

**Activity Plan (Template)**

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| Activity Details | Activity Name: | Yankee Creek, Wombat State Forest  |
|  | Grade: | Hard |
|  | Type of activity  | e.g. Walk, Talk & Gawk, easy walk, overnight or extended, base camp |
|  | Description: | An adventurous off trail walk requiring negotiation of scrub and creative navigation. Beautiful forest and gorge views with some walking along one the lesser known tributaries of the Lerderderg River. Although short in distance, due to the terrain, this walk may take 5 hours to complete. |
|  | Distance: | 8 km |
|  | Date: | Sunday 5th March |
|  | No. participants: | Limit 6 |
|  | New/repeated activity | 🞎 New 🞎 Repeat |
|  | Have you completed a trial of this activity?  | 🞎 Yes 🞎 No |
|  | Previous incidents: | 🞎 Yes 🞎 No |
| Activity Leader: | Name: | Name  |
|  | Landline (evening) | (03) 9341 0419 |
|  | Email: | name@email.com.au  |
|  | Who will supervise the activity? E.g. volunteer leader, qualified instructor from partner group |  |
|  | Leader’s skills & experience. | e.g. Experienced leader and bushwalker who has completed many walks locally, interstate and overseas. Completed this walk more than 10 times. Led this walk for the past 3 years. |
|  | Leader’s qualifications & training. | Completed VNPA mentoring; Navigation and Bush Search & Rescue courses. Completed Certificate IV in Outdoor Recreation (Holmesglen). Holds current First Aid Certificate. |
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| Emergency Contact for activity: | Name: |  |
|  | Phone: |  |
|  | Escape routes (direct routes to assistance if something goes wrong) |  |
|  | Nearest medical facilities (Address, Phone Number) |  |
| Time/Location  |  | Location | Estimated time |
| Arrival |  |  |
| Activity Start |  |  |
| Break 1 |  |  |
| Break 2 |  |  |
| Break 3 |  |  |
| Break 4 |  |  |
| Activing End |  |  |
| Departure (for home) |  |  |
| Distance & time from Melbourne |  |
| How to get there |  |
| Car pooling? |  |
|  | Activity route  |  |
| Facilities: | Toilets, showers, tables, etc. |  |
|  | Availability of water |  |
|  | Car parking and car shuttle arrangements, or public transport options |  |
|  | Suitability of area for the time of the year | Allow for all possible conditions (e.g. cold, wet, poor visibility, hot, lightning).  |
|  | Highlights and points of interest. |  |
| Demands upon Participants | Fitness and health requirements (e.g. sustained climbs or descents) |  |
|  | Phobias (e.g. heights, lightning, snakes) |  |
|  | Participant skills required: |  |
|  | Participant skills recommended: |  |
|  | Will you identify manage any known medical conditions of participants? | 🞎 Yes 🞎 No |
|  | Will you assess the participant’s skills, experience & expectations to ensure compatibility with those required for the activity.  | 🞎 Yes 🞎 No |
| Equipment required: | Leader  | e.g. 1 litre water and light snacksSatellite phoneCompass/GPSTopo/mapsFirst aid kitMatchesSunscreen |
|  | Participants | e.g. 1 litre water and light snacksMobile phoneWet weather gearHat Sunscreen |
| Sources of other information/ resources to assist planning of the activity? | Maps and park information (e.g. web links, Park Notes) | Yes |
|  | Ring Parks Victoria for latest information | Yes |
|  | Activity Notes for participants  | Yes |
|  | Trip Notes from previous trips of the same activity (different leader).  | Yes |
|  | Local knowledge (personal, local ranger, leaders of recent activities). | Yes |
| Environment: | Location of activity, including terrain, land type and conservation status of the land |  |
|  | Condition of tracks, and likely impact of walking on them |  |
|  | Seasonal and weather considerations |  |
|  | Navigation requirements |  |
| Other information |  |  |

Risk Assessment

In order to make this form relevant to your activity you need to use this form. Sections are pre filled as examples and possible strategies. Please adapt these as relevant to your activity.

1. **Identify** the risks and potential hazards.
2. **Assess** the risks: Use an approximate measurement i.e. low, medium, high based on the likelihood of the risk happening and its severity. In general, a higher level risk (e.g. high) requires more thought about how to manage the risk.
3. **Manage** the risk: strategies to eliminate, isolate, minimise.

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| **Task/event** | **Hazard** | **Level of Risk** | **Harm minimisation strategy** |
| Walking on formed paths or bush tracks   | Trips/falls | Medium | Remind participants about hazards of terrain. First aid kit amongst the group. People will be in groups of no less than 4 people at any one time so that emergency services can be sought and support can be provided to someone who falls. Highlight any noteable risks in the Trip Notes. |
| Cuts/ scratches | Low | Inform participants of appropriate clothing and check they are dressed appropriately prior to starting walking. Participants should carry a personal first aid kit |
| Snakes/ spiders | High | Inform participants they are expected to wear appropriate clothing (eg boots, long trousers). Avoid obvious hazards e.g. long grass. First aid kit with snake bandage. |
| Falling trees & limbs | Low | Remind participants of the hazards of walking under trees. |
| Person getting lost (including children) | Medium | Stop at all track junctions for group to re-gather. Designated “whip” last person on the track. If leaving the track leave your backpack on the track and notify someone. Inform leader if leaving for an unavoidable reason. Parents/guardians to supervise children. Clear emergency plan prepared in advance of activity.  |
| Exposure to weather  | Sunburn/ dehydration | High | Inform participants to bring appropriate clothing for all possible weather conditions (eg. sunhat, raincoat). Ensure all participants have appropriate wear at the beginning of day. Advise participants on carrying water and sunscreen. |
| Heatstroke/ hypothermia | High | Inform participants to bring appropriate clothing for all possible weather conditions (eg. sunhat, raincoat). Ensure all participants have appropriate wear at the beginning of day. Advise participants on carrying water and sunscreen. |
| Compost/ Pit Toilet | Contamination from use | Low | Advise on appropriate hand sanitation. |
| Lack of food/water | Dehydration/ effects of low blood sugar, etc | Medium | Inform participants they need to bring adequate water, lunch and snacks.  |
| Medical emergency  | Personal medical condition leading to Illness/injury | High | Ask participants for information on relevant medical conditions prior to the trip. Leader to hold a current first aid certificate and carry an appropriate first aid kit. |
| Water Supply | Contamination | Medium  | Advise people to boil or purify their drinking water sourced from rivers, creeks or rainwater tanks. |
| Driving to activity and/or car shuttle | Car accident | Medium  | Participants advised to drive to the conditions. Vehicles to be parked in visible and legal locations. Take care when getting in and out of vehicles. |
| Extreme weather event | Bushfire - burns/injury/ death | High | Consult with DELWP/CFA staff. Cancel activity if Severe, Extreme or Code Red Fire risk declared. |
| Storm – lightning | Low | Assess situation. If necessary, move group to a safe or protected area. |
| Inadequate experience of participants | Slow walking speed; injury; dissatisfaction | Low |  |
| Conflict/ Dispute/ Harassment | Participant harassing others; won’t follow instructions; conflict | Low | Participants to be reminded that they must follow the Leaders instructions during the activity. Harassment; bullying; abuse; aggression; violence or threats of violence; etc will not be tolerated.  |