



Sunday Creek
Environmental Education Centre

Wilderness Trek Risk Assessment &
Procedures

Reviewed October 2008

Wilderness Trek – Sunday Creek to Charlie Moreland

1.0 Introduction

1.1 This risk assessment outlines the management of the Sunday Creek Trek which includes the following EPPR references:

- HLS-PR-012
 - Bushwalking - Accompanied Expeditions
 - Base or Lightweight Camping
 - Recreational Swimming

2.0 Principals Responsibilities

2.1 The Principal:

Approves all elements of the wilderness trek, which include bushwalking, camping and swimming.

- a) Refers the leaders to their responsibilities in managing the wilderness treks
- b) Approves the involvement of any leader
- c) Ensures two leaders accompany students- at least one leader of same sex as participants

2.2 The Principal ensures that all personnel involved in the swimming activities have a clear understanding of Sunday Creek's swimming protocols.

3.0 Risk Levels

- Medium Risk (level 2)

4.0 Hazards

4.1 Bushwalking

- Falls while walking
- Fatigue
- Dehydration
- Exposure
- Steep Terrain
- Apiary sites
- Stinging plants
- Snakes
- Ticks
- Vehicles on and off road
- Fire/flood

4.2 Camping

- Stove burners
- Fuel
- Inadequate hygiene
- Snake/spiders
- Ticks/leeches/mosquitoes/sandflies

4.2 Swimming (Appendix F)

- Underwater obstacles
- Depth of water
- Slippery sharp rocks
- Quality of water
- Cliffs
- Fatigue
- Dehydration
- Exposure
- Fire/Flood

4.3 General

- Fighting
- Consumption or use of harmful or illegal substances e.g. alcohol, marijuana, cigarettes
- Use of weapons

5.0 Teacher Qualifications

- In addition to the qualifications outlined in the above EPPR references, any teacher leading the trek needs to have:
 - Participated in at least two treks with an existing qualified leader
 - Read and understood the Wilderness Trek Information Booklet
 - Read this risk management document in conjunction with the relevant EPPR reference.

6.0 Teachers Responsibilities

6.1 It is the teacher's responsibility for managing a safe educational experience

Safety of Students

6.2 At the Pre-visit it is the teacher's responsibility to:

- Determine the students' capabilities to engage in all aspects of the program
- Brief student on appropriate clothing, footwear and sun safety requirements
- Check whether school representative is aware of their responsibilities outlined in the trek booklet which includes:
 1. To manage the informing of parents and school community of the nature of the program (Program Brief)
 2. To manage the acquisition of medical information regarding the participants and attain written permission from parent (caregivers')

Social Justice

6.3 The Sunday Creek teacher is prepared to adapt the Wilderness Trek where possible, to ensure all students who have the need and desire to participate in such an experience has this opportunity.

Management of Activity

6.4 At the pre-visit the Sunday Creek teacher:

- Brief students about the nature and purpose of the program

- Establish a program code of conduct

6.5 Prior to leaving on the trek the Sunday Creek teacher

- Ensures any Vehicle travelling to Sunday Creek Environmental Education Centre, from Charlie Moreland, has a lead vehicle from Sunday Creek driving them to the centre.
- Vehicles hazard lights are on in convoy on route to centre
- Remind students of purpose of the Trek and commitment required
- Equipment check
- Actions in an emergency
- Safe practices

6.6 During the Wilderness Trek

- Maintain regular contact with the Sunday Creek Base that includes:

Day 1

- Contact centre via Satellite phone on top of Summer Mountain or before 3pm.

Day 2

- Sat phone contact at Dixons Diversion,

Day 3

- Sat phone contact when arriving at Woodrow Road
- UHF on stand by on decent from Woodrow Road. Support vehicle to have UHF turned on.

General

- Sat phone contact to be made anytime route or destination is changed

6.7 On return from Trek

- Re-pack any first-aid supplies that has been used
- Inform Unit Support Officer of any damaged equipment

7.0 Risk Control – Managing the Learning Environment

7.1 At the Pre-visit

- Students are instructed on items not to be bought (refer to Appendix C in Wilderness Handbook) and notify that any evidence of these items will result in confiscation and reporting to appropriate authorities

7.2 Prior to leaving the centre students are informed and reminded of:

- Prohibited items and consequences
- Emergency procedure and general Safety rules
- Traffic on Sunday Creek road and the need to be alert at all times
- Importance of not sharing allocated water bottles

7.3 Prior to leaving the centre accompanying supervisor is

- Instructed in the use of the UHF, Sat phone, and EPIRB

7.4 During the walk the leader:

- Ensures a steady pace at all times
- Regularly counts participants

- Uses a buddy system and is on constant alert for symptoms of fatigue, dehydration, and exposure
- Monitors group cohesion

7.5 During the first section of the walk the leader:

- Briefs accompanying supervisors on their roles and responsibilities
- Provides the accompanying supervisors with the trek maps to become familiar with as well as emergency procedures

7.6 At each junction students are warned of possible hazards within the vicinity and strategies to avoid harm e.g.

- Snakes – concentrate on ground ahead
 - If snake is seen early, stand back and allow it to move on – do not attack or try to catch it
 - If snake is seen late, and it is within striking range, stand still and wait until snake moves on
 - If bitten by snake, call for help, do not move if possible, do not panic
- Ticks – be aware of and check for tick bite symptoms and first aid
- Falling on Steep terrain – no running, look for easiest route, watch for sticks
- Apiary sites – keep safe distance and walk calmly
- Fatigue, heat exhaustion – take regular stops, eat and drink small amount regularly
- Stinging Plants – Leader identifies or describes stinging plants

7.7 When at Camp the leader:

- Instructs students on safe use of stove:
 - Stove is level
 - Minimum of 1.5 metres from tents
 - Clear of combustible materials
 - Fuel bottle to be kept away from flame and closed when not in use
 - Fuel is not to be poured into lit burner
 - If not in use flame to be extinguished
 - If students are showing signs of wanting to misuse fuel, leader to store fuel in their bag until morning
- Instruct students on toilet procedures:
 - All toilet waste to be buried
 - Holes to be at least 15cm deep
 - No toilet within 100m of camp or 50m of gullies or waterways
- Instruct students on food preparation cooking equipment hygiene and monitor cleanliness before and after usage
- Scans the camp area for health hazards on arrival.
- Thoroughly inspects and cleans the site of litter before departing.

7.8 Prior to swimming the leader:

- Checks the swimming hole for snags or any washed down debris
- Checks for water quality

7.9 While swimming the leader:

- Monitors students condition and readiness for swimming
- Ensures students are being supervised by at least one adult accompanying the trek
- Prohibits students from jumping in from rock ledges

7.10 For the duration of the trek the leader:

- Monitors the group for any sign of drug use or the presence of any prohibited items
- Monitors the escalation of conflicts within the group and takes action as required

8.0 Emergency Procedures

8.1 Evacuation Procedures and Crisis levels

- Level 1 Crisis (illness or injury not requiring outside assistance)
 - Group leader will deal with the crisis and walk will continue
 - To be entered into the accident register at the centre on return
- Level 2 Crisis (injury or illness while not considered life threatening but is such that the participant is unable to or chooses not to continue)
 - Group leader will deal with the crisis
 - Sunday Creek Environmental Education Centre will be contacted via Sat phone carried by the leader and the evacuation arranged by the stand by vehicle at the first available time.
 - If evacuation is carried out day 1, the school will be contacted and parents or a school officer will be required to pick the students up from the Kenilworth Forestry Office or alternatively arranged venue..
 - If the evacuation is carried out day 2, students will be taken to the campsite with an option to be taken home by parents or stay the night with the group depending on the nature of the situation.
 - If evacuation is carried out day 3, the student will be taken to Charlie with supervisor to wait for bus.
- Level 3 Crisis (illness or injury while not considered life threatening but is such that outside expertise or assistance is needed)
 - Group leader will contact 000- ambulance communication centre for advice via Sat phone.
 - Illness or injury will be carefully monitored.
 - If illness or injury deteriorates and immediate evacuation is necessary, police communications will be contacted and the EPIRB will be set off.
 - If stabilised, then evacuation arranged through Sunday Creek Environmental Education Centre.
- Level 4 Crisis (illness or injury is considered life threatening or unmanageable by staff and requires outside assistance urgently)
 - Police communication centre is contacted by phone, and on instruction from police communication will activate the EPIRB assistance or evacuation arranged immediately.

8.2 Missing Bushwalkers

- Missing person to be notified to the trek leader
 - Leader organises a search in the immediate area for a set length of time
 - The remaining students should be supervised
 - If student/s are not found in the search leader should consult with accompanying supervisors identifying a further plan of action taking into account:
 - Condition of terrain
 - Weather conditions
 - Physical and emotional conditions
- And incorporating
- A time limit
 - Outer limits of terrain to be searched
 - Communication between leader and staff
- Accurate information regarding the students confirmed movements, clothes, water, food and equipment should be detailed in writing
 - If the search is to no avail police communications and the Principal of Sunday Creek should be contacted. The search will then be handed over to the police.

8.3 Communication

- The trek leader carries the following communications and emergency equipment:
 - UHF radio
 - Satellite phone
 - EPIRB
 - Spare batteries
 - Emergency phone numbers
 - Instructions for Sat phone use
 - First Aid kit
- The accompanying supervisor carries the following communications and emergency equipment:
 - UHF radio
 - Emergency Procedures card
 - Trek Maps
- The Unit Support Officer instructs the accompanying adult in the use of the Phone, UHF, and EPIRB.
- The Trek Leader tests the accompanying teacher on knowledge regarding Phone, UHF and EPIRB
- Police Communication and AusSar are notified by the Administration Assistant of each trek's departure and return including number of trekking persons.
- Police communications have a copy of the Trek's Itinerary, with grid references marked and numbered. This is the same as the map carried on the trek.
- The Sunday Creek Base Radio is manned during Office Hours, keeping a listening watch on channel 39 and 01

8.4 First Aid

- The Trek leader carries a first aid kit that includes the following:
 - Tick spay
 - Ventolin Inhaler
 - Large bandages
 - Small bandages
 - Strapping tap
 - Soove Cream (antiseptic pain relief)
 - Wound irrigation wash and eye irrigation wash
 - Blister pads
 - Triangular bandages
 - Emergency blanket
 - Rubber gloves
 - Combine pad
 - Wound dressing
 - Sterilised dressing
 - Eye pads
 - Panadol, bandaids, Betadine swabs, scissors and tweezers
 - Soov powder
 - Female sanitary items

- The first aid kit is maintained by each leader
- The trek leader informs the admin assistant of items used from the first aid kit on return from each trek so that stocks can be ordered.

8.5 Equipment and Procedures Checklist

- On departure Administration Assistant, Unit Support Officer and trek Leader Checks off relevant sections of Equipment and Procedure Checklist

9.0 Unit Support Officer's Responsibilities

9.1 Maintenance and Preparation of Equipment

- The USO ensures
 - Spare batteries are charged the day before a trek departs
 - All equipment is set out and checked off before departure
 - All equipment is in good working condition on departure
 - All equipment is accountable on return

9.2 Stand-by assistance

- The USO
 - Provides stand-by assistance for any emergencies during working hours
 - Ensures a safety vehicle is available and in good working order with at least a half tank of fuel, with UHF radio on
 - Monitors the base radio during working hours when office is unattended

9.3 Detection of Potential Environmental Hazards

- The USO monitors the development of any potential environmental hazards i.e Storms, Fire, Heavy Rain prior and during the trek

9.4 Maintenance of Evacuation Routes

- The USO maintains and monitors access on evacuation routes

9.5 Water Availability and Quality

- The USO
 - Refills the water tank as required at camp site 1
 - Cleans tank at the end of each term
 - Cleans drinking bottles at the end of each trek

10.0 Administration Assistant's Responsibilities

10.1 Maintenance of first aid kit

- The AO
 - Maintains the first aid stocks at the centre
 - Informs the trek leader of any first aid items that are unavailable

10.2 Monitoring Sunday Creek Base radio and phone during office hours

- The AO
 - Monitors Sunday Creek Base radio and telephone during office hours
 - Records Trek leader's communication with base

10.3 Informs Australian Search and Rescue and Police Communications of Trek Departure, Arrival, and personal details

10.4 Processes used for inner sheets.

- The USO will deliver the inner sheets at the conclusion of a trek to the dry cleaners (Thursday afternoon), and picked up the following Monday morning.

10.5 Monitors used by dates on food going out on trek

- Teachers will monitor stock rotation of the food, ensuring that stock is not out of date and on hand for following treks.

11.0 Cleaner's Responsibilities

11.1 Cleaning of Cooking Equipment

- The Cleaner
 - Cleans Trangia Stoves and Bowls
 - Cleans Esky and Barbeque Implements

12.0 Procedure and Equipment Check Forms

Staff Hand Book

Trek Leader – Safety Equipment Checklist

EQUIPMENT	CHECK
1 x Satellite phone	
2 x UHF Radios with charged batteries	
6 x AAA batteries	
1 x EPIRB	
1 x First Aid Packs	
1 x Trowel	
1 x Can Opener	
1 x Extra 1.5 ltr water	
1 x Bag of milk powder	
1 x Key for Trunk	
Trek Maps	
Compass	

Trek – Safety Procedures

School: _____

Date: _____

Task	When	Who	Check
Charge UHF Radio's	Night Before Trek	USO	
Check and Re-stock First Aid Kits	Day After trek finished	teacher	
Battery Pack	Day after Trek is finished	USO	
UHF Radios	Morning of Trek Departure	USO	
Call Police Comms & Australian Search and Rescue	Morning of Trek Departure	AO2/AAEP	
Call Police Comms	Afternoon of Trek finished	AO2/AAEP	
Check Weather Reports	Day before Trek	USO/Principal	