

Extra Curriculum Activities - No.38 Outdoor Adventure Activity (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed	
Inadequate preparation for outdoor adventure activities		Accidents/ incidents, dangerous occurrences and fatalities due to inadequate preparation  Students separated from group	H	Permission for participation in activity received from parent/guardian					
			H	Information on particular medical conditions has been received and recorded by person organising the outdoor adventure activity					
			H	Safety instructions provided to students including information on correct clothing and equipment required					
			H	Appropriately stocked first-aid kit and trained first-aider available					
			H	When adventure/outdoor activities are provided by a company it is good practice that the group leader has obtained assurances in writing from the provider that:  Risks have been assessed and that the provider's employees are competent to instruct and lead participants of the group's age range on the activity  The equipment is appropriate and that its safe condition is checked before each use  There are emergency procedures (including arrangements for alerting the group leader)					
			H	Adequate number of supervisory adults present					
			H	Principal and/or designated person responsible for safety, health and welfare is aware of the location of the group and duration of visit					
			H	Safety briefing for adults assisting in supervision					
			H	Head count carried out before departure and before return journey					
			H	Supervisor(s) has a fully charged mobile phone					
			H	Students made aware of action to take if separated from group					
			H	Emergency phone numbers must be held by trip supervisor for each trip and available to all supervisors and students where the need arises					

Extra Curriculum Activities - No.38 Outdoor Adventure Activity cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Road collision  Unsafe road travel arrangements		Serious injury/death	H	Safety belts must be worn where students are being transported by road. Safety belts must not be shared				
Poor weather conditions		Hypothermia	H	Weather conditions assessed on the day and considered suitable for activity				
Defective equipment		General injuries	H	Visual inspection of school owned equipment				

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date: / /