

Risk Management Plan for Crossing Expeditions 2024

Activity	Hazards / Risk Identification Type / Cause	Priority (severity & likelihood - refer HAZPAK table at end)	Risk Management Plan - elimination or control measures (Elimination, Substitution, Isolation, Minimise (eg procedures, training or redesign), Personal Protective Equipment (PPE))
	Loss of compliance with NPWS requirements	6	Eliminate by complying: ie email NPWS Route Notification prior to park entry & observe fire restrictions
Bushwalking and canoeing	Illness and injury from medical	3	Minimise by:verbal communications noting hazards; supervision; training in first aid; with first aid kit; mobile phone and GPS in dry bag
	Bites from poisonous snakes & spiders, mosquitoes, wasps, bees, ants, leeches	3	
	Injury from pre existing medical conditions (diabetes, epilepsy etc...)	6	Minimise by being aware of medical conditions (from Registration Forms) and by being trained in first aid to manage the conditions.
	Injury from severe weather conditions eg bushfires, flood, gale force winds etc...	3	Eliminate / minimise by monitoring weather / fire danger before and during journey: weather check (www.bom.gov.au) & fire check (www.rfs.nsw.gov.au). Postpone expedition if severe conditions are forecast. Stay put or evacuate if necessary during expedition. Know escape / evacuation routes in case of fire, flood or other emergency. National Park's are closed if fire danger "Extreme"
	Injury and illness from immersion in water	3	Wear PFD's when canoeing and train participants in water safety procedures including deep water rescue. Provide verbal advice about safe water collection.
	Injury from controlled burning	3	Eliminate by providing route plan to National Parks and communication with relevant land managers
	Injury from cold exposure	3	Taking and wearing of PPE (correct clothing). Provide equipment lists prior to expedition. Safety training to cover expected behaviour and demonstrate appropriate equipment.
	Injury from sun exposure	6	
	Injury from inadequate water consumption (dehydration)	6	Minimise by training, regular rest stops and participants to carry at least two litres of water at all times.
	Injury from oyster shells, broken glass and other sharp objects	3	Minimise by verbal communications noting hazards, training and wearing of footwear at all times.
	Injury from unloading / carrying /	2	Minimise by verbal communications / demonstrations noting hazards and emphasising the importance of safety especially in areas with cliffs and/or fast flowing water. Be conservative in areas of danger. Monitor & highlight danger areas, lead from front in areas of concern. Provide
	Injury from thrown / falling rocks	4	
Injury due to falls especially cliffs	3		
Injury from fast flowing water	3		

	Injury from lightning	3	supervision & autocratic instruction in hazardous areas. Ensure ratio of Guide/Teacher to adults is 1:12 or better and students is 1:10 or better. Ensure the weather forecast is appropriate and that canoeing will be on flat water and stay close to an easily accessible shoreline. Follow up briefing and practice with emphasis on safety at any identified hazard seen during the trip.
	Injury from defective / inadequate group or personal equipment	6	Minimise by supervision and check group and individual equipment at training to ensure participants are appropriately equipped for conditions.
	Injury from manual handling of back packs	4	Minimise by checking that back packs do not weigh more than ¼ participants body weight and by instruction in correct lifting technique.
	Injury from: repetitive physical activity; prolonged physical exertion; whip-back of bushes; paddle blow to body; other water craft or bikes; uneven ground and becoming lost or seperated	3	Minimise by taking rest breaks and instruction in correct bushwalking, canoeing and bike riding technique. Caution participants about speed of travel and safety and staying within sight and sound of all others. Adjust pace and rest according to conditions. Instruct on correct spacing, no passing on downhills, traversing uneven ground, navigating with map and compass etc... Staff travel with their group in any off-track situation. Situational leadership depending on terrain and hazards. Look for teachable moments to allow group to learn from decisions.
Transport	Injury from motor vehicles / motorised water craft	3	Minimise by ensuring: passengers wear safety belts in motor vehicles; drivers do not DUI; vehicles/craft are registered; drivers are appropriately licensed and trained (eg through driver authority, defensive driving course); Group stays close together when crossing or on roads (eg bike riding) and bike riders never stray over centre line and always have PPE eg:helmet; propeller guards are attached if using a safety boat.
	Injury from noise exposure	4	Wear PPE if noise above 85 decibels X 8 hours time weighted average
Camping	injury from contact with camp fire flames/cooking stove flame	3	Minimise by verbal communications pointing out hazards, appropriate training (eg: how to use a stove; appropriate distances away from water for defecation; choosing a safe tent site; how to obtain potable water). Instruction, supervision and use of light weight and minimum impact camping techniques. Choose safe campsite locations with tree assessment to ensure that dead trees are not overhead. Withdraw group from area if unsure about actions of unauthorised persons entering campsite. Ensure an unauthorised person is met by a senior staff member who has a mobile phone for emergency use if needed and that the meeting takes place away from group with advising visitor of better time to visit.
	injury from contact with boiling water	3	
	Injury from falling tree branches	4	
	Ill health from poor personal hygiene	3	
	Ill health from swallowing polluted	5	
	Injury from unauthorised persons entering camp site	3	

Signature of Instructors:

Date:

Monitor and Review		
1 Were controls effective ?	Yes / No	4 What further actions are required for future expeditions ?
2 Were all involved aware of control measures ?	Yes / No	
3 Were new hazards identified?	Yes / No	
Reviewed by:	Review Date:	Signature:

HAZPAK Risk Assessment Tool

A: Severity (How severely could it hurt someone or how ill could it make someone?)	B: Likelihood (How likely is it to be that bad?)			
	Very likely Could happen any time	Likely Could happen some time	Unlikely Could happen, but very rarely	Very unlikely Could happen, but probably never will
Cause permanent disability or death	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off work	2	3	4	5
First aid required	3	4	5	6

* The numbers show you how important it is to do something: **1** top priority: do something immediately
 6 low priority: do something when possible