

SAFETY ACTION PLAN

ACTIVITY: ORIENTEERING
LOCATION: ALL OVER CAMP

GROUP LEADER...

- Group leader to run after being trained by TS Instructor
- Disclose relevant medical conditions
- Fulfil responsibilities in SAP below
- Responsible for overall group management

PARTICIPANTS...

- Footwear recommended

INSTRUCTOR...

- Pass internal training and assessment program
- Current first aid certificate

RESTRICTIONS

None

RATIOS (not including instructor)

1 adult : 12 students

What could go wrong? 'The potential harm'	What would cause it to go wrong? 'The hazard'	How could we prevent it from going wrong? 'The mitigation'	Responsibility of?	When will it be done?	Emergency Plan
Serious Injury	<ul style="list-style-type: none"> - Moving Vehicles - Inadequate instruction - Failure to follow instruction re: procedures and boundaries 	<ul style="list-style-type: none"> - Vehicles must drive at 15kph - Remind group to watch for Vehicles - Instructors are suitably qualified - Clear instructions are given - Listen attentively and follow instructions 	TSCC Group leaders	Before	<i>Suspected major injury</i> <ul style="list-style-type: none"> - All to vacate area - Group leader to coordinate first aid - Group leader to arrange for ambulance or extra assistance - Inform host of incident immediately and fill out appropriate forms - Assess if activity can continue
			TS instructor	Before	
			Participants	Beginning & During	
Equipment Damage	<ul style="list-style-type: none"> - Improper briefing/instructions - Poor supervision - Improper use of equipment 	<ul style="list-style-type: none"> - Ensure the whole group is listening during briefing - Have a responsible person per group to lead the group through the activities 	TS instructor	Before & during	<i>Other/ Minor Injury</i> <ul style="list-style-type: none"> - Group leader to administer first aid
Participants + Group leaders	During				
Bumps, Bruises, Scraps, Strains, Sprains	<ul style="list-style-type: none"> - Poor supervision - Uneven ground 	<ul style="list-style-type: none"> - Have a responsible student per group to lead the group through the course - There is no need to run during this activity 	TS instructor	Before	<i>Other/ Minor Injury</i> <ul style="list-style-type: none"> - Group leader to administer first aid
Participants + Group leaders	During				
Exposure to Elements (sun, wind, temperature)	<ul style="list-style-type: none"> - Long periods out in the sun or wind and rain without correct clothes 	<ul style="list-style-type: none"> - Move to an indoor Activity during "bad weather" - Ensure the group has adequate clothing 	TS instructor	Before	<i>Other/ Minor Injury</i> <ul style="list-style-type: none"> - Group leader to administer first aid
Participants + Group leaders	Before & During				
Psychological Harm	<ul style="list-style-type: none"> - Being bullied or forced to participate 	<ul style="list-style-type: none"> - Challenge by choice - Group encouragement 	TS instructor Participants + Group Leader	During	

Please note: The Instructor may cancel this activity at any time if conditions outlined in this SAP are not able to be achieved or maintained. *Serious Hazards are highlighted*