



# ***Risk Management***

The purpose of games and activities at camp is to develop student's skills in a sequential program, and to develop safety consciousness in the group, in the leadership and in the school.

All activities have a level of risk but different people will have a different perception of what that level is. Risk can be divided into:

**REAL:** where participants could be injured.

**PERCEIVED:** which is an individual's subjective assessment of the real risk present at any one time.

Risk can also be psychological, emotional, physical or social and all should be considered in the planning process.

The final plan for outdoor education will include the risk management component, providing an educational, challenging, enjoyable yet safe experience for the students and staff.

In most cases the planning will include the following steps:

- People - leadership, skills, experience, qualifications, physical fitness etc;
- Equipment & resources - clothing, quality, availability, special safety equipment, vehicles etc.:
- Environment - weather, nature of the terrain etc.:

For each causal factor, work out strategies to minimize the risk to an acceptable level.

Include an emergency management plan in case anything goes wrong.

This will allow both students and staff to not only enjoy their activity, but also to gain the most from it by way of personal development.

## Identifying your risks:

There are common risk areas that will apply to almost all camps but within each of these areas are risks that will relate to the specific and unique circumstances of each camp.

One way to approach your risk assessment is to work through the likely risk areas and examine the related risks that apply to each. In the following example we have identified several of the common risk areas for an adventure camp like Alexandra Adventure Resort and provided an example of a potential risk and example controls for each.

Risk Area	Example Risk	Risk Controls
<b>External providers</b> External providers may be engaged to deliver specific adventure activities or a whole program.	An external provider engaged to teach abseiling has not been adequately trained to teach young children.	<ul style="list-style-type: none"> <li>• Check instructors have the correct qualifications and/or experience for their specific role/s.</li> <li>• Require all providers to have a current public liability insurance Certificate of Currency.</li> <li>• Ensure all providers have a risk management plan that has been reviewed and approved by the school prior to the camp.</li> </ul>
<b>Environment</b> Natural and built environments outside school grounds present unique risks.	The group disturbs and damages rare native vegetation.	<ul style="list-style-type: none"> <li>• Observe the guidelines for use of the National Park and develop a plan to minimise impact on the environment.</li> <li>• Communicate this plan and the seriousness to students, teachers and volunteers.</li> </ul>
<b>Communication</b> Camps often take place in areas where communication is difficult.	A student is injured during an activity and teachers are unable to call for emergency services due to poor mobile reception.	<ul style="list-style-type: none"> <li>• Develop a location specific communication strategy for day-to-day operations and emergencies.</li> <li>• Carry satellite phones whenever outside of the camp.</li> </ul>
<b>Weather</b> Extreme weather i.e. bushfire, snowstorm, cyclone, flood, etc. can pose a threat to health and safety.	Students are caught in a severe storm during an overnight activity.	<ul style="list-style-type: none"> <li>• Check weather forecasts prior to the camp and each day before commencing outdoor activities.</li> <li>• Ensure all students carry appropriate, warm clothing.</li> <li>• Train staff in navigation and supply them with appropriate equipment i.e. portable GPS units.</li> <li>• Check emergency services alerts i.e. bushfire, snowstorm, flood, cyclones.</li> </ul>
<b>Transport</b> Vehicles of all descriptions are used for transport on camps posing a variety of risks.	A bus transporting students to the camp is involved in a road accident.	<ul style="list-style-type: none"> <li>• Ensure vehicles comply with road authority's registration requirements.</li> <li>• Ensure drivers comply with all licensing requirements.</li> <li>• Ensure that equipment carried inside vehicles is securely stowed so as not to create a risk of injury or damage.</li> </ul>

<p><b>Students</b> Students need to be prepared for a camp to avoid some very serious risks.</p>	<p>Students participating in a canoeing activity are not competent swimmers.</p>	<ul style="list-style-type: none"> <li>• Check the swimming levels of all students prior to the camp.</li> <li>• Work with students to improve their skills.</li> <li>• Ensure lifejackets and any other safety equipment required is worn at all times.</li> </ul>
<p><b>Volunteers</b> Volunteers need adequate preparation and training and must meet approval requirements.</p>	<p>A volunteer acts outside of the scope of his or her duties by taking a large group of students on an unscheduled nature walk.</p>	<ul style="list-style-type: none"> <li>• Provide adequate training for all volunteers before the camp.</li> <li>• Require all volunteers to show evidence of a current Working with Children Check.</li> </ul>
<p><b>Informed consent</b> Consent is required for children to participate in any camp activity.</p>	<p>A student participates in a water-based activity which his or her parents have not consented to.</p>	<ul style="list-style-type: none"> <li>• Provide parents with sufficient information to enable them to make an informed decision.</li> <li>• Ensure all consent forms are completed.</li> <li>• Ensure all staff and students complete a medical form.</li> </ul>
<p><b>Allergies</b> Foods and other allergens such as insect stings and medication can trigger anaphylaxis.</p>	<p>A student suffers a severe allergic reaction (anaphylaxis) to a meal served by the camp kitchen.</p>	<ul style="list-style-type: none"> <li>• Ensure the parents of the food-allergic student supply information about their child's allergies, including an up-to-date action plan for anaphylaxis signed by a doctor. Make sure this documentation is brought to the camp.</li> <li>• Ensure all staff attending is trained and know how to respond.</li> <li>• Communicate with camp operators and the camp cook in advance. Ensure details are confirmed in writing.</li> </ul>

# Adventure activities

A program-specific risk assessment and risk treatment plan should be completed for each adventure activity, taking into account the specific conditions and unique participants.

Using the same example above here are some of the risks to consider when students will be using harness type equipment at different heights off the ground and possible controls.

Risk	Risk Control
Fall from height	<ul style="list-style-type: none"> <li>• Conduct a safety briefing on belay systems and cliff environment prior to the activity.</li> <li>• Ensure direct supervision of students at all times by qualified staff.</li> <li>• Ensure all participants wear correctly fitted helmets and harnesses.</li> <li>• Students briefed to remain at least two metres from the cliff edge.</li> <li>• Anyone who is operating within two metres of the cliff edge must be on belay or tethered to a secure anchor.</li> </ul>
Student belaying	<ul style="list-style-type: none"> <li>• Choose an appropriate system for use by students. Instructional staff should directly observe belaying by students.</li> <li>• Provide a clear belay brief and then assess each student's ability to belay.</li> <li>• We have provided new belaying devices called Gri Gri belaying lock systems for rock Climbing to provide more of a risk control on this unspecialised activity.</li> </ul>
Slips and trips	<ul style="list-style-type: none"> <li>• Ensure students wear correct footwear.</li> <li>• Provide clear instruction on how to descend and attend the activity</li> </ul>
Entanglement (hair, clothing, jewellery)	<ul style="list-style-type: none"> <li>• Ensure students remove all jewellery prior to the activity.</li> <li>• Students with long hair must tie their hair back prior to abseiling.</li> <li>• Ensure all clothing is tucked in.</li> <li>• Ensure belay devices are free of potential entanglements.</li> </ul>
Falling objects (including rocks, or students helmets)	<ul style="list-style-type: none"> <li>• Review site for loose rock or objects prior to abseiling or attending the High Ropes Course.</li> <li>• All Students/Teachers participating in activities to wear a helmet for protection.</li> <li>• Do not drag ropes or other equipment which may dislodge equipment.</li> <li>• Teach students specific calls to warn of rock fall and appropriate protective response.</li> <li>• No loose items are to be in pockets or in students hands while climbing/gliding or walking the ropes on the courses.</li> </ul>
Excessive speed while descending	<ul style="list-style-type: none"> <li>• Appropriate belay system to slow descent.</li> <li>• We have special lock mechanism for belaying on the rock climbing wall to control the speed of belaying or if any one to suddenly fall/let go of the wall, this mechanism locks automatically if the person belaying wasn't ready for the fall.</li> </ul>

*This is a sample of Alexandra Adventure Resort Camp Activity Booklet. Not all Alexandra Adventure Resort activities are included but some sample responses are provided as guide for campsites.*

*Note that these procedures are applicable Alexandra Adventure Resort only and should not be considered to meet current industry guidelines or practices. Campsites must not rely on these procedures for the safe conduct of the activity and should consult the industry standards, guidelines or common practices applicable to the activity.*

# *Alexandra Adventure Resort*

## *Activity Booklet*



This booklet contains all the activities available at Alexandra Adventure Resort and provides written procedures for specialised activities. No specialised activities can be undertaken without the prior approval of Alexandra Adventure Resort staff.

# Alexandra Adventure Resort – ARCHERY

(A SPECIALISED ACTIVITY)

## **Location:**

Archery can only be undertaken on the allocated grass area. The positioning of the targets and the firing line is to be established by Alexandra Adventure Resort staff dependent upon wind direction.

## **Description:**

Archery is considered a specialised activity as miss-use of the equipment or poor supervision has the potential to harm participants.

The aim of the activity is to provide participants with a new recreation experience, develop psychomotor skills, increase self-confidence and understand the fundamental skills and safety issues associated with archery. At the conclusion of the activity participants should be able to:

- \* Identify the parts of a bow, arrow and string
- \* Know the correct stance for loading and releasing an arrow
- \* Competently load and release an arrow.
- \* Correctly string and de-string a bow.
- \* Safely participate and understand the safety issues associated with the activity.

## **Age suitability:**

The activity is suitable for participants aged 10 and over. Sufficient upper body strength to pull the bow string should be the criteria for participation.

## **Ratio:**

1:12 it is recommended that there is one instructor/leader per twelve participants. Supervision of the campers waiting to fire is the main problem as instructors are concentrating on assisting the participant to load and fire the arrow. The recommended maximum group size using two targets is 14 campers. Any more makes supervision difficult and creates boredom for those waiting to fire. Boredom leads to disenchantment and mischief.

## **Instructor experience:**

Instructors must have had previous experience instructing and supervising small groups in recreation activities. Alexandra Adventure Resort staff can provide training for the adult supervisor on the technical, safety and supervisory components of archery. This occurs prior to the activity and if the group leader is deemed competent then they can instruct the activity. If A.A.R staff are not satisfied with the competence level they will observe and assist or instruct the activity until satisfied of the competence of the leader. A.A.R staff have safely instructed archery over several years for a variety of user groups types and have successfully trained group leaders to instruct the activity. Alexandra Adventure Resort has consulted other campsites and individuals on instructing archery and has consulted texts on archery.

## **Assisting leader experience:**

Assisting leaders must have had previous experience instructing and supervising small groups in recreation activities. Previous experience in archery is desirable but not essential.

## **Participant experience:**

No previous experience, in the activity is required.

## **Instructor responsibility:**

The adult supervisor is responsible for camper supervision and behaviour at all times, this includes; supervising the behaviour of campers at the activity, to and from the activity and for those campers waiting their turn. The instructor is also responsible for: assessing first aid requirements, adhering to the A.A.R rules for the conduct of archery; notifying A.A.R staff at the end of the activity; ensuring bows are de-strung at the conclusion of the activity; and returning the bows/arrows left where found.

# BUSHWALKING AND WALKING GENERALLY

(A SPECIALISED ACTIVITY)

## **General:**

There are a variety of walking experiences available from the campsite, both urban and bush or a combination.

## **Location:**

There is an area to take the kids on a bushwalk up Crystal Creek Road however it is quite some kilometres from the camp and along a road. Please discuss with the camp owners if thinking about this walk.

## **Description:**

The walks follow clearly defined tracks and roads through bushland and/or urban settings. Groups may undertake walks in the area as detailed in a number of brochures and information available from the Parks Visitor Information Centre. Walks are not weather dependent however in periods of high fire danger or rough, wet weather groups are advised to select another activity. Groups must also adhere to the guidelines set out in the Outdoor Recreation Code of Ethics - Minimal Impact Activities information.

## **Age suitability:**

School age and older is recommended.

Ratio:

1:10 - leaders/teachers/adults to campers (a minimum of 2 leaders must be on the walk)

## **Instructor experience:**

Instructors must have previous experience in leading day walking groups in similar terrain and conditions and be confident of their own ability and fitness to complete the walk. The instructor must be experienced in search, rescue and emergency procedures appropriate to this level of walk. The instructor should complete the walk prior to the campers. One leader at least needs to be aware of the start and destination points and quick access points should an emergency occur.

## **Assisting leader experience:**

Must be confident of their ability and fitness to complete the walk Must have previous experience in supervising groups in outdoor recreation activities.

Participant experience:

Fitness level to complete the walk selected.

## **Instructor responsibility:**

If Camp staff instructs the activity they will take responsibility for the technical and related safety of participants engaged in the activity. The assisting leader from the group will be responsible for the supervision and behaviour of campers on the activity, at all rest stops, at the destination and for first aid. Camp staff are available to guide on the walks if arrangements are made prior to the groups arrival at the campsite. Carrying of water is important, particularly on hot days.

Must be aware of the medical history of all campers.

# **Harness Activities**

## **Flying Kiwi (AN UNSPECIALISED ACTIVITY)**

### **Location:**

The Flying Kiwi activity is located on the far end of the oval. The setup and arrangement of the ropes and carabineers is to be established by Alexandra Adventure Resort staff.

### **Description:**

The Flying Kiwi is considered a specialised activity as miss-use of the equipment or poor supervision has the potential to harm participants.

The aim of the activity is to provide participants with a new recreation experience, to enjoy a flying sensation of when getting lifted and understand the fundamental skills and safety issues associated with the Kiwi. At the conclusion of the activity participants should be able to:

- \* Identify the safety procedures of using a harness.
- \* Develop teamwork participation
- \* safely participate and understand the safety issues associated with the activity.

### **Age suitability:**

The activity is suitable for participants aged 10 and over. Sufficient upper body strength to pull the contestant up should be the criteria for participation.

### **Ratio:**

1:8. It is recommended that there is one instructor or leader per seven participants and when the entire activity is in use then two instructors/leaders are present. The recommended maximum group size is 15 campers.

### **Instructor experience:**

Instructors must have had previous experience instructing and supervising small groups in recreation activities. Alexandra Adventure Resort staff can provide training for the instructor on the technical, safety and supervisory components of the Kiwi including learning the technical knots on the ropes involved. This occurs prior to the activity and if the group leader is deemed competent then they can instruct the activity.

### **Assisting leader experience:**

Assisting leaders are not permitted to assist this activity alone. A trained A.A.R Staff member must be present on the Flying Kiwi at all times when operating.

### **Participant experience:**

No previous experience, in the activity is required.

### **Instructor responsibility:**

The instructor is responsible for camper supervision and behaviour at all time, to and from the activity and for those campers waiting their turn. The instructor is also responsible for assessing first aid requirements and notifying Alexandra Adventure Resort staff at the end of the activity; ensuring harnesses are not twisted when taken off and all carabineers are there at the conclusion of the activity; and returning harnesses and helmets to safe storage. The instructor must inform assisting leaders or instructors of their roles in the behaviour, supervision and instruction of campers, and also train them in the technical and safety components of the Flying Kiwi.

# **Harness Activities**

## **Flying FOX (AN UNSPECIALISED ACTIVITY)**

### **Location:**

The Flying Fox flies over the lake on an angle. This activity is already set up, carabineers and harnesses are to organised by the staff at Alexandra Adventure Resort

### **Description:**

The Flying Fox is considered a specialised as monitored by professionally trained staff.

The aim of the activity is to provide participants with excitement, and the ability to have courage in them to take off from the platform and glide. At the conclusion of the activity participants should be able to:

- \* Identify the safety procedures of using a harness.
- \* Develop self-confidence
- \* safely participate and understand the safety issues associated with the activity.

### **Age suitability:**

The activity is suitable for participants aged 6 and over. Enough body weight to reach the other end of the lake is the main participation.

### **Ratio:**

1:8. it is recommended that there is one instructor/leader per eight participants. Recommended group size is 15.

### **Instructor experience:**

Instructors must have had previous experience instructing and supervising small groups in recreation activities. Alexandra Adventure Resort provides training for the instructor on the technical, safety and supervisory components of the Flying Fox including learning where to attach each carabineer. This occurs prior to the activity and if the group leader is deemed competent then they can instruct the activity.

### **Assisting leader experience:**

Assisting leaders are permitted to assist this activity. A trained A.A.R Staff member must show a leader how to dis harness the participant at the landing end of the fox.

### **Participant experience:**

No previous experience, in the activity is required.

### **Instructor responsibility:**

The instructor is responsible for camper supervision and behaviour at all time, to and from the activity and for those campers waiting their turn. The instructor is also responsible for assessing first aid requirements and notifying Alexandra Adventure Resort staff at the end of the activity; ensuring harnesses are not twisted when taken off and all carabineers are there at the conclusion of the activity; and returning harnesses and helmets to safe storage. The instructor must inform assisting leaders or instructors of their roles in the behaviour, supervision and instruction of campers, and also train them in the technical and safety components of the Flying Kiwi.

# **Harness Activities**

## **High Ropes Course (AN UNSPECIALISED ACTIVITY)**

### **Location:**

The High Ropes Course is located near the entrance of the property off the oval. This activity is already set up, carabineers and harnesses are to be organised by the staff at Alexandra Adventure Resort.

### **Description:**

The High Ropes Course is considered a specialised as monitored by professionally trained staff as it is 10 metres off the ground.

The aim of the activity is to make it from start to finish through each section/obstacle of the course.

- \* Identify the safety procedures of using a harness.
- \* Develop self-confidence to get around the course
- \* safely participate and understand the safety issues associated with the activity.

### **Age suitability:**

The activity is suitable for participants aged 10 and over

### **Ratio:**

1:8. it is recommended that there is one instructor/leader per eight participants. Recommended group size is 15.

### **Instructor experience:**

Instructors must have had previous experience instructing and supervising small groups in recreation activities. Alexandra Adventure Resort staff can provide training for the instructor on the technical, safety and supervisory components of the High Ropes Course including learning where to attach each carabineer. This occurs prior to the activity and if the group leader is deemed competent then they can instruct the activity.

### **Assisting leader experience:**

Assisting leaders are permitted to assist this activity. A trained A.A.R Staff member must show a leader how to dis harness the participant at the landing end of the fox.

### **Participant experience:**

No previous experience, in the activity is required.

### **Instructor responsibility:**

The instructor is responsible for camper supervision and behaviour at all time, to and from the activity and for those campers waiting their turn. The instructor is also responsible for assessing first aid requirements and notifying Alexandra Adventure Resort staff at the end of the activity; ensuring harnesses are not twisted when taken off and all carabineers are there at the conclusion of the activity; and returning harnesses and helmets to safe storage. The instructor must inform assisting leaders or instructors of their roles in the behaviour, supervision and instruction of campers, and also train them in the technical and safety components of the High Ropes Course.

# **Harness Activities**

## **Rock Climbing Wall** (AN UNSPECIALISED ACTIVITY)

### **Location:**

The Rock Climbing wall is located near the tennis court at the highest point of the property. The Wall needs to be set up by a staff member before participation commence by climbing to the top harnessed and attaching the ropes to the pullies.

### **Description:**

The Rock Climbing Wall is considered a specialised as monitored by professionally trained staff as it is 8 metres high and requires proper training.

The aim of the activity is to rock climb up the wall to the top and abseil back down to the ground.

### **Age suitability:**

The activity is suitable for participants aged 8 and over

### **Ratio:**

1:8. it is recommended that there is one instructor/leader per eight participants. Recommended group size is 15.

### **Instructor experience:**

Instructors must have had previous experience instructing and supervising small groups in recreation activities. Alexandra Adventure Resort staff can provide training for the instructor on the technical, safety and supervisory components of the Rock Climbing wall including learning where to attach each carabineer and how to attach the rope to the top of the wall. This occurs prior to the activity and if the group leader is deemed competent then they can instruct the activity.

### **Assisting leader experience:**

Assisting leaders are permitted to assist this activity. A trained A.A.R Staff member must show a leader how to belay a person up and down the wall, be shown how to dis harness the participant once landed. This can also be instructed to the students to give them the opportunity to belay as long as A.A.R staff are monitoring closely – Not belaying themselves.

### **Participant experience:**

No previous experience, in the activity is required.

### **Instructor responsibility:**

The instructor is responsible for camper supervision and behaviour at all time, to and from the activity and for those campers waiting their turn. The instructor is also responsible for assessing first aid requirements and notifying Alexandra Adventure Resort staff at the end of the activity; ensuring harnesses are not twisted when taken off and all carabineers are there at the conclusion of the activity; and returning harnesses and helmets to safe storage. The instructor must inform assisting leaders or instructors of their roles in the behaviour, supervision and instruction of campers, and also train them in the technical and safety components of the Rock Climbing Wall.

If teachers and students are both belaying the climber up the wall, the A.A.R staff instructor must not belaying also, but to be monitoring with full attention each person belaying.

# **WATER ACTIVITIES**

## **Swimming Pool & Lake (A SPECIALISED ACTIVITY)**

### **Location:**

The swimming pool is located on the flat area near the oval and is the shape of a hexagon. The depth of the deepest end is over 8ft.

Anybody under the age of 18years age must be supervised by an adult that can swim at all times.

Anybody that cannot swim, must not enter the pool are without being supervised, same goes for the lake.

### **Description:**

The swimming pool is used ofr swimming.

The lake is used for canoeing, raft building to float their rafts on and Paddle boat use.

### **Age suitability:**

These activities are suitable for participants at any aged, but have to be supervised by an adult at all times.

### **Ratio:**

1:8 – 1 Adult to 8 students.

### **Instructor experience:**

Water activities must be supervised by an adult at all times while others are swimming. One person must be water qualified or have their first aid qualification, while others supervising don't need to have any qualification. If no person has any qualifications and choose to run the pool without any A.A.R staff, you must sign A.A.R's Water agreement form to state you are taking full responsibility of all people swimming.

### **Assisting leader experience:**

Assisting leaders are permitted to assist this activity, due to the ratio of swimmers.

Raft Making is ok to have one staff member supervising due to the activity mainly being conducted on land.

If you choose for an A.A.R staff member to monitor the swimming pool, the cost is \$25 per hour.

### **Instructor responsibility:**

The person supervising is responsible for camper supervision and behaviour at all time, to and from the activity and for those campers waiting their turn. The instructor is also responsible for assessing first aid requirements and notifying Alexandra Adventure Resort staff at the end of the activity; ensuring everyone is safe while swimming. The instructor must inform assisting leaders or instructors of their roles in the behaviour, supervision and instruction of campers.

- Life Jackets and helmets to be worn while Raft Making & canoeing e jacket to be worn in the pool if a person cannot swim.
- Life jacket to be worn in the pool if a person cannot swim.

# **WATER ACTIVITIES**

## **Swimming Pool & Lake – Raft Building (A SPECIALISED ACTIVITY)**

### **Location:**

The swimming pool is located on the flat area near the oval and is the shape of a hexagon. The depth of the deepest end is over 8ft.

Anybody under the age of 18years age must be supervised by an adult that can swim at all times.

Anybody that cannot swim, must not enter the pool are without being supervised, same goes for the lake.

### **Description:**

The swimming pool is used for swimming and as a free time activity.

The lake is used for canoeing, raft building to float their rafts on and Paddle boat use.

### **Age suitability:**

These activities are suitable for participants at any aged, but have to be supervised by an adult at all times.

### **Ratio:**

1:8 – 1 Adult to 8 students.

### **Instructor experience:**

Instructors must have had previous experience instructing and supervising small groups in recreation activities. Alexandra Adventure Resort staff can provide training for the instructor on the technical, safety and supervisory components of flat water canoeing. This occurs prior to the activity and if the group leader is deemed competent then they can instruct the activity.

Our Activity staff our all outdoor education trained as well as A.A.R property trained.

### **Assisting leader experience:**

Assisting leaders are permitted to assist this activity, due to the ratio of swimmers and do not have to be water qualified.

### **Instructor responsibility:**

The person supervising is responsible for camper supervision and behaviour at all time, to and from the activity and for those campers waiting their turn. The instructor is also responsible for assessing first aid requirements and notifying Alexandra Adventure Resort staff at the end of the activity; ensuring everyone is safe while swimming. The instructor must inform assisting leaders or instructors of their roles in the behaviour, supervision and instruction of campers.

- Life Jackets and helmets are to be worn while Raft Making & canoeing at all times
- Life jacket to be worn in the pool if a person cannot swim.

# **WATER ACTIVITIES**

## **Canoeing** (A SPECIALISED ACTIVITY)

### **Location:**

Canoeing is conducted on the lake.

All people canoeing must be supervised or shall canoe as a group

### **Description:**

Canoeing is conducted by Alexandra Adventure Resort's trained activity staff and is a flat water base activity.

The maximum amount of people to canoe at one time is 17

### **Age suitability:**

This activity is suitable for participants at any aged, but have to be supervised by an adult at all times or used as a group. No one is to canoe solo.

### **Ratio:**

1:8 – 1 Adult to 8 students.

### **Instructor experience:**

Water activities must be supervised by an adult at all times while others are swimming. One person must be water qualified or have their first aid qualification, while others supervising don't need to have any qualification. If no person has any qualifications and choose to run the pool without any A.A.R staff, you must sign A.A.R's Water agreement form to state you are taking full responsibility of all people swimming.

### **Assisting leader experience:**

Assisting leaders are permitted to assist this activity, due to the ratio of swimmers.

Raft Making is ok to have one staff member supervising due to the activity mainly being conducted on land.

If you choose for an A.A.R staff member to monitor the swimming pool, the cost is \$25 per hour.

### **Instructor responsibility:**

The person supervising is responsible for camper supervision and behaviour at all time, to and from the activity and for those campers waiting their turn. The instructor is also responsible for assessing first aid requirements and notifying Alexandra Adventure Resort staff at the end of the activity; ensuring everyone is safe while swimming. The instructor must inform assisting leaders or instructors of their roles in the behaviour, supervision and instruction of campers.

- Life Jackets and helmets are to be worn while Raft Making & canoeing at all times
- Life jacket to be worn in the pool if a person cannot swim.

# Laser Force Sport Onsite

## Risk and Safety Management for visiting groups



HEDGEND  
MAZE

Hazard Location: Alexandra Adventure Resort	
Children safety for laser Force Sport onsite during program	
Hazard Identification	Risk Reduction Control Measures
<p>Walking through the grounds.</p> <p>*Children wandering off into the grounds alone.</p> <p>*Possibility of heat stress and sun exposure on hot days.</p>	<ul style="list-style-type: none"> <li>• Ensure the students are aware of the boundaries of the activity.</li> <li>• Ensure students wear appropriate footwear.</li> <li>• Ensure students wear appropriate clothing.</li> <li>• Supervising adults should follow recommended supervision ratios of 1:10</li> <li>• Supervising adults should implement effective Supervision strategies, e.g. name badges, mobile contact number displayed on students, utilising Alexandra Adventure Resort or Laser Force Skirmish Staff in case of emergencies, regular roll calls and emergency meeting points.</li> <li>• Laser Force Skirmish staff &amp; A.A.R staff have emergency management systems in place to handle missing students &amp; medical emergencies.</li> <li>• Ensure students are provided with adequate sun protection.</li> <li>• Supervising adults to be aware of undercover areas in case of hot or wet weather.</li> <li>• Hedgend complies with all access requirements for disabled persons.</li> </ul>
<p>Contact with animals and Plants.</p> <p>*Unlikely exposure to bites, disease &amp; allergies.</p>	<ul style="list-style-type: none"> <li>• Activities involving animals are always under the control and supervision of Laser Force Skirmish staff.</li> <li>• Animals and their enclosures are regularly checked for potential diseases and fencing by Alexandra Adventure Resort, especially around the Laser Field.</li> <li>• Hand washing facilities are available in toilet facilities onsite at camp.</li> </ul>
<p>Traffic hazards – risks of managing the car park upon entry to Alexandra Adventure Resort.</p>	<ul style="list-style-type: none"> <li>• Designated and marked entrance ways are signed.</li> <li>• Students are to stand on the grass area each side of the bridge – well OFF the road if they see an oncoming vehicle approaching the bridge from either direction.</li> </ul>
<p>Child Protection</p>	<ul style="list-style-type: none"> <li>• Where applicable, all staff is compliant with police checks/working with children requirement.</li> </ul>
<p>Alexandra Adventure Resort &amp; Hedgend Maze who conduct Laser Force Management and employees recognize that they jointly have a key role in prevention and mitigation activities to reduce the effects of emergencies that may occur.</p>	