

Safety Action Plan: Swimming

Last review date: Feb 2025

ACTIVITY SUMMARY:

Swimming / paddling in the stream. Most of the stream is knee-deep, with a 5m x 5m swimming hole area that is approx. 1.8m deep

MINIMUM NUMBER OF RBC STAFF:

0

MINIMUM NUMBER OF FIRST AIDERS:

2

MINIMUM NUMBER OF COMPETENT ADULTS OVERALL:

2

MINIMUM COMPETENT ADULT TO STUDENT RATIO:

1:6

SAFETY EQUIPMENT:

First aid kit

PARTICIPANT EQUIPMENT:

none

PARTICIPANT REQUIREMENTS:

Min. age 8 years, must be confident swimmers to go in the main pool

ADULT REQUIREMENTS:

Minimum 2 adults actively supervising from the bank (not swimming). Others may be swimming whilst supervising



Safety Action Plan: Swimming

Hazard What could cause harm?	Risk What harm could be caused?	Serious risk?	How we will manage the risk E = eliminate the risk; M = minimise the risk	
Slipping on boulders	Injury from falling	No	M	<ul style="list-style-type: none"> Use swimming areas with no boulders around the bank Swimmers stay in the same area and don't wander off
Eels	Bites from eels / mental stress	No	M M	<ul style="list-style-type: none"> Don't swim in the main eel pond Don't feed eels in the swimming area
Poor swimming ability / messing around	Injury by slipping / death by drowning	Yes	M M	<ul style="list-style-type: none"> Non-swimmers closely supervised in shallow water No jumping, diving All adults to be actively engaged in supervision (no cellphone use, etc.)
High river levels	Swimmers swept away	Yes	E	<ul style="list-style-type: none"> Swimming activity prohibited when stream is above normal flow levels. Adults to check with staff before swimming.

Safety Action Plan: Cooking

Last review date: Feb 2025

ACTIVITY SUMMARY:

Cooking at RBC on open fires in kitchen area

MINIMUM NUMBER OF RBC STAFF:

0

MINIMUM NUMBER OF FIRST AIDERS:

1

MINIMUM NUMBER OF COMPETENT ADULTS OVERALL:

2

MINIMUM COMPETENT ADULT TO STUDENT RATIO:

1:15

SAFETY EQUIPMENT:

First aid kit

PARTICIPANT EQUIPMENT:

none

PARTICIPANT REQUIREMENTS:

Min. age 5 years

ADULT REQUIREMENTS:

Assist in active supervision of participants around cooking fires and hot water cylinder. Management of participant food allergies.



Safety Action Plan: Cooking

Hazard What could cause harm?	Risk What harm could be caused?	Serious risk?	How we will manage the risk E = eliminate the risk; M = minimise the risk	
Fire out of control	Injury or death from burns, building damage	Yes	E	<ul style="list-style-type: none"> Light no outdoor fires if outside permit restrictions and / or prohibited fire season, or if obviously unsafe to do so – use gas cookers instead
			M	<ul style="list-style-type: none"> Ensure fires stay small, under control and fully out after cooking
Firewood splitting	Injury from using axe	Yes	M	<ul style="list-style-type: none"> Instruction on how to use axes safely Make sure area is clear marked off and equipment is in good condition. Participants to wear sturdy closed-toe shoes.
			M	
			M	
Poor food preparation techniques	Injury or death from food poisoning	Yes	M	<ul style="list-style-type: none"> Participants briefed on hygiene requirements and procedures Ensure basic food handling techniques are followed (food stored chilled, raw separate from fresh) Ensure all surfaces wiped down with bleach solution before and after food preparation Participants wash hands before and after handling food. Dishes washed with hot water and dried Ensure UV water filter is regularly serviced and
			M	
			M	
			M	
			M	
			M	



Safety Action Plan: Cooking

Hazard What could cause harm?	Risk What harm could be caused?	Serious risk?	How we will manage the risk E = eliminate the risk; M = minimise the risk	
				running
Food contamination	Allergic reaction, food poisoning	Yes	M	<ul style="list-style-type: none">• Disinfect all areas before preparing food• Dedicated areas / utensils / pans for GF, DF, nuts as appropriate to group allergies• Ensure all participants are aware of what the food contains
Unsuitable tools	Injury from cuts	No	M	<ul style="list-style-type: none">• Ensure all tools (knives, axes, etc.) are kept sharp and in good condition
Hot water cylinder	Burns from hot water	Yes	M	<ul style="list-style-type: none">• Adults only to draw hot water from cylinder



Last review date: Feb 2025

ACTIVITY SUMMARY:

General activities and hazards at RBC

MINIMUM NUMBER OF RBC STAFF:

0

MINIMUM NUMBER OF FIRST AIDERS:

1

MINIMUM NUMBER OF COMPETENT ADULTS OVERALL:

2

MINIMUM COMPETENT ADULT TO STUDENT RATIO:

1:15

Safety Action Plan: General activities

SAFETY EQUIPMENT:

First aid kit, at least one mobile phone (with WiFi calling) connected to WiFi network

PARTICIPANT EQUIPMENT:

none

PARTICIPANT REQUIREMENTS:

Min. age 5 years

ADULT REQUIREMENTS:

Group control and general supervision



Safety Action Plan: General activities

Hazard What could cause harm?	Risk What harm could be caused?	Serious risk?	How we will manage the risk E = eliminate the risk; M = minimise the risk	
Stream	Drowning	Yes	M	<ul style="list-style-type: none"> Swimming only in shallow, slow flowing areas with appropriate adult supervision
			M	<ul style="list-style-type: none"> River area identified to participants as out of bounds for general use. Keep gates closed
Slips, trips and falls	Bruises, grazes, broken limbs	No	M	<ul style="list-style-type: none"> Keep all walkways clear of equipment Clear briefing on out-of-bounds areas
Students wandering off	Emotional / physical harm from getting lost	No	M	<ul style="list-style-type: none"> Buddy system to be used throughout camp
			M	<ul style="list-style-type: none"> Participants briefed on out of bounds areas, muster areas
Electric fences	Electric shock	No	E	<ul style="list-style-type: none"> All fences to be turned off on RBC side of stream during camps
Weather	Sunburn	No	M	<ul style="list-style-type: none"> Hats and sun screen to be worn when sunny
	Heatstroke	No	M	<ul style="list-style-type: none"> Adults promote drinking plenty of water
	Hypothermia	No	M	<ul style="list-style-type: none"> Warm dry clothing to be worn when cold Activities tailored to weather conditions
Pollution in stream	Environmental damage	Yes	E	<ul style="list-style-type: none"> Ensure no soaps, detergent and food scraps enter stream. Dishes to be washed in kitchen, bodies to be washed in showers



Safety Action Plan: General activities

Hazard What could cause harm?	Risk What harm could be caused?	Serious risk?	How we will manage the risk E = eliminate the risk; M = minimise the risk	
Tools used for craft activities	Cuts	No	M M M	<ul style="list-style-type: none">• Instruction give on use of tools• Tools to be kept in good working order• Adult to supervise craft activities.



Safety Action Plan: River crossing

Last review date: Feb 2025

ACTIVITY SUMMARY:

Building a rope structure to cross the stream to access the bush. Participants will work out how to string a rope between trees then use a boson's chair to cross the stream.

MINIMUM NUMBER OF RBC STAFF:

1

MINIMUM NUMBER OF FIRST AIDERS:

1

MINIMUM NUMBER OF COMPETENT ADULTS OVERALL:

2

MINIMUM COMPETENT ADULT TO STUDENT RATIO:

1:10

SAFETY EQUIPMENT:

First aid kit, PLB, knife.

PARTICIPANT EQUIPMENT:

Sturdy shoes, sunhat, dry clothing available if they get wet

PARTICIPANT REQUIREMENTS:

Min. age 8 years

ADULT REQUIREMENTS:

Assist RBC staff as required, monitor participant behaviour and participation.

Safety Action Plan: River crossing

Hazard What could cause harm?	Risk What harm could be caused?	Serious risk?	How we will manage the risk E = eliminate the risk; M = minimise the risk	
Trees failing	Rotten trees failing under load	Yes	M	<ul style="list-style-type: none"> • Check trees to be used • Back up loaded lines on other trees or suitable anchors
Rope / equipment failure	Falling into the stream due to equipment failure	Yes	M	<ul style="list-style-type: none"> • Ensure all equipment is checked before and after the activity and replaced if worn or damaged. • Ensure the structure is safe before participants use it.
Falling trees / branches	Injury or death from falling objects	Yes	M	<ul style="list-style-type: none"> • Check activity periodically, and before trip, for loose branches and dead trees • Postpone activity in high winds
River in flood	Heightened risk of drowning, limited access to bush area	Yes	E	<ul style="list-style-type: none"> • Postpone the activity if the river is in flood, or if heavy rain is forecast
The activity is too challenging	Emotional harm	No	M	<ul style="list-style-type: none"> • Challenge by choice
Cold, rainy weather	Hypothermia	No	E M	<ul style="list-style-type: none"> • Avoid activity if there is a forecast of poor / cold weather • Ensure participants have waterproof jacket, hat, spare warm, dry clothing. Staff to have spare clothing •



Safety Action Plan: River crossing

Hazard What could cause harm?	Risk What harm could be caused?	Serious risk?	How we will manage the risk E = eliminate the risk; M = minimise the risk	
Wandering off and falling in stream	Drowning in stream, getting lost	Yes	M	<ul style="list-style-type: none">Participants to stay in the activity area and follow instructions
Allergic reaction / medical condition	Hospitalisation or death	Yes	M M M	<ul style="list-style-type: none">Ensure all medical conditions are known and that participants have suitable fitness for the activityEnsure all participants have medication with them and know how to use itUse best practice for cooking and food storage to avoid cross-contamination (e.g. celiacs) and food poisoning (chilled foods, raw meat).



Safety Action Plan: Bush camping

Last review date: May 2025

ACTIVITY SUMMARY:

Walk into bush and construct pole / tarp shelters. Gather & purify water from stream, cook meals on open fires (when possible), sleep in shelters. Teamwork challenges, bush exploration

MINIMUM NUMBER OF RBC STAFF:

1

MINIMUM NUMBER OF FIRST AIDERS:

2

MINIMUM NUMBER OF COMPETENT ADULTS OVERALL:

4

MINIMUM COMPETENT ADULT TO STUDENT RATIO:

1:10

SAFETY EQUIPMENT:

First aid kit, PLB, knife, torch, spare waterproof & jumpers, spare tarps.

PARTICIPANT EQUIPMENT:

Pack with liner, waterproof jacket, warm spare clothes, sunhat, drink bottle, sturdy shoes, sleeping bag, foam mat, torch, eating utensils, personal medication, wash kit.

PARTICIPANT REQUIREMENTS:

Min. age 8 years plus must be competent at moving around on moderately steep & uneven ground

ADULT REQUIREMENTS:

Assist RBC staff as required, monitor participant behaviour and participation.



Safety Action Plan: Bush camping

Hazard What could cause harm?	Risk What harm could be caused?	Serious risk?	How we will manage the risk E = eliminate the risk; M = minimise the risk	
Bees and wasps in the bush	Anaphylactic or allergic reaction	Yes	E E M M	<ul style="list-style-type: none"> RBC staff carry out regular checks and elimination. Check medical summary for sting allergies and use another area if there is a known anaphylactic reaction to stings Brief participants on signs of nests and moving quickly through wasp areas Ensure participants with known reactions carry adrenaline
Forest fire	Injury or death from burns, environmental damage, damage to property	Yes	E M M	<ul style="list-style-type: none"> Light no fires if outside permit restrictions and / or prohibited fire season, or if obviously unsafe to do so – use gas cookers instead Clear area of combustible material, bucket of water near every fire, active supervision of students, keep fires to minimum size Ensure fires are soaked in water after use
Falling trees / branches	Injury or death from falling objects	Yes	M M M	<ul style="list-style-type: none"> Check shelter area periodically, and before trip, for loose branches and dead trees Avoid building shelters beneath trees with epiphytes. Postpone activity in high winds



Safety Action Plan: Bush camping

Hazard What could cause harm?	Risk What harm could be caused?	Serious risk?	How we will manage the risk E = eliminate the risk; M = minimise the risk	
River in flood	Heightened risk of drowning, limited access to bush area	Yes	E	<ul style="list-style-type: none"> Cancel the activity if the river is in flood, or if heavy rain is forecast
Land slips	Injury from falling off eroded paths	Yes	M	<ul style="list-style-type: none"> Ensure paths are kept up to standard and check before use after heavy rainfall
The activity is too challenging	Emotional harm	No	M	<ul style="list-style-type: none"> Challenge by choice – change the level of challenge to suit the participants
Cold, rainy weather	Hypothermia	No	E	<ul style="list-style-type: none"> Avoid activity if there is a forecast of poor / cold weather
			M	<ul style="list-style-type: none"> Ensure participants have waterproof jacket, hat, spare warm, dry clothing. Staff to have spare clothing
Wandering off and falling in stream	Drowning in stream, getting lost	Yes	M	<ul style="list-style-type: none"> Buddy system plus clear out-of-bounds areas for when exploring the bush and collecting water from stream
fooling around with tools	Injuries when making shelters, cooking	No	M	<ul style="list-style-type: none"> Promote good behaviour to participants Supervise cooking groups
Allergic reaction / medical condition	Hospitalisation or death	Yes	M	<ul style="list-style-type: none"> Ensure all medical conditions are known and that participants have suitable fitness for the activity
			M	<ul style="list-style-type: none"> Ensure all participants have medication with them



Safety Action Plan: Bush camping

Hazard What could cause harm?	Risk What harm could be caused?	Serious risk?	How we will manage the risk E = eliminate the risk; M = minimise the risk	
			M	and know how to use it <ul style="list-style-type: none"> Use best practice for cooking and food storage to avoid cross-contamination (e.g. coeliacs) and food poisoning (chilled foods, raw meat).
Poor food / water preparation techniques	Illness or death from food poisoning	Yes	M M M M M	<ul style="list-style-type: none"> Participants briefed on hygiene requirements and procedures Ensure basic food handling techniques are followed (no chilled foods to be taken into the bush without adequate way of keeping them cold) All water taken from the stream to be purified as per instructions and the minimum stand-down period observed Participants wash hands before and after handling food.
Inappropriate nighttime behaviour	Emotional / physical harm	Yes	M M M	<ul style="list-style-type: none"> Participants sleep in single-sex shelters, at least 3 to a shelter Adults check shelters overnight Overnight toilet trips in pairs