



Risk Assessment Form – Outdoor Education & Activities

Risk Assessment reference Number: ACT-08

Date: 23/08/19	Conducted by: Scott Purdie
Department: Activities	Approved by: Kim Tantrum Department Manager
Area being assessed: Campfire Activities	Review date: 30/07/20 <i>[NB Annual anniversary as a minimum]</i>

Risk aspect	Contributory Factors	Likelihood	Conseq - uences	Risk Rating	Risk Control Measures	Likelihood	Conseq - uences	Final Risk Rating
Getting lost in dark	<ul style="list-style-type: none"> > Lack of effective light sources > Ppts wandering off by themselves > Ppts not aware of boundaries > Ppts scared of dark 	4	3	12	<ul style="list-style-type: none"> >torch to be carried by instructor >briefing to cover boundaries and importance of staying together as a group Activity ratio to be followed as per Procedure manual. 	1	3	3
Burns	<ul style="list-style-type: none"> > Lack of instruction > Poor supervision > Unsafe behaviour by ppts > Activity not suited to situation > Inappropriate clothing (eg: long scarves) 	3	4	12	<ul style="list-style-type: none"> >Group to be supervised by at least one adult/instructor at all times >group briefing to include appropriate rules and behaviour for around the 	2	3	6

	<ul style="list-style-type: none"> > Inadequate fire ring > Windy conditions > Out of control fire/fire too large > Area around fire uncleared > Ppts grabbing things out of fire >participants waving around sticks with burning ends 				<p>campfire</p> <ul style="list-style-type: none"> >suitable fire ring to be created around the campfire with an appropriate clearing around this >fire to be contained to a suitable height >some form of fire extinguishing to be located close by e.g. a working hose >first aid kit to be available for use 			
Minor falls/trips	<ul style="list-style-type: none"> > Equipment on ground > Tree roots sticking out >Slippery surfaces when wet > Honkey nuts and debris on ground > Inattention to surroundings > Shoelaces not done up >tripping over logs on ground 	5	2	10	<ul style="list-style-type: none"> >Ppt's warned of slippery terrain and hazards at ground level >Area kept clear, raked if necessary, before group arrives >Ppts to wear suitable footwear. 	2	2	4
Snake/Insect Bites	<ul style="list-style-type: none"> > Area not inspected prior to use > Tall grass surrounding area > Time of year > Ppts wandering off without asking > Ppts wearing inappropriate clothing and footwear 	3	4	12	<ul style="list-style-type: none"> >Area to be always monitored for snakes >Tall grass to be cut >No items to left out on floor for snakes/spiders to hide in >Ppts to wear appropriate footwear and to be made aware of danger 	1	3	3
Bad Weather	<ul style="list-style-type: none"> > Instr not aware of forecasted weather 				<ul style="list-style-type: none"> >Forecast gained during winter months and 			

	<ul style="list-style-type: none"> > Sudden change in weather > Lightning strikes > extreme winds 	4	2	8	<p>postponed if deemed too dangerous</p> <p>>If thunderstorms are to occur, instr to enforce appropriate action</p>	2	2	4
Bushfire	<ul style="list-style-type: none"> > Ppts being silly with matches/magnifying glass > Dry bush in the summer > Ppts not knowing of danger > Bushfire warnings not adhered to 	4	5	20	<ul style="list-style-type: none"> >Bushfire warnings to be considered as part of session plan >fire bans /restricted burn times to be adhered to at relevant times of the year >fires to only be lit in campfire pits or where there is enough clearing from anything flammable on the ground >sufficient form of fire extinguishing to be located close by e.g. a working hose >fire to be fully extinguished when not attended. >Following the extinguishing of the fire, a staff member to check the fire every hour until the smouldering completely stops. 	1	5	5

Risk calculation table

Consequences/Impact					
Likelihood	Insignificant <i>No injuries/low financial loss</i>	Minor <i>First aid /medium financial loss, on site release immediately contained</i>	Moderate <i>Medical treatment/high financial loss. On site release contained on site with external resources</i>	Major <i>Extensive injuries/major financial loss. On site release contained on site with external resources</i>	Catastrophic <i>Death/huge financial loss. Toxic release with detrimental effect. Serious public or media outcry</i>
	1	2	3	4	5
5 - Almost certain Expected to occur in most circumstances	M (5)	H(10)	E(15)	E(20)	E (25)
4 – Likely Will probably occur in most circumstances	M(4)	H(8)	H(12)	E(16)	E(20)
3 – Possible Might occur at some time	L(3)	M(6)	H(9)	H(12)	E(15)
2 – Unlikely Could occur at some time	L(2)	M(4)	M (6)	H(8)	H(10)
1 - Rare May occur only in exceptional circumstances	L(1)	L(2)	L(3)	M(4)	M(5)

LEGEND

E (15-25)	Extreme Risk – Not permitted
H (8-14)	High Risk – Continuous monitoring of the controls measures.
M (4-7)	Moderate Risk – Permitted under supervision
L (1-3)	Low Risk - Manage by routine procedures

