



RISK ASSESSMENT & MANAGEMENT SYSTEMS

Activity	Service	
Date	01/07/2021	
Locations	Site: All sites – see LOMS for particular risks/hazards associated with specific activities e.g. tree planting, weed removal Ensure all Emergency Contact information is recorded in the LOMs	
Authorisation	Program Manager:	Risk Safety Manager: M.Hurrell
FINAL DECISION AND COMMENTS: (to be assessed by the Group Leader in communication with the Program Coordinator/Program Manager). Including when the activity must <u>not</u> be run. Activity not approved for use.		

Hazard	Consequence	Likelihood	Risk rating	Controls	Consequence	Likelihood	Risk Rating
Staff inexperience or poor judgement	3	C	M	An Outward Bound Australia (OBA) Group Leader (GL) manages the activity using their knowledge, experience and training combined with a strict framework for working within the Standard Operating Procedures (SOP) and Guidelines of the Operations Manual. Specifically, from the SOP/ Group Leader Handbook: <ul style="list-style-type: none"> - Duty of Care - Hazardous Tree Assessment - Weather - Supervision Ratio Table - Behaviour Management - Child Protection - Course set up - General (work attire) Other relevant policies to the activity: <ul style="list-style-type: none"> - Manual Handling Procedure 	2	A	L
Damaged and/or failure of equipment, including safety equipment	3	C	M		2	A	L
Unstable trees and/or tree branches at site	5	C	H		1	A	L
Exposure to weather and changing weather conditions	4	C	M		2	A	L
Snakes, Spiders can be encountered during activity in warmer months	3	C	M		2	A	L
Inadequate supervision	4	C	M		2	A	L
Chemicals may be present at locations (e.g. fertiliser)	4	C	M		2	A	L
Unsecure stash site for gear & equipment	3	C	M		2	A	L



Unclear or inadequate briefing	3	C	M	<ul style="list-style-type: none"> - Gear Maintenance & Replacement policy - Roles and Responsibilities of Accompanying Adults <p>Additional oversight for activities is provided through the PC/PM in the approval and running of programs depending upon additional factors which will include:</p> <ul style="list-style-type: none"> • Screening of Participants • Weather conditions (severe or other) • Fire Danger ratings • Activity Files <p>All GLs to conduct a field risk assessment prior to starting the activity as per the Operations Manual.</p> <p>Activities protocol Procedures for cancellation: notify the PC of any changes to the activity, sites or conditions of activity/participants/site.</p> <p>Yes or No go activity?</p>	2	A	L
Proximity to members of the public	3	C	M		1	A	L
Proximity to public road	5	C	H		2	B	L

EMERGENCY RISK MANAGEMENT STRATEGIES

COMMUNICATION	
RADIO COMMUNICATION TO BASECAMP: Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Radio Channel: 50 OBA Repeater
MOBILE PHONE COMMUNICATION: Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<i>*pending site of activity*</i> Mobile service is expanding on the circuit. All high points get reliable mobile phone coverage on Telstra network
OTHER COMMUNICATION	InReach GPS tracker and 2 way messages or SPOT - GPS tracker only
CONTACT INFORMATION	
EMERGENCY	PH: 000