



Risk Management Plan

Activity Description

Start Time.....Date.....Expected Finish Time.....Date.....

Location.....

Aim

To effectively manage any incident, emergency or evacuation that may occur during the activity.

Standard Safety Procedures

Activity Leaders and participants are advised to carry whistles and the standard emergency signal is three whistle blasts at one-second intervals. Any participant hearing this signal or encountering a fellow participant in distress is required to abandon their activity and render appropriate assistance.

The Activity Organiser/Leader will maintain a written record of information received and action taken in relation to safety incidents and accidents. (Refer to Incident Report Form) These records will be made available to the Queensland Police Service should a full-scale search under their control be required. Copies will also be sent to NPAQ Office. The Activity Organiser/Leader has the authority to cancel an activity in the event of extreme weather conditions, wet or dry or even an extreme fire hazard warning.

Emergency Equipment

The Activity Organiser/Leader will have the following items also available:

- First Aid kit
- Maps of the area
- Mobile phone where coverage exists
- At least two torches suitable for use in the bush at night
- PLB for remote activities

Communications and Contacts

For all bushwalking/paddling/cycling activities a responsible contact will be given details of the route, start and expected return time of the group.

Mobile phone communications are possible, although not assured, from the camp area and throughout much of the activity areas.

If required, emergency services will operate on their own respective communication channels for Incident Control.

Emergency Contacts

Police	000
Ambulance	000
Fire Brigade	000

General Site Safety for Camps

- Electrical Leads & cables are to be run off the ground or where there is no pedestrian traffic.
- Signage to be weighed with sandbags or pegs.
- All freestanding tents and umbrellas to be weighed down with sandbags or pegs.
- Sunscreen and water is available to all members and guests.
- Public areas to be inspected for sharp and dangerous items pre-participant arrival.
- Cleaning or repair to public areas and facilities to be arranged with the relevant asset owner.

Risk Action Plan

Hazard/Issue Identified	Potential Outcome	Controls for Leader to implement	Reference/Guidance
First Aid	Lack of timely first aid for injury or illness	<ul style="list-style-type: none"> Appoint First Aider (a Qualified first aider must be in attendance as part of the group) Locate nearby medical facilities and contact numbers Ensure First Aid Kit is available on site or is carried 	
Storms	Lightning strikes Hail Rain/Flood	<ul style="list-style-type: none"> Ensure information on Storm Warnings is checked 24 hours and 1 hour prior to the activity Monitor weather condition during the activity Inspect track/facility conditions prior to the activity Monitor track/facility conditions during the activity Take shelter out of gullies/depressions during storms Outdoor activities to be stopped if local thunderstorms appear (defined as being when the interval between lightning flash and thunder is 3 seconds or less and lightning occurs once per minute or more) 	BOM Weather warnings www.bom.gov.au
Fire	Injury Loss of Property	<ul style="list-style-type: none"> No Smoking policy No open fires Monitor Fire Warnings prior the activity 	Contact local Fire Station
Falling Timber post fire/windy conditions	Injury	<ul style="list-style-type: none"> Tracks through any burnt area to be assessed for potential risk Abandon/shorten activity if wind strength increases unexpectedly & dramatically Wait in cleared area (if possible) for wind to pass 	
Temperature	Heat Exhaustion Sunburn Dehydration	<ul style="list-style-type: none"> Cancel the activity if temperature exceeds 35 degrees Celsius Ensure information on sun protection is sent to participants Ensure water is available at the location Advise participants to BYO water 	BOM Weather Observations www.bom.gov.au
Conflict	Abuse, attack, emotional upset	<ul style="list-style-type: none"> Erect activity signage at activity area access points when applicable Ensure Leader has agreed on route with participants During outdoor activities, monitor participants for signs of physical distress 	
Traffic	Various types of injury	<ul style="list-style-type: none"> Ensure high traffic areas are avoided where possible Avoid walking on public roads Minimise road crossings 	
Lost Participants	Injury	<ul style="list-style-type: none"> Records to be kept of participants (Attendance Register to be carried) Group sizes to be kept to manageable number or split up into separate groups Leader and tail end to be in place for all walking/cycling activities and maintain contact with all participants CB Radios for extended outings between vehicles Ensure responsible party is aware of proposed start and return times. Should the group be late or an individual become separated a primary search is to be organised by allocating areas on the map to be patrolled. This procedure will continue for at least 2 hours. If after that time people are still missing, then Emergency Services will be alerted. 	Police SES 132 500
Local Hazards	Injury	<ul style="list-style-type: none"> Obtain a briefing from the venue manager on emergency evacuation procedures and any special site hazards or conditions Check for local restrictions before entering National Parks 	Contact local Authority, NPRSR http://www.nprsr.qld.gov.au/park-alerts/index.php
Water Hazards - Water Crossings	Injury/death	<ul style="list-style-type: none"> Take particular care in crossing waterways – apply proper techniques for safe crossing, - cross in shallow, slow flowing areas Do not enter fast flowing water Encourage participants to walk through waterways and not “rock hop” Avoid “rock-hopping” along waterways – walk on bank if possible Contact local authorities for latest information 	
Water Hazards –In waterholes / streams	Injury/death	<ul style="list-style-type: none"> Do not enter strong flowing streams to swim Always expect & look for submerged obstacles in waterholes– logs/rocks Walk into water – do not dive Check for snakes especially in warm weather Post a “lookout” to “count heads” Contact local authorities for latest information 	
Water Hazards – At the beach \ in surf	Injury/death	<ul style="list-style-type: none"> Swim at patrolled beaches Swim between the flags Check for rips before entering the water Check for stingers / sharks before entering the water Raise hand to signal lifesavers if in difficulty or notice someone in difficulty Obey directions given by life savers and emergency personnel Contact local authorities for latest information 	Check with lifesavers if concerned before entering the water
Tripping Hazards, slippery/ unstable track conditions, loose rocks	Falls Injury	<ul style="list-style-type: none"> Advise group of the potential for these hazards to exist Alert participants as hazards present Guide group around/through hazard if considered necessary; e.g., detour On steep climbs with loose rocks, have participants ascend individually while trailing members wait in a safe place. On steep descents with loose rocks, have participants descend individually then wait in a safe place while trailing members descend 	
Tree Fall across track	Loss of track/direction Injury	<ul style="list-style-type: none"> Check with ranger for track condition and known hazards Negotiate tree fall by safest route possible taking into account the ability of individual participants – assist where necessary Ensure track is picked up after tree fall is negotiated 	Known information
Landslip across track	Fall Injury	<ul style="list-style-type: none"> Check with ranger for track condition and known hazards Negotiate landslip by safest route possible taking into account the ability of individual participants – assist where necessary Turn back if unsafe to negotiate around the damaged section of the track 	Known information
Dangerous Flora – stinging tree, nettles, poisonous leaves/sap, etc	Allergic reaction Anaphylactic shock	<ul style="list-style-type: none"> Advise participants of known dangerous flora in the area Point out examples as they occur during the activity Check with participants for known allergies to these plants Ask participants for location of Epi Pen if carried 	Flora Guide for area if available

Hazard/Issue Identified	Potential Outcome	Controls for Leader to implement	Reference/Guidance
Dangerous Fauna – snakes, birds, insects, etc	Bites/wounds Envenomation Allergic reaction Anaphylactic Shock	<ul style="list-style-type: none"> Advise participants of known dangerous fauna in the area Point out examples as they occur during the activity Treat all fauna with care – avoid disturbing Give snakes/potentially dangerous fauna a wide berth Apply first aid if bitten Contact emergency services if necessary – this may require ceasing the activity and having some participants walk out until communications is obtained Check with participants for known allergies to fauna – ticks, insects Ask participants for location of Epi Pen if carried 	Fauna Guide for area
Traffic Hazards – Walking along/crossing roads	Injury/death Vehicle crash	<ul style="list-style-type: none"> Walk on the right side of the road facing oncoming traffic Look both ways and listen for traffic before crossing roads. 	
Covid-19	Contraction Mild illness Serious Illness Death	<ul style="list-style-type: none"> Ensure the website post advertising activities during the pandemic includes the following statement: <i>“This activity will be conducted in keeping with Queensland Government’s COVID-19 directions at the time of the activity. Please do not attend this activity if you have been feeling unwell with COVID-19 related symptoms in the 7-day period before this activity.”</i> During the activity pre-briefing remind participants to practise: <ul style="list-style-type: none"> Social distancing Good hygiene practices And, if they are feeling unwell, they should not be here. 	https://www.australia.gov.au/ https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19 https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/protect-yourself-others/social-distancing

Specific Hazards identified with this Activity

Hazards

Control measure

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Leader

Name:

Signature:

Date: