# **APPENDIX C: Activity Plan and Risk Assessment for Higher Risk Activities - example**

**Activity Plan (Template)**

|  |  |  |  |
| --- | --- | --- | --- |
| 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](mailto: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. | |
|  |  |  | |
| 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 |  |  |
| Activity End |  |  |
| Departure (for home) |  |  |
| Distance & time from Melbourne |  | |
| How to get there |  | |
| Carpooling? |  | |
|  | 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 snacks  Satellite phone  Compass/GPS  Topo/maps  First aid kit  Matches  Sunscreen | |
|  | Participants | e.g.  1 litre water and light snacks  Mobile phone  Wet weather gear  Hat  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**

**Procedure**

Risk management involves five steps:

1. Identifying the hazards or risk threats associated with an activity.
2. Describe the risk threats including possible impact on the organisation, person or environment.
3. Identifying the control measures already in place to mitigate the hazard/risk threat.
4. Assess the risks associated with each hazard/risk threat by identifying the nature of the impact that could be caused by the hazard/risk threat and the likelihood of it happening using the Risk Matrix below.
5. Review hazards and the control measures to ensure they are working as planned.

The risk categories and consequences outlined in the table below are examples of the severity of consequences outlined in the risk matrix and can be used to inform the overall risk rating.

**Risk Matrix**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **CONSEQUENCE** | | | | |
| **LIKELIHOOD** | **Inconvenient -1** | **Minor – 2** | **Moderate – 3** | **Major– 4** | **Catastrophic - 5** |
| **Almost certain - 5** | Low | Medium | High | High | High |
| **Likely - 4** | Low | Medium | Medium | High | High |
| **50/50 - 3** | Low | Low | Medium | High | High |
| **Unlikely - 2** | Low | Low | Medium | Medium | Medium |
| **Rare – 1** | Low | Low | Low | Low | Medium |

**Actions for risk ratings**

|  |  |
| --- | --- |
| **Low** | risks should be recorded, monitored and managed by Program Manager of delegate. |
| **Medium** | mitigation to reduce the likelihood and consequences of risks identified and managed by Executive Director or delegate. |
| **High** | Mitigation to be approved and monitored in an ongoing manner by Council. |

**Risk Categories & consequences**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **CONSEQUENCE** | | | | |
| **CATEGORY** | **Inconvenient -1** | **Minor – 2** | **Moderate – 3** | **Major– 4** | **Catastrophic - 5** |
| **Financial** | $1000 | $5000 | $20,000 | $100,000 | $250,000 |
| **Reputational** | One complaint | Minor adverse media attention or complaints | Recurrent adverse media attention or complaints | Significant adverse media attention, complaints and impacts on key funding bodies | Serious adverse media, complaints and impact on key funding bodies. |
| **Injury at work, activities, events** | No treatment required | Medical treatment up to one week | Medical treatment up to one month | Medical treatment with long absence | Permanent disablement, death |
| **Time impacts** | 1 day | 1 week | 1 month | 6 months | Over 12 months |
| **Regulatory** | Inconvenient | Minor issues, non-compliances and breach | Breach, report to authority, fine | Significant breach, report, fine | Serious breach, prosecution, fine |
| **Legal** | Inconvenient | Minor legal issues | Major legal issues | Litigation, defending, initiating | Losing legal action |

**RISK ASSESSMENT - example**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Describe hazard or threat and possible impact on person/organisation/ environment | Likelihood (1-5) | Consequence (1-5) | Rating | CONTROL MEASURES |
| Walking on formed paths or bush tracks – trips/falls | 2 | 3 | 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 notable risks in the Trip Notes. |
| Walking on formed paths or bush tracks – cuts/scratches | 2 | 1 | Low | Inform participants of appropriate clothing and check they are dressed appropriately prior to starting walking. Participants should carry a personal first aid kit |
| Walking on formal paths or bush tracks – snakes/spiders | 1 | 4 | Medium | Inform participants they are expected to wear appropriate clothing (e.g. boots, long trousers). Avoid obvious hazards e.g. long grass. First aid kit with snake bandage. |
| Walking on formal paths or tracks – falling trees and limbs | 1 | 5 | Medium | Remind participants of the hazards of walking under trees. |
| Walking on formal paths or tracks – person getting lost, (including children) | 2 | 4 | 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 | 2 | 2 | Low | Inform participants to bring appropriate clothing for all possible weather conditions (ego sunhat, raincoat). Ensure all participants have appropriate wear at the beginning of day. Advise participants on carrying water and sunscreen. |
| Exposure to weather – heatstroke/hypothermia | 1 | 4 | Low | Inform participants to bring appropriate clothing for all possible weather conditions (e.g. 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 | 2 | 2 | Low | Advise on appropriate hand sanitation. |
| Lack of food/water – Dehydration/effects of low blood sugar etc. | 2 | 2 | Low | Inform participants they need to bring adequate water, lunch and snacks. |
| Medical emergency – Personal medical conditions leading to illness/injury | 1 | 3 | low | 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 | 1 | 2 | low | 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 | 1 | 5 | 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 | 1 | 5 | Medium | Consult with DEECA/CFA staff. Cancel activity if Extreme or Catastrophic Fire risk declared. |
| Extreme weather event, storm/lightning | 1 | 5 | Medium | Assess situation. If necessary, move group to a safe or protected area. Cancel activity if Bureau of Meteorology issues a severe weather warning for the area |
| Inadequate experience of participants – slow walking, injury, dissatisfaction | 2 | 1 | low | Ask for information from people when they register to ensure they have suitable skills/ability for activity |
| Conflict/ Dispute/ Harassment - Participant harassing others; won’t follow instructions; conflict | 2 | 1 | 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. |