



**Kianinny**  
GETAWAY NATURALLY



**Camp  
Kianinny**  
LEARNING NATURALLY

# **Kianinny Bush Cottages Activity Risk Assessments 2024**

Updated 10 / 01 / 24

## **Contact List-**

**Kianinny Office Phone:** 02 6494 1990

**Police, Ambulance, Fire Brigade:** 000

**Bega Hospital:** 02 6492 9111

**Doctor:** Sapphire Coast Medical Practice; Dr J Marshman, 78 Bega St, Tathra, 02 6494 1877

**Poisons Information:** 13 11 26

**WIRES** (for native animals): 02 6495 4150

**Water** supplied by: Bega Valley Shire Council; 02 6499 2222

**Gas** supplied by: Elgas; 131 161

**Electricity** supplied by: Momentum Energy. 1300 662 778, from Essential Energy 132 080

## **General Principles-**

For latest guidelines on outdoor activities, see:

<https://australianaas.org.au/>

### **Instructor Experience:**

Instructors must be over 18 with demonstrated ability to undertake each activity.

Demonstrated ability includes previous experience instructing and supervising small groups in recreation activities and training by Kianinny's Program Manager on the technical, safety and supervisory components of the activity.

This training occurs prior to the activity and if the group leader is deemed competent then they can instruct the activity. If the Program Manager is not satisfied with the competence level they will observe and assist or instruct the activity until satisfied with the competence of the leader.

First Aid Qualified Instructors will carry a First Aid Kit along with First Aid Kits being positioned at various locations onsite.

Participants should be able to;

Safely participate and understand the safety and minimal impact issues associated with the activity.

### **Age Suitability:**

No minimum age is specified. Children younger than 12 should be closely supervised. The activities should suit the ability of all participants.

### **Ratio:**

Guideline: 1:12; one adult per 12 participants; at least two adults must be present for all activities; an Instructor and a school teacher. For activities with larger groups, an additional adult is required for each additional 12 participants.

The Department of Education and Training specifies the ratios of: Archery: 1:20 Canoeing 1:12; 2 Children under 2 require 1:5, 2 – 3 year olds 1:8, and 3 – 6 year olds 1:10.

### **Participant Experience:**

No previous experience in the activity is required.

**Instructor Responsibility:**

Instructors will be-

- a) Kianinny Bush Cottages Staff or Camp Kianinny Staff.  
Instructors will have a demonstrated ability, and/or appropriate qualifications and experience and/or undertake in house training appropriate to the activity at Kianinny Bush Cottages.

Overall, the instructor is responsible for:

- Pre inspection of the tracks and equipment used in the activity.
- Collecting map/s, communications, phone numbers and first aid kits as part of activity equipment.
- Arranging or confirming first aid needs and identifying participants at risk e.g. asthma. It is expected that an attending school teacher/aid will provide and administer any special medications required & the teachers will hold the D.O.C for First Aid situations, with Kianinny staff able to assist if needed.
- Briefing participants about the nature and purpose of the activity, about potential hazards and appropriate safety procedures.
- Ensuring participants wear appropriate clothing & closed toed shoes.
- Ensuring minimal impact principles are used.
- Adhering to the Kianinny Sun Safety Policy; hats to be worn outdoors, sunscreen is advised.
- Following procedures in the Kianinny Emergency Response Plan, recording any incidents on the Incident Report Form, and reporting any incidents or hazards to the Kianinny Program Manager.

The school teacher (or assisting leader) is responsible for the behaviour and supervision of participants to, from and during the activity, and informing the instructor about medical conditions of participants which may arise during the activity.

**Wet Weather Alternatives**

Games are available, which include initiatives and team challenges, these are to be held either in the Bush Pavilion or the Lakeside Pavillion depending on the group size. Alternatively, we can facilitate other activities that are eligible to be run in wet weather.

**Procedures in an Emergency**

In the case of an emergency the activity will cease and the group will be moved from any possible danger.

Steps detailed in the Kianinny Emergency Response Plan are to be implemented;

- Verify the report of an emergency is correct.
- Notify other staff and call 000 if required.
- Assess the danger and take evasive action.
- Act to ensure the safety of all.

## Risk Management Table

HAZARD	RISK	CONTROL MEASURE
<b>FOR ALL ACTIVITIES</b>		
<b>Sunburn</b> from exposure to the Sun's UV rays	Medium	Wear protective clothing including a hat. Wear sunscreen. Use shaded areas when waiting for a turn.
<b>Dehydration</b> from lack of drinking in warm/hot weather or during physical exercise	Low	Carry a water bottle and sip water periodically during the sessions. Sit in shade when waiting for a turn. Wear clothing that minimises overheating body temperature.
<b>Bites and Stings</b> (Bees, snakes, ticks, mosquitoes)	Low	Instructor to be aware of participants with allergies – talk to group teachers/aid before the activity begins. Wear long pants and closed sturdy shoes. Use insect repellent. Stay behind the Instructor & on the allocated paths when travelling between areas on camp.
<b>Slips, Trips and Falls</b> from undulating ground and obstacles on the tracks Strains, sprains and fractures	Low	Instruct participants on safety; walk, don't run. Walk slowly down steps and steep tracks. Keep eye out for obstacles and step over them or walk around if there are large obstacles. Use a walking pace that the whole group can manage – not fast pace walking – even if late on arriving. Single file on bridges without handrails. Inspect the course elements before activity and remove sticks, branches and other obstacles from the area.
<b>Equipment Failure</b>	Low	Pre inspection of all ropes courses before activity use. Use equipment within the date of expiry. Use industry standard equipment. Monthly & 3 Monthly inspections done on gear. Professional inspection of ropes courses required annually. Professional tree inspection required annually.
<b>Lost Group Members</b>	Low	Have an adult walk at the rear of the group to ensure no-one is left behind. Instruct participants on the safety rules – stay on track, call out if in need of assistance. Carry a phone & have access to relevant emergency services numbers. Be aware of the group's behaviour at all times. Assisting Leader/Instructor count heads at beginning and end of activity.
<b>Property Issues</b>	Medium	An induction briefing provided to all visiting schools on arrival, advising: Boundary areas; confined to bush pavilion, bunk rooms, cabins when allocated, and space from Tennis court to path leading to Archery. Participants are NOT to wander into the bush, or around other cabins. Do not go behind cabins, where various hazards exist. Close cabin doors to prevent animals from entering. Do not hand-feed wild animals.

		Be aware of snakes; avoid where possible, be still if close by, warn others. Be aware of ticks and leeches, remove promptly and/or seek help from staff.
<b>Vehicle and Pedestrian Accident</b> on entrance road or Bridges / Causeway.	Low	Follow road safety rules. Walk on the side of the road or bridge not in the middle. Give way to vehicles driving on the road. Walk on walking tracks around the facility to avoid walking on the main entrance road and bridge.
<b>Amazing Race Activity</b>		
<b>Lost Group Members</b>	Low	Participants advised to stay together in each small group, teachers and instructors monitor numbers of each group as they arrive at each activity.
<b>Trips and Falls</b>	Low	Each group advised to use paths. Stay in allocated activity areas, and when moving between activity stations, move with caution, particularly on uneven surfaces.
<b>Archery</b>		
<b>Puncture Wound</b> from incorrectly loading bow or firing at a living object	Low	Instruct participants on the safety rules - as per lesson plan notes on Archery. Instruct participants on the correct use of equipment - as per lesson plan notes on archery. Be aware of the group's behaviour at all times. Be aware of the archers movements and skills. Coach archers during the session to correct technique.
<b>Skin Burn</b> from bow string hitting skin on lower arm area	Medium	Instruct participants on the correct use of equipment - as per lesson plan notes on archery. Wear an arm guard if wearing short sleeves. Coach archers during the session to correct technique.
<b>Bush Walks</b>		
<b>Lost group members</b>	Low	Have an adult walk at the rear of the group to ensure no-one is left behind. Instruct participants on the safety rules – stay on track, call out if in need of assistance. Carry a phone & have access to relevant emergency services numbers. Be aware of the group's behaviour at all times. Assisting Leader/Instructor count heads at beginning and end of activity.
<b>Slips, Trips and Falls</b> from undulating ground and obstacles on the tracks Strains, sprains and fractures	Low	Instruct participants on safety; walk, don't run. Walk slowly down steps and steep tracks. Keep eye out for obstacles and step over them or walk around if there are large obstacles. Use a walking pace that the whole group can manage – not fast pace walking – even if late on arriving. Instructor to carry first aid kits, as well as Teacher.
<b>Bush Survival/ Nature Classes</b>		

<p><b>Injuries</b> from lack of supervision &amp; instruction.</p>	<p>Medium</p>	<p>Participants are to be made aware of their location &amp; to stay on allocated paths, behind the instructor. Allocated bush cooking fire pit site is in the bush near the Journey element at the Low Ropes course, along with at the far right corner of the oval. Falling branches/structures falling down on participants whilst walking in the bush.</p>
<p><b>Bites &amp; Stings</b></p>	<p>Medium</p>	<p>Briefing to include warning of various hazards from animals in the bush. Participants are encouraged to stay in designated areas as much as possible and to stay on track. Participants are encouraged not to touch animals / insects.</p>
<p><b>Burns from Fire: A participant could fall into the fire or pick up a burning object.</b></p>	<p>Medium-High</p>	<p>Participants are instructed to kneel safely next to the firepit area when cooking &amp; not to be walking around the firepit. Remainder of the group is sitting back from the firepit, and only 6 participants at any one time are around the firepit. Participants are instructed not to touch the damper as it comes straight out of fire &amp; ensure the end of the stick is free of embers / fire before removing the damper to eat.  Children leave used sticks from damper cooking next to fire in a safe area, that eliminates other children touching the end of the sticks. Participants are told not to wave sticks around at all during cooking lessons..</p>
<p><b>Fire Escapes: Stray ember floats off and starts a fire in the bush, or the fire is not completely doused &amp; re-lights.</b></p>	<p>High</p>	<p>Fire Extinguisher &amp; a 10 Litre Water Drum is kept next to the firepit. Extra 10 Litre Water Drums are kept in the Team Rescue shed when using this firepit. Participants are also instructed to carry additional water. Program Manager / Instructor has checked the weather conditions prior to the activity &amp; is aware of fire danger rating in the area, whether there is a total fire ban, &amp; aware of the wind conditions. Participants are made aware of fire safety during lessons and are not responsible for lighting / putting out fire. 1 fire is made &amp; monitored by the instructor at all times. Instructor ensures that the fire is completely put out after use.</p>
<p><b>Sun Exposure</b></p>	<p>Low</p>	<p>Participants must wear hats, sunscreen &amp; closed toed shoes.</p>
<p><b>Canoeing, Raft Building, Monster SUP and Swimming</b></p>		

<b>Falling into the Water/ getting Hypothermia</b>	Low- Medium	<p>Instruct participants on safety - as per lesson plan notes on water based activity.</p> <p>Wear Personal Floatation Device (PFD) at all times when canoeing / swimming</p> <p>Be aware of the group's behaviour at all times.</p> <p>Be aware of the groups movements and skills</p> <p>Coach participants during the session to correct technique if necessary when paddling.</p> <p>Avoid capsizing into water early in the session time.</p> <p>If capsize – look after each other and make sure each canoeist is safe – refer to instructions for Capsizing.</p> <p>If water is cold and a participant is wet – remove the participant as quickly as possible, end activity and change into dry clothes to avoid hypothermia.</p> <p>Ensure participants know of exits from the Dam when in the water.</p>
<b>Lightning Storms</b>	Low	<p>The Program Manager checks the weather forecast at the beginning of the day.</p> <p>Change activity if a lightning storm is forecast during the session time &amp; monitor closely.</p> <p>Immediately move all participants off the lake and out of the canoes/rafts/sups if a lightning storm is present – gather at the top dining area.</p>
<b>Drowning</b> from water too deep for participants, no flotation devices, lack of supervision	Low	<p>Supervise the group at all times.</p> <p>Instructor to hold a valid qualification for instructing water activities.</p> <p>Everyone MUST wear a PFD during activities on the dam.</p> <p>Identify non and weak swimmers before the activity session and make arrangements for a safe session in the water for these participants.</p> <p>Comply with Dept of Education swimming ratios 1:12</p> <p>A teacher / Aid must be on the water during the activity.</p>
<b>Low Ropes Course</b>		
<b>Injuries from lack of supervision &amp; instruction.</b>	Low	<p>Instructor trained in using low ropes courses.</p> <p>The Group Leader is watching participants at all times and using discipline as required.</p> <p>Brief participants on behaviour expected at the ropes course.</p> <p>Brief participants on 'spotting techniques' with demonstrations – see Spotting Notes.</p> <p>Helmets can be worn when on the low ropes element.</p> <p>They are not required for every element.</p>
<b>Nightwalk / Evening Program</b>		
<b>Darkness/Missing camper.</b>	Medium	<p>Participants carry and use a torch to light the track they are walking on. Instruct participants on safety - as per lesson plan notes on night walk.</p> <p>Instructor lead &amp; carrying a first aid kit.</p> <p>Participants are expected to stay as a group, on the designated path. If lost they are encouraged to coo-ee to the group. No participant should be left alone on the</p>

		track. Groups of at least a minimum of 4 participants should be together. This activity is heavily monitored.
<b>Slips, trips and falls</b> from undulating ground and obstacles on oval Strains, sprains and fractures.	Medium	Instruct participants on safety; walk, don't run on the paths during the night activity. Walk slowly down steps & across bridges. Keep eye out for obstacles during activity and step over them or walk around if there are large obstacles. Instructor to carry first aid. Instructor at the front of the group & teacher in the middle and back of the group.
<b>Rogaining Course</b>		
<b>Injuries</b> from lack of supervision & instruction.	Medium	Participants made aware of first aid locations & their teachers / Instructor will have a first aid kit on them as well. If lost - coo-ee for others, head downhill to camp. Boundaries for the activity are all around camp. They are around the cottages, the boundaries are Goanna Track, the Lake and the Tennis Court. In the forest the boundaries are Boundary Trail, with the exception of Rainforest Trail. Beware of cars on the road and bridge, walk when crossing roads and cross together as a group. Stay together in small groups of at least 4. If anyone becomes injured or needs help, one other participant must stay with them and the other two seek help. At no time should any participant be alone. Each group will have a map of camp and be shown how to orient themselves on this.
<b>Bites and Stings</b>	Medium	Participants are encouraged to stay on track as much as possible, however they will have to travel off the track to locate various markers during the activity. Beware of animals and insects & tripping hazards.
<b>Sun Exposure</b>	Low	Participants must wear hats, sun screen, closed shoes at all times.
<b>Off-site Activities</b>		
<b>Surfing/ Ocean Kayaking &amp; Beach Carnivals</b>	Medium	Offsite Contracted Companies are responsible for managing risks when students are taken off site. They are responsible for ensuring appropriate supervision ratios, staff first aid training, rescue procedures, maintaining related equipment, and ensuring all participants are accounted for at all times during their care.
<b>Bush Walks</b>	Medium	Instructor lead & carrying a first aid kit. Instructor at the front of the group and a teacher / aide at the back of the group monitoring group at all times. Participants are expected to stay as a group, on the designated path. If lost they are encouraged to coo-ee to the group. No participant should be left alone on the

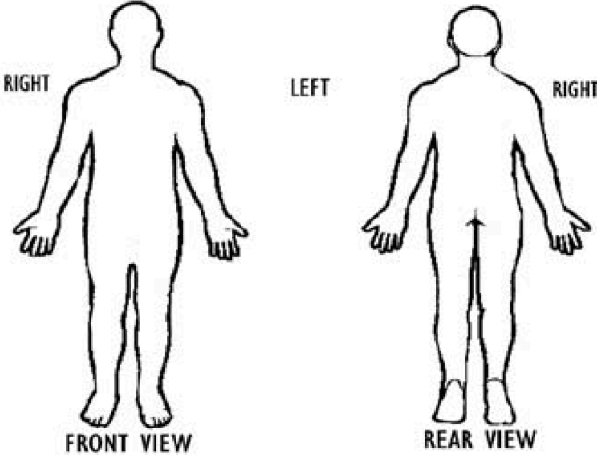
		track. Groups of at least a minimum of 4 participants should be together. Beware of cars when crossing main roads.
<b>Sensory Course</b>		
<b>Injuries</b> from lack of supervision & instruction.	Low	Fully brief participants on behaviour expected at the ropes course. Brief students on 'spotting techniques' with demonstrations – see spotting notes. Instructor trained in using low ropes courses. Group leader watching participants at all times and instructing as required, with the assistance of a teacher / aide. Helmets are worn at all times during this activity. Groups of 3-4 during the activity to ensure safety of the blindfolded participants.
<b>Sugar Glider / Flying Fox</b>		
<b>Injuries</b> from a fall	High	All participants wear a full-body harness and helmet. Harness is checked when first put on, and re-checked prior to leaving the platform at the top of the flying fox. Both pulley systems and independent back-up are connected to participants. Equipment/ Gear is inspected prior to each session & logged. Instructors are trained and inducted in all procedures. Safety / Rescue equipment is left at the top and bottom of the flying fox course, and multiple staff are trained on this.
<b>Injuries</b> from collision	low	Landing area is roped off. All participants are instructed to keep the landing area clear. Landing area checked prior to releasing each ride.
<b>Team Rescue Course</b>		
<b>Injuries</b> from lack of supervision & instruction.	Low	Instructor trained in using the Team Rescue Course. Fully brief participants on behaviour expected at all times. Instructors and teacher/ aide are watching participants at all times and instruct as required. Participants are to wear helmets on the course. 'Spotting Techniques' are taught to the group prior to course use. Participants wear a harness that is properly fitted when crossing the small flying fox area.
<b>Fall</b> from platform	Low	Warn participants to be wary of rope under their feet. Participants to be aware of others around them.
<b>Team Building &amp; Initiatives</b>		
<b>Sun Exposure</b>	Medium	Wear protective clothing, including a hat & wear sunscreen. Lead the activity in a shaded area / undercover area as necessary.



<b>Slips, trips and falls</b> from undulating ground and obstacles on oval Strains, sprains and fractures	Medium	Instruct participants on safety; walk, don't run on the oval during each activity, unless required. Walk slowly down steps. Keep eye out for obstacles during activity and step over them or walk around if there are large obstacles. Be aware of team building equipment on the ground when moving around.
<b>Injuries</b> from lack of supervision & instruction.	Low	Instructor briefs participants on behaviour expected at all times Instructor & teacher / aide watching participants at all times and instructing as required. Participants walk when they can, when running watch for obstructions/objects.

<b>Crate Stack- High Rope Element</b>		
<b>Injuries</b> from lack of supervision & instruction.	Low	Instructors are trained in using the Crate Stack Element. Fully brief participants on behaviour expected at all times. Instructors x 2 & teacher / aide are watching other participants at all times and instructing as required. Participants are to wear helmets whilst climbing, assisting during the activity or belaying climbers. 8 x Participants are wearing harnesses at any one time. The 1-2 climbers will both be wearing chest harnesses during the activity. All participants are monitored and given instruction from instructors.
<b>Sun Exposure</b>	Medium	Wear protective clothing, including a hat ( if you do not have a helmet on ) & wear sunscreen.
<b>Injuries</b> from fall or collision from falling crates.	High	All participants climbing wear a full-body chest harness and helmet. Harness is checked when first put on, and re-checked prior to leaving the ground. A rope system is connected to participants by an instructor & then the belay system is connected by hardware to on the ground belayers. Cables,ropes, harnesses, helmets & all connections and all equipment inspected prior to each session. Instructors are trained and inducted in all procedures.  The ground platform area is kept clear. All participants are instructed to keep the landing area clear, other than when they are feeding the participants a crate. When the crate stack falls over, the participants should be clear from the area. All have helmets on during this activity.

## Incident Report Form

Details of Incident (eg to a worker or guest) and treatment			
Date of incident		Time of incident	<input type="checkbox"/> am <input type="checkbox"/> pm
Nature of incident	<input type="checkbox"/> Near miss <input type="checkbox"/> First aid <input type="checkbox"/> Medical treatment/doctor		
Name of injured person			
Address			
Occupation			
Date of birth			
Telephone			
Employer			
Activity in which the person was engaged at the time of injury			
Exact site location where injury occurred			
Nature of injury – eg fracture, burn, sprain, foreign body in eye			
Body location of injury (indicate location of injury on the diagram)			
Treatment given on site			Name of treating person
Referral for further treatment? Yes <input type="checkbox"/> No <input type="checkbox"/>	Name of doctor or hospital	WorkCover medical certificate received? Yes <input type="checkbox"/> No <input type="checkbox"/>	Attach copies

