CYC BURLEIGH – RISK ASSESSMENT

BUSH SKILLS

LOCATION: Crickelwood (Numinbah Valley), Elanda Eco Camp (Noosa), Lakeside Bush Retreat (Lake Moogerah)

RATIO: 1:25

Likelihood	Consequence				
	1 – Insignificant	2 – Minor	3 – Moderate	4 – Major	5 – Critical
5 – Almost Certain	Medium	Medium	High	Extreme	Extreme
4 – Likely	Low	Medium	High	High	Extreme
3 – Possible	Low	Medium	High	High	High
2 – Unlikely	Low	Low	Medium	Medium	High
1 – Rare	Low	Low	Low	Low	Medium

	Risk level		Action required
☐	Low	Little chance of incident or injury	• Manage risk through regular planning process
☒	Medium	Some chance of an incident and injury requiring first aid	• Manage risk through regular planning process & complete this form • Parent/carer consent required for underage participants
☐	High	Likely chance of a significant injury requiring medical treatment	• Manage risk through regular planning process & complete this form • Parent/carer consent required for underage participants • Principal or head of program approval is required prior to conducting the activity
☐	Extreme	High chance of a serious incident resulting in a highly debilitating injury	• Consider conducting an alternate activity or make modifications to the activity that could achieve comparable learning outcomes • Manage risk through regular planning process & complete this form • Parent/carer consent required for underage participants • Principal or head of program approval is required prior to conducting the activity

Supervision requirements

All CYC instructors/leaders/staff:

- will carry first aid kits
- have a current blue card/working with children check
- have been assessed and deemed competent in the respective activity
- have the following qualifications as a minimum:
    - HLTAID006 Provide advanced first aid
    - HLTAID001 Provide CPR
    - HLTAID007 Provide advanced resuscitation

Equipment/facility requirements

- All CYC instructors/leaders carry mobile phone for communication
- Emergency vehicle access is available
- All equipment meets Australian standards (where applicable) and is in good working order

Hazards

Environmental hazards	Control measure
Animal bites/diseases Stings, poisoning, infection	Observe wildlife from a safe distance. Instruct students not to feed wildlife and how to respond to approaching wildlife. Adhere to established practices regarding the use of insect repellent, outlined in insect viruses and allergies.
Environmental conditions Weather, sun, humidity	CYC's sun safety policy must be followed. Assess weather and environmental conditions prior to participating outside. Brief all participants on the potential hazards (e.g., thorned flora, steep slopes). Constantly monitor surroundings for weather, terrain and wildlife hazards during the activity. Follow the managing excessive heat in schools guidelines when participating in very hot or extreme heat conditions. Monitor participants for cold related illness (e.g., hypothermia) in cold weather conditions.

Facilities and equipment hazards	Control measure
Heat sources	Open flames (e.g., campfires) are positioned, built, monitored, and extinguished appropriately.
	Utilise cooking methods (e.g., closed kitchen, barbecue, camping stove, open fire) that are appropriate for the health, maturity, fitness, suitability and competency of participants,
	Position food preparation, shelter, and sanitation to avoid any potential physical and health hazards.

Student considerations	Control measure
Injury	Students aware of the location of emergency and first-aid equipment.
Physical exertion Exhaustion and fatigue	Establish rest stops, considering the age and fitness level of students. Ensure drink breaks occur regularly. Continually monitor participants for signs of fatigue and exhaustion. Adopt system of signals to clearly communicate the need for assistance if in difficulty.
Student issues Separation from the group, high risk behaviours	Conduct appropriate warm-up activities. Brief students on: • basic first aid procedures for biological hazards they may encounter (e.g., ticks, leeches) • appropriate behaviours to help keep themselves safe during the activity, including procedures if they become lost or injured • areas that are out of bounds. Maintain contact between all group members through regular checks on group numbers. Appoint designated group roles (e.g., leader, group member, tail end).

Visibility	Have students wear easily identifiable clothing (e.g., high visibility rash vest). Ensure staff can easily recognise those students with health support needs and are familiar with their needs.

Further control measures

- CYC will make every effort to ensure all participants are included in the lesson. However, it is the responsibility of the participant themselves and/or their teacher/care giver, to decide whether the activity is suitable for the participant in question, taking into consideration the terrain, equipment provided, physical ability of the participant and any other factors that may impact the participant's ability to participate.
- It is the school's responsibility to ensure a supervising teacher/adult remains with any student in need of individual support, at all times.
- Check activity location on the day of the event for unexpected hazards.

When considering 'further controls' start at the top of the following 'hierarchy of control'- the higher on this list the more reliable the control:

- *Eliminate – some activities may need to be eliminated if the risks can't be controlled e.g. swimming in a dangerous rock pool*
- *Substitute - lower risk activity with same outcome e.g. swimming at a patrolled beach between the flags*
- *Redesign - change or reorder activities e.g. swimming activity changed to a cooler time of day to avoid peak sun exposure*
- *Isolate – provide clear instructions to participants at the start of an activity e.g. set boundaries to keep participants out of problem areas*
- *Admin controls – plan & coordinate each action of an activity e.g. clear rules & expectations for activity, supervision roster*
- *Personal protective equipment – last option that should be considered but, in some cases, the only practical control e.g. approved helmet for horse riding*

Review

This workplace health and safety risk assessment is to be reviewed when:
- *Review date is reached*
- *An incident where staff or students are injured*
- *Any staff member considers the level of risk has become unreasonable*
- *Circumstances change significantly*
- *There is new information that may influence the risk assessment*

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