



General Activities Risk Management Plan

General Risks associated with all Activities and covers Photo Hunt, Orienteering, Geocaching, and on-site Bush Walks



Camp Managers:	Edwin and Loretta Beard	Phone: 0498 000 110 or 0407 761 140	Late Updated: 19 January 2026	Last Reviewed: 19 January 2026					
Emergency:	Dial 000 or 112 from mobile without coverage	Nearest Emergency Hospital – Hobart Royal:	6166 8308 Em. Dept. 6166 6100	East Coast Medical Centre Triabunna:	6256 4747	Poison’s Information Centre	13 11 26	Orford Police Station:	131 444

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Risk	Outcome if risk occurred	Spring Beach Youth Camp Existing Risk Control Actions	Residual Risk Assessment			Group Leader Required Risk Control Actions
			Likelihood	Consequence	Risk Rating	
People Dangers to be aware of for ALL Activities						
Lack of Supervision/ Unqualified instructors	Injuries Missing people	Working with Children Requirements must be adhered to - Working with Vulnerable People (Child Related) Card Minimum supervision and qualifications required for set activities. Check under each activity level Risk Assessments and Activity Instruction Notes provided for group run activities	1	4	M	To ensure supervision ratios and qualification levels are met for each activity with clear boundaries set Children not to climb over any fences or streams (except by bridges) Read Risk Assessments and Activity Instruction Notes and be prepared for Group Run activities. Checklists for each activity to be completed by leader on the day for each session.
Medical Conditions	Allergic Reactions Special Needs		1	4	M	Group leader is to bring first aid kit suitable for their needs. Group leader to collect medical information about their participants to ensure relevant medical/emergency/support plans are in place and medications are readily available (i.e., Insulin, Ventolin, EpiPen etc) during the camp
Contagious Illnesses including COVID	Severe illness or death	Hand sanitizer provided for each activity Equipment sanitised between sessions	2	3	M	Group leader to ensure all participants socially distance as appropriate, sanitize hands at start and share no equipment in session unless it is sanitized. Sanitize at end of activity
Inappropriate Attire	Sunburn Hypothermia Dehydration	Provide a ‘What to Bring’ list for groups For most activities it is recommended to wear long shorts/Trousers, t-shirt/Sweatshirt, Sturdy enclosed shoes. Hair tied back securely. No dangling jewellery or watches.	3	3	L	Check participants are appropriately dressed before each activity starts and their water bottles are filled before leaving the building. If not appropriately dressed could be sent to change by instructor Constant monitoring of participants and weather
Bonfire/Marshmallows	Burns	Large, raised fire pit is provided in a clear area with logs around it for sitting. Camp staff prepare bonfire suitable for age/group size.	2	2	L	Group leader to supervise closely and put boundaries/processes in place to prevent injury. The groups First Aid kit should be at the activity.

General Risks associated with all Activities Cont.

Also covers Photo Hunt, Orienteering, Geocaching and on-site Bush Walks

Risk	Outcome if risk occurred	Existing Risk Control Actions	Residual Risk Assessment			Group Leader Required Risk Control Actions
			Likelihood	Consequence	Risk Rating	
Environmental Dangers to be aware of for ALL Activities						
Dam - Someone falling in	Drowning	Clients warned of dangers around dam in initial briefing	1	4	M	Group leader is to provide adequate supervision of children at all times on elements or activities on or around the dam
Uneven Ground/ Tree Roots/ Bushland	Trips, falls, twisted ankles, splinters, cuts	During initial briefing all clients are advised to wear appropriate footwear in outdoor areas.	3	3	M	Group leader to monitor that children are appropriately equipped for activity and wearing suitable footwear
Bush Fire	Injury or death Loss of property	Bushfire Alerts monitored closely, and plan put into action if required Emergency procedures given to group leaders and outlined at initial briefing	1	4	M	Provide adequate supervision of children at all times. Ring 000 and report. Bush Fire - Return group to main building and consult with managers/fire brigade Building Fire – Meet at Emergency Assembly Area on oval
Weather - Cold/Wind Chill - Rain/Sun	Cold/sick children Falls/injuries Sunburn	Groups supplied with 'What to Bring' list Weather Alerts monitored closely in line with local weather. Wind alerts over 40 km with gusts will affect activities. Indoor options are available	2	3	M	Group leader is to monitor children at all times and ensure they are appropriately dressed and equipped for the activities in the weather conditions. Need to be prepared if activities need to be changed to indoor activities.
Falling Branches or Trees	Head/Body injury	Periodic Checks and Pruning of trees If winds over 40 km or gale force winds are predicted, depending on local conditions, activities may be restricted to indoors	1	4	M	Plan for alternative activities if weather is unsuitable for outdoor activities
Bites (ants, insects, snake)	Swelling/Pain Allergic Reaction Death	Pest inspection and management program	2	2	L	Group has participant's medical records on file Known severe reaction individuals must always have an EpiPen with them. First Aid qualified person is to be available with each group. Check site prior to activity for any hazards/wildlife
Water Taps around the property	Sick participants	Groups are instructed upon arrival regarding the water supply and outside taps (Dam Water)	2	2	L	Group leader is to provide adequate adult supervision of children at all times. Have participants fill water bottles prior to leaving the building for their activities
Barbed Wire Fences	Cuts, Scratches	To reduce over time	1	1	L	Supervision to ensure no climbing on fences
BBQ Shed Deck	Falls	Regular Maintenance Checks	2	2	L	Group Supervision to ensure sensible behaviour
Pine Cones dropping due to Black Cockatoos	Head injury	Warning given during briefing if Cockatoos are around	2	2	L	If Black Cockatoos are in the Pine Trees above the group please move away to a different area

Risk Rating Reference Chart:

Ask yourself the following questions when using the risk matrix below:

1. What could happen as a result of a person coming into contact with this risk? – Choose the matching consequence from the left hand side of the table.
2. How likely is it that injury will result from contact with the risk, considering where the risk is and how often people go there. – Choose the likelihood from the top of the table.

The risk level (extreme, high, tolerable, low or very low) is determined based on where consequences and likelihood intersect on the risk.

CONSEQUENCES (Rating 1-5)	LIKELIHOOD (Rating 1-5)				
	1: Rare (<5%) Could happen, but probably never will	2: Unlikely (5-24%) Small chance of occurring at some time	3: Possible (25-75%) Might occur at some time	4: Likely (76-95%) Will probably occur	5: Almost Certain (>95%) Could happen at any time
5: Critical (Fatality or Permanent Disability) Loss of life, permanent disability or injury or multiple serious injuries, Financial impact on >10% of budget	HIGH (H) ACT NOW! Temporary corrective actions taken immediately. Permanent corrective action within 24 hours of notification to manager.		EXTREME (E) ACT NOW! Temporary corrective actions taken immediately. Permanent corrective action within 24 hours of notification to manager.		
4: Major (Major injury – illness) Serious injury (injuries) requiring specialist medical treatment or hospitalisation or lost time of greater than four days. Financial impact on 5% - 10% budget	MEDIUM (M) May be tolerated. Manage risk with detailed Risk Management Plan to elevate all risks. Committee/Principal/Manager approval required.		HIGH (H) ACT NOW! Temporary corrective actions taken immediately. Permanent corrective action within 24 hours of notification to manager.	EXTREME (E) ACT NOW! Temporary corrective actions taken immediately. Permanent corrective action within 24 hours of notification to manager.	
3: Moderate (Medical Treatment) Injury requiring medical treatment or lost time of four or fewer days. Financial impact on 2% - 5% of budget	LOW (L) Record and review if conditions change	MEDIUM (M) May be tolerated. Manage risk with detailed Risk Management Plan to elevate all risks. Committee/Principal/Manager approval required.		HIGH (H) ACT NOW! Temporary corrective actions taken immediately. Permanent corrective action within 24 hours of notification to manager.	
2: Minor (First Aid Treatment) Minor injury requiring first aid treatment (e.g. minor cuts, bruises bumps). Financial impact on 1% - 2% of budget	VERY LOW (VL) Monitor and review at the specified time	LOW (L) Record and review if conditions change		MEDIUM (M) May be tolerated. Manage risk with detailed Risk Management Plan to elevate all risks. Committee/Principal/Manager approval required.	
1: Insignificant (Near hit) An event, the consequences of which can be absorbed through normal activity. No treatment required. Financial impact on less than 1% of budget	VERY LOW (VL) Monitor and review at the specified time			LOW (L) Record and review if conditions change	

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