



Activity Benefit Risk Assessment

Name of Educator: Chrissy Brockhurst			
Activity: Overnight Trek		Location: Boshack Outback, Bolgart	
Date of initial assessment:		Date of latest revision:	
Benefits of the activity: <ul style="list-style-type: none"> • Experiencing a recreational activity as a form of nature connection • Participants learn about working as a team • Leadership skills and listening and following a leader of the same age • Survival skills - being responsible for setting up shelter, cooking their own food, and looking after their own and teammates wellbeing • Pushing participants beyond their limits in a safe and controlled environment. 			
Hazards Identified:	Precautions/Control measures:	Who/when:	Risk Assessment after precautions
Getting lost (Actually lost, as opposed to going 'off course' as part of the activity)	<p>Participants are required to stay with their group.</p> <p>Activity is conducted on Boshack property with clearly marked boundaries, including fences.</p> <p>Each group to have a minimum of one Instructor and/or adult present with 14-20 students, adults to have Working with childrens certificates.</p> <p>Participants briefed on the need to stay in contact with their group. Protocols will be established for leaving the group.</p> <p>Students have small group or a buddy system to work with each other and watch over there buddy for the duration of the camp.</p> <p>Participants briefed in appropriate strategies of calling out with the cooee to the group, should they become separated from the group.</p> <p>Instructors will keep the group safely in contact with each other, especially when walkers have different paces.</p> <p>Instructors will implement strategies to keep group together which might include frequent rest stops, head counts, buddy systems.</p>	Boshack	Low



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<p>Insect/Snake Bite</p>	<p>Each group to carry first aid kit including snake bite bandages.</p> <p>Should a group member require further medical attention, Contact Boshack via 2-way radio or mobile phone to arrange evacuation back to Boshack camp or medical assistance.</p> <p>Insect repellent available.</p>	<p>Boshack</p>	<p>Moderate</p> <p>Low</p>
<p>Slip, Trip, Fall</p>	<p>Each group to carry first aid kit with torches or head lamps for seeing in the dark</p> <p>Participants to wear sturdy shoes with appropriate grip (i.e. sneakers)</p> <p>Instructor to warn of upcoming hazards when walking.</p> <p>Should a group member require further medical attention, Contact Boshack via 2-way radio or mobile phone to arrange evacuation back to Boshack camp or medical assistance.</p>	<p>Boshack</p>	<p>Low</p>
<p>Participant experience hypothermia or dehydration</p>	<p>Instructors will monitor prevailing weather and consider adjustments to the activity as appropriate.</p> <p>Participants briefed on the need to drink water regularly and general strategies to stay hydrated.</p> <p>Participants will have and wear appropriate clothing and have the required equipment and knowledge to manage adverse heat conditions.</p> <p>In hot and dry weather, the group will seek shade for rest stops.</p> <p>Water consumption by all will be monitored. Care will be taken to ensure that enough water is provided for the activity.</p>	<p>Boshack</p>	<p>Low</p>
<p>A group is caught in a bushfire and faces the danger of equipment damage and/or personal injury or death.</p>	<p>Pre-activity planning will include consideration of the possible fire risk and potential for bushfire around Boshack.</p>	<p>Boshack</p>	<p>High</p>



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	<p>Campfires will be used in accordance with the requirements of the fire and /or land management authorities.</p> <p>Participants will be briefed on the safe siting and use of fuel stoves and alerted to the risks associated with open flames in a bush setting.</p> <p>The group will have an open communication mechanism (etc. mobile phone with range, 2-way radio) to ensure that the group is alerted of a Total Fire Ban or other vital communication from authorities.</p> <p>Instructors will consider prevailing local conditions and adjust the activity accordingly.</p>		
Group member experiences an illness during the activity due to unsafe food or drink or poor hygiene	<p>Instructors will be aware that illnesses may affect the energy levels and ability of students to cope with the activity.</p> <p>Instructor will work with the accompanying teacher who will carry current and confidential medical details for each participant, gathered before camp from the school/group</p> <p>Instructors will be aware of food safety as described in the School Policy and Advisory Guide</p> <p>Instructors will ensure that safe food storage practices are followed. Instructors will be aware of any group member with food allergies.</p> <p>Staff will ensure that students are appropriately trained in food safety practices, including hygiene after toileting. Instructors will ensure appropriate washing systems for both hands and food equipment.</p>	Boshack	Low
A group member use equipment in unauthorised or unsafe manner	<p>Participants briefed on safety, including how to use equipment appropriately.</p> <p>Briefing to include appropriate actions around the Paper Bark Forest and related water ways and how these will be managed to avoid injury and/or drowning.</p>	Boshack	Low
A student or staff member fails to return while going to	Care will be taken when establishing toilet facilities to ensure systems are put	Boshack	Low



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<p>the toilet (or other activity away from campsite).</p>	<p>in place to define a clear path to guide people to and from the toilet.</p> <p>Participants are asked to let someone know they are leaving the camp at night. Preferably they will go with a buddy to assist with path finding.</p>		
<p>On an overnight camp the group or individuals run out of food or water.</p>	<p>Pre-activity planning will make sure that the group has adequate water for the length of the activity.</p> <p>Participants will receive appropriate training in the planning and preparation of food for overnight camping. This will include the selection of food of a suitable energy value and the provision of emergency options.</p> <p>Instructors will consider options should a food or water source be affected by weather or pest interference (e.g. animals, insects). This may include sharing food, rationing food, or contacting Boshack for emergency supplies.</p>	<p>Boshack</p>	<p>Low</p>
<p>Equipment</p>			
<p>Provided by Participant:</p> <p>Backpack Suitable clothing for 20hrs Tent Sleeping bag Torch Food for 20hrs or 3 meals Hat Sun Cream</p>		<p>Provided by Venue:</p> <p>2-way radio or phone First Aid kit Water Provisions for latrines</p>	
<p>Introductory message:</p> <ul style="list-style-type: none"> ● Walking pace is set by the group, stay with your group. ● Water consumption ● Sun cream application and reapplication ● Safe food practices ● Bush safety (beware of snakes and insects) ● If there is an emergency situation everyone must stop and follow the directions of Boshack staff / group leader / emergency services 			
<p>Supporting Documents: *Department of Education, Outdoor Education and Recreation Activities Policy</p>			
<p>Review Process:</p>			



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Review assessment 1. Annually, 2. After an incident, 3. After a major change
 Monitor effectiveness of control measures and adjust if necessary

Educators/stakeholders sign understanding of assessment

Assessment prepared by: Chrissy Brockhurst

Date:

Sighted and signed by Director:

Date:

Risk Matrix

	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Moderate	High	High	Extreme	Extreme
Likely	Moderate	Moderate	High	Extreme	Extreme
Possible	Low	Moderate	High	High	Extreme
Unlikely	Low	Low	Moderate	High	High
Rare	Low	Low	Low	Moderate	High

Consequences

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Safe Food Handling

<https://www.education.vic.gov.au/school/principals/spag/governance/pages/foodhandling.aspx>

Purpose of this policy

To ensure school food premises are operated safely and food is handled appropriately.

Policy

School canteens are Class 2 food premises and must demonstrate that food is safe to eat in accordance with the Victorian Food Act 1984.

School councils must ensure that school canteens meet these legislative requirements by:

- having a food safety supervisor with the training, skills and knowledge to ensure that:
 - all regulations are followed
 - anyone handling food has the correct training
- ensuring a food safety program is prepared based on the Department of Human Services template
- lodging the food safety program with the municipal council at the time of registration and re-registration.

Food Safety Program template

The Department of Human Services' Food Safety Program template can either be purchased from:

- the Information Victoria Bookshop, 505 Little Collins Street, Melbourne 3000, telephone 1300 366 356 or
- via the Internet at FoodSmart (see: [Other resources](#) below).

Food safety and handling practices

This information summarises recommended practices that will assist schools in complying with food safety and food handling regulations.

Personal hygiene

Good personal hygiene is essential to ensure that:

- food is not contaminated with food-poisoning bacteria or other matter such as foreign objects or chemicals
- hands and other parts of the body do not transfer food-poisoning bacteria to food.

Personal hygiene practices include:

- hand washing - always wash hands thoroughly with soap and warm water
- before handling food and after visiting the toilet
- coughing or sneezing
- handling garbage
- touching hair or other body parts or any other activity that may carry bacteria to food
- personal cleanliness - when handling food:
 - tie long hair back or cover it with a cap or other approved headwear
 - wear limited jewellery
 - wear clean protective clothing over normal clothing
- store personal items and spare clothes away from any areas involving food handling
- personal behaviour - do not smoke, chew gum or undertake any other unhygienic practice in food handling areas



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- illness and injuries - all wounds or cuts on hands or arms are to be completely covered with brightly coloured wound strip or bandage. If the wound is on the hands, disposable gloves must be worn over the top of the wound strip. Both the wound strip and gloves must be changed at least hourly or sooner if there is a change in tasks. Individuals suffering from diseases that can be transmitted through food must not handle food.

Food preparation

Food naturally contains bacteria and some food may contain food poisoning bacteria. Foods need to be handled correctly to ensure that they do not become contaminated and that the bacteria already in the food do not have an opportunity to grow.

It is important to keep raw food totally separate from cooked or ready-to-eat foods.

If raw food is cooked thoroughly most of these bacteria will be killed. However, if raw food comes into contact with other food that has already been cooked, or is ready-to-eat, the bacteria can transfer to this food. This is called cross-contamination.

This table outlines key food preparation and storage considerations:

Task	Consideration
Receiving Food	<p>Perishable foods supplied must be transported in a refrigerated food vehicle or refrigerated containers. The temperature of deliveries should be checked. Food that needs refrigeration must be transported at below 5°.</p> <p>Dry goods being delivered need to be checked for unbroken packaging such as bread and cans.</p>
Preparing food	<p>Use separate utensils, chopping boards and other equipment for raw and ready-to-eat foods to avoid cross-contamination. If this is not possible, thoroughly wash and sanitise equipment between use.</p> <p>Thoroughly wash all fruit and vegetables before use.</p> <p>Don't use any food if you cannot guarantee its freshness.</p>
Handling food	<p>Raw foods, which are to be cooked, can be safely handled with bare hands (provided hands are clean). Cooked or ready-to-eat foods should be handled with utensils such as tongs, spoons, spatulas or disposable gloves.</p> <p>Important: If gloves are worn, they must be changed at least hourly or sooner if they become torn or if there is a change in task e.g. when changing from raw to ready-to-eat food. Always wash hands before putting on gloves. Never touch food with gloves that have been used for cleaning.</p>
Cooking and heating food	<p>Thaw food in the bottom part of the refrigerator before cooking.</p> <p>Microwave ovens can be used to thaw food provided that the food is cooked immediately afterwards.</p> <p>Never refreeze food that has been thawed.</p>



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Task	Consideration
	<p>All food is thoroughly cooked, especially those of animal origin and ensure the juices run clear.</p> <p>If food can be cooked from a frozen state extra care must be taken to ensure the food is cooked right through.</p> <p>If reheating food ensure that it is brought to the boil and simmered for at least five minutes.</p>
Storage and display	<p>If food is not stored, displayed or transported correctly the naturally forming bacteria can multiply to dangerous levels. One of the most important factors for growth is temperature with the known danger zone being between 5° and 60°. High risk foods such as meat, dairy products and seafood must spend only the minimum possible time in this zone.</p> <p>These same foods produced in the form of dried food powders in their original packaging, jars, cans and other containers of which have been processed by heat are not categorised as high risk foods.</p> <p>Safety can be maintained by correctly storing food:</p> <ul style="list-style-type: none"> ● controlling the temperature of high risk foods. Important: keep cold food cold (below 5°). Keep hot food hot (above 60°). ● checking equipment, particularly the operating temperatures of refrigerators and freezers including: <ul style="list-style-type: none"> ○ buying a thermometer and monitor temperatures ○ immediately reporting malfunctioning equipment to the principal (or campsite owner if at a camp) ● keeping frozen food frozen ● defrosting freezers regularly and not overloading them. ● covering food with lids, foil or plastic film ● once a can is opened any remaining food should be transferred to a suitable container and labelled with the date. Do not store in the can ● ensuring food does not remain in storage too long ● storing chemicals, cleaning equipment and personal belongings away from food preparation and food storage areas. ● Food that is displayed must either be wrapped or covered. Bain-maries (or hot holding devices) are to keep hot foods (above 60°) and are not to be used to: <ul style="list-style-type: none"> ○ reheat foods; or ○ stack food above the level of the trays or else it will not remain sufficiently hot.

Setting up food premises

Permanent food premises need to be registered with the municipal council and built and designed so that the food can be prepared safely and efficiently. Your local council environmental health officer can be contacted for details on building requirements for permanent food-handling premises and facilities.

Temporary food premises such as food stalls for a fete, barbecues, sausage sizzles need to:

- be constructed so that they can prevent the contamination of food, particularly by dust, insects and customers
- ensure all benches and tables have surfaces that are smooth and able to be cleaned



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- have facilities for hand washing and utensil washing facilities. If a sink connected to a water supply is not available near the stall, temporary facilities will need to be provided. Utensil washing facilities must be made available, including sealed container or drum with clean water; water-heating device such as an urn, so that hot water is available; bucket to collect dirty water; detergent; and disposable paper towels. Utensils should be washed as soon as possible in clean, soapy water and rinsed in clean water. All waste water must be disposed to the sewer, not storm-water.
- have adequate refrigeration and rubbish receptacle.

Note: Contact the local council environmental health officer to discuss any additional requirements such as completion of an application for stalls held off campus.