

Bush Walking Risk Assessment - Management Plan

Activity Content

Bush walking is a traditional outdoor activity, encouraging participants to explore nature and be active. Bush walking as a facilitated activity at Benedict XVI is usually conducted on the grounds of the Retreat Centre.

This document contains the specific risks, control measures and grading for the bushwalking activity, list of general risks and control measure relevant for all Benedict XVI Retreat Centre's activities as well as risk rating information.

Personal Protective Equipment used	Hat and other sun-protection equipment, sunglasses, covered walking shoes, clothing appropriate for walking in the bush
Overall Safety	Overall activity safety is the responsibility of the staff members facilitating the activity. At any point during the activity they can choose to stop or cancel the activity due to safety concerns. At any time, they can contact the Activity Manager for assistance.
Ratios	Minimum 15 participants, Maximum 20 participants. Staff: 1 Activity Supervisor and 1 Outdoor Specialist

Name	Date	Signature

Specific Task/ Activity	Potential Hazards associated with the specific task/ activity	Risk Score before Controls	Control Measures	Risk Score after controls	Additional Controls Required
Set up and pack up	Carrying or Handling equipment inappropriately causing Manual Handling Injury	4	Staff are aware to only carry what they can safely carry Activity Log Staff can ask for help if required Incident Report Staff Training	5	None
	Slips trips and falls from carrying equipment causing injury	3	Staff are aware to only carry what they can safely carry Activity Log Staff can ask for help if required Incident Report Staff Training First aid kit Enclosed shoes	4	None
	Bites, stings or irritation from plant allergy or animal bite	3	First aid kit Enclosed shoes Staff can ask for help if required	4	None
Participating in Activity	Getting lost	4	Participants are required to walk as a group Activity is conducted on clearly marked and defined trails with adult/instructor present at all times. Adult/instructor carries map of trails. First aid kit Enclosed shoes Staff training Communication equipment carried by instructor/adult Appropriate supervision, facilitation and briefed on what to do, if they are separated from the group.	5	None

Specific Task/ Activity	Potential Hazards associated with the specific task/ activity	Risk Score before Controls	Control Measures	Risk Score after controls	Additional Controls Required
	Participant/ Staff member slipping/ trip/ walking into/ falling on equipment, branches, trees causing injury	3	Monthly Activity and Equipment Checks Appropriate location for activity chosen First aid kit Staff training Enclosed shoes Staff trained in First Aid Appropriate supervision, facilitation and briefing of activity Emergency Procedure	3	None
	Fatigue / Over-exertion	4	First aid kit Enclosed shoes Bushwalk length amended according to group Participants must carry water bottles, drink plenty of water prior to the activity	6	None
	Allergic Reaction	3	Allergies are known prior to bush walk. Activity Manager to check with group regarding Allergies. Activity manager to inform staff of any specific allergies relevant in daily brief. First aid kit Staff training Staff trained in First Aid Emergency Procedure	3	None
	Toileting	3	Participants are encouraged to use bathrooms prior to starting the walk. Staff / Activity manager brief participants on appropriate toileting procedures in the bush.	3	None

Specific Task/ Activity	Potential Hazards associated with the specific task/ activity	Risk Score before Controls	Control Measures	Risk Score after controls	Additional Controls Required
			Activity Manager / Staff carries towel and paper for toileting in pack.		
	Participant becomes anxious about activity	5	Staff facilitates activities valuing emotional safety of participant Briefing outlines challenge by choice principles	6	None
	Tree branch falling on participant or staff member causing injury or death	2	Monthly Activity and Equipment Checks Appropriate location for activity chosen considering weather Arborist Audit of trees First aid kit Staff training Staff trained in First Aid Emergency Procedure Severe Weather Procedure	3	None

All identified risks are recorded in the following risk matrix according to likelihood and consequence. The purpose of this matrix is to provide a snapshot of all identified risks and established the level of risk to determine if further treatment is required.

Risk Assessment Conducted by: Activity Manager, Benedict XVI Retreat Centre

Date of Risk Assessment: 15th August 2018

Date of Review: August 2019

Risk Assessment Matrix

Likelihood 1. How severely could it hurt someone or how ill could it make someone?	Consequences 2. How likely is it that someone will be harmed?			
	very likely Could happen any time (extreme)	likely Could happen some time (moderate)	unlikely could happen, but very rarely (moderate)	very unlikely Could happen, but probably never will (low)
Kill or cause permanent disability or death	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off work	2	3	4	5
First aid needed	3	4	5	6
<p>The numbers can help to show you: How severe the risk is;</p> <ul style="list-style-type: none"> • Whether any existing control measures are effective; • What action you should take to control the risk; and • How urgently the action needs to be taken. <p>The most severe risks are rated 1. These risks must be controlled immediately.</p> <p>The least severe risks are rated 6. These risks should also be controlled but it is less urgent.</p>				
Legend				
<p>1 Extreme risk; deal with the hazard immediately</p> <p>2, 3 and 4 Moderate risk; deal with the hazard as soon possible</p> <p>5 and 6 Low risk; deal with the hazard when able.</p>				