

Risk Management Plan

Name of organisation: **Koinonia Ministries Ltd**
 Name of Instructors /Guides: **John Plenkovich**
 Description of Activity: **Surfing lessons/Beach Swimming**
 Date of trip: **As per activity schedule**

Group to Instructor/supervision ratio: **1:8**
 Name of Activity manager: **Craig Dale**
 Contact number: **02 6682 4329**
 Accompanying staff, parents, caregivers, volunteers:

Risk type	Hazard Identification & Associated Risk Type/Cause	Assess Risk* use matrix	Elimination or Control Measures	Who	When
People	Drowning - Poor group control - Inadequate swimming ability	3	- Ensure safe area is maintained and participants stay in the area - Adequate briefing of clients on safety procedures and boundaries - Close supervision of clients by surf coaches - Non or poor swimmers to notify surf coach so appropriate supervision/assistance is ensured	Trip leader and/or designated guide	Prior and during trip
	Injury from contact with rocks, oysters, craft etc - Poor group control	4	- Ensure all safety equipment is available at all times (especially rescue board & first aid kit with mobile phone) - Adequate briefing of clients on safety procedures and boundaries - Close supervision of clients by surf coaches		
	Sunburn, hypothermia, hyperthermia - Exposure	4	- Wear suitable clothing for the beach to protect arms and legs and suitable for changing weather conditions - Wear hats, sunglasses, shirts with sleeves and sunscreen while outdoors.		
	Dehydration	4	- Ensure participants carry water bottles - Instructor/guide ;carry insect repellent, additional sunscreen, wind/rain jacket and ensure rest breaks are taken in the shade - Close supervision of clients by surf coaches. Surf coaches are first aid qualified carries safety equipment and first aid kit		
	Exhaustion Separated/lost	4	- Adequate briefing of clients on safety procedures and boundaries		
		6	- Trip leader ensures clients are fit for task at hand - Assess conditions and change location accordingly		
	4	- All participants fill out a medical/consent form which is checked prior to commencement by trip leader			

Environment	<p>Walking to and from transport</p> <ul style="list-style-type: none"> - struck by vehicle - uneven footpath <ul style="list-style-type: none"> - uneven ground surfaces, bites and stings, exposure to sun, wind, rain and dehydration. <ul style="list-style-type: none"> - allergies to insects, reptiles and plants. <ul style="list-style-type: none"> - becoming lost or isolated from the group <ul style="list-style-type: none"> - change in weather conditions <ul style="list-style-type: none"> - exposure to sun 	<p>4</p> <p>6</p> <p>4</p> <p>3</p> <p>3</p> <p>5</p> <p>5</p>	<ul style="list-style-type: none"> - Trip leader/guide attending to supervise trip - Brief participants on rules and behaviour - Remain on pedestrian pathways and use pedestrian crossings at all times - Instructor/guide to lead walk. Supervision at front and back to keep group together. - Inform trip participants safety instructions. - Wear enclosed footwear suitable for walking, clothing to protect arms and legs and suitable for changing weather conditions - Wear hats, shirts with sleeves and sunscreen while outdoors. - Ensure participants carry water bottles - Instructor/guide ;carry insect repellent, additional sunscreen and ensure rest breaks are taken in the shade - Identify participants with known medical conditions and ensure appropriate medication/treatment is available - Ensure participation of clients with known allergies have been considered, implement appropriate risk controls, e.g. a trained staff member is available to provide appropriate first aid (e.g. epipen for student with anaphylaxis) - Ensure staff and students are aware of emergency response procedures. - Check weather forecast on day of trip - Unexpected Storms (protocols as per SLSA Lightning policy 2.2 July 2006) - Carry maps and compass - Emergency plans communicated for dealing with potential incidents - Carry first aid kit - Ensure participation of clients with known allergies have been considered, implement appropriate risk controls, e.g. a trained staff member is available to provide appropriate first aid (e.g. epipen for client with anaphylaxis) - Ensure staff and clients are aware of emergency response procedures. - Wear hats, shirts with sleeves and sunscreen while outdoors - Carry first aid kit 	<p>Trip leader and/or designated guide</p>	<p>Prior and during trip</p>
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Equipment	Surf boards, Wetsuits & Rashvests	6	- Enforce rules and monitor behaviour - Trip leader to hold appropriate qualifications	Trip leader and/or designated guide	Prior and during trip
	Poor maintenance	4	- All equipment is checked prior to trip		
Diet and food during trip including Eating out at different venues	Client allergies to certain food products	3	- Confirm appropriate food for participants with allergies - Liaise with venue managers about provision of appropriate food for participants with food allergies in liaison with participants. - Discuss with groups about the importance of only eating your own food. - Ensure someone trained in medical procedures (use of EpiPen) attends - Communicate special requirements to all staff and volunteers especially emergency response procedures and equipment - For clients with allergies to bee/insect bites and stings, be aware of bees/insects attracted by soft drinks cans and food in garbage bins.	Trip leader and/or designated guide	Prior and during trip
<p><i>Venue and safety information reviewed and attached:</i> Yes/No</p> <p><i>Plan prepared by:</i> Shane Craven <i>Position:</i> Activities Manager <i>Date:</i> 7/9/14</p> <p><i>Prepared in consultation with:</i> Evans Head Surf Shack</p> <p><i>Communicated to:</i></p>					

Risk Assessment Matrix				
How serious could the injury be?	How likely is it to be that serious			
	Very Likely	Likely	Unlikely	Very Unlikely
Death or permanent injury	1	1	2	3
Long term illness or injury	1	2	3	4
Medical attention & several days off	2	3	4	5
First aid needed	3	4	5	6
Severity – is how seriously a person could be harmed		Likelihood – is an estimate of how probable it is for the hazard to cause harm.		
Legend				
1 and 2 Extreme risk; deal with the hazard immediately 3 and 4 Moderate risk; deal with the hazard as soon possible 5 and 6 Low risk; deal with the hazard when able.				