

Risk Profile

Implementation of the following operating procedures reduces the residual risk to a level as low as reasonably practicable given the intended purpose of the activity.

Control Measures

1. Equipment Requirements

Per Activity Base:

- Map of the route
- Resource document

2. Specific Clothing Requirements

- Study closed-toe footwear
- Jewellery removed with long hair tied back and out of the way
- Shorts or Trousers covering the knee
- Personal medication if necessary

3. Session Preparation

- a. The instructor must ensure that they have obtained any up to date information for the day. The instructor must ensure that they have advised the group of any relevant environmental constraints or weather conditions that may impact upon them or the planned activity.
- b. The instructor must consult with accompanying adults to find out what they want from the session, and that planned stories/games/study/activities are tailored in line with this.
- c. Ensure that everyone including the instructor themselves and leaders of the group have a full water bottle(s), sunscreen and a hat with them.

4. Session Instruction

- a. Safety briefing must be given as per the ACOP and teacher leader resource.
- b. The instructor should give an overview of the route/ direction that they will be going as a group.
- c. The instructor must maintain an ongoing and dynamic risk assessment of the environment and group's ability. Any hazards should be dealt with without endangering the group. Any hazards spotted should be reported to senior staff immediately.
- d. The instructor must lead the activity from the most appropriate position within the group. In areas with significant physical hazards this should be the front of the group. Whilst walking, if any additional instructor or accompanying adults are present, they must position themselves at the rear of group with the specific aim of ensuring the group is kept together.

- e. When walking alongside a significant hazard, such as water or an unprotected drop, the instructor or accompanying adult must be positioned between the participants and the hazard. This typically referred to as 'blocking'.
- f. The group should not stray from agreed routes unless in an emergency, or if a specific hazard means that leaving the route is a lower risk than to continue that route. If the need to adapt the route arises then the centre must be informed immediately.
- g. All rubbish must be collected by the group and disposed of responsibly and appropriately.
- h. The instructor must make sure stories/games/activities are tailored in line with pre-session discussions.
- i. The instructor should be aware of taking stops along the route to allow for looking at flora and fauna, participants to catch up, allow for a rest and take on water.

5. Session Conclusion

- a. A review of the session must take place, fitting the group's needs.
- b. Any faults/concerns with the track/ area walked should be reported to a senior member of staff
- c. Any relevant accidents/incidents/events must be recorded on the relevant report form or centre logbook

Appendix: Queensland-Specific Safety Consideration

Additional Queensland-Specific Safety Considerations:

- Ensure compliance with local council regulations for public and semi-public outdoor recreation areas.
- QLD Heat policy should be enforced: suspend or modify sessions when ambient temperature exceeds safe limits (e.g., above 35°C).
- Check for and remove any signs of wildlife presence near the structure before sessions begin (e.g., snakes, spiders, ants).
- Provide a shaded rest area and ensure all participants wear hats and apply sunscreen if outdoors.