



# Outdoor Activities

## Purpose

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To provide a foundation for the development of Rise Above activities and Outdoor Educational programs at Uniting Venues. To reflect Uniting Venues commitment to running safe and professional programs. To ensure that all activities and programs are developed with consideration to industry best practice, appropriate standard, adequate staff training and risk management strategies.

## Scope

To provide a quality service for schools and groups to further develop themselves individually and collectively among our key outcomes.

## Fulfilling our purpose and mission

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All programs and activities must be developed and consistent with our purpose and mission. The key focus of programs is to be centered on but not limited to; encouraging teamwork, leadership, resilience and wellbeing.

## Objectives

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- Provide top quality outdoor recreation programs to groups
- Have a high response rate and flexible administrative and program services
- Make it as easy as possible for incoming groups wanting the program
- Provide a safe and harm free venues and services
- Have effective and efficient strategies
- Introduce and use at least 1 new activity to the programs each year
- Increase our Rise Above client groups annually

## General approach to activity development

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Process step	Accountabilities
Planning	<ul style="list-style-type: none"> <li>Rise Above (RA) Program Coordinators will research the proposed new activity, with regards to staff training, equipment, appropriate site preparation, industry best practice, Adventure Activity Standards, possible quotes from builders and contractors and council approval.</li> <li>information is collated and presented to General Manager</li> <li>Consult Head of Compliance on risk management strategies or Standards with which Uniting Venues must comply.</li> </ul>
Construction Process	<p><b>General Manager Operations</b></p> <ul style="list-style-type: none"> <li>Contracting company to build activity. Forms that need to be sourced from company include:</li> <li>Work cover construction induction certificate if applicable insurance paperwork</li> <li>Completes contractor site specific OHS induction with company.</li> <li>Completes contractor working at heights guidelines with company if applicable.</li> <li>Construction is completed.</li> <li>Any other relevant documentation is sought from company.</li> </ul>
Standard Operating Procedures (SOP)	<p><b>RA Program Co-ordinators and General Manager</b></p> <ul style="list-style-type: none"> <li>Risk assessment is carried out. Identifying appropriate staff training strategies, additional work that may need to be completed, risk minimisation and standard operating procedure.</li> </ul> <p>The standard operating procedure is to be written with consideration to NSW and other states' Adventure Activity Standards, industry best practice, appropriate legislation, codes of practice and Guidelines for the Safe Conduct of Sport and Physical Activity in School, 1999 NSW Department of Education and Training</p>

Process step	Accountabilities
Staff Training	<p data-bbox="619 293 1331 318"><b>RA Program Coordinators - Activities Training and Development</b></p> <ul data-bbox="619 338 1331 965" style="list-style-type: none"> <li>• Staff training and assessment forms are to be written with consideration to industry best practice, Training Package competencies, Standard Operating Procedure and risk assessment.</li> <li>• Staff training days will be organised by the RA Program Coordinators in consultation with Site &amp; General Manager.</li> <li>• The RA Program Coordinators are to write up a lesson plan that is checked by the General Manager</li> <li>• Training day outcomes will be documented and additional training and assessment dates planned.</li> <li>• Each activity work instruction has a related training and assessment form</li> <li>• Any changes to Standard Operating Procedure and Training Form needs to be processed and approved by the General Manager</li> <li>• under certain conditions, external facilitators will be allowed to run some activities if they provide appropriate qualifications and are assessed</li> </ul>
Review Procedure	<p data-bbox="619 992 895 1016">RA Program Coordinators</p> <ul data-bbox="619 1037 1185 1227" style="list-style-type: none"> <li>• Prior to annual training.</li> <li>• In response to incident reports and hazard logs.</li> <li>• Changes in legislation or standards.</li> <li>• Changes in equipment</li> <li>• Staff suggestions</li> </ul>

<b>Process step</b>	<b>Accountabilities</b>
Develop an emergency plan	<p>Emergency plan must include</p> <ul style="list-style-type: none"> <li>• an effective response to an emergency</li> <li>• evacuation methods</li> <li>• notifying emergency services at the earliest opportunity</li> <li>• medical treatment and assistance</li> <li>• effective communication with everyone at the workplace</li> <li>• how often the emergency procedures are to be tested</li> <li>• Instruction and training about implementing the emergency procedures.</li> </ul> <p>Emergency plans and procedures depend on:</p> <ul style="list-style-type: none"> <li>• the type of work</li> <li>• the safety issues</li> <li>• the size and location of your workplace</li> <li>• the number of workers</li> </ul>

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## **Equipment**

All equipment must be well maintained, labeled correctly and stored neatly for ease of use. All equipment must be assessed regularly for:

- Items needing replacing
- Hazards or potential hazards
- Maintenance needs.

It is the responsibility of the Rise Above Coordinators for each activity to:

- Check first aid equipment prior to activity
- Check communication equipment prior to activity
- Ensure all required equipment is provided in working order and onsite at activity
- Check the suitability of clothing and equipment used by participants

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## **Health and Safety issues**

### **Safe environment**

- Keep stairs and walkways clean and dry – use notices to indicate wet or slippery floors.
- Avoid cluttered work areas.

- Don't place power cords across walkways without warning notices or barriers.
- Report any hazards using the *Hazard Report* form.

## Personal Protective Equipment

PPE is used and worn by the worker, so far as is reasonably practicable and is maintained, repaired or replaced to minimise risk to the worker who uses it.

Wear the prescribed footwear and uniform when at work, and any other protection specific items especially when working out in the sun such as hats and sun screen.

You must also ensure the PPE is:

- suitable for the nature of the work
- a proper size and fit for the person
- Properly stored and maintained.

*This follows the NSW Work Health and Safety Regulation 2011 Legislation*

## Appropriate Clothing and Footwear

- Checklist provided to all participants outlining clothing requirements.
- Group Leaders brief participants prior to activities.
- Participants asked to change clothing
- Bureau of Meteorology site checked for weather updates & Leaders advised changing weather conditions.

## People

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### Rise Above Staff

All Rise Above specialised activities will be conducted by qualified staff that are either directly employed by the campsite or provided by approved outside contractors. These facilitators will possess skills, experience and knowledge in accordance with industry standards.

- Leaders and instructors are qualified and (or) experienced to lead the specific activity. General qualities expected of the leader are:
  - Qualifications and competencies relevant to the activity
  - Experience and expertise in that activity
  - Competence to lead the group
  - Familiarity with the locality.
- Rise Above Staff are easily identified by uniform shirts with logo.

## **School/Group Representative**

Nominated group leaders must approve of all the relevant activity details and must be satisfied that the requirements outlined in this document are met prior to approval

As per the Department of Education and Training NSW Safety Guidelines, a registered teacher or group representative must be present at each of the activities being used by the groups.

## **Supervision**

Supervision is a critical factor in managing risk in the outdoors. A minimum of one Rise Above staff must be present for each activity. **The minimum supervision ratio will be: 1:15 per participants**

The allocation of staff should be based on:

- age, maturity and gender of students
- ability and experience of students
- individual needs
- group dynamics of the student group
- experience, qualifications and skills of staff
- location conditions

The teacher in charge is responsible for the supervision strategy that must be endorsed by the school council as part of the excursion approval process. Staff members will supervise students according to that strategy. In the event that a teacher/group representative is not available to be at the site of each activity, the activity will be cancelled and schools will be liable for any associated costs.

## **Child Protection**

- Uniting Venues is registered with the NSW Office of the Children's Guardian for the purpose of conducting Working with Children checks on all employees.
- Uniting Venues has a Child Protection Policy in place & an appointed Child Protection Officer.
- All staff are screened above minimum requirement under Child safe policy (NSW).
- Staff easily identified by uniform shirts with logo.

## First Aid

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All Rise Above Staff will have a minimum of the following first aid qualification;

### **HLTAID003 Provide First Aid**

A first aid kit will be carried with both the school staff and instructor. Uniting Venues and contracted staff with first aid training will administer first aid under the following circumstances:

- In an emergency situation
- If the designated school representative is unable to administer first aid
- If the group's designated first aider cannot be located

All staff members with known medical conditions that might compromise the group's risk management plan should make accompanying staff aware of this condition. Be aware that issues of confidentiality will be involved in any such disclosure.

## Emergency Response Strategy

The Emergency Response Strategy documents the pre-planned response to reasonably foreseeable emergency events. Emergency Response Strategies assist individuals to respond appropriately to emergencies.

Emergency Response Strategies are usually documented and include plans regarding reasonably foreseeable emergency events.

### EMERGENCY RESPONSE STRATEGIES ADDRESS THE FOLLOWING KEY FACTORS

- An appropriate person acts as a First Response Emergency Contact Person. This person is contactable within a reasonable time frame during the activity and can readily access emergency services and/or provide non-urgent assistance
- Emergency Response Plans; a pre-planned series of actions to be carried out in the event of emergency; these plans may be site/event specific or more generic according to the activity context
- Communications equipment carried by the Leader
- Location of any assembly or evacuation points or escape routes
- Access to participants personal and medical information
- A system for recording, documenting and reporting incidents
- Emergency Response Strategies are readily available and displayed prominently (where appropriate)

## Environmental Sustainability

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Environmental sustainability is an underlying factor in all outdoor activities. There are many models and recommendations that assist with minimum impact, conservation and environmental protection; Leaders and Organisations select methods that best suit their particular circumstances.

Rise Above Outdoor activity policy and standard operating procedures follow the Leave No Trace - 7 Principles. Text adapted from the Leave No Trace - 7 Principles - [click to view full details](#)

### LEAVE NO TRACE 7 PRINCIPLES

1. Plan Ahead and Prepare
2. Travel and Camp on Durable Surfaces
3. Dispose of Waste Properly
4. Leave What You Find
5. Minimise Campfire Impacts
6. Respect Wildlife
7. Be Considerate of Your Hosts and Other Visitors

#### 1. Plan Ahead and Prepare

- Prepare for extreme weather, hazards, and emergencies.
- Areas of ecological sensitivity or significance are identified
- Areas of cultural or heritage significance are identified
- Visit in small groups when possible. Consider splitting larger groups into smaller groups.

#### 2. Activities on Durable Surfaces

- The modification or removal of natural features is prohibited in areas managed by NSW National Parks and Wildlife Service
- Track widening is reduced by avoiding the edge of the track

#### 3. Dispose of Waste Properly

- All general waste is carried out and disposed of properly
- Recyclable waste is carried out and separated where possible
- Food and organic waste is carried out; burning food waste is only conducted where permitted by the Land Owner or Land Manager

#### 4. Leave What You Find

- Leave rocks, plants and other natural objects as you find them.
- Culturally significant sites are afforded appropriate respect; rock art is not touched, artefacts are not disturbed; sacred sites are avoided



**5. Minimise Campfire Impacts****6. Respect Wildlife**

- Observe wildlife from a distance. Do not follow or approach them.
- Never feed animals. Feeding wildlife damages their health, alters natural behaviours, and exposes them to predators and other dangers.
- Injured wildlife are reported to the Site Manager and NSW State Parks.
- Sightings of known feral animal species and locations of invasive plant species are reported to the Site Manager and NSW State Parks

**7. Be Considerate of Your Hosts and other Visitors**

- The traditional inhabitants of the country are appropriately acknowledged at the commencement of the activity.
- Rise Above Leaders communicate with other users to establish a plan to allow for safe and equitable access for all users.
- Activity sites and group congregation areas are managed to reduce disturbance to other users and group visitors

## Accountabilities

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Role	Accountabilities
Program Coordinators	Follow correct SOP for all activities Use the correct and appropriate equipment for each task. Follow the relevant checklist. Work safely. Wear the correct PPE. Report left items and hazards to your Supervisor.
Site Manager	Follow up any reported hazards or incidents.
General Manager	
Rise Above casual	Lead and run program activities

## Definitions

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Term	Definition
Safety Data Sheet (SDS)	A document providing information on a specific chemical, including the required response when someone is over-exposed to the chemical.
Organisation	A recognised commercial or voluntary body co-ordinating or managing the provision of assistance to participants in Adventure Activities

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## References

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### Policies

- *Chemicals*
- *Ergonomics*

### Standards

- *Safe Environment*  
<https://app.education.nsw.gov.au/sport/page/1117>  
<http://www.health.nsw.gov.au/environment/Pages/default.aspx>
- *Australian Adventure Activity Standards (AAS).*  
<http://outdoorsnsw.org.au/resources-info/standards-2/>
- *Leave No Trace 7 Principles*  
<http://www.lnt.org.au/programs/7-principles.html>
- *Requirements for All Sport and Physical Activity*  
<https://app.education.nsw.gov.au/sport/File/1449>
- *PPE*  
<http://www.safework.nsw.gov.au/media/publications/health-and-safety/protecting-workers-from-extreme-heat/accordians/outdoor-workers>

### Guides

- Brown, T. J. (1995). 'Adventure Risk Management: A practical model', Australian Journal of Outdoor Education. Vol. 1, No. 2, pp16-24.
- *Emergency services*  
<http://www.australia.gov.au/information-and-services/public-safety-and-law/emergency-services>
- *Emergency/ first aid plan and response*  
<http://www.safework.nsw.gov.au/health-and-safety/manage-workplace-safety/emergency-plans>
- *Lifting and Carrying*
- *Safety with Chairs*

### Procedures

### Forms