



Risk Assessment and Management – Information for Parents and School Staff

We take this opportunity to advise parents and school staff of the practices and procedures undertaken by management and staff of Boshack Outback in relation to the operation of our school camps. We have addressed a number of areas which are relevant to the wellbeing of students, however if you have further questions, please feel free to contact us and we will endeavour to assist.

- BOSHACK OUTBACK is a family owned camp venue which has successfully operated for over 15 years. Our camp venue is suitable in accommodation, catering and activities for school aged students from K to Year 12.
- BOSHACK OUTBACK's General Manager, with 15 years experience in developing, implementing and supervising adventure based school camp and corporate programs, designs a program for each school. The program is geared to the requirements and abilities of your group, based on advice from your School's Camp Co-ordinator. Our objective is to provide participants with an enjoyable and rewarding learning experience in a safe setting and employing the highest level of safety.
- Prior to camp your School's Camp Co-ordinator is provided with the following documents.
 - Medical form for participants
 - Clothing and equipment requirements list
 - Parental consent form
 - Directions to Outdoor Adventure Camps
- Copies of BOSHACK OUTBACK Safe Operating Procedures are permanently located in the following areas:
 - BOSHACK OUTBACK main office
- Each copy of the BOSHACK OUTBACK Safe Operating Procedures includes the following:
 - Information about the venue
 - Contact list with telephone numbers for local police, fire and ambulance
 - Recommended clothing and equipment list
 - Participant medical forms
 - Incident Report Forms

All Schools are required to bring their own portable first aid kits to accompany outdoor activities. BOSHACK OUTBACK first aid kits are located in diner

- Student accommodation consists of cabins that sleep 8-10 students per cabin. Separate teacher accommodation.
 - The camp site has flushing toilets and hot/cold showers.
- Catering is prepared on site in accordance with high levels of hygienic practice.
- 1-2 of our instructors and guides have Bronze Medallion qualifications
- All management, guides, instructors, kitchen hands and auxiliary staff employed by BOSHACK OUTBACK are subject to Working with Children Checks. BOSHACK OUTBACK retains these clearance notifications in confidential and secure records which can be viewed by the School's Camp Co-ordinator on request.
- On arrival at camp, teachers and students are briefed on camp protocols and safety issues.
- All relevant equipment and safety gear is provided by BOSHACK OUTBACK and includes, but is not limited to, Personal Flotation Devices (life jackets), ropes, etcetera. Equipment is maintained in good order and serviced on a regular basis by appropriately qualified persons.
- Prior to each activity our instructors check that:
 - equipment and safety gear is functioning appropriately
 - all participants are suitably attired, including appropriate footwear
 - jewelry is removed if applicable
 - hair and loose clothing is secured
- Each activity undertaken is preceded by a period of instruction.
- All efforts are made to include students with disabilities in normal activities programs, depending on the capabilities of the individual student.
- BOSHACK OUTBACK camp has a telephone which can be used in an emergency.
- Outside of BOSHACK OUTBACK run activities, supervision of students is the shared responsibility of BOSHACK OUTBACK and the School based on arrangements between BOSHACK OUTBACK and the School's Camp Co-ordinator.
- BOSHACK OUTBACK has Public / Products Liability insurance with Mc Naughton Gardiner Insurance Brokers Pty Ltd. All BOSHACK OUTBACK instructors are briefed on evacuation protocol.

We trust this information will be of assistance in your Risk Assessment and Management process and strongly suggest that School Camp Co-ordinators personally visit our venue prior to camp to familiarize themselves with the site and assist in this process. Please contact us to arrange an inspection or if further information is required.