups are responsible for their own route plans. Below is the planning card to complete and provide on the day of the walk. Please see attached maps and camp outline for the general planned routes.

Group: Three Area: Deep Creek Conservation Park

Dates: 22 September – 24 September­ 2021 Day: 1 (22 September 2021) Activity: Bushwalk

Field trip supervisor: Walter Olenich Student coordinator: Adam Chambers & Alice Cook

Prepared by: Michael Boslooper

Map [s]: Deep Creek Conservation Park Bushwalking Map (Topographic); AllTrails Trail Guides & Maps application

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Stage(describe and grid ref) | Objective(grid ref) | Bearing(initial) | km | height+ or - | time for stage | E. T. A | Terrain/Remarks/Evac Route for Stage |
| Start:Park Headquarters502, 560 | Tapanappa Road 502,565 | 000 | 0.5 | +0-30 | 10 Mins | 11:10 | North along trail from Park HQ to Tapanappa Road. (Evac 1) |
| Tapanappa Road 502,565 | Tapanappa Road 518,559 | 107 | 2 | +80-30 | 40 Mins | 11:50 | East on Tapanappa Road using Gate 40 as a catching feature (Evac 1) |
| Tapanappa Road West of Gate 40518,559 | Field524, 547 | 156 | 1.5 | +70-100 | 37 | 12:27 | If this leg is restricted due to farmland, group will head south from Gate 40 along Boat Harbor Road (Evac 1) |
| Field524, 547 | Boat Harbor Circuit Hike523, 543 | 194 | 0.3 | +0-10 | 5 Mins | 12:32 | Heading from field south to Boat Harbor Circuit Hike (Evac 2) |
| Boat Harbor Circuit Hike523, 543 | Boat Harbour Beach540, 528 | 151 | 3 | +30-290 | 60 Mins | 13:32 | East on Boat Harbor Circuit Hike to Boat Harbor Beach for 1 hour lunch (Evac 2) |
| Boat Harbour Beach540, 528 | Pages Lookout525, 532 | 287 | 3.6 | +220-40 | 90 Mins | 16:00 | West on Boat Harbor Circuit Hike southern path to Pages Lookout (Evac 3) |
| Pages Lookout525, 532 | Tapanappa Campground518, 532 | 308 | 1 | +10-10 | 20 Mins | 16:20 | West on Boat Harbor Circuit Hike southern path to Tapanappa Campground (Evac 3) |
| Totals | \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_ | 11.9 | +410-510 | 262 Mins | \_\_\_\_\_\_ | Alternate routes will alter ETA but not likely to be greater than 30 mins |

Evacuation and phone range routes:

|  |  |  |
| --- | --- | --- |
| 1.Tapanappa Road, Gate 40518, 560Phone coverage – Elevation 330m(Telstra 4G Expected) | 2.Boat Harbor Road, Gate 46534, 540Phone coverage – Elevation 240m(Telstra 4G Expected) | 3.Tapanappa Campground518, 532Phone coverage – Elevation 230m(Telstra 4G Expected) |

Time Calculations (Naismith’s Rule): For novices: 3-4km/hr for easy terrain; 2-3 km/hr for light scrub; 1-2 km/hr for heavy scrub, scrambling. Add 1 hour for every + 500m, add 1 hour for every - 1000m.

Group: Three Area: Deep Creek Conservation Park

Dates: 22 September – 24 September­ 2021 Day: 2 (23 September 2021) Activity: Bushwalk

Field trip supervisor: Walter Olenich Student coordinator: Adam Chambers & Alice Cook

Prepared by: Michael Boslooper

Map [s]: Deep Creek Conservation Park Bushwalking Map (Topographic); AllTrails Trail Guides & Maps application

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Stage(describe and grid ref) | Objective(grid ref) | Bearing(initial) | km | height+ or - | time for stage | E. T. A | Terrain/Remarks/Evac Route for Stage |
| Start Tapanappa Campground518, 532 | Tapanappa Lookout509, 521 | 215 | 1.5 | +0-30 | 25 Mins | 09:00 | South on Tapanappa Road to Tapanappa Lookout 5-10 Min break (Evac 1) |
| Tapanappa Lookout509, 521 | Deep Creek Waterfall494, 522 | 025 | 3.5 | +100-170 | 145 Mins | 11:30 | West on Deep Creek Waterfall Hike to Deep Creek Waterfall 30 Min break (Evac 1/2) |
| Deep Creek Waterfall494, 522 | Trig Campground479, 513 | 260 | 2 | +190-50 | 90 Mins | 13:30 | West on Deep Creek Waterfall hike to Trig Campground 30 Min break for lunch (Evac 2) |
| Trig Campground479, 513 | Eagle Waterhole458, 516 | 338 | 5.3 | +220-170 | 160 Mins | 16:40 | West on Heysen Trail to Eagle Waterhole for evening camp (Evac 2/3) |
| Totals | \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_ | 12.3 | +510-420 | 420 Mins | \_\_\_\_\_\_ | ETA may differ depending on group capability and weather as this can be a difficult stretch of the bushwalk, more breaks may be required |

Evacuation and phone range routes:

|  |  |  |
| --- | --- | --- |
| 1.Tapanappa Campground518, 532Phone coverage – Elevation 230m(Telstra 4G Expected) | 2.Trig Campground479, 513Phone coverage – Elevation 250m(Telstra 4G Expected) | 3.Heysen Trail East of Eagle Waterhole (Authorised Vehicle Track)460, 517Phone coverage – Elevation 230m(Telstra 4G Expected) |

Time Calculations (Naismith’s Rule): For novices: 3-4km/hr for easy terrain; 2-3 km/hr for light scrub; 1-2 km/hr for heavy scrub, scrambling. Add 1 hour for every + 500m, add 1 hour for every - 1000m.

Group: Three Area: Deep Creek Conservation Park

Dates: 22 September – 24 September­ 2021 Day: 3 (23 September 2021) Activity: Bushwalk

Field trip supervisor: Walter Olenich Student coordinator: Adam Chambers & Alice Cook

Prepared by: Michael Boslooper

Map [s]: Deep Creek Conservation Park Bushwalking Map (Topographic); AllTrails Trail Guides & Maps application

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Stage(describe and grid ref) | Objective(grid ref) | Bearing(initial) | km | height+ or - | time for stage | E. T. A | Terrain/Remarks/Evac Route for Stage |
| Start Eagle Waterhole458, 516 | Aaron Creek Hike452, 515 | 234 | 0.7 | +0-70 | 15 Mins | 07:45 | West on Aaron Creek Circuit Hike to Aaron Creek Hike (Evac 1) |
| Aaron Creek Hike452, 515 | Aaron Creek Cliffs447, 498 | 212 | 2 | +30-160 | 45 Mins | 08:30 | South on Aaron Creek Hike to Aaron Creek Cliffs break for 30 min (Evac 1/2) |
| Aaron Creek Cliffs447, 498 | Aaron Creek Hike452, 515 | 080 | 2 | +160-30 | 50 Mins | 09:50 | North from Aaron Creek Cliffs to Aaron Creek Hike (Evac 1/2) |
| Aaron Creek Hike452, 515 | Aaron Creek Picnic Area460, 534 | 344 | 5.1 | +200-0 | 100 Mins | 11:30 | West on Aaron Creek Circuit Hike to Aaron Creek Picnic Area (Evac 2/3) |
| Totals | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ | 9.7 | +390-360 | 210 Mins | \_\_\_\_\_\_ | This route dependent on group condition and weather |
| Eagle Waterhole458, 516 | Aaron Creek Picnic Area460, 534 | 234 | 4 | +130-70 | 80 Mins | 11:30 | West on Aaron Creek Circuit Hike to Aaron Creek Picnic Area (Evac 1/2/3) (Alternate route dependant on weather/group condition from previous days hikes)  |
| Totals | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ | 4 | +130-70 | 80 Mins | \_\_\_\_\_\_ | This route dependent on group condition and weather |

Evacuation and phone range routes:

|  |  |  |
| --- | --- | --- |
| 1.Heysen Trail East of Eagle Waterhole (Authorised Vehicle Track)460, 517Phone coverage – Elevation 230m(Telstra 4G Expected) | 2.Cobbler Hill Campground441, 515Phone Coverage – Elevation 270m(Telstra 4G Expected) | 3.Aaron Creek Picnic Area460, 534Phone Coverage – Elevation 330m(Telstra 4G Expected) |

Time Calculations (Naismith’s Rule): For novices: 3-4km/hr for easy terrain; 2-3 km/hr for light scrub; 1-2 km/hr for heavy scrub, scrambling. Add 1 hour for every + 500m, add 1 hour for every - 1000m.

## Menu Plan

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Day One** | **Day Two** | **Day Three** |
| **Breakfast** | At Home | English muffins x2Avocado Or Packet cereal 150ml milk | Porridge sachet 150ml milkDried fruit/nuts  |
| **Lunch** | Pre-packed lunch * Wrap or roll
* Biscuits/cheese/salami
 | Left over from dinnerOr Tuna/crackers/cheese | Bakery  |
| **Dinner** | Stir-fry * Hokkien noodles or vermicelli noodles
* Stir-fry sauce
* Pre-cooked chicken or chickpeas
* Mixed vegetables

Or Butter chicken/chickpea* uncle bens packet rice
* butter chicken paste
* coconut milk
* mixed vegetables
* precooked chicken or chickpeas
* naan bread
 | Curry * Uncle bens packet rice
* curry paste
* coconut milk
* mixed vegetables
* chickpeas small tin or packet

Or Tacos* wraps x 2
* uncle’s bens Mexican rice
* 4 bean mix small tin/packet
* taco seasoning
* avocado
* mixed vegetables
 | At Home |
| **Snacks** | Scroggin* Nuts
* Lollies
* Chocolate
* Dried fruit

Nut barApple  | Scroggin* Nuts
* Lollies
* Chocolate
* Dried fruit

Nut barCup of soup  | Scroggin* Nuts
* Lollies
* Chocolate
* Dried fruit

Nut bar |
| **Drinks** | Water 2LHot chocolate * Chocolate sachet
* 150ml milk
 | Water 2L minCoffee* Coffee sachet
* 150ml milk
 | Water 2L |

**Suggestions:**

***Breakfasts:*** Cereals, muesli with powdered milk, porridge, muffins with spreads such as jam, peanut butter, fresh fruit.

***Lunch:*** Pitta bread, crackers, rice slices topped with cream cheese, cheese, metwurst, tuna, tomato, lettuce, alfalfa, capsicum, spreads, and fresh fruit

***Dinners:*** Pasta, rice or noodle dishes enhanced with dehydrated vegetables and fresh vegetables, spices, tuna, sauces. Deserts of cheesecake, jelly, rice pudding, chocolate mousse, cookies, hot chocolate. Can be supplemented with cup a soups or two minute noodles.

***Snacks***: Dried fruit, fruit cake, scroggin- a mixture of dried fruit, nuts, seeds, lollies, chocolate (be aware of allergies)

***Drinks:*** Water, Milo, drinking chocolate, tea, coffee, cup a soup.

## Equipment List for 3 Day Expedition

 (this is a general list – please consider weather forecast)

|  |  |
| --- | --- |
| **Personal Clothing** | **Food and Water** |
| 2 shirts with collars and sleeves | Water (6L minimum) no fill ups |
| 1 pair of shorts | Food planned with partner (lightweight) |
| 1 pair of pants | **Items suitable per pair** |
| 1-2 wool or fleece jumpers | Tent/fly sheet *can be borrowed* |
| Thermals (top and bottom) | Ground sheet *can be borrowed* |
| 2 -3 Underwear and socks | Trangia (no other stoves) *can be borrowed* |
| Legionnaires or brimmed hat | Fuel bottle *can be borrowed* |
| Beanie  | Methylated spirits  |
| Walking shoes | Matches / lighter |
| Rainjacket *can be borrowed* | Tea towel |
| Sunglasses | Small detergent and scourer |
| **Personal Toiletries**  | 10m chord |
| Suncream and lip balm | Repair tape |
| Personal first aid kit | Map and compass *can be borrowed* |
| Personal Medication  | **Optional Items**  |
| Toiletries (toothbrush, paste, sanitizer, etc) | Spare pair of track shoes or sandals |
| Baby wipes (no showers) | Woollen or fleece gloves |
| Portable toiletries (trowel/paper/sanitizer) | Waterproof pants |
| **Personal Equipment** | Camera |
| Headtorch and spare batteries | Cards |
| Pencil and Notebook | Book to read  |
| Pocket knife | Small sewing kit |
| Bowl and cup | PLB |
| Utensils (spoon and fork) | Leg gaiters |
| Personal repair kit | **Leave Behind** |
| Money for bakery, etc… | Cigarettes |
| Sleeping bag with hood (atleast 0 deg comfort rating) *can be borrowed but must provide liner sheet* | Non-prescription drugs |
| Sleeping mat *can be borrowed* | Alcohol |
| Whistle  | Electronic devices other than communication |
| Rucksack *can be borrowed* | Inflated egos |
| Mobile phone | Music devices |
| Micro tutorial info and copy for leader | Judgement  |
|  | Worries  |

**Group Equipment – Liam, Jacob & Sasha (cross-check with Group Emergency Equipment p.37)**

* Trowel and toilet paper
* Emergency shelter
* PLB and GPS
* First aid kit and medical information
* Hand sanitiser

Equipment supervisor must include a table of borrowed equipment including [Name], item and item number and check equipment back in – Liam & Jacob

### Equipment Borrowing Checklist

|  |
| --- |
| **Camp Group 3 - Sept 22-24 (include item number)** |
| **Surname** | **First [Name]** |   | **Tent and tarp** | **Trangia & Fuel bottle** | **rucksack** | **Compass & Map** | **rollmat** | **sleeping bag** | **rain jacket** |
|  Crafter |  Liam |  |   | X F19 | X FL11 | x | X F23 |   | X FM18 |
|  Aston |  Jacob |  | X F16 + TARP |   | X FL7 |  |   |   |   |
|  Angus |  Teesha |  |   | X F9 |   |  |   |   |   |
|  Rothwell |  Kristen |  | TARP ONLY |   | X FSX4 | x | xF24 |   |   |
|  Cook |  Alice |  | X F19 + TARP | X F5 |   |   |   |   |   |
|  Simmonds |  Sasha |  |   |   | X FL10 | x |  | XFB4 | X FL14 |
|  Chambers |  Adam |  |   | X F10 |   |   |   |   |   |
|  Boslooper |  Michael |  | X F4 + TARP |   | x FL9 | MAP ONLY |  |   |   |
|  Clark |  Brodie |  | X F6 + TARP | x F13 | x FL1 | x  | x F21 |   |  |
|  Dollard |  Jack |  |   |   | X FL12 |   | X F5 | xFG2 | xFM11 |

#### List of Group Equipment Borrowed

Tarp & Tent: 4 Tents, 5 Tarps

Cooker & Fuel bottle: 5

Rucksack: 7

Compass & Map: 4 Compasses, 5 Maps

Rollmat: 4

Sleeping bag: 2

Rain jacket: 3

## Risk Assessment

### Context Establishment (all details must be checked thoroughly and non relevant information deleted)

|  |  |
| --- | --- |
| **Activity** |  |
| Type | 3 day / 2 night bushwalk |
| Purpose of activity | To extend students campcraft, navigation and leadership components in an expedition setting |
| Date and time | Wed Sep 22nd - Fri Sep 24th 2021 all day |
| **Participant** |  |
| Participants (number and group) | 36 students and 3 staff in 3 walk groupsGroup 3 consisting of 10 students and 1 staffAdults as a university group Mixed gender  |
| Experience  | Mixed experience – all have completed a day walk, some novice in campingSport and PE students so generally quite fit |
| Restrictions | See medical detailsSome weight carrying restrictions (aim for 25% body weight packing) |
| Health and wellbeing | Generally healthy – sport and PE degree students |
| Gender considerations | None known – all above age of 18 |
| Cultural considerations | None known |
| **Environment** |  |
| Location | Deep Creek conservation parkTracked walking (class 4)Between Aaron Creek (to the west) and park HQ (to the east) |
| Climate and weather | Generally windy Generally dry this time of year with some rainMild temps ranging from 0 degrees at night into the mid 20s during the day |
| Sustainability | Apply leave no trace principlesNational parks guidelines for conservation and national parksIn prep for quest avoid throw away plastics |
| Land owner / manager requirements | Nation parks guidelines for national and conservation parks |
| Leadership | BLSA level 2 or equivalent experience as per AAAS guidelines |
| Roles and responsibilities | Leaders of each group to enact duty of care and align with roles outlined in leader prep package. Capabilities of level 2 leader expected regarding management techniques, trangia practices, tenting practices, navigation, first aid, emergency procedures, etc…Students and Leaders to complete FlinSafe agreement and abide by this prior to departure.  |
| Competencies required | Demonstrate bushwalking skills in a controlled environmentDemonstrate navigation skills in a controlled environmentGuide bushwalks in a controlled environmentOvernight competencies of BLSA level 2 |
| Supervision | 1 leader to max 15 participants or 1 leader and assistant to 20 (AAAS) |
| **Logistics and equipment** |  |
| Equipment | Outlined in leaders pack* Equipment list provided
* Group equipment recorded
* Loan equipment recorded
 |
| Logistics | Outlined in leaders pack |
| Communications | Outlined in leaders pack* Phones (leaders) – coverage is in and out – good on high ground
* PLB carried
 |

**Has anything been identified from a previous relevant experience?**

no

**What action has been taken?**

Updates of 2019 documentation to align more closely with recommendations of AAAS.

###

### Risk Identification

|  |
| --- |
| **Risks** (list of possible events where an accident, injury or loss could occur) |
| 1. Motor vehicle accident
 | 1. Exposure to elements including development of hypothermia or hyperthermia
 | 1. Heat stress / dehydration
 |
| 1. Inadequate nutrition or hydration
 | 1. infection, gastro, etc…
 | 1. Medical emergency
 |
| 1. Scratches, bumps, grazes
 | 1. Sprains and strains
 | 1. Breaks, dislocations
 |
| 1. Manual handling
 | 1. Bites and stings
 | 1. Burns
 |
| 1. Electric Shock
 | 1. Drowning
 | 1. Natural disaster
 |
| 1. Split group
 | 1. Lost participant
 | 1. Falling off a cliff
 |
| 1. Anxiety
 | 1. Alcohol or recreational drug use
 |  |

Now transfer to below and identify for each risk, the risk factors under categories of:

* (P) People (leaders and participants)
* (En) Environment
* (EL) Equipment and Logistics

Then complete, aligned with each relevant risk factor.

* Assessment of risk
* Identification of management strategies
* Implementation of risk management

### Risk Analysis and Management Strategy

|  |
| --- |
| **Risk Calculation Matrix** |
|  |  | **Consequence** |
|  |  | Insignificant (I) | Minor (mi) | Moderate (Mo) | Major (MA) | Catastrophic (C) |
| **Probability** | Almost Certain (A) | High (H) | High (H) | Extreme (E) | Extreme (E) | Extreme (E) |
| Likely (L) | Medium (M)  | High (H) | High (H) | Extreme (E) | Extreme (E) |
| Possible (P) | Low (L)  | Medium (M)  | High (H) | High (H) | Extreme (E) |
| Unlikely (U) | Low (L)  | Low (L)  | Medium (M)  | High (H) | High (H)  |
| Rare (R)  | Low (L)  | Low (L)  | Medium (M)  | Medium (M) | High (H)  |

|  |
| --- |
| **Risk Calculation Matrix Descriptors** |
| **Probability of Risk Factors (P)** | **Consequence of Risk Factors (C)**  |
| Almost Certain (A) | Expected to occur in most circumstances; and/or high level of recorded instances | Insignificant (I) | no injury or fatality; first aid not required |
| Likely (L) | Will probably occur in most circumstances; and/or regular recorded instances | Minor (mi) | injury requiring first aid and able to continue |
| Possible (P) | might occur at some time; and/or few, infrequent, random recorded incidents | Moderate (Mo) | injury requiring medical treatment, possibly some hospitalisation and/or unable to continue |
| Unlikely (U) | not expected to occur; and/or no recorded incidents | Major (MA) | extensive injuries requiring significant hospitalisation |
| Rare (R)  | may only occur in exceptional circumstances | Catastrophic (C) | fatality, possible threat to life or severe injuries causing permanent disablement |

**\*NOTE: specific location information to be highlighted**

|  |  |  |
| --- | --- | --- |
| **Obtain From Risk Factor Identification** | **Risk Analysis** | **Risk Management** |
| Risk | RF | P | C | Risk Level | Comments on Risk | Management Strategy | Resources Required | Residual Risk | Communication Required |
| 1 - Motor vehicle accident (P) | fatigue | U | C | H | Road laws apply, consider MR and HR requirements, carry log if further than 100km from base | * Appropriate licences
* University vehicle quiz
* 2 hourly rest breaks
* Seat belts worn
* Know max capacities of vehicles and license restrictions
* Experience with trailers
* Clarify routes between leaders before departure
 | * Drivers to complete university driver quiz to become registered driver
* Deep Creek information package
 | R MAM | Leaders to discuss vehicle logistics prior to departure |
|  | unable to manage vehicle or load | U | C | H | R MAM |
| 1 - Motor vehicle accident (En) | hazards on the road | U | MA | H | R MAM |
| 1 - Motor vehicle accident (EL) | unclear route  | R | I | L | R IL |
|  | vehicles overloaded | R | Mo | M | R MoM |
|  | incorrectly attached trailer  | U | MA | H | R MAM |
| 2 - Exposure to elements including development of hypothermia or hyperthermia (P) | incorrect information to participants including weather details | U | Mo | M | Students undertake preparation workshops and are required to access weather information themselves. A packing list will assist with preparation – leaders should check that appropriate equipment has been packed prior to departure  | * Participant handbooks
* Weather tutorial
* Inform of weather access in prep days prior to walk
* Equipment checked prior to departure
* Maintain ratios
* Constant supervision of group
* Appropriate management strategies such as markers
* Historical weather trends in deep creek suggest that equipment list will be sufficient to manage
* For deep creek, advise -5 sleeping bags
* Thermal blanket in first aid kit
* Students to bring repair kit
* Appropriate tents and emergency shelters packed
 | * First aid kits including emergency blankets
* Equipment lists to leaders and participants
 | R MiL |  |
|  | inappropriate supervision | U | Mo | M | R MoM |
| 2 - Exposure to elements including development of hypothermia or hyperthermia (En) | weather conditions and changing weather | P | Mo | H | R MoM |
| 2 - Exposure to elements including development of hypothermia or hyperthermia (EL) | broken, missing or inappropriate equipment or clothing | P | Mo | H | R MoM |
| 3 - Heat stress / dehydration (P) | incorrect information from leader | U | Mo | M | Equipment list identifies water amounts – check with ranger regarding water tank supplies prior to departure – Liam & Jacob | * Info packs to students advising 2L of water / day minimum
* Check water prior to departure

Fill up available at uni | * Equipment list in information package with advice on water
* Pak taps available at uni if students do not pack water
 | R MoM | Phone call to ranger regarding tanks Discuss tank situation with leaders prior to departureIdentify water situation with students  |
|  | insufficient water or equipment packed | U | Mo | M | * Info packs to students advising 2L of water / day minimum
*
 | R MoM |
| 3 - Heat stress / dehydration (En) | high temperature | P | Mo | H | * Check weather prior to departure
* Route can be adjusted and spare water on bus if necessary
* Appropriate clothing
* Opportunities to shorten routes
 | R MoM |
|  | lack of shade | P | Mo | H | * Info packs to students advising 2L of water / day minimum
* Monitor drinking
* Appropriate clothing to be packed
 | R MoM |
| 3 - Heat stress / dehydration (EL) | insufficient rest | P | Mo | H | * Route cards to allow for appropriate rest
* Monitor the group for fatiguing
 | R MoM |
|  | insufficient access to water | U | Mo | M | * Info packs to students advising 2L of water / day minimum
* Check supply in tanks with ranger
 | R MoM |
|  | route plan inappropriate | R | Mo | M | * Stay with designated camp sites
* Remain in designated areas
 | R MoM |
| 4 - Inadequate nutrition or hydration (P) | incorrect information from leader | R | Mo | M | Prior tutorials and group menu planning prior to trip  | * Group packs provided to students
* Group planning
* Pre departure suggestions
* Group cooking
* Info packs to students advising 2L of water / day minimum
* Check supply in tanks with ranger
 | * Menu plans and equipment lists in information package
 | R MiL | Discuss with students in pre departure ws |
|  | illness | U | Mo | M | * Hydralite in first aid kit
* Alternative for students who are unwell
* Exit strategies on route planning cards
 | R MiL |
|  | lack of observation from leader  | R | Mo | M | * Cooking and eating as a group to make monitoring easier for leader
* Pairs to cook at dinner
 | R MiL |
|  | not bringing enough food or water | U | Mo | M | * Pre departure checks
* Check supply in tanks with ranger
* Group packs provided to students
* Group planning
 | R MiL |
| 4 - Inadequate nutrition or hydration (En) | temperature requiring increased intake | R | Mo | M | * Check weather prior to departure – adjusted schedule above 30 degree celcius
* Info packs to students advising 2L of water / day minimum
* Check supply in tanks with ranger
 | R MiL |
| 4 - Inadequate nutrition or hydration (EL) | insufficient access to water | R | Mo | M | * Info packs to students advising 2L of water / day minimum
* Check supply in tanks with ranger
 | R MiL |
| 5 - infection, gastro, etc… (P) | poor hygiene practices | P | Mo | H | Hygiene strategies have been discussed during preparation workshops. Hand sanitiser is to be taken on the trip  | * Sanitiser on equipment list
* Sanitiser in first aid kit
* Info provided on toileting
* Hand washing or sanitising prior to cooking and eating
 | * First aid kit to include electrolyte tablets and sanitiser
 | R MiL | Discuss with students in pre departure ws |
|  | lack of cooking instruction or experience | U | Mo | M | * Prior departure workshop
* Cooking in trangia circles
 | R MiL |
|  | exposed sores | U | Mi | L | * Bandages, disinfectant and tape in first aid kit
* Personal first aid kits to be carried
 | R MiL |
| 5 - infection, gastro, etc… (En) | no washing stations or soap / sanitiser | P | Mo | H | * Sanitiser on equipment list
* Sanitiser in first aid kit
 | R MiL |
|  | contact with dirty surfaces, etc… | P | Mo | H | * Sanitiser on equipment list
* Sanitiser in first aid kit
* Hand washing or sanitising prior to cooking and eating
 | R MiL |
| 5 - infection, gastro, etc… (EL) | sharing of equipment for eating | P | Mo | H | * Cutlery and bowls on packing list
* Trangia bowls provide extra option
 | R MiL |
|  | sharing of equipment for sleeping  | P | Mo | H | * If students are infectious with illness and cannot be removed then they may be placed in a tent individually with another tent to share as a three or emergency shelter utilised
 | R MiL |
|  | dirty water | U | Mo | M | * Info packs to students advising 2L of water / day minimum
* Check supply in tanks with ranger
* Boiling water if collected from natural sources
 | R MiL |
|  | off food or uncooked meats | U | Mo | M | * Prior departure information to indicate safe practices with meat.
* Meets needing refrigeration not to be brought
 | R MiL |
| 6 - Medical emergency (P) | specific medical conditions | P | MA | H | Medical information collected prior, personal medication to be checked and discussed with leader prior to departure.  | * Medical summaries to leader
* Check specific or unknown details with participants
* Personal medication to be carried
* 1st aid kits to follow AAAS standards
* Access points on route plan
 | * First aid kit complying with AAAS guidelines
* Epipen, antihistamines and puffer to be carried
* Personal first aid and medication
* Medical forms
 | R MAM | Discuss with students in pre departure wsCommunication of flinsafe |
|  | food packed that could initiate allergic reaction | P | MA | H | * Medical summaries to leader
* Check specific or unknown details with participants
* Personal medication to be carried
* 1st aid kits to follow AAAS standards
* Access points on route plan
* Allergy information shared with group
 | R MAM |
|  | low level of fitness | P | MA | H | * Group to check route plan
* Injuries to be cleared with medical practitioner prior to departure
* Group to move as fast as slowest participant
 | R MiL |
| 6 - Medical emergency (En) | allergens present  | P | MA | H | * Medical summaries to leader
* Check specific or unknown details with participants
* Personal medication to be carried
* 1st aid kits to follow AAAS standards
* Access points on route plan
* Allergy information shared with group
 | R MAM |
| 6 - Medical emergency (EL) | route not appropriate for fitness level | U | Mo | M | * Group to plan route
* Follow naismiths rule to advise
 | R MiL |
|  | incorrect or missing medication or preventative strategies | U | C | H | * Medication checked pre departure
* Medical summaries to leader
* Check specific or unknown details with participants
* Personal medication to be carried
* 1st aid kits to follow AAAS standards
* Access points on route plan
* Allergy information shared with group
 | R MAM |
| 7 - Scratches, bumps, grazes (P) | lack of leaders instruction | U | Mi | L | First aid kit to follow AAAS suggestions and be checked prior to departure | * Follow tracks where available
* Clear leader instruction regarding management techniques
* Designated camp grounds
* First aid kit to follow AAAS suggestions and be checked prior to departure
 | * First aid kit complying with AAAS guidelines
* Medical forms
 | U MiL |  |
|  | lack of leader observation | U | Mi | L | * Stay in ratios of 1:12 (AAAS 1:15 with adults)
* Clear leader instruction regarding management techniques
 | U MiL |
|  | participant misbehaviour including not listening | U | Mi | L | * Stay in ratios of 1:12 (AAAS 1:15 with adults)
* Clear leader instruction regarding management techniques
* Clarify crux points with students
* Ask for clarification and understanding
 | U MiL |
|  | participants fatiguing  | P | Mi | M | * Manage rest breaks
* Follow naismiths rule
* Travel as fast as slowest participant
 | U MiL |
| 7 - Scratches, bumps, grazes (En) | slippery surfaces on tracks | L | Mi | M | * Check footing on loose surface particularly up and down from beaches at deep creek
* Warn of slippery surfaces
 | U MiL |
|  | uneven walking surfaces | L | Mi | M | * Follow tracks where available
* Appropriate footwear
* First aid kit to have strapping available
 | U MiL |
|  | steep sections down to ocean and back up | L | Mi | M | * Check footing on loose surface
* Group to slow through these areas
 | U MiL |
|  | single file walking tracks | L | Mi | M | * Leave space between walkers so you can see what you are about to step on
 | U MiL |
|  | low visibility at night | L | Mi | M | * Identify toileting areas before nightfall
* Head torches to be carries
* Identify guidelines before night fall
 | U MiL |
| 7 - Scratches, bumps, grazes (EL) | incorrect footwear | U | Mi | L | * Information pre departure on footwear
* Check footwear pre departure
 | U MiL |
|  | knives when preparing food | P | Mi | M | * Cooking circle to monitor practices
* First aid kit to follow AAAS
 | U MiL |
|  | broken equipment | U | Mi | M | * Equipment check pre departure on all loan equipment
* Personal tents and cookers checked pre departure
* Pole sleeves and tape carried for tents
 | U MiL |
| 8 - Sprains and strains (P) | lack of leaders instruction | U | Mo | M | First aid kit to follow AAAS suggestions and be checked prior to departure | * Follow tracks where available
* Clear leader instruction regarding management techniques
* Designated camp grounds
* First aid kit to follow AAAS suggestions and be checked prior to departure
 | * First aid kit complying with AAAS guidelines
* Medical forms
 | U MoM |  |
|  | lack of leader observation | U | Mo | M | * Stay in ratios of 1:12 (AAAS 1:15 with adults)
* Clear leader instruction regarding management techniques
 | U MoM |
|  | participant misbehaviour including not listening | U | Mo | M | * Stay in ratios of 1:12 (AAAS 1:15 with adults)
* Clear leader instruction regarding management techniques
* Clarify crux points with students
* Ask for clarification and understanding
 | U MoM |
|  | participants fatiguing  | P | Mo | H | * Manage rest breaks
* Follow naismiths rule
* Travel as fast as slowest participant
 | U MiL |
|  | over exertion  | U | Mo | M | * Follow naismiths rule
* Correct pack lifting techniques in predarture workshops and monitored on camp
* Packs to be 25% of body weight or less
 | U MiL |
|  | over packing | P | Mo | H | * Packs to be 25% of body weight or less
* Packing list provided
 | U MiL |
|  | incorrect pack lifting technique | P | Mo | H | * Correct pack lifting techniques in predarture workshops and monitored on camp
* Packs to be 25% of body weight or less
 | U MiL |
| 8 - Sprains and strains (En) | slippery surfaces on tracks | P | Mo | H | * Check footing on loose surface
* Warn of slippery surfaces
 | U MoM |
|  |  uneven walking surfaces | P | Mo | H | * Follow tracks where available
* Appropriate footwear
* First aid kit to have strapping available
 | U MoM |
|  | steep sections down to ocean and back up | P | Mo | H | * Check footing on loose surface
* Group to slow through these areas
 | U MoM |
|  | single file walking tracks | P | Mo | H | * Leave space between walkers so you can see what you are about to step on
 | U MoM |
|  | low visibility at night | P | Mo | H | * Identify toileting areas before nightfall
* Head torches to be carried
* Identify guidelines before night fall
 | U MoM |
| 8 - Sprains and strains (EL) | incorrect footwear | P | Mo | H | * Information pre departure on footwear
* Check footwear pre departure
 | U MoM |
|  | broken equipment | P | Mo | H | * Equipment check pre departure on all loan equipment
* Personal tents and cookers checked pre departure
* Pole sleeves and tape carried for tents
 | U MoM |
| 9 - Breaks, dislocations (P) | lack of leaders instruction | U | MA | H | First aid kit to follow AAAS suggestions and be checked prior to departure | * Follow tracks where available
* Clear leader instruction regarding management techniques
* Designated camp grounds
* First aid kit to follow AAAS suggestions and be checked prior to departure
 | * First aid kit complying with AAAS guidelines
* Medical forms
* Route cards carried with exit points identified
* Leader phone and PLB
 | R MoM |  |
|  | lack of leader observation | U | MA | H | * Stay in ratios of 1:12 (AAAS 1:15 with adults)
* Clear leader instruction regarding management techniques
 | R MoM |
|  | participant misbehaviour including not listening | U | MA | H | * Stay in ratios of 1:12 (AAAS 1:15 with adults)
* Clear leader instruction regarding management techniques
* Clarify crux points with students
* Ask for clarification and understanding
 | R MoM |
|  | participants fatiguing  | U | MA | H | * Manage rest breaks
* Follow naismiths rule
* Travel as fast as slowest participant
 | R MoM |
|  | over exertion  | U | MA | H | * Follow naismiths rule
* Correct pack lifting techniques in predarture workshops and monitored on camp
* Packs to be 25% of body weight or less
 | R MoM |
|  | over packing | U | MA | H | * Packs to be 25% of body weight or less
* Packing list provided
 | R MoM |
|  | incorrect pack lifting technique | U | MA | H | * Correct pack lifting techniques in predarture workshops and monitored on camp
* Packs to be 25% of body weight or less
 | R MoM |
|  | slippery surfaces on tracks | U | MA | H | * Check footing on loose surface
* Warn of slippery surfaces
 | R MoM |
|  | uneven walking surfaces | U | MA | H | * Follow tracks where available
* Appropriate footwear
* First aid kit to have strapping available
 | R MoM |
| 9 - Breaks, dislocations (En) | steep sections down to ocean and back up | U | MA | H | * Check footing on loose surface
* Group to slow through these areas
 | R MoM |
|  | single file walking tracks | U | MA | H | * Leave space between walkers so you can see what you are about to step on
 | R MoM |
|  | low visibility at night | U | MA | H | * Identify toileting areas before nightfall
* Head torches to be carries
* Identify guidelines before night fall
 | R MoM |
| 9 - Breaks, dislocations (EL) | incorrect footwear | U | MA | H | * Information pre departure on footwear
* Check footwear pre departure
 | R MoM |
| 10. Manual handling (P) | lack of leaders instruction | U | Mi | L | Equipment list to be provided to students and working on 25% of total body weight in carry weightPack lifting and fitting are critical | * Pre departure info regarding lifting techniques
* Correct pack lifting techniques
 | * First aid kit complying with AAAS guidelines
* Medical forms
 | R MiL | Discuss with students in pre departure ws |
|  | lack of leader observation | U | Mo | M | * Packs on and off as a group
* Management techniques used to keep group together
 | R MiL |
|  | participant misbehaviour including not listening | P | Mi | M | * Check for understanding
 | R MiL |
|  | participants fatiguing  | U | Mi  | L | * Maintain correct lifting techniques
* Follow naismiths rule
* Apply regular rests
 | R MiL |
|  | over packing | P | Mi  | M | * Equipment list provided pre departure
* Packs not to exceed 25% body weight
 | R MiL |
|  | incorrect pack lifting technique | P | Mo | H | * Correct technique shown pre departure
* Correct technique monitored throughout
 | R MiL |
| 10. Manual handling (En) |  |  |  |  |  |  |
| 10. Manual handling (EL) | too much equipment | P | Mi  | M | * Equipment list provided pre departure
* Packs not to exceed 25% body weight
 | R MiL |
|  | incorrectly fitting pack | P | Mi  | M | * Pack fitting shown pre departure
* Leader to checking fittings throughout trip
 | R MiL |
| 11 - Bites and stings (P) | participants not following leaders instructions  | U | Mo  | M | First aid kit to follow AAAS suggestions and be checked prior to departure | * Stay in ratios of 1:12 (AAAS 1:15 with adults)
* Clear leader instruction regarding management techniques
* Stay on tracks where possible
* Ask for clarification and understanding
 | * First aid kit complying with AAAS guidelines
* Medical forms
* Route cards carried with exit points identified
 | R MoM |  |
|  | leaving clothing or equipment lying around | P | Mo | H | * Leader to monitor cleanliness of campsite
* Tents are personal spaces
* Tidy shared spaces
 | R MoM |
|  | not closing tents | P | Mo | H | * Leader to monitor
* Instruction on tent procedure in pre departure workshops
* 2 in a tent to check
 | R MoM |
| 11 - Bites and stings (En) | insect bites and strings | P | Mi | M | * Instruction on how to monitor spiders
* Follow bites and stings procedures above
 | U MiL |
|  | spider bites | P | Mo | H | * Follow bites and stings procedures above
* Instruction on how to monitor spiders
 | U MoM |
|  | scorpion stings | P | Mi | M | * Follow bites and stings procedures above
* Leave rocks on the ground
* Check before moving itms from ground
* Use designated camp sites
 | U MoM |
|  | snake bites | U | Mo | M | * Do not approach
* Stay still if sited
* Remain on paths when available
* Use designated camp sites
* Stay as a group
 | R MoM |
|  | shark attack | R | C | H | * Do not enter water above knee height as this is a walking trip
 | R MAM |
|  | jellyfish or stingray stings | R | Mo | M | * Do not enter water above knee height as this is a walking trip
* Water to be checked by leader prior to entering
 | R MoM |
| 11 - Bites and stings (EL) |  broken zippers on tents | U | Mo | M | * Equipment check pre departure
* Spares and repairs to be carried
 | R MoM |
|  | missing equipment mainly for tents | U | Mo | M | * Equipment check pre departure
* Spares and repairs to be carried
 | R MoM |
| 12 – Burns (P) | participants not following instructions | U | MA | H | First aid kit to follow AAAS suggestions and be checked prior to departure. Weather information to be obtained prior | * Cooking circle
* Fuel dump atleast 5m from cooking circle
* Predeparture cooking workshop
* Leader to monitor
 | * First aid kit complying with AAAS guidelines
* Medical forms
* Route cards carried with exit points identified
 | R MoM |  |
|  | incorrect use of trangias | U | MA | H | * Cooking circle
* Fuel dump atleast 5m from cooking circle
* Predeparture cooking workshop
* Leader to monitor
 | R MoM |
|  |  lack of leader observation while cooking | U | MA | H | * Cooking circle
* Fuel dump atleast 5m from cooking circle
* Predeparture cooking workshop
* Leader to monitor
 | R MoM |
|  | irresponsible use of trangias | U | MA | H | * Cooking circle
* Fuel dump atleast 5m from cooking circle
* Predeparture cooking workshop
* Leader to monitor
 | R MoM |
|  | knocking over trangias | U | MA | H | * Cooking circle
* Fuel dump atleast 5m from cooking circle
* Predeparture cooking workshop
* Leader to monitor
 | R MoM |
| 12 – Burns (En) | over exposure to the sun | U | Mi | L | * Slip, slop, slap, seek, slide considered in equipment list and monitored on camp
* Seek shade for rests where possible
 | R MiL |
|  | bushfire | R | C | H | * Check weather information pre departure
* Exit park on closure days
* Exit on route card
* Consider wind direction – either exit or access ocean where possible
 | R MAM |
| 12 – Burns (EL) | incorrect clothing | U | Mi | L | * Clothing information provided pre camp
* Follow slip, slop, slap, seek, slide principles
* Trangia circles used and monitored by leader
* Tie back loose clothing while cooking
 | R MiL |
|  | no sunscreen | P | Mi | M | * Sunscreen on equipment list provided in pre camp workshop and booklet
* Follow slip, slop, slap, seek, slide principles
 | U MiL |
|  | fuel catching alight  | U | MA | H | * Trangia circles used and monitored by leader
* Fuel dumps 5m from cooking circle
* No blowing out fuel – burn out or cap only
 | R MAM |
|  | clothing catching alight | U | MA | H | * Clothing information provided pre camp
* Tie back loose clothing while cooking
 | R MAM |
|  | equipment catching alight | U | MA | H | * Trangia circles used and monitored by leader
* Fuel dumps 5m from cooking circle
* Cooking away from tents and other equipment
 | R MAM |
| 13 - Electric Shock (P) |  |  |  |  | First aid kit to follow AAAS suggestions and be checked prior to departure. Weather information to be obtained prior |  | * First aid kit complying with AAAS guidelines
* Medical forms
* Route cards carried with exit points identified
 |  |  |
| 13 - Electric Shock (En) | thunderstorm  | R | C | H | * Weather information to be checked pre departure
* Adjustments made if thunderstorms forecast
* In open areas disperse group and remove conductors
* Use shelter where possible
* Exit strategies in route card
 | R CH |
| 13 - Electric Shock (EL) | route through open landscape | R | C | H | * Weather information to be checked pre departure
* Adjustments made if thunderstorms forecast
* In open areas disperse group and remove conductors
* Exit strategies in route card
 | R CH |
|  | incorrect weather information | U | C | H | * Weather information to be checked pre departure
* Adjustments made if thunderstorms forecast
* In open areas disperse group and remove conductors
* Exit strategies in route card
 | R CH |
| 14 – Drowning (P) |  Swimming whilst at the beach or water fall | U | C | H | This is not a swimming trip, however the walk does pass by beaches. Students are not to enter water beyond knee height | * Do not enter water beyond knee depth
* Must have at least 1 observer on shore at all times
 | * First aid kit complying with AAAS guidelines
* Medical forms
* Route cards carried with exit points identified
 | R MoM | Leaders and students must be aware of this rule around entering water  |
| 14 – Drowning (En) | rips and unknown water conditions | U | C | H | * Do not enter water beyond knee depth
* Must have at least 1 observer on shore at all times
 | R MoM |
| 14 – Drowning (EL) | route by the beach and water fall | U | C | H | * Do not enter water beyond knee depth
* Must have at least 1 observer on shore at all times
 | R MoM |
| 15 - Natural disaster (P) | Students not following leader instruction | R | MA | M | Rules and expectations are set in pre departure workshops. Students encouraged to ask clarifying questions  | * Pre departure information regarding expectations and consequences
* Check tent positioning
* Utilise tracks and designated camp sites
 | * First aid kit complying with AAAS guidelines
* Medical forms
* Route cards carried with exit points identified
 | R MAM | Weather updates discussed on day of departure  |
|  | Lack of information from leader | R | MA | M | * Pre departure info regarding storms, bushfire and tent positioning
 | R MAM |
|  |  incorrect tent positioning | R | C | H | * Tents placed in designated camping areas
* Do not place under tree limbs
* Do not place tent in waterways or on beach
* Leader to monitor
 | R MAM |
| 15 - Natural disaster (En) | Bushfire | R | C | H | * Check weather information pre departure
* Exit park on closure days
* Exit on route card
* Consider wind direction – either exit or access ocean where possible
 | R MAM |
|  | Thunderstorm | R | C | H | * Weather information to be checked pre departure
* Adjustments made if thunderstorms forecast
* In open areas disperse group and remove conductors
* Exit strategies in route card
 | R CH |
|  | Gale force winds | R | C | H | * Protection can be gained in designated camp areas. Options further inland are indicated on map
 | R MAM |
|  |  Falling trees or branches | R | C | H | * Tents placed in designated camping areas
* Do not place under tree limbs
 | R MAM |
| 15 - Natural disaster (EL) | incorrect or absent weather information | R | MA | M | * Weather information to be checked pre departure
 | R MAM |
|  | inappropriate tent sites on route plan  | R | MA | M | * Tents placed in designated camping areas
 | R MAM |
| 16 - Split group (P) | lack of appropriate supervision | U | Mo | M | Maintain ratios 1:12 (AAAS guide 1:15 with adults). Common leadership techniques to be applied. | * Maintain ratios 1:12 (AAAS guide 1:15 with adults).
* Common leadership techniques to be applied.
* Group briefed to remain where you are if lost
* Never venture alone
* Regroup at track junctions
 | * Information packages and route cards
* Maps and compasses
 | R MiL |  |
|  | participant misbehaviour  | U | Mo | M | * Rules and expectations set and agreed on pre departure
 | R MiL |
|  | inadequate leadership techniques | U | Mo | M | * Maintain ratios 1:12 (AAAS guide 1:15 with adults).
* Common leadership techniques to be applied.
* Regroup at track junctions
 | R MiL |
|  |  wandering at night | U | Mo | M | * Orientate group to campground on arrival
* Head torches to be used at night
* Tents have reflective strips / guide ropes
 | R MiL |
|  | unclear toileting procedures during day | U | Mo | M | * Group to stop if anyone going to the toilet
 | R MiL |
|  | difficulty finding toilet | U | Mo | M | * Orientate group to campground on arrival
* Head torches to be used at night
 | R MiL |
|  | group disagreement | U | Mo | M | * Trip geared towards development of group dynamics and leadership techniques
* Able to monitor and adjust dynamics within the group
* Address in debriefs
 | R MiL |
|  | poor visibility | U | Mo | M | * Use handrails available
* Apply common leadership techniques to keep group together
 | R MiL |
| 16 - Split group (En) | unclear trail | U | Mo | M | * Maps and compasses carried
* Handrails and catching features available
 | R MiL |
| 16 - Split group (EL) | unclear route card | U | Mo | M | * Checked pre departure and completed in pre departure workshops under guidance
 | R MiL |
|  | incorrect participant ratios | R | Mo | M | * Maintain ratios 1:12 (AAAS guide 1:15 with adults).
 | R MiL |
|  |  non designated areas for camping/ toileting etc… | U | Mo | M | * Orientate group to campground on arrival
* Use designated and booked camp grounds
 | R MiL |
|  | unclear check in procedures | U | Mo | M | * Outlined in handbook
 | R MiL |
|  | no communication | P | Mo | H | * Phones and PLBs to be carried
 | R MiL |
| 17 - Lost participant (P) |  lack of appropriate supervision | U | Mo | M | Maintain ratios 1:12 (AAAS guide 1:15 with adults). Common leadership techniques to be applied. | * Maintain ratios 1:12 (AAAS guide 1:15 with adults).
* Common leadership techniques to be applied.
* Group briefed to remain where you are if lost
* Never venture alone
* Regroup at track junctions
 | * Information packages and route cards
* Maps and compasses
 | R MiL |  |
|  | participant misbehaviour  | U | Mo | M | * Rules and expectations set and agreed on pre departure
 | R MiL |
|  | inadequate leadership techniques | U | Mo | M | * Maintain ratios 1:12 (AAAS guide 1:15 with adults).
* Common leadership techniques to be applied.
* Regroup at track junctions
 | R MiL |
|  | wandering at night | U | Mo | M | * Orientate group to campground on arrival
* Head torches to be used at night
* Tents have reflective strips / guide ropes
 | R MiL |
|  | unclear toileting procedures during day | U | Mo | M | * Group to stop if anyone going to the toilet
 | R MiL |
|  | difficulty finding toilet | U | Mo | M | * Orientate group to campground on arrival
* Head torches to be used at night
 | R MiL |
|  | group disagreement | U | Mo | M | * Trip geared towards development of group dynamics and leadership techniques
* Able to monitor and adjust dynamics within the group
* Address in debriefs
 | R MiL |
|  | poor visibility | U | Mo | M | * Use handrails available
* Apply common leadership techniques to keep group together
 | R MiL |
| 17 - Lost participant (En) | unclear trail | U | Mo | M | * Maps and compasses carried
* Handrails and catching features available
 | R MiL |
| 17 - Lost participant (EL) | unclear route card | U | Mo | M | * Checked pre departure and completed in pre departure workshops under guidance
 | R MiL |
|  | incorrect participant ratios | R | Mo | M | * Maintain ratios 1:12 (AAAS guide 1:15 with adults).
 | R MiL |
|  | non designated areas for camping/ toileting etc… | U | Mo | M | * Orientate group to campground on arrival
* Use designated and booked camp grounds
 | R MiL |
|  |  unclear check in procedures | U | Mo | M | * Outlined in handbook
 | R MiL |
|  |  no communication | P | Mo | H | * Phones and PLBs to be carried
 | R MiL |
| 18 – Falling off a cliff (P) | participants not paying attention | P | MA | H | Maintain ratios 1:12 (AAAS guide 1:15 with adults). Common leadership techniques to be applied. | * Remain on tracks where available
* Apply common management techniques
* Remain 3m from the edge of a cliff
 | * First aid kit complying with AAAS guidelines
* Medical forms
* Route cards carried with exit points identified
 | R MAM |  |
|  | leaving designated tracks and areas | U | MA | H | * Remain on tracks where available
* Apply common management techniques
* Remain 3m from the edge of a cliff
 | R MAM |
| 18 – Falling off a cliff (En) | slippery and unstable surfaces | P | MA | H | * Remain on tracks where available
* Apply common management techniques
* Remain 3m from the edge of a cliff
* Advise where surface is unstable
* Appropriate footwear to be worn and discussed pre departure
 | R MoM |
|  | tracks close to cliff edge | P | MA | H | * Remain on tracks where available
* Apply common management techniques
* Remain 3m from the edge of a cliff
* Advise where surface is unstable
 | R MA M |
| 18 – Falling off a cliff (EL) | unclear route card | U | MA | H | * Planned in pre departure workshop
* Check by leaders pre departure
 | R MAM |
|  | off-track walking on route | U | MA | H | * Planned in pre departure workshop
* Check by leaders pre departure
* Maintain common leadership and management techniques
 | R MAM |
| 19 – Anxiety (P) | inexperience | P | Mi  | M | Monitor for signs and prepare students for expectations in pre departure workshops.  | * Lead up day conducted
* Pre departure workshops informing students
* Information package supplied
* Monitor for debrief
 | * Medical forms
* Route cards carried with exit points identified
 | U MiL |  |
|  |  never been away from family | P | Mi  | M | * Lead up day conducted
* Pre departure workshops informing students
* Information package supplied
* Monitor for debrief
 | U MiL |
|  | uncomfortable toileting or hygiene practices | P | Mi  | M | * Lead up day conducted
* Pre departure workshops informing students
* Information package supplied
* Monitor for debrief
* Trowel, paper and sanitiser carried
 | U MiL |
|  | period | P | Mi  | M | * Lead up day conducted
* Pre departure workshops informing students
* Information package supplied
* Monitor for debrief
 | U MiL |
|  |  history | P | Mi  | M | * Lead up day conducted
* Pre departure workshops informing students
* Information package supplied
* Monitor for debrief
* Can be declared in medical information
 | U MiL |
|  | unknown | P | Mi  | M | * Lead up day conducted
* Pre departure workshops informing students
* Information package supplied
* Monitor for debrief
 | U MiL |
|  | afraid of the dark | P | Mi  | M | * Pre departure workshops informing students
* Information package supplied
* Monitor for debrief
* Torches included in packing list
* Tent and cooking partners
 | U MiL |
|  | uncomfortable or unfamiliar with group | P | Mi  | M | * Lead up day conducted
* Intensive group work prior to camp experience
* Pre departure workshops informing students
* Information package supplied
* Monitor for debrief
 | U MiL |
|  | physical exertion  | P | Mi  | M | * Lead up day conducted
* Pre departure workshops informing students
* Monitor for debrief
* Appropriate rests
* Route plan checked pre departure
 | U MiL |
| 19 – Anxiety (En) | extreme weather | P | Mi  | M | * Weather information to group pre departure
* Stay as a group
* Monitor in debriefs
* Group aware of exit strategies or plans
 | U MiL |
|  | dark at night | P | Mi  | M | * Orientate group to campground on arrival
* Head torches to be used at night
* Tents have reflective strips / guide ropes
 | U MiL |
|  | 1height of cliffs | P | Mi  | M | * Remain on tracks
* Follow procedures for bumps and bruises section when descending to beach
 | U MiL |
|  | relative isolation | P | Mi  | M | * Group to work together to maintain connection
* Cooking and tent partners
* Monitor in debriefs
 | U MiL |
|  | disconnection through no reception | P | Mi  | M | * Group to work together to maintain connection
* Cooking and tent partners
* Monitor in debriefs
 | U MiL |
| 19 – Anxiety (EL) | size of tents | P | Mi  | M | * Students view tents pre departure
* Emergency shelter is available to use
 | U MiL |
|  | weight of equipment | P | Mi  | M | * Packing not to exceed 25% body weight
* Apply appropriate rests to reduce physical stress where necessary
 | U MiL |
| 20 – alcohol or recreational drug use (P) | packing alcohol or recreational drugs | U | Mo | M | Students and staff must sign an agreement in flinsafe prior to attending | * Identify no tolerance policy
* Student sent home if in possession
* A part of flinsafe agreement
 |  | R MiL | To participants and leaders regarding expectations  |
| 20 – alcohol or recreational drug use (En) |  |  |  |  |  |  |  |
| 20 – alcohol or recreational drug use (EL) |  |  |  |  |  |  |  |

Date Reviewed: 1/7/21 Reviewed By: [Name]

Next Review Due: 1/7/22

### Dynamic Risk Assessment Framework



(Australian Adventure Activity Standards 2019)

**Was dynamic risk assessment conducted during the last time this activity was conducted?**

**Yes – monitored a snake on the track in 2019 and 2020 at deep creek**

**Detail people involved, situation, action and communication**

**group – stand still, slowly retreat, allow snake to re enter hole, continue with caution, evaluate situation with group and identify emergency response if required**

**What needs to result in the next similar instance?**

No change

### Emergency Management Planning Details

#### Planning

* ***emergency response actions, allocated roles and responsibilities***
	+ outlined below in incident and emergency response plans
* ***closest available professional medical care (e.g. hospital, clinic, doctor)***
	+ outlined in leaders information pack
* ***contingency plans for foreseeable emergencies (e.g. injuries, fire, flood)***
	+ escape routes outlined in route plan
	+ dealing with injuries outlined below in incident and emergency response plans
* ***strategies relevant to the features of the area being visited***
	+ outlined in risk identification
	+ will need to be aware of loose surfaces when descending to the beaches at deep creek
	+ do not enter water beyond knee height
	+ only camp in designated areas

#### Preparation

* ***emergency access and escape routes (where possible)***
	+ escape routes outlined in leaders information pack - route plan
* ***assembly points where appropriate***
	+ escape routes outlined in leaders information pack - route plan
* ***details of key organisations (e.g. ambulance, land manager, local police) and how to best contact*** ***them in an emergency***
	+ outlined in leaders information pack – emergency response contacts
* ***communication equipment that will be used, including coverage notes and/or limitations*** ***(e.g. mobile phone, satellite phone, radio)***
	+ outlined in leaders information pack in phone procedures and location access and exit
* ***relevant aspects of the land manager’s emergency strategy (e.g. gaining assess past locked gates)***
	+ any access required must be requested through national parks SA

#### Response

* ***the process or procedures for responding to an emergency***
	+ outlined below in incident and emergency response plans
* ***the process or procedures to confirm or ensure the safety of a group that fails to return or check-in as planned***
	+ outlined in flinsafe approvals
* ***the emergency trigger for a non-participating contact, to commence the planned process or procedures to confirm the safety of the group and/or inform emergency services if the group fails to return or check-in***
	+ outlined in flinsafe approvals
* ***a strategy for maintaining appropriate participant supervision if the planned activity changes (e.g. an injured leader is evacuated or escorting participants who are withdrawing from the activity)***
	+ consult route plan and exit strategies
	+ follow check in procedures
	+ phone procedures outlines emergency response in phone procedures and location access and exit
* ***access to personal contact and medical information***
	+ to be carried in hard copy by leaders
	+ stored in flinsafe

#### Recovery

* ***reporting requirements for fatalities, serious injuries or illness and dangerous incidents***
	+ outlined below in incident and emergency response plans

### Incident and Emergency Response Plans

#### Incident

* Apply first aid if necessary and manage the group
* Keep record via incident report form included in leader pack and monitor
* Contact university contact as soon as practical
* If exit is needed then exit according to route plan strategy for location and contact student emergency contact to collect
* Contact or leave note for other groups where required and retry contact when walk is due to finish
* If no exit is needed reassess and continue if able to do so with group
* If collected reassess and continue if able to do so with remaining group
* If no option for collection, alter trip to exit to nearest vehicle
* Once practical incident report must be entered to Flinsafe and national UPLOADS project

#### Emergency

* Have studentscall emergency response from mobile 000 or 112 (follow incident report form included)
* Manage group (via direct location instruction or assistant leader)
* apply first aid (leader in charge to administer or delegate to willing trained first aider)
* Debrief group to what is happening. Group members positioned to help identify casualty site for emergency services.
* Prepare group and victim for evacuation via route plan strategy or information from emergency services
* Preserve site if major emergency or fatality where practical
* Once evacuated group must be debriefed and leader to assess as to whether trip can continue as is, with alterations or remaining group should be evacuated via vehicles.
* Contact university contact and emergency contact as soon as practical
* Contact or leave message with other group leaders
* Once practical incident report must be entered to Flinsafe and national UPLOADS project

**Group Emergency Equipment**

* Satellite Phone
* PLB (Personal Locator Beacon)
* GPS
* First Aid
* Radio
* Participant medication

**Emergency Exits**

Day 1 :

* Tapanappa Rd effective emergency exit point for stops 1-3 (to the right of trail)

Day 2:

* Tapanappa Rd effective emergency exit point for stops 3 and 4 (to the right of trail)
* Tent Rock Rd effective for emergency exit point for stops 5 and 6 (runs to the right off of stop 6)
* Blowhole Beach Rd effective emergency exit point for stop 7 (to the left of campsite 2)

Day 3:

* Blowhole Beach Rd effective emergency exit point for 8-finish (to the left of trail)
* ***The effective management of any incident in the field will, for the most part rely on sound judgement and decision making from the group leaders on the scene.***
* ***University to be consulted regarding student and staff support and counselling that is available.***

## Incident Form

**(YOU MUST FILL IN THIS FORM FOR AN ACCIDENT THAT HAS CAUSED INJURY OR WHERE CONDITIONS REQUIRE MEDICATION OR ONGOING TREATMENT)**

**[Name] (patient)……………………………………………………………..…………… Date………………………………**

**Summary** - Emergency Services Contact Information

We require an ambulance. My [Name] is………………………………… We are a University group. Our location is…................................................................................................................................. (grid reference and description)

We have a casualty who is a ……………………..year old male/female whose Chief Compliant is:

……………………………………………………………………………………………………………………………………………………………………..

……………………………………………………………………………………………………………………………………………………………………..

……………………………………………………………………………………………………………………………………………………………………..

……………………………………………………………………………………………………………………………………………………......(symptom)

The patient states/witnesses state: (Mechanism of injury/History of present illness)

……………………………………………………………………………………………………………………………………………………………………..

……………………………………………………………………………………………………………………………………………………………………..

……………………………………………………………………………………………………………………………………………………………………..……………………………………………………………………………………………………………………………………………………………………..

**Observations** patient found (describe position). Patient exam reveals (observation / injury). Vital Signs at (time).

Patient Exam

……………………………………………………………………………………………………………………………………………………………………..

……………………………………………………………………………………………………………………………………………………………………..……………………………………………………………………………………………………………………………………………………………………..

Vital Signs

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **NORMAL** | 1 | 2 | 3 | 4 | 5 | 6 |
| TIME |  |  |  |  |  |  |  |
| General details |  |  |  |  |  |  |  |
| HR | 50-100bpm |  |  |  |  |  |  |
| RR | 12-20 (breaths/min) |  |  |  |  |  |  |
| SCTM | PINK/WARM/DRY |  |  |  |  |  |  |
| TEMP | 37 deg |  |  |  |  |  |  |

**HISTORY**

Symptoms…………………………………………………………………………………………………………………………………………………………………….

Allergies……………………………………………………………………………………………………………………………………………………………………….

Medications………………………………………………………………………………………………………..……………………………………………………….

Pertinent medical history…………………………………………………………………………………………………………………………………………….

Last intake/output………………………………………………………………………………………………………………………………………………………

Events…………………………………………………………………………………………………………………………………………………………………………

**ASSESSMENT** (Problem list)………………………………………………………………………………………………………………………………………….

……………………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………………………………………..

**PLAN** (Plan for each problem on assessment sheet)……………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………………………

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**ANTICIPATED PROBLEMS**…………………………………………………………………………………………………………………………………………….

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## Accident Report Form

Date of Accident\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Accident \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Involved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Accident \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of Injury

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Description of Accident

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Action taken by staff member

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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[Name] of witness or others present

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Medical Referral \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Leader in Charge signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Maps

To be accessed by equipment group and a photo included in final package



****

## Medical Summary

(to be attached)

Please list all participants including staff and volunteers

Group Number: 3

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **[Name]** | **Phone Number** | **\*Relevant medical information including allergies** | **Medications** | **Emergency contact person/next of kin** | **Emergency contact phone number** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

# COVID-19 Procedures for Outdoor Activities

The precautions below relate specially for students and adult staff in conducting activities as a part of outdoor activity programs including overnight expeditions. The below checklist has been developed with reference to the following documents which should be accessed for further clarity or information.

* *COVID-19 Guidance Document for Camps*, (Australian Camps Association Version 1, 5 May 2020) <https://auscamps.asn.au/about/latest-news/covid-19-guidance-document-camps>
* Outdoor Council Of Australia (OCA) Framework for Rebooting Outdoor Activities in a COVID-19 Environment Final Copy 7 May <https://www.outdoorcouncil.asn.au/wp-content/uploads/2020/05/OCA-Framework-for-Rebooting-Outdoor-Activities-in-a-COVID-19-Environment-Final.pdf>
* THE AUSTRALIAN INSTITUTE OF SPORT (AIS) FRAMEWORK FOR REBOOTING SPORT IN A COVID-19 ENVIRONMENT <https://ais.gov.au/__data/assets/pdf_file/0006/730374/35845_AIS-Framework-for-Rebooting-Sport-Summary.pdf>

In preparing this document we reiterate the disclaimers provided as well as recognise the evolving information provided by both state and federal governments and specifically the SA roadmap to recovery from COVID-19 <https://www.covid-19.sa.gov.au/recovery?gclid=CjwKCAjwte71BRBCEiwAU_V9h4H4sev25WsUGosU_UCHbIpXVXN_ZY0zm6uZFM-r8TYh0Ocn2-DLTBoCYfAQAvD_BwE>

In general, at this time the risk of transmission is believed to be very low with no community transmission. As time passes it is expected that this document will need to adjust to reflect best practice and government directive.

Please note that we do not claim to be experts in the management of COVID-19 and have prepared a list of suggested actions when considering returning to Outdoor Learning as part of a school’s education programs in SA only. We take no responsibility for the actions carried out by others and stress that SA Health and Federal Government advice must be followed at all times. You must also continue to carry out your own risk management and assessment as per usual and consider your own context in considering the following.

**OE COVID-19 Risk Management – Check List**

At the beginning of the trip, all participants and staff will be asked to self-declare in regards to the following. Attending the trip means you are abiding by the following.

**For Students (monitored, modelled and communicated by staff)**

* Not to attend if showing symptoms of COVID-19 eg. fever, dry cough, tiredness prior to trip
* Not to attend if been in contact with a confirmed case of COVID-19 in previous 14 days
* Not to attend if been in contact with someone in quarantine or self isolation in previous 14 days
* Not to attend if you have been to a hot spot or been instructed to isolate by SA Health
* Hands need to be washed after using public facilities and have soap / alcohol-based hand wash in case public toilets do not
* Wash hands regularly, including before and after activity if using your hands and are touching equipment; eg climbing, kayaking, trowels
* Try and decrease the amount of times you touch your face
* Coughs / sneezes into your elbow
* Physical distancing will be applied where practical by remaining 1.5m from others.

**For Staff**

* Not to attend if showing symptoms of COVID-19 eg. fever, dry cough, tiredness prior to trip
* Not to attend if been in contact with a confirmed case of COVID-19 in previous 14 days
* Not to attend if been in contact with someone in quarantine or self isolation in previous 14 days
* Not to attend if you have been to a hot spot or been instructed to isolate by SA Health
* Hands need to be washed after using public facilities and have soap / alcohol-based hand wash in case public toilets do not
* Wash hands regularly, including before and after activity if using your hands and are touching equipment; eg climbing, kayaking, trowels
* Try and decrease the amount of times you touch your face
* Coughs / sneezes into your elbow
* Physical distancing rules of 1.5m must be applied for adults
* Staff and students to be monitored for COVID-19 symptoms eg. fever, dry cough, tiredness
* If symptoms develop for any staff or student self-isolate from group and get medically tested as soon as possible – call medical facility in advance
* Staff to carry additional disposable gloves
* Staff to carry soap / alcohol-based hand wash
* If presenting to hospital for testing, the teacher transporting and the individual with symptoms to wear face mask

**For Parents (if student under age of 18)**

* Must openly communicate about their child displaying symptoms prior to trip to staff or of any contact with a confirmed case of case awaiting results
* Parents to be aware that if their children presents with Covid-19 symptoms that they need to relieve OE staff at the nearest hospital or pick their child up

**Transport**

* Students to be transported in vans or buses to follow current transport regulations (currently no restrictions)
* Students to fill up the back of the bus first to reduce student contact
* Students to sit on the same seat each time they re enter the vehicle
* Breaks to be minimised to decrease use of public facilities but enough breaks to be driver safe
* Where possible drivers will stop at different locations to reduce numbers in one place

**General Camping (not applicable for day trips)**

* Tent per person whilst base camping
* Head to toe sleeping in expedition tents with no more than 2 in a tent
* Cooker shared but individual cooking, eating and eating equipment. Use sanitiser
* Dorm or hut use to be minimised or avoided
* Group facilities to be cleaned regularly
* Use as much space as available

**Activity**

* Equipment to be cleaned with disinfectant or soapy water after use (precautions must be given where integrity of equipment will be compromised such as climbing equipment)
* Where cleaning cannot be applied above advice for personal hygiene will be followed and equipment sharing to be avoided or alternative sought.
* For further activity specific advice at this stage please refer to <https://www.outdoorcouncil.asn.au/wp-content/uploads/2020/05/OCA-Framework-for-Rebooting-Outdoor-Activities-in-a-COVID-19-Environment-Final.pdf>