

Ningaloo Reef Adventure Camp - RISK MANAGEMENT PLAN Part 2

Activity: CORAL BAY CAMP
Location: CORAL BAY

Coordinator:
Date:

Activity & nature of risk	Preventative measure	Response procedure
PRE-DEPARTURE		
Students ill-prepared for activities on camp	<ul style="list-style-type: none"> • Students/parents/carers advised of activities and items to bring during initial expression of interest and final pre-departure meeting 	<ul style="list-style-type: none"> • Spare equipment will be available to borrow • Shops available in Coral Bay to purchase necessary items • Spare epipen and puffer available for use in school first aid kit These items can be replaced if required through the Coral Bay Nursing Post.
Student forgetting medication	<ul style="list-style-type: none"> • Epipen and asthma puffer will be carried by school staff. • Students/parents/carers to advise of medical conditions requiring medication – parents/carers/teaching staff to check prior to departure 	<ul style="list-style-type: none"> • No students have listed medical conditions that require medication • Students may display signs of an asthma attack or anaphylaxis – if so asthma puffer and epipen will be within first aid kit • School staff have current Senior First Aid with training in use of epipen and asthma puffer
Students not participating are catered for at school	<ul style="list-style-type: none"> • Excursion coordinator advises the Deputy/Student Services (SS) of the names of those attending • Relief plans provided by excursion staff 	<ul style="list-style-type: none"> • List of students involved given to SS. • Spare copies of relief plans sent to members of the Science Department
Student does not meet capacity	<ul style="list-style-type: none"> • Students have been assessed using the Department of Education – Swimming and Water Safety Continuum to gauge swimming ability. At the commencement of the year students were required to indicate swimming level on class paperwork and also swimming stage. As this is only an indication students were then assessed completing a run-swim-sun of 100x100m and 10 minutes of water treading. All students have completed this initial task. • SCUBA course students will complete over 4 hours of SCUBA instruction in shore before commencing any open water dives • Students in SCUBA course must also complete 250 metres swimming without assistance to demonstrate their capability as stipulated by the PADI SCUBA requirements and also the department of education outdoor education policy • Students that require a medical prior to diving will have done one with an appropriate medical professional and provide evidence to TIC and dive school 	<ul style="list-style-type: none"> • If students are unable to complete any component to demonstrate their capacity to complete the camp activities they will no longer be able to participate in the water-based activities • Student will be asked to sit out and wait with TIC. If comfortable may snorkel instead

	<ul style="list-style-type: none"> • Qualified SCUBA divers hold a minimum Open water qualification 	
Pre-existing undisclosed illness or injury	<ul style="list-style-type: none"> • Parents and students briefed about the importance of disclosing any conditions. Staff to have Medical Action Plans and allergy information. • Health Forms (provided by Department of Education) were completed by parents/guardians • Students to be supervised always • Coordinator to check prior to departure that self-medicating students have their medication • First aid kit taken on excursion and used for minor incident where appropriate 	<ul style="list-style-type: none"> • Serious injury/illness – student via ambulance to closest emergency department (Exmouth Hospital/Royal Flying Doctor Service if different services required) • Notify parents and school • Minor illness – Coordinator to contact parent and take advice on action
TRANSPORT – BUS, CAR, AND BOAT		
Boat accident	<ul style="list-style-type: none"> • Boat driver will adhere to rules • Boat driver will advise of ill conditions for travel and postpone where weather conditions are too severe for travel • Use an authorised external providers to transport students to and from the venue 	<ul style="list-style-type: none"> • Apply DRSABCD procedure • Send for help – emergency services • School contact – See contact list • Complete a vehicle accident report - <ul style="list-style-type: none"> ○ Date, time, place ○ Other car/driver details ○ Witness details ○ Take photographs
Bus Driver	<ul style="list-style-type: none"> • Reputable bus company- Thompsons Bus Charter. • Driver's license number of member included in proposal. • Bus driver to be aware of travel times to venues and return • Bus driver to have allocated break times in accordance with bus company policy • Bus driver to prioritise driving over any other issues within the bus. If an issue should arise needing immediate attention then the driver should pull over when safe to do so. Additional staff members will also be in attendance and able to assist any issues within the bus. 	<ul style="list-style-type: none"> • If the bus driver should be incapacitated then the bus company may provide another driver if this occurs prior to departure. If there are any issues that inhibit the bus driver's ability then additional school staff have an LR license with an F class endorsement. Alternatively, the group would stay with the bus until assistance arrived or seek accommodation until able to commence the journey again.
Bus Breakdown	<ul style="list-style-type: none"> • Plan bus times that allow to be early • Communicate with bus company about details of transport on day • Ensure that students have all details of pick up, drop off and times • Mobile phone carried by supervising staff member • Contact the business where the bus was hired • Students to stay as group the whole time 	<ul style="list-style-type: none"> • Staff member to call the hire place to repair bus, arrangement of replacement bus or get towed • If on way to school, contact school • Students to stay as group the whole time • No students to put anything outside of windows and to follow appropriate behaviour always • Adequate water and food supplies are arranged by the supervising teacher to ensure student/s are hydrated and fed

Bus Accident	<ul style="list-style-type: none"> • Bus driver has a current license with F endorsement • Bus driver will adhere to road rules • Bus driver will keep focus on road and pull over if any issues with students require closer attention – pull over when safe to do so 	<ul style="list-style-type: none"> • Apply DRSABCD procedure • Send help- emergency services • School contact- see contact list • Complete vehicle accident report <ul style="list-style-type: none"> ○ Date, time, place ○ Other car/driver details ○ Witness details ○ Take photographs
Travel sickness	<ul style="list-style-type: none"> • Students asked if suffer from travel sickness – monitor • Students advised to bring travel sickness medication if required – student administers to self • Student to remain seated whilst travelling – fresh air if required • Weather conditions monitored – if inappropriate activity will be postponed/cancelled 	<ul style="list-style-type: none"> • Rest – sick bag if required • Small amount of water • Monitor and remove from travel if possible
VENUES – CAMP, ACTIVITY SITES		
Accommodation / venue or site not suitable	<ul style="list-style-type: none"> • Provider provides evidence of public liability insurance (\$20,000,000) • Venue is an established business with a good reputation – Ningaloo Reef Adventure Camps • Dive/snorkel sites are used by many other local dive operators with groups/schools/universities • Site is chosen to maximise protection from weather changes and to reduce site risks eg currents, wind, swell, marine life • All sites have been previously used by the external provider. This has enabled site assessment to previously take place. • All sites have been chosen based on protection from changes in weather and comfortable conditions ie no swell/rips 	<ul style="list-style-type: none"> • Upon entry to the venue, students are to follow the instructions of teachers and supervising adults (where appropriate) • No students leave the venue without the school staff permission. • Students are the responsibility of parents/carers prior to and immediately after the camp • If site is deemed inappropriate or appears to have increased risks e.g. due to inclement weather then another site may be elected in conjunction with all parties involved (TIC, Deputy in charge, Dive Operator, Parents/Guardians). Alternatively, the course may be cancelled if a better site is unable to be found
CAMP ACTIVITIES		
Student or staff member injured or unwell at the event	<ul style="list-style-type: none"> • Consent and Medical report forms collected from parents and coordinator to have Medical Action Plans at all times with up to date medical and allergy information – no students require medical action plan • Parents are contacted for any further clarification and final ruling on specific issues • Photocopies are made and placed in a display file for each staff member attending the excursion • Staff members will be required to keep these folders with 	<ul style="list-style-type: none"> • Staff will have mobile in case of an emergency, contact list and contacts in a TELSTRA phone. Other mobile services will not work in Coral Bay. • Standard DRSABCD procedure if necessary • Standard RICER procedure if necessary • Immediate recheck of the students medical report sheet by staff and following of pertinent instructions or procedures • Minor medical issues to be dealt with by supervising staff at the scene with First Aid Kit • The student will be moved to the appropriate medical facility if this is

	<p>them at all times during the excursion</p> <ul style="list-style-type: none"> • Students with any medications will be informed to bring them with them • Coordinator to check prior to departure that self-medicating students have their medication • <i>Epipen/puffer</i> will be taken from school and stored with first aid kit • First aid kit to be kept in a central location (with school staff) at all times along with medical files/contact details • Students to be supervised at all times • No student will be allowed to leave the excursion area unless an emergency or accident occurs without the supervision of school staff • Students to be briefed on all aspects of excursion rules including signs, evacuation procedures, safety regulations, exits and road crossings 	<p>necessary and possible</p> <ul style="list-style-type: none"> • In event of medical emergency, teacher in charge will call Ambulance 000 • The nominated emergency contact for this person will be phoned and informed • A supervisor to stay with rest of students at all times • Advise parents and principal as soon as practicable to update them on progress and status. • In event of lost medication whilst on excursion, immediate contact to be made with parent for instructions/collection of student.
<p>Students absconding, getting lost or being left behind at a venue</p>	<ul style="list-style-type: none"> • Roll completed before leaving venues • Head counts on commencement, during and completion of excursion • Students supervised at all times • Students will need to supply supervising teacher with mobile phone numbers\ • Students to be in buddy groups at all times, never alone. • Students will be supplied with supervising teacher's mobile phone number • Comprehensive orientation of surroundings- students briefed by teacher • Inform students of procedure that will be followed • Meeting points and times arranged previously • Students to remain in last location they saw the group • Group to return to last location they saw the student • No student to leave unless emergency- staff supervision will occur • No staff member to leave activity except in an emergency 	<ul style="list-style-type: none"> • Students who do not have a mobile phone will be partnered with a student who does • Brief students on what to do if left behind; stay at location, do not wander off • Visual search for student • Contact student on their mobile phone number • Contact place where student was last seen • After several attempts to contact a lost student the Principal/Deputy Principal will be notified • Risk analysis conducted to determine appropriate level of response • After 30 minutes Police contact 131444 & parent contact if student not found • Staff member to contact parent if necessary
<p>Inappropriate behaviour by a student</p>	<ul style="list-style-type: none"> • Students are reminded of the school rules in information sessions BEFORE <i>departing for camp</i> • Students supervised by staff at all times • Students well briefed regarding behaviour standards, communication strategies and emergency procedure • Behaviour standards and student response to instruction reinforced • Boundaries set, monitored and reinforced • Consequences of inappropriate behaviour outlined to all 	<ul style="list-style-type: none"> • Teacher to address the behaviour at the appropriate level • Consequences of any breach of school rules at the event will have appropriate discipline measures taken on return to school. These may include but may not be limited to detention, counselling, suspension, exclusion as necessary. • Student Services to be informed of any major breach of rules and regulations • Students have been informed that all inappropriate behaviours can result in parents/carers being contacted

	<p>students</p> <ul style="list-style-type: none"> • Venue specific rules to be explained by supervising teacher • Active supervision by staff attending the camp • A duty roster is not necessary due to the nature of the camp. Student numbers are small and teacher breaks can be taken with students whilst still allowing them to be supervised. 	<ul style="list-style-type: none"> • Excluded from future activities
Student needs to leave camp early due to personal matter	<ul style="list-style-type: none"> • Parent briefed on procedures following an emergency • Staff to supervise student at all times • Staff to carry mobile phone with parent contacts 	<ul style="list-style-type: none"> • Staff to speak to parent to organise arrangement for student to leave. • Parent must come to venue to retrieve student, staff will not leave the venue with student nor will the student leave on their own.
Verbal or Physical assault (by a student or outsider)	<ul style="list-style-type: none"> • Students supervised by staff at all times • Students informed of Behaviour Policy • Students briefed on personal safety issues and are not allowed to chat to anyone who is not directly involved in the program 	<ul style="list-style-type: none"> • Contact school, parents and police (if required)
Students caught with prohibited materials e.g. alcohol, drugs	<ul style="list-style-type: none"> • Students are reminded of the school rules in information sessions BEFORE <i>departing for excursion</i> • Consequences of inappropriate behaviour outlined to all students • All drugs, prescribed and over the counter medications are to be held by group leader (other than Asthma inhalers and Epi-pens) • No alcohol on excursion • Control access and check backpacks • Confiscate prohibited substance if found 	<ul style="list-style-type: none"> • Students with prohibited materials will be denied entry to the event • Confiscate drugs/alcohol if found • Administer first aid if required • In the event of being caught once inside the event, parents or caregivers will be contacted • Police 131444 may be called in the event parents/caregivers being unavailable or in the event of a serious breach of rules • Consequences of any breach of school rules at the event will follow through to school. These may include but may not be limited to detention, counselling, suspension, exclusion as necessary
Alcohol affected persons	<ul style="list-style-type: none"> • No alcohol on excursion • Control access and check backpacks • Confiscate alcohol if found 	<ul style="list-style-type: none"> • First aid measure as required • Contact parent as required and have them pick up student • Monitor as required • Police contacted if required
Drug affected persons – Moderate	<ul style="list-style-type: none"> • All drugs, prescribed and over the counter medications are to be held by group leader (other than Asthma inhalers and Epi-pens) • Confiscate drugs if found 	<ul style="list-style-type: none"> • First aid measure as required • Contact parent as required and have them pick up student • Police contacted if required
Walking between venues complications	<ul style="list-style-type: none"> • Provide students with clear instruction en route and timings as well as behaviour expected and things to watch for • Students to be partnered and in groups of four within the class group to assist in monitoring each other 	<ul style="list-style-type: none"> • If activities underway, stop • Students and staff move to safe area • Issue addressed by staff • Contact parents and principal as appropriate • Assessment made prior to recommencement

	<ul style="list-style-type: none"> • Staff to monitor students as they move between venues and count numbers constantly 	
Food break complications	<ul style="list-style-type: none"> • Food options discussed with students before camp • Meals prepared and provided by campsite (external provider) • If time permits students may purchase a snack from local shops during an allocated break time with supervisor present • Provide students with clear instruction en route and timings as well as behaviour and things to watch for • Students to stay as a group at all times • Staff to monitor students as they move between venues and count number constantly 	<ul style="list-style-type: none"> • Students to stay as a group at all times • Count numbers regularly and reassure students • Contact venues and inform of delay • As appropriate, contact Deputy Principal and school
Lost Property	<ul style="list-style-type: none"> • Students encouraged not to take valuable items with them 	<ul style="list-style-type: none"> • Keep valuable items with group (not on bus) • Contact police if necessary 131 1444 • Contact parents/carer • Check at venue sites
Communication failure	<ul style="list-style-type: none"> • All items of communication equipment maintained, charged and in good working order • Back up equipment available and taken • Regular checks of equipment utilised 	<ul style="list-style-type: none"> • Back up/alternative equipment utilised
Dehydration	<ul style="list-style-type: none"> • All participants briefed on weather conditions • All students required to bring a bottle of water and drink regularly- especially on bikes • Monitoring of students by staff 	<ul style="list-style-type: none"> • First aid administered as required • Assessment of the person's condition is made prior to recommencing activities
Sunburn	<ul style="list-style-type: none"> • Sunscreen will be provided by school staff and students encouraged to bring • Students encouraged to keep covered – appropriate clothing • Students to wear hats at all times outside 	<ul style="list-style-type: none"> • Monitor student for signs of heatstroke – dehydration, discolouring, faint, weak, sweating. Put in recovery position and monitor in a cool, dry place. Contact help if required.
Injury sustained by wildlife	<ul style="list-style-type: none"> • Students have been taught rules of working with wildlife. Are strongly advised not to touch or go within close distance of animals (snakes etc). • Safety briefing will involve discussion of potentially harmful animals and what to avoid. 	<ul style="list-style-type: none"> • Remove student from situation and keep calm and safe- collect group together. • Try to determine what species caused injury/bite/sting to student • Seek emergency help if injury/bite/sting is deemed to be from dangerous wildlife (000, royal flying doctor) • Evacuate area if dangerous animals present
Fraternisation	<ul style="list-style-type: none"> • Students to be briefed in regards to behaviour and acceptable interactions with other students 	<ul style="list-style-type: none"> • Inquiries to be conducted with associates of person • If appropriate, contact school and parents

	<ul style="list-style-type: none"> • Students briefed that inappropriate fraternisation will result in removal from camp • Students to be in groups of four at all times • Students to access bathrooms in gender based pairs (at a minimum) • Students will be in gender based dormitories with a supervisor present at all times. SEE ACCOMODATION PLAN 	
Coronial (death)	<ul style="list-style-type: none"> • Risk management plans prepared and implemented • All activities undertaken under supervision • Medical history of all participants noted and participation regulated where appropriate • Maintenance of contact lists 	<ul style="list-style-type: none"> • All first aid procedures exhausted • Deceased to be left in situ where practicable and dignity maintained where practical • Police, ambulance and appropriate emergency services contacted and notified to attend • Deputy Principal and Principal contacted • All other students and supervising teachers to be marshalled away from scene and provided with counselling
Students departing from excursion	<ul style="list-style-type: none"> • Teacher to wait until parents/caregivers arrive to collect students. On a name basis with parents/caregivers. 	<ul style="list-style-type: none"> • Designated Parents/Caregivers will introduce themselves to a staff member before departing with their child
WATER BASED ACTIVITIES – SNORKEL AND SWIM		
Weather issue-rain or extreme heat	<ul style="list-style-type: none"> • BOM weather conditions monitored prior to excursion • Site change if required by changes in weather. Alternatively cancellation if no appropriate site available. • Site conditions continually monitored – LOOK FOR: changes in swell, current, cloud cover, radiation level, rain. • Protected area established, remain until rain passes • Wet weather gear organised if weather report predicts probably rain • Students briefed and requested to wear hats and sunscreen • All students required to bring a bottle of water and drink regularly • Monitoring of students by staff 	<ul style="list-style-type: none"> • If activities underway, stop them • Students and staff moved to protected area • Students put on rain jackets/use umbrellas • Assessment made prior to recommencement
Hypothermia	<ul style="list-style-type: none"> • Ensure students have appropriate fitness level and have not been un-well • Students have been informed to bring 2 towels, a jumper, change of clothes to keep dry and warm 	<ul style="list-style-type: none"> • First aid administered as required • Assessment of the person's condition is made prior to recommencing activities

	<ul style="list-style-type: none"> • Students to wear wetsuits, boots and gloves. Hoods are available on request. 	
Marine Life	<ul style="list-style-type: none"> • Students have been taught 'rules of snorkelling'. Are strongly advised not to touch or go within close distance of marine life. • Safety briefing will involve discussion of potentially harmful marine life and what to avoid. • Regular check of alerts in area from Department of Parks and Wildlife (DPaW) are provided. 	<ul style="list-style-type: none"> • Remove student from water ASAP – keep group together and out of water also • Try to determine what species caused injury/bite/sting to student • Seek emergency help if injury/bite/sting is deemed to be from dangerous marine life • Evacuate area if dangerous marine life present • When alert has been given students to not enter water
Student separated from group in water	<ul style="list-style-type: none"> • Students briefed on buddy/group procedures <ul style="list-style-type: none"> ○ Always stay with buddy ○ Stay within 10m of group ○ Follow all school teacher instructions ○ Orange rash vest to be worn at all times 	<ul style="list-style-type: none"> • If lose buddy, alert dive instructor using buddy hand signals. • Look for missing person by staying within the area last seen. Look for 1 minute ONLY. If not found, group will return to surface together on instruction of teacher. Group will return to shore/boat together and muster with school staff. • Attendance check and alert authorities. • Preliminary search in area via snorkelling ONLY. • Missing student will stay put, keep an eye out for 1 minute ONLY before surfacing, then return to shore/boat.
Student/teacher requires urgent life support due to serious incident	<ul style="list-style-type: none"> • Emergency oxygen and defibrillator is available from: <ul style="list-style-type: none"> ○ Coral Bay (nursing post) ○ Exmouth Hospital • Emergency oxygen available on all boats involved in SCUBA Dive, Whale Shark and Manta Ray Operations in Coral Bay. 	<ul style="list-style-type: none"> • DRSABCD should be undertaken if serious incident impacts life • See emergency plan for important contacts and steps • TIC and Supervisors are both trained in the use of defibrillator. • If air lift is required back to Perth, TIC is to leave with student. Other staff are to stay at the venue with other students. When swimming to avoid ratio disruption, swimming is to be undertaken one group at a time and alternating between groups. One supervisor in the water at a time. • Decompression Illness – student will be transported to closest Hyperbaric Chamber located at Fiona Stanley Hospital in Murdoch with the Royal Flying Doctor Service at low altitude.
KEY PERSONNEL		
Key personnel no-show	<ul style="list-style-type: none"> • All staff briefed and aware of timings, roles and responsibilities • Flexibility to provide alternative adult either staff member or external supervisor • Contact list of staff maintained and checked – available in camp paperwork 	<ul style="list-style-type: none"> • If External Provider staff does not arrive, contact the company to enquire reason. If a replacement with credentials is unable to be sourced then the activity will need to be postponed/ cancelled. • Key personnel immediately located and alternatives arranged
Other staff attending venue/excursion	<ul style="list-style-type: none"> • Staff maintain duty of care for students throughout camp and provide supervision at all times • Have a designated Teacher in Charge (TIC). An adult responsible for the continuous monitoring of the snorkel site from the surface to identify potential hazards, divers, 	<ul style="list-style-type: none"> • Staff to take over activity if required in event of venue staff incapacitation or venue unavailable • If a change in external provider staff occurs then proof of ID and qualification will be required prior to any activities – Dive Operator will be contacted to confirm

	<ul style="list-style-type: none"> a change in conditions and responds appropriately. • Extra support provided by Ningaloo Reef Adventure Camp and Ningaloo Reef Dive Staff • External providers carry a first aid qualification and relevant Working with Children's Check. • Credibility of staff at venues established beforehand-recognised professional association of dive instructors (PADI) and SSI Scuba staff. • Staff not to leave the camp for any reason 	
Key-personnel unable to care for group/incapacitated	<ul style="list-style-type: none"> • School staff mobile phone is unlocked – ICE listed in phone. • External providers and other school staff to keep students together and out of water. They will be briefed on school contacts in case of emergency. • Parent/carer information available. • Copies of excursion paperwork at school and with Deputy in charge and front office 	<ul style="list-style-type: none"> • School support contacted – Principal/Deputy Principal <ul style="list-style-type: none"> ○ School also has relevant information for all excursion participants • Parents contacted • DRSABCD/RICER applied where appropriate
Student to supervisor ratios incorrect	<ul style="list-style-type: none"> • Supervision ratios of 1 – 8 (student to QUALIFIED supervisor) will be met in both the confined water (pool) and open water. • On top of the supervision ratio a Lookout and TIC. 	<ul style="list-style-type: none"> • Ratios will NOT go over however may go under if a student pulls out/is ill or other reason
EMERGENCY RESPONSE		
Emergency response	<ul style="list-style-type: none"> • Contact venue supervisor and refer to individual evacuation procedures at the venue, including muster point • Explain venue specific safety regulations and evacuation procedures to students before commencing any activities • Students to keep their belongings together and remain within designated areas • Staff supervision roles clearly designated • Staff member in charge of evacuation is TIC of the excursion • In the case of a BOMB THREAT, FIRE or ACT OF TERRORISM staff will comply with Venue evacuation procedures 	<ul style="list-style-type: none"> • Refer to individual evacuation procedures at the venue – Students to be counted at the assembly area of the venue. • Emergency 000 • Exmouth Hosptial 9949 3666 • Exmouth Police Station 9947 8700 • Coral Bay Nursing Post 9942 6100 • Royal Flying Doctor 1800 625 800 • Police Operations 131444 • Water Police 9442 8600 • Fiona Stanley Hospital (Hyperbaric chamber) 6152 2222 / 000 • ORSHS 9307 0222 • Ningaloo Reef Adventure Camp 0429 006 6440 • Ningaloo Reef Dive 9942 5824 • Thompsons Bus Carter 9493 6199