

Risk management plan proforma

Name	The Office of Sport operates 11 Sport and Recreation Centres that deliver facilitated, outdoor education and recreation programs to school-aged students. These programs provide positive participation experiences to enhance students' educational, social and emotional development and contribute to their sense of community. Office of Sport facilities can also be used by external organisations to conduct sport and recreation activities.
Locations	The Office of Sport operates 11 Centres across NSW. Names, locations and contact details of all Centres are listed in Appendix A.
Web address	http://sportandrecreation.nsw.gov.au/facilities/school
Insurance	Treasury Managed Fund (TMF) Identifier No.IM100033
Office of Sport risk management	<p>Office of Sport implements a range of risk-management processes to minimise real risk to all participants. These include providing industry-recognised training and assessment and ongoing staff development for activity delivery and high standards of facility and equipment management. In addition, the Office of Sport has an established compliance and risk management policy framework that supports Centres in meeting risk-management requirements.</p> <p>The Office of Sport recognises participation in outdoor pursuits carries a level of inherent risk. It is not possible to totally eliminate risk, nor would this be desirable, as an element of risk is required to challenge and develop students. The programs conducted at the 11 Centres are designed to foster the positive benefits associated with risk. This means students can experience a true sense of achievement, in an environment that identifies and mitigates real risk of harm.</p> <p>Facilities operating with school-age children in a residential setting will inevitably have occasional accidents and incidents. These include minor accidents that active people may typically experience such as sprains, abrasions, bruises, stings or minor illnesses. Examples of risks that may apply to any activity during the program are addressed in this document.</p> <p>It is a requirement of the Office of Sport to have the required medical and dietary details for children prior to their attendance in order to manage and mitigate many of the risks identified in this plan.</p>
Program (instructors) staff qualifications & minimum requirements	A relevant university degree (for example, but not limited to: Outdoor Recreation, Education, Human Movement, Sports Science) or a Certificate IV in Outdoor Recreation. Staff also hold First Aid (Provide First Aid: HLTAID003), Resuscitation, Bronze Medallion (or equivalent), and Food Safety Supervisor qualifications.
Standard operating guidelines/procedures (SOGs / SOPS)	The Office of Sport SOGs and SOPs provide staff with technical assistance and approved procedures to conduct activities. These documents are the basis for the Office of Sport's approach to risk minimisation, which all Centres' staff are required to follow. In addition these are updated and checks are completed at Centres on a regular basis.
Risk assessments	Risk assessments within this document were completed using NSW Department of Education's Guidance in completing the Risk Management Plan Proforma - Excursion.
Working with Children Check Compliance	<p>The Office of Sport is committed to keeping children safe. It complies with WWCC and other key child protection legislation. All Sport and Recreation Centre employees have a current NSW Working With Children Check and have cleared fit for work checks. Contracted staff at all Centres, like our presentation team, also have WWCC and have signed Guidelines for Working Near Children.</p> <p>All Office of Sport Sport and Recreation Centres comply with Office of Sport child safety related policies, procedures and risk management strategies.</p>

Task/activity	Hazard identification and associated risk Type/cause	Assess risk Use matrix	Elimination or control measures	Who	When
Accommodation: New program staff and visiting teachers inducted with regards to potential risks					
Accessing/ sleeping in bunk beds	Slips and falls (bunks)	Low	<ul style="list-style-type: none"> Children informed of appropriate behaviour on bunks Young children to avoid top bunks where possible. Injured and children who sleepwalk also on bottom bunk Bunks placed in room to enable ease of access/limit risk of falling Compliant bunks/rails 	Program staff Service staff Program staff	First Day talk Induction Ongoing
	Slips and falls (ladders)	Moderate	<ul style="list-style-type: none"> Additional grip tape on metal rungs Children instructed safe method for accessing bed 		
Changing clothes/ showering	Invasion of privacy/ child safety concern	Low	<ul style="list-style-type: none"> Appropriate supervision; children to change in bathrooms/ cubicles; no photos/cameras in lodges Signage indicating no cameras/phones in bathrooms/change rooms Children instructed about privacy and no photos/cameras in lodges or bathrooms. 	Supervising staff Service staff Program staff	Lodge time Ongoing First Day talk
Moving through bedrooms and around lodges	Falls from bed. Hitting head on bed ends or ceiling. Minor injuries	Low/Moderate	<ul style="list-style-type: none"> Program staff brief children on appropriate behaviour at first day talk and end of night show 	Program staff Program Coordinator	Teacher Talk First Day talk Night show
	Falls from balustrades and verandas outside	Low/Moderate	<ul style="list-style-type: none"> Compliant handrails 	Service staff	Ongoing
	Jamming fingers in doors	Low/Moderate	<ul style="list-style-type: none"> Install door finger guards or devices such as soft door closers to prevent injury 	Service staff	Ongoing
Moving into and away from lodges and active time in outdoor areas of lodges	Slips and falls from balustrades and verandas outside lodges	Low	<ul style="list-style-type: none"> Program staff brief children on appropriate behaviour at first day talk and end of night show Compliant handrails 	Program staff Service staff	Teacher Talk First Day talk Night show Ongoing
Moving through bedrooms	Trip hazard Stubbing toes on objects i.e. luggage at night	Moderate	<ul style="list-style-type: none"> Children instructed to stow luggage under beds Keeping rooms tidy Program staff brief children on appropriate behaviour 	Program staff Program Coordinator	Teacher Talk First Day talk Night show

Task/activity	Hazard identification and associated risk Type/cause	Assess risk Use matrix	Elimination or control measures	Who	When
Accommodation: New program staff and visiting teachers inducted with regards to potential risks					
Storing personal belongings during stay	Theft of personal property	Low/Moderate	<ul style="list-style-type: none"> Lock doors of lodges Responsible adult to be present when accommodation is unlocked Restrict access to keys Program staff brief children on locking away personal belongings (safe or other) 	Program staff Program Coordinator	Teacher Talk First Day talk Night show
Toileting/showering	Slipping on wet bathroom floor	Low/Moderate	<ul style="list-style-type: none"> Program staff brief children on risks 	Program staff Program Co-ordinator	Teacher Talk First Day talk Night show
	Bathroom door lock malfunction. Locked in or out of toilet or shower cubicle	Low	<ul style="list-style-type: none"> Regular maintenance checks, on call staff available 	Service staff	Ongoing
	Scald from hot water	Moderate	<ul style="list-style-type: none"> Temperature controls on hot water supply 	Service staff	Ongoing - regular checks
Eating food in lodges	Anaphylactic reactions due to food brought onto site by students	Moderate	<ul style="list-style-type: none"> Staff to inform clients rules around no eating of any food within the lodge area 	Program staff	Teacher Talk First Day talk Night show
Accommodation	Emergency evacuation	Moderate	<ul style="list-style-type: none"> Staff to conduct briefing on emergency evacuation procedures Emergency evacuation signage in every room 	Program staff Service Centre	Induction Ongoing
Time in bedrooms and around lodges	Fire in the lodge building	Extreme	<ul style="list-style-type: none"> Multiple fire exit points and alarms installed; fire extinguishers/hoses located at lodges; standardised procedures for evacuations 	Centre maintenance Centre staff Supervising staff	Ongoing
Free time	Lost child/runs away	Moderate	<ul style="list-style-type: none"> Have visiting staff rostered and positioned to supervise Children advised to be in designated areas Emergency response procedures 	Supervising staff	All free time sessions
	Access to water, possible unsupervised swimming/drowning	Extreme	<ul style="list-style-type: none"> Have visiting staff rostered and positioned to actively supervise Children advised to be in designated areas Emergency response procedures 	Program staff to induct visiting teachers Visiting teachers to actively supervise	All free time sessions

Task/activity	Hazard identification and associated risk Type/cause	Assess risk Use matrix	Elimination or control measures	Who	When
Accommodation: New program staff and visiting teachers inducted with regards to potential risks					
Free time	Minor injuries	Moderate	<ul style="list-style-type: none"> Visiting teachers to actively supervise free time Visiting teachers advised of site specific hazards and location of first aid room and supplies First aid available via office or if out of hours the on call contact Access to basic first aid room and supplies at all times 	Program staff to induct visiting teachers Visiting teachers to actively supervise Program Coordinator	Induction Ongoing
Consumption of alcohol (adults)	Violence/damage	Low	<ul style="list-style-type: none"> Signage in lodges, on call staff to monitor any misbehaviour 	Manager on duty Program staff	Ongoing
Preparing meals in commercial kitchen	Fire risk; Leaving stoves on	Low/Moderate	<ul style="list-style-type: none"> Make reminder signs Restrict access to kitchens Signage for adult use of appliances only Brief children on appropriate behaviour 	Program staff Program Coordinator	Teacher Talk First Day talk Night show
	Cuts risk; knife blocks being accessible to children	Low/Moderate	<ul style="list-style-type: none"> Lock knife blocks away for Schools Programs Keep knife blocks in a locked cabinet Brief children on appropriate behaviour 	Program staff Program Coordinator	Teacher Talk First Day talk Night show
	Burns/cuts/fires	Low	<ul style="list-style-type: none"> Compliant fire equipment, sharp cutlery locked away when not required 	Services Coordinator	Ongoing - regular checks
Laundering clothes	Fire risk; Overload dryer; Lint catcher full	Low	<ul style="list-style-type: none"> Warning signage in laundry and on dryer about not overloading dryer and emptying lint catcher 	Services Coordinator	Ongoing
Transport: Staff accreditation/competence - Relevant boat licence or coxswain's certificate where required, driver's licence for vehicles					
Ferry/boat, bus/coach, motor vehicle, utility vehicle/gator, golf cart	Immersion; Drowning; Trauma injuries	Moderate	<ul style="list-style-type: none"> Capacity limits complied with for each individual vessel. Vessels have current marine survey certification Personal Flotation Devices (PFD) available for each person on board Participants are briefed on emergency procedures and behavioural expectations, boarding and exit procedures Staff hold appropriate licence Staff comply with vehicle use and driver fatigue policies Staff comply with Roads and Maritime Services and other governing agencies laws Vehicles are maintained to manufacturer's specifications Staff receive an induction for plant and machinery prior to use 	Contractor Office of Sport staff	Prior to contract Ongoing
	Minor injuries	Low			

Task/activity	Hazard identification and associated risk Type/cause	Assess risk Use matrix	Elimination or control measures	Who	When
Special diets: Staff accreditation/competence – Catering and program staff as a minimum complete the ASCIA Anaphylaxis e-training					
Meals in dining room, cookout bivouac, packed lunches	Anaphylaxis	Moderate	<ul style="list-style-type: none"> Implementation of DEC's Anaphylaxis Procedures for Schools 2012 Implementation of the Office of Sport's Allergen Free Meals Policy and the Office of Sport's Standard Operation Procedure Allergen Free Meals Provision of general use Epi-Pens and located for access during emergencies, in addition staff receive training in their use Red wrist bands allocated to students with food-related Anaphylaxis All medical and consent forms are checked by staff prior to arrival Procedures in place to confirm the students with special diets match the information provided by the school. This is checked on arrival and prior to the first meal Students with special diets introduced to catering staff and procedures for meal collection Allergen-free meals prepared for individual students are labelled with the student's name and their dietary needs on red trays and/or plastic red trim sealable bags 	Office of Sport staff	Induction Ongoing
	Allergies or intolerances; Religious beliefs; Lifestyle choices	Low		Office of Sport staff Catering staff	2 weeks prior to arrival On arrival
Centres: Staff accreditation/competence – As a minimum, all staff have current Senior First Aid and Resuscitation qualifications					
Common or general risks associated with Centres. The equipment, staff qualifications, examples of potential risk and control measures listed on this page apply to all activities carried out in Centres.	Minor cuts, abrasions, falls and sprains; Bites and stings; Allergic reactions; Asthma attack; Adverse weather e.g. lightning; Dehydration exposure e.g. hypothermia, hyperthermia and sunburn	Low	<ul style="list-style-type: none"> Office of Sport provides teachers and parents with information packages prior to students attending camp Standard Operating Procedures (SOPs) in place for all activities Centre facilities and equipment are checked regularly and well maintained Staff conduct a safety briefing outlining potential risks/dangers and physical demonstrations showing correct technique and procedures in accordance with departmental policies Staff clearly identify safe and out-of-bounds areas of the induction processes 	Program staff Centre management Contractor	Induction Prior to activity During activity Ongoing

Task/activity	Hazard identification and associated risk Type/cause	Assess risk Use matrix	Elimination or control measures	Who	When
Centres: Staff accreditation/competence – As a minimum, all staff have current Senior First Aid and Resuscitation qualifications					
			<ul style="list-style-type: none"> • Students instructed to wear covered shoes while outside the lodge (exception – to and from the pool) • Lighting at night e.g. timer, sensor and bollard lighting, and designated pathways throughout Centres • Staff carry communication devices • Staff are provided with student medical and dietary information • Detailed evacuation and emergency procedures are in place, and emergency evacuation drills completed at regular intervals • Emergency procedures to deal with acute reactions • All Centres have staff who have Emergency Asthma Management accreditation (10392NAT) • Staff check the weather before activities (Bureau of Meteorology, bom.gov.au for radar images and warnings and/ or Seabreeze, seabreeze.com.au for forecasts and tides). • Staff can also contact the centre base for weather updates during activities • Staff follow Office of Sport policy when deciding to cease/ resume activities in the case of adverse/extreme weather conditions. This may include providing alternate activities if conditions are deemed potentially unsafe • Students encouraged to bring water bottles, or given the opportunity to purchase. Staff remind participants to drink regularly • Staff implement Office of Sport’s sun smart policy, including students wearing hats, and the provision of sunscreen • Staff check students for appropriate attire prior to activities • Staff may shorten time exposed to weather or provide alternative activities especially in adverse/extreme weather conditions • Staff, including an on-call manager, available 24 hours to respond to emergencies • Facilities are regularly inspected and defects are quickly addressed by on-site staff 		

Task/activity	Hazard identification and associated risk Type/cause	Assess risk Use matrix	Elimination or control measures	Who	When
Activities at height: Staff accreditation/competence – As a minimum, staff hold industry-standard qualifications, Certificate III competencies & statement of attainment for relevant activities at height					
Abseiling, challenge ropes course (CRC), flying fox, giant swing, leap of faith, pamper pole rock climbing, bouldering, vertical challenge, possum run, team CRC (Milson Island only), cable glide (Berry only)	Fall from height; Psychological harm; Equipment failure; Object falling from height	Low	<ul style="list-style-type: none"> • A Technical Committee assesses any changes to equipment and procedures and keeps abreast of industry developments • All participants must wear appropriate safety equipment including correctly fitted harness and helmets • For all challenge ropes activities, Office of Sport use the Edelrid Smart Belay lanyard system. This system eliminates participant error and is engineered to ensure at least one lanyard is connected to the course at all times • Safety equipment is checked by staff prior to participating in any activity at height • Limited numbers of participants at height, as defined in Office of Sport Activities At Height Standard Operating Procedure • Staff establish a challenge by choice environment for students, allowing individuals to choose their level of participation • Facilities and equipment are inspected prior to use • Comprehensive inspections of equipment and facilities completed by Office of Sport staff in accordance with industry standards • Worn or damaged equipment is immediately removed from service • All participants and staff within the active zone are fitted with appropriate Personal Protective Equipment (PPE) e.g. helmets • Staff hold industry-recognised qualifications and receive ongoing training and development • Staff routinely discuss the delivery of activities at height and update procedures accordingly to continually improve risk management 	Program coordinator Program staff Office of Sport WHS, Operations and Risk Management teams	Prior to rostering During the activity Ongoing

Task/activity	Hazard identification and associated risk Type/cause	Assess risk Use matrix	Elimination or control measures	Who	When
Archery: Staff accreditation/competence – As a minimum, staff possess SRAAS (internal qualification, staff are assessed internally and must be accredited prior to conducting the activity)					
Archery	Forearm struck with bow string	Low	<ul style="list-style-type: none"> Staff communicate and check understanding of safety calls prior to firing, and prior to participants entering the range Participants are taught and demonstrate an appropriate archery technique Arm guards provided where appropriate Safety briefing outlining procedures for arrow collection including: walking while on the range, approach the target from side-on and the correct technique to safely remove and carry arrows Equipment regularly inspected and maintained 	Program staff	Prior and during the activity
	Participant struck with an arrow	Low			
	Eye/facial injury when collecting arrows	Moderate			
Aquatics: Staff accreditation/competence – As a minimum, staff possess industry-standard qualifications and Certificate III competencies					
Canoeing, kayaking/sea kayaking, surf skiing, sailing, raft building, tubing, dragon boating, pool games, water safety	Immersion; Drowning; Multiple capsizes; Foot entrapment	Moderate	<ul style="list-style-type: none"> Participants wear a correctly fitted PFD Level 50 (minimum requirement) when on, or near, the water Staff instruct students on paddling technique, capsize drill, safety procedures and emergency calls, and check students for understanding Motor/rescue boat is available for aquatic activities in case of emergency Boundaries set for water and shoreline Paddle NSW contracted to complete individual site risk assessments for all Centres with recommendations implemented, e.g. for winds over 10 knots, the instructor to student ratio is halved Staff carry both communication and rescue equipment to perform rescues as required Staff are familiar with the local environment and conditions. Activities are modified or rescheduled if staff assess water/ weather conditions to be unsuitable for the group Prior to unstructured swimming activities students are swim tested using “The Challenge” (developed by RLSSA and DEC), or confirm with visiting teachers each students’ swim ability as tested in the last six months Staff hold industry-recognised qualifications and receive ongoing training and development Staff are trained in rescue techniques for capsized participants and watercraft 	Program Coordinator Program staff Centre management	Prior to rostering Prior to and during the activity
	Impact injury e.g. struck with a paddle; Group separation; Isolation due to environmental conditions	Low			

Task/activity	Hazard identification and associated risk Type/cause	Assess risk Use matrix	Elimination or control measures	Who	When
Natural environments: Staff accreditation/competence – As a minimum, staff hold industry-standard qualifications such as Certificate III statement of attainment and SRAAS (internal qualification, staff are assessed internally and must be accredited prior to conducting the activity)					
Bushwalking, cookout, bivouac, expeditions, alpine walk	Falls Participant separated from group; Tree/branch fall; Injury/illness in remote environment; Dehydration; Hypothermia; Burns; Snakebite; Food-borne illness	Low	<ul style="list-style-type: none"> Students undertake a briefing outlining emergency procedures, activity boundaries and group travelling skills e.g. instructed to stay on track, move slower over more difficult terrain, communicate with “buddies” Communication strategy discussed and staff check for understanding prior to commencing the activity Staff are familiar with walking trails and select appropriate route for group ability Staff ensure appropriate site management/site selection for bivouacs and cookouts Communication and emergency action plans in place. Communication devices carried Where required (for example, expedition programs), staff hold additional first aid qualifications, including Provide First Aid in Remote Situations: HLTAID005 Food handling and hygiene procedures in place Staff are familiar with the local environment and conditions. Activities are modified or rescheduled if staff assess conditions to be unsuitable for the group 	Program staff	Prior to and during the activity
Bikes: Staff accreditation/competence – As a minimum, staff possess SRAAS (internal qualification, staff are assessed internally and must be accredited prior to conducting the activity)					
BMX, mountain biking, green machines, bike touring	Equipment failure	Low	<ul style="list-style-type: none"> Facilities and equipment inspected prior to use Major repairs are carried out by contracted commercial provider 	Contracted provider Program staff	Routinely and as required Prior to and during the activity
	Fall/collision	Low	<ul style="list-style-type: none"> Equipment meets Australian standards for the activity Students undertake briefing outlining activity safety procedures Students taught appropriate techniques and given physical demonstrations Students participate in a pre-activity riding assessment Participants wear PPE - helmets and gloves where local conditions require Road rules explained and reinforced when using public roads 		

Task/activity	Hazard identification and associated risk Type/cause	Assess risk Use matrix	Elimination or control measures	Who	When
Boomerangs: Staff accreditation/competence – As a minimum, staff possess SRAAS (internal qualification, staff are assessed internally and must be accredited prior to conducting the activity)					
Boomerangs	Forearm struck with a boomerang	Low	<ul style="list-style-type: none"> Staff brief students prior to the activity, outlining activity area boundaries, safety procedures and specific techniques Emergency procedures (in case of wayward boomerang) explained and checked for understanding One thrower at a time Staff consider group positioning to suit environmental factors e.g. wind 	Program staff	Prior and during the activity
Craft: Staff accreditation/competence – As a minimum, staff possess SRAAS (internal qualification, staff are assessed internally and must be accredited prior to conducting the activity)					
Craft	Cuts; Abrasion; Minor burns; Allergic reactions	Low	<ul style="list-style-type: none"> Please refer to the generic “Centres” section 	Program staff	Prior to and during the activity
Fencing: Staff accreditation/competence – As a minimum, staff possess SRAAS (internal qualification, staff are assessed internally and must be accredited prior to conducting the activity)					
Fencing	Participant struck with a fencing foil	Low	<ul style="list-style-type: none"> Activity boundaries explained and confirmed e.g. active area is an out-of-bounds area for spectators Participants briefed on correct and safe fencing techniques Students wear safety equipment comprising of plastron, face mask and gloves 	Program staff	Prior to and during the activity
Fishing: Staff accreditation/competence – As a minimum, staff possess SRAAS (internal qualification, staff are assessed internally and must be accredited prior to conducting the activity)					
Fishing	Hook injury; Cuts; Abrasions; Allergic reactions; Bites/stings	Low	<ul style="list-style-type: none"> Please refer to the generic “Centres” section Activity boundaries explained and confirmed 	Program staff	Prior to and during the activity
Grass skiing: Staff accreditation/competence – As a minimum, staff possess SRAAS (internal qualification, staff are assessed internally and must be accredited prior to conducting the activity)					
Grass skiing	Equipment failure; Fall/collision	Low	<ul style="list-style-type: none"> Facilities and equipment inspected prior to use and equipment logged Commercial assistance sought where major repairs are needed Students taught appropriate techniques and given physical demonstrations Students participate in a pre-activity assessment Students wear PPE – helmet 	Program staff	Prior to and during the activity

Task/activity	Hazard identification and associated risk Type/cause	Assess risk Use matrix	Elimination or control measures	Who	When
Structured games: Staff accreditation/competence – As a minimum, staff possess SRAAS (internal qualification, staff are assessed internally and must be accredited prior to conducting the activity)					
Whole group activities, night shows, initiatives, low ropes, beach games, paintball (balloons), dark maze, artificial caving	Common/general risks associated with Centres	Low	<ul style="list-style-type: none"> Please refer to the generic “Centres” section 	Program staff	Prior to and during the activity
Beach trips and marine studies: Staff accreditation/competence – As a minimum, staff possess SRAAS (internal qualification, staff are assessed internally and must be accredited prior to conducting the activity)					
Beach/lagoon trip, marine studies	Immersion; Drowning; Open water/stormwater dangers; Needle stick injuries; Bites/stings	Moderate	<ul style="list-style-type: none"> Students receive a safety briefing and demonstration prior to activity, including emergency signals and calls Safe areas defined. Shoreline and activity boundaries confirmed Staff are familiar with the local environment and conditions. Activities are modified or rescheduled if staff assess water/ weather conditions to be unsuitable for the group All equipment checked prior to the activity Staff check areas for potential hazards prior to commencing activity Snorkels and face masks are cleaned and disinfected after use In accordance with DEC’s Water Safety Guidelines for Unstructured Aquatic activity, staff check students’ swimming ability, or test students using the water survival challenge to confirm students’ ability 	Program staff	Prior to and during the activity
Orienteering/rogaining/redex: Staff accreditation/competence – As a minimum, staff possess SRAAS (internal qualification, staff are assessed internally and must be accredited prior to conducting the activity)					
Orienteering/rogaining/redex	Common/general risks associated with Centres; Participant separated from group	Low	<ul style="list-style-type: none"> All students undertake safety briefing outlining activity boundaries and relevant activity- specific techniques and emergency procedures eg. map reading, groups must stay together Staff on roving supervision throughout the activity Communication strategy discussed, staff check students understanding prior to commencing activity Students informed to follow paths - where appropriate Potentially hazardous areas within the centre such as workshops or high-traffic area are fenced or clearly identified. Routes are designed to avoid such areas 	Program staff	Prior to and during the activity

Task/activity	Hazard identification and associated risk Type/cause	Assess risk Use matrix	Elimination or control measures	Who	When
Snow sports: Staff accreditation/competence – Contracted professional skiing and snowboard instructors deliver lesson to students. Sport and Recreation staff provide general supervision and support on-snow. Ski equipment provided by contracted ski hire, these staff have completed the relevant industry qualifications to fit and adjust equipment					
Snow sports	Collision with an immovable object	Moderate	<ul style="list-style-type: none"> Sport and Recreation recently completed an extensive Snowsport Risk review, all recommendations are implemented Adherence to all recommendations from a coroner's inquest in February 2011, which investigated two unrelated on-snow fatalities, whilst on school excursions not run by the Office of Sport All students undertake safety briefing outlining activity boundaries, safety and emergency procedures, meeting times and places Staff remind students to check they have all the required equipment prior to leaving centre e.g. three layers of warm clothing, plus one layer of wet weather clothing, eye protection, gloves, and snow sport helmets Snowsport equipment provided by contractor and all equipment fitted and used to Australian Standard On-snow sheltered and heated indoor area is available for tired/cold/sick or injured students Prior to skiing or boarding each day, students participate in a snow sport lesson. The lesson is provided by the contracted mountain operator for Jindabyne – Perisher Snow Sports School & Borambola – Selwyn Snow Sports School In accordance with NSW Coroner's recommendation schools are offered the option of a second afternoon lesson During supervised free-ski students are required to ski/board in groups of four Office of Sport staff actively supervise students during supervised free-ski time. Students ski/board in restricted areas. In addition students can only ski/board in areas approved by their snow sport instructor. Professional ski patrollers provide additional supervision, as well as first aid and evacuation assistance Students are made aware of, and must abide by, the Alpine Responsibility Code. Participants who do not comply with the Code will not be allowed to continue skiing/boarding 	Office of Sport WHS, Operations and Risk Management teams Program Staff Contracted provider Program staff	Prior to and during the activity
	Collision with a person; Fall; Trauma; Hypothermia; Sunburn	Low			

Task/activity	Hazard identification and associated risk Type/cause	Assess risk Use matrix	Elimination or control measures	Who	When
Winter Warrior obstacle course: Staff accreditation/competence - As a minimum staff hold industry-standard qualifications, Certificate III competencies & statement of attainment for relevant At Height and aquatic activities					
Various injuries	Minor cuts, abrasions, falls and sprains; Bites and stings; Allergic reactions; Asthma attack; Adverse weather e.g. lightning; Dehydration; Exposure e.g. hypothermia, hyperthermia and sunburn	Low	<ul style="list-style-type: none"> Staff routinely discuss the delivery of At Height and aquatic activities and update procedures accordingly to continually improve risk management. A Technical Committee assesses any changes to equipment and procedures and keeps abreast of industry developments Prior to participating in any activity staff check all safety equipment Staff establish a challenge by choice environment for students, allowing individuals to choose their level of participation Facilities and equipment are inspected prior to use Comprehensive inspections of equipment and facilities completed by the Office of Sport staff and contracted industry provider in accordance with industry standards Worn or damaged equipment is immediately removed from service All participants and staff within the active zone are fitted with appropriate Personal Protective Equipment (PPE) e.g. helmets First aid kits are available with the instructors around the course at various locations. First aid station set up on the day of race manned by St John's Ambulance personnel and 2 SR staff with minimum Wilderness First Aid Staff hold industry-recognised qualifications and receive ongoing training and development 	Program staff Program Coordinator Office of Sport WHS, Operations and Risk Management teams	Prior to and during the activity
Obstacles involving water, mud pits and water crossings	Immersion; Drowning; Multiple capsizes; Foot entrapment	Moderate	<ul style="list-style-type: none"> Participants wear a correctly fitted PFD Level 50 (minimum requirement) on the "Raft to Freedom" Obstacle - water over one metre in depth Motor/rescue boat available at the 'Raft to Freedom' obstacle. Boundaries set for water crossings 'under 1 metre in depth' and shoreline Staff supervise all water crossings and mud pits Staff carry both communication and rescue equipment to perform rescues as required Staff are trained in rescue techniques for capsized participants and watercraft Staff hold industry recognised qualifications and receive ongoing training and development 	Program staff Program Coordinator Office of Sport WHS, Operations and Risk Management teams	Prior to and during the activity

Task/activity	Hazard identification and associated risk Type/cause	Assess risk Use matrix	Elimination or control measures	Who	When
Winter Warrior obstacle course: Staff accreditation/competence - As a minimum staff hold industry-standard qualifications, Certificate III competencies & statement of attainment for relevant At Height and aquatic activities					
			<ul style="list-style-type: none"> Staff are familiar with the local environment and conditions. Activities are modified or rescheduled if staff assess water/ weather conditions to be unsuitable for the group 		
Obstacles involving climbing	Falling from height	Low	<ul style="list-style-type: none"> Helmets provided for participants at the two wall obstacles and cattle truck obstacle. Soft fall placed at the two wall obstacles and the cattle truck obstacle Fall mats placed at the base of the bell ringer obstacle At height activities supervised by qualified Office of Sport staff Participants remove potentially hazardous items (eg jewellery) 	Program staff Program Coordinator Office of Sport WHS, Operations and Risk Management teams	Prior to and during the activity
Obstacle course whole	Physical injury to participants	Low	<ul style="list-style-type: none"> Course briefing conducted by the event organiser. Participants must wear fully enclosed footwear throughout course Participants wear helmets at designated climbing obstacles Participants wear a PFD for the 'Raft to Freedom' obstacle Motor/rescue boat and staff member at the 'Raft to Freedom' obstacle Participants instructed to follow course signage at all times 	Program staff	Prior to and during the activity

EQUIPMENT

List any equipment, including personal protective equipment, to be provided for use during the activities/programs

ACTIVITY	EQUIPMENT
Centres	<ul style="list-style-type: none"> • First aid kits • Communication devices such as two-way radios and mobile phones • Oxy-viva • Defibrillators • Epi-pens
At Height activities	<ul style="list-style-type: none"> • UIAA (Official International Mountaineering and Climbing Federation) and Standards Australia certified roping equipment including harnesses, helmets and hardware
Aquatics	<ul style="list-style-type: none"> • Canoes • Kayaks • Surf skis • Sail craft • Minimum level 50 buoyancy vest or personal flotation device (PFD) • Rescue motor boat with propeller guard • Dragon boats
Natural environments	<ul style="list-style-type: none"> • Tents • Groundsheets • Backpacks • First-aid kits • Cooking equipment • Communication devices • Maps • Compass
Archery	<ul style="list-style-type: none"> • Bows • Arrows
Bikes	<ul style="list-style-type: none"> • Mountain bikes • Green machines • BMX • Helmet • Knee pads/elbow pads (Borambola only)
Fencing	<ul style="list-style-type: none"> • Face mask • Foil • Plastron • Gloves
Grass skiing	<ul style="list-style-type: none"> • Grass skis/stocks • Ski boots
Marine studies	<ul style="list-style-type: none"> • Face mask/snorkels • Wetsuits (cold weather)
Orienteering/rogaining/redex	<ul style="list-style-type: none"> • Maps/compass • Geomates
Snow sports	<ul style="list-style-type: none"> • Helmets • Gloves • Wrist guards (snow boarders only) • Skis, stocks, ski boots • Snowboard, snowboard boots • Eye protection - goggles or sunglasses
Transport	<ul style="list-style-type: none"> • Safety equipment e.g. fire fighting and first aid kits • Snow chains • Emergency glass hammers

APPENDIX A – CENTRE CONTACT INFORMATION

Please note the information provided above was current as at the date above. It has been provided by the venue to assist employees in their risk management planning for excursions. If further information is required please contact the venue directly. Should this information change, the centre will advise the Office of Sport and provide an update.

Berry Sport and Recreation Centre	660 Coolangatta Road, Berry 2535	(02) 4464 1406	berry@sport.nsw.gov.au
Borambola Sport and Recreation Centre	1980 Sturt Highway, Borambola 2650	(02) 6928 4300	borambola@sport.nsw.gov.au
Broken Bay Sport and Recreation Centre	Hawkesbury River via Brooklyn 2083	(02) 4349 0600	broken.bay@sport.nsw.gov.au
Jindabyne Sport and Recreation Centre	207 Barry Way, Jindabyne 2627	(02) 6450 0200	jindabyne@sport.nsw.gov.au
Lake Ainsworth Sport and Recreation Centre	Pacific Parade, Lennox Head 2478	(02) 6787 7168	lake.ainsworth@sport.nsw.gov.au
Lake Burrendong Sport and Recreation Centre	205 Tara Road, Mumbil 2820	(02) 6846 7403	lake.burrendong@sport.nsw.gov.au
Lake Keepit Sport and Recreation Centre	Fitness Camp Road, Tamworth 2340	(02) 6769 7603	lake.keepit@sport.nsw.gov.au
Milson Island Sport and Recreation Centre	Hawkesbury River via Brooklyn 2083	(02) 9985 9261	milson.island@sport.nsw.gov.au
Myuna Bay Sport and Recreation Centre	21a Wangi Road, Myuna Bay 2264	(02) 4970 9700	myuna.bay@sport.nsw.gov.au
Point Wolstoncroft Sport and Recreation Centre	Kanangra Dr, Gwandalan 2259	(02) 4976 1666	pt.wolstoncroft@sport.nsw.gov.au
Sydney Academy of Sport and Recreation	Wakehurst Parkway, Narrabeen 2101	(02) 9454 0222	sydney.academy@sport.nsw.gov.au

APPENDIX B — RISK ASSESSMENT MATRIX

HOW SERIOUS COULD THE INJURY BE?	HOW LIKELY IS IT TO BE THAT SERIOUS?			
	Very likely	Likely	Unlikely	Very unlikely
Death or permanent injury	1	1	2	3
Long term illness or injury	1	2	3	4
Medical attention and several days off	2	3	4	5
First aid needed	3	4	5	6
Severity — is how seriously a person could be harmed	Likelihood — is an estimate of how probable it is for the hazard to cause harm			

LEGEND

1 and 2	Extreme risk; deal with the hazard immediately
3 and 4	Moderate risk; deal with the hazard as soon as possible
5 and 6	Low risk; deal with the hazard when able