

# Vision Valley Conference & Recreation Centre - Risk Management Program -

## Risk areas #1 On-site, general

ACTIVITY / PROGRAM	REQUIRED SUPERVISION	POTENTIAL RISKS	ESTABLISHED CONTROLS FOR MINIMISING RISKS TO GUESTS AND STAFF
<b>KEY RISK MANAGEMENT SAFEGUARD</b>	<b>Group Leaders</b>	<b>General</b>	<b>“Guest Information Handbook” outlining Vision Valley expectations and procedures are distributed for reading and application for all guests.</b>
Arrival at Vision Valley and moving into accommodation	Group Leader/s (Parents to look after babies/toddlers) VV staff	<ul style="list-style-type: none"> <li>- Tripping/ Falling</li> <li>- Guests getting lost</li> </ul>	<ul style="list-style-type: none"> <li>- Supervision as groups alight from buses (Group leader/s)</li> <li>- Guests arrive at agreed time (Group leader/s)</li> <li>- Ensuring groups move in an orderly manner (Group Leader/s)</li> <li>- Minimal barriers to group movement (VV staff)</li> <li>- Adhering to guidelines in Guest Information Handbook (Group leader/s)</li> <li>- Supervision by group leaders</li> <li>- Signage (erected and maintained by VV)</li> <li>- Effective lighting (erected and maintained by VV)</li> <li>- Local Rural Fire Brigade has conducted search and rescue training at Vision Valley and as such can be mobilized very quickly if required</li> </ul>
Movement around Vision Valley	Group Leader/s (Parents to look after babies/toddlers) VV staff	<ul style="list-style-type: none"> <li>- Tripping/ Falling</li> <li>- Vehicle accident</li> </ul>	<ul style="list-style-type: none"> <li>- Proper footwear to be worn at all times (VV staff briefing/ Group leader/s)</li> <li>- Well supervised movement during activities (VV Valley Adventures staff)</li> <li>- Well maintained walking areas (VV staff)</li> <li>- Speed limited to 20 kph</li> <li>- Clearly defined roadways/ parking areas</li> <li>- Barriers to non-VV vehicles in general movement areas</li> <li>- Strict controls on driving VV vehicles by VV staff</li> </ul>
Eating meals/ morning teas/ suppers	Group leader/s VV kitchen staff VV Briefing staff	<ul style="list-style-type: none"> <li>- Burning/ Scalding</li> <li>- Tripping/falling</li> <li>- Choking</li> </ul>	<ul style="list-style-type: none"> <li>- Limited access to hot water (group leader/s)</li> <li>- Briefing (VV staff)</li> <li>- Heat controls on food temperature (VV Kitchen staff)</li> <li>- No access to kitchen by guests/group leader/s</li> <li>- Slip-resistant surfaces maintained by VV staff</li> <li>- Guests move in an orderly manner (Group leader/s, VV Kitchen staff)</li> <li>- Staff are first aid trained in case of choking</li> </ul>

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Presence in lodges and meeting rooms (incl. sleeping)	Group leaders VV Briefing Staff	<ul style="list-style-type: none"> <li>- Tripping/ falling</li> <li>- Burning/ scalding</li> <li>- Falling from top</li> <li>- Bunks</li> <li>- Electrocution</li> <li>- Fire</li> </ul>	<ul style="list-style-type: none"> <li>- No running policy (Group leader/s, VV Valley Adventures Staff [intro. briefing])</li> <li>- Access to hot water in guest rooms supervised (Group leader/s)</li> <li>- Barriers in place on all top bunks to prevent falling</li> <li>- No using power points or other electrical fittings other than intended use (signs in place)</li> <li>- Safety switches fitted to all electrical switch boxes on site</li> <li>- Clear emergency procedures in each lodge (group leaders to read upon arrival)</li> <li>- Smoke detectors fitted in each room, hallway and other rooms in lodges</li> <li>- Fire alarms fitted</li> <li>- Vision Valley linked to security company "Central Monitoring" who advises of any fire detector activation immediately to staff on site to attend immediately.</li> <li>- In the event of not being able to contact staff, Central Monitoring contact the Fire Brigade for immediate attendance.</li> </ul> <p><i>* the vast majority of activations are false alarms and are often triggered by guest misuse. Vision Valley staff brief each group of the seriousness of these actions and that it will attract a \$650 fee to the group should the Fire Brigade attend a false alarm triggered by misuse.*</i></p>
Lodge bathrooms	Group leader/s	<ul style="list-style-type: none"> <li>- Slipping/ falling</li> <li>- Burning/ scalding</li> </ul>	<ul style="list-style-type: none"> <li>- Guests encouraged to act safely and responsibly in bathrooms</li> <li>- Safe usage of hot/ cold taps.</li> </ul>

## Risk areas #2 Adventure Activities

ACTIVITY / PROGRAM	REQUIRED SUPERVISION	POTENTIAL RISKS	ESTABLISHED CONTROLS FOR MINIMISING RISKS TO GUESTS AND STAFF
<b>WILDERNESS CHALLENGE</b>	- VISION VALLEY TRAINED STAFF	<ul style="list-style-type: none"> <li>- Falling from logs</li> <li>- Injury</li> <li>- Trip &amp; slips</li> <li>- Equipment failure</li> <li>- Wildlife</li> <li>- Crushing</li> </ul>	<ul style="list-style-type: none"> <li>- Trained Staff supervision</li> <li>- Wearing proper footwear (VV Briefing)</li> <li>- Well maintained equipment (VV Valley Adventures Staff)</li> <li>- Regular inspections of equipment conducted internally &amp; externally by industry professional</li> <li>- Slippery logs (VV Staff will cancel activity if deemed unsafe)</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits / Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> </ul>

ACTIVITY / PROGRAM	REQUIRED SUPERVISION	POTENTIAL RISKS	ESTABLISHED CONTROLS FOR MINIMISING RISKS TO GUESTS AND STAFF
<b>WATERSLIDE</b>	<ul style="list-style-type: none"> <li>- VISION VALLEY TRAINED STAFF</li> <li>- plus 1 GROUP LEADER</li> </ul>	<ul style="list-style-type: none"> <li>- Slipping on walkways and stairs</li> <li>- Arm catches on top handrail</li> <li>- Guests stopping during descent including at base</li> <li>- Access to waterslide when not in use</li> <li>- Injury</li> <li>- Trips &amp; slips</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- All walkways designed to be slip resistant</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- Well maintained equipment (VV Staff)</li> <li>- Regular internal &amp; external inspection of slide</li> <li>- First Aid Kits / Emergency Procedures established in the event of accident/injury</li> <li>- Clear signage in place</li> <li>- Activity securely locked when not in use</li> <li>- Procedures require group leader to monitor bottom of waterslide</li> <li>- Rubber mat in place to minimize slipping on exit of slide</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- Group leader to supervise participants as they exit the slide</li> </ul>
<b>BUSH COOKING</b>	<ul style="list-style-type: none"> <li>- VISION VALLEY TRAINED STAFF</li> <li>- GROUP LEADER</li> </ul>	<ul style="list-style-type: none"> <li>- Dough/ utensils used for cooking</li> <li>- Contamination</li> <li>- Scalds/ burns</li> <li>- Guests playing with hot coals</li> <li>- Burning foreign objects</li> <li>- Injury</li> </ul>	<ul style="list-style-type: none"> <li>- Dough prepared by Vision Valley Catering staff and wrapped by trained VV Valley Adventures staff during the session</li> <li>- Utensils used cleaned and free from contamination (VV Valley Adventures staff)</li> <li>- Trained staff supervision</li> <li>- Well maintained equipment (VV Staff)</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits/ Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> </ul>
<b>BALSARANGS/ CRAFT/ EGG DROPS</b> <i>**Balsarangs** are cross shaped flying objects that act like boomerangs, made from balsa wood</i>	<ul style="list-style-type: none"> <li>- VISION VALLEY TRAINED STAFF</li> <li>- GROUP LEADER</li> </ul>	<ul style="list-style-type: none"> <li>- Injury (hit in eye, consuming glue)</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits/ Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> </ul>
<b>CAMP FIRE</b>	GROUP LEADER/S	<ul style="list-style-type: none"> <li>- Burns/ scalds</li> <li>- Guests burning foreign objects</li> <li>- High Temperatures &amp; Wind</li> </ul>	<ul style="list-style-type: none"> <li>- Responsible Group Leader/s briefed concerning camp fire procedures</li> <li>- First Aid Kits/ Emergency Procedures established in the event of accident/injury</li> <li>- Guest seating established with safe distance from campfire</li> <li>- Activity will be cancelled in the event of high fire danger or wind hazard</li> <li>- "No tolerance" policy regarding burning foreign objects by guests</li> <li>- Camp fires are to finish by 9.15pm</li> </ul>
<b>HORSE RIDING &amp; WAGON RIDES</b> <i>(wagon rides are temporarily unavailable)</i>	<ul style="list-style-type: none"> <li>- VV HORSE STAFF</li> <li>- GROUP LEADERS</li> </ul>	<b>FOR HORSE RIDING</b> <ul style="list-style-type: none"> <li>- Falling from horse</li> <li>- Being kicked or bitten by horse</li> <li>- Being frightened or anxious during riding</li> <li>- Injury</li> </ul>	<ul style="list-style-type: none"> <li>- Only carefully chosen and well trained horses are used in activity</li> <li>- Any horse showing symptoms of aggressive behavior towards riders immediately removed from program.</li> <li>- Riders who are extremely nervous will be assisted closely by a staff member to encourage the most positive experience from their session. Some participants may be sympathetically dismounted from the horse if they panic and decide they are unable to take part.</li> <li>- All staff have suitable degrees of horse riding and handling experience</li> </ul>

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		<ul style="list-style-type: none"> <li>- Being stood on by horse during mounting or dismounting.</li> <li>- injuries attained from branches or other hazards in the natural environment</li> </ul> <p><b>FOR WAGON RIDES</b></p> <ul style="list-style-type: none"> <li>- Falling from the cart</li> <li>- Bumping ones head when leaving the Cart</li> <li>- Being kicked by a horse</li> <li>- Contact injuries from foliage along the track</li> <li>- Being bumped by the cart if the horse is restless during embarking and disembarking process.</li> </ul>	<ul style="list-style-type: none"> <li>- Guests are briefed explaining the dangers involved when riding and being around horses</li> <li>- Trails are regularly checked and maintained for low overhanging branches and other hazards.</li> </ul> <p><b>FOR HORSE RIDING</b></p> <ul style="list-style-type: none"> <li>- Guests are given a demonstration by a staff member on how to approach a horse, mount, dismount, start, stop and steer</li> <li>- All rides are carried out at the walk pace only to minimize falls as riders are largely very inexperienced.</li> <li>- No more than one person allowed on a horse as procedure, including an adult with a small child. Absolutely NO exceptions.</li> <li>- Horses are in an enclosed post and rail fenced holding yard. Riders are requested to only come into the yard under VV staff supervision</li> <li>- All rides are conducted only on Vision Valley property and on maintained riding trails</li> <li>- Standards approved helmets are provided and are compulsory to be worn by guests during riding and when in close proximity to the horses</li> <li>- Guests are only allowed to ride when wearing enclosed hard shoes.</li> </ul> <p><b><i>*It is the responsibility of group leaders to ensure that guests undertaking horse-riding come prepared with enclosed hard shoes</i></b></p> <ul style="list-style-type: none"> <li>- One qualified first-aid staff member is present on every ride</li> <li>- A staff member will carry a first aid kit on every ride</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> </ul> <p><b>FOR WAGON RIDES</b></p> <ul style="list-style-type: none"> <li>- Guests are instructed not to stand up whilst on the cart</li> <li>- Guests are instructed on the dangers of being around a horse</li> <li>- Guests are instructed not to approach the front of the cart nor stand around behind the cart. They must approach the steps and embark immediately, ensuring they grip the handrails at the back to steady themselves.</li> <li>- Guests are instructed not to lean or place any part of their body outside the cart to avoid contact injuries with natural hazards along the side of the track.</li> <li>- One qualified first-aid staff member is present on every ride</li> <li>- A staff member will carry a first aid kit on every ride</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- Regular checks and maintenance along the cart track minimize natural hazards</li> </ul>
<b>ARCHERY</b>	VV TRAINED STAFF - GROUP LEADERS	<ul style="list-style-type: none"> <li>- Injury from being hit by arrow</li> <li>- Arm rash from bow string</li> <li>- Injury to fingers</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits/ Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- Guests instructed to lay down bows before proceeding to retrieve arrows</li> <li>- Guests instructed to place bows face down when returning to launch area after retrieving arrows</li> </ul>

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<b>ABSEILING</b>	<ul style="list-style-type: none"> <li>- VV TRAINED STAFF</li> <li>- GROUP LEADERS</li> </ul>	<ul style="list-style-type: none"> <li>- Falling</li> <li>- Tree limbs breaking</li> <li>- Equipment failure</li> <li>- Tripping</li> <li>- Cuts and grazes</li> <li>- Hair caught in descender</li> <li>- Being hit by thrown rocks</li> <li>- Disruptive behaviour</li> </ul>	<ul style="list-style-type: none"> <li>- Strict guidelines about no running at any time</li> <li>- Trained staff supervision</li> <li>- Thorough briefing before engaging in activity, including harnesses, helmets and descending devices (VV Valley Adventures Staff)</li> <li>- First Aid Kits/ Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- Equipment and rope checks conducted session by session, monthly, and 6 monthly by external inspector</li> <li>- Long hair required to be tied back and placed out of danger from being caught in descender</li> <li>- Briefing includes no tolerance on throwing rocks</li> <li>- Upper level of abseiling area regularly checked and maintained for any unevenness that could cause falls</li> <li>- VV Valley Adventures Activities Development and Training Coordinator has responsibility for oversight of ropes activities within their job description</li> <li>- Anchors are installed and proof loaded to Australian Standards</li> <li>- Discipline of gues</li> </ul>
<b>VERTICAL CHALLENGE</b>	<ul style="list-style-type: none"> <li>- VV TRAINED STAFF</li> <li>- GROUP LEADERS</li> </ul>	<ul style="list-style-type: none"> <li>- Falling</li> <li>- Tree limbs breaking</li> <li>- Equipment failure</li> <li>- Tripping</li> <li>- Cuts and grazes</li> <li>- Being hit by thrown rocks</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- Thorough briefing before engaging in activity, including harnesses and helmets (VV Valley Adventures Staff)</li> <li>- First Aid Kits/ Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- VV Valley Adventures Activities Development and Training Coordinator has responsibility for oversight of ropes activities within their job description</li> <li>- Equipment and rope checks conducted session by session, monthly, and 6 monthly by external inspector.</li> <li>- Harnesses checked and double checked by activity instructor prior to guest proceeding</li> <li>- Proper footwear required to be worn</li> </ul>
<b>RAFT BUILDING</b>	<ul style="list-style-type: none"> <li>- VV TRAINED STAFF</li> <li>- GROUP LEADER/S</li> </ul>	<ul style="list-style-type: none"> <li>- Raft collapses in dam</li> <li>- Guest becomes entangled in ropes</li> <li>- Injury from floating objects</li> <li>- Being struck by canoe</li> <li>- Drowning</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits/ Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- VV Valley Adventures staff carry &amp; are trained to use a 10m Throw Rope during activity session if needed.</li> <li>- Flotation device for rescue readily available on shoreline</li> <li>- Raft building staff trained in CPR and first aid</li> <li>- Guests wear PFD's during this activity</li> <li>- PFD's audited monthly</li> <li>- A maximum number of 8 raft-building guests on the dam at any one time</li> <li>- Procedures in place ensuring clear separation of raft building and canoeing</li> <li>- Session by session and monthly inspections of barrels, ropes and timber</li> </ul>

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<b>PRUSSICKING/ CRATE STACK</b>	<ul style="list-style-type: none"> <li>- VV TRAINED STAFF</li> <li>- GROUP LEADER/S</li> </ul>	<ul style="list-style-type: none"> <li>- Equipment failure</li> <li>- Guest stuck on rope unable to undo prussic knot</li> <li>- Injury</li> <li>- Crate falling on guest</li> <li>- Equipment failure</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits / Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- Equipment and rope checks conducted session by session, monthly, and 6 monthly by external inspector.</li> <li>- VV Valley Adventures Activities Development and Training Coordinator has responsibility for oversight of ropes activities within their job description</li> <li>- Harnesses checked and double checked by activity instructor prior to guest proceeding</li> <li>- Proper footwear required to be worn</li> </ul>
<b>INDOOR SPORTS</b>	<ul style="list-style-type: none"> <li>- VV TRAINED STAFF</li> <li>- GROUP LEADER/S</li> </ul>	<ul style="list-style-type: none"> <li>- Tripping and falling</li> <li>- Being hit in head by flying object</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits/ Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- Proper footwear needs to be worn at all times (integrated into briefing)</li> </ul>
<b>CANOEING</b>	<ul style="list-style-type: none"> <li>- VV TRAINED STAFF</li> <li>- GROUP LEADER/S</li> </ul> <p style="text-align: center;"><i>* This activity can at the group's discretion be overseen by group leader/s</i></p>	<ul style="list-style-type: none"> <li>- Capsizing</li> <li>- PFD malfunction</li> <li>- Injury</li> <li>- Drowning</li> <li>- Irresponsible behaviour by canoeists</li> <li>- Wildlife</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- VV Valley Adventures staff member supervises from within a Kayak/ Canoe on the water to maximize proximity in the event of an emergency</li> <li>- First Aid Kits/ Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- VV Valley Adventures staff carry &amp; are trained to use a 10m Throw Rope during activity session if needed.</li> <li>- Flotation device readily available on shoreline</li> <li>- Canoeing staff trained in CPR and first aid</li> <li>- Guests wear PFD's during this activity</li> <li>- PFD's audited monthly</li> <li>- Procedures in place ensuring clear separation of canoeing and raft building</li> <li>- Regular checks undertaken of canoes, paddles</li> </ul>
<b>ROCK CLIMBING</b>	<ul style="list-style-type: none"> <li>- VV TRAINED STAFF</li> <li>- GROUP LEADER/S</li> </ul>	<ul style="list-style-type: none"> <li>- Falling</li> <li>- Rocks falling during climb</li> <li>- Equipment failure</li> <li>- Tripping</li> <li>- Cuts and grazes</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits/ Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- VV Valley Adventures Activities Development and Training Coordinator has responsibility for oversight of ropes activities within their job description</li> <li>- Equipment and rope checks conducted session by session, monthly and 6 monthly by External Inspector.</li> <li>- Harnesses checked and double checked by activity instructor prior to guest proceeding</li> <li>- Proper footwear required to be worn</li> </ul>

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			<ul style="list-style-type: none"> <li>- Hand holds regularly checked and replaced when needed</li> <li>- Area above rock climbing maintained to minimize loose rocks that can potentially be thrown or fall</li> </ul>
<p><b>SWIMMING IN POOL/S</b></p> <p><i>* We have two pools – one in the main centre and one outside Stringybark Lodge</i></p>	<ul style="list-style-type: none"> <li>- GROUP LEADER/S</li> <li>- VV STAFF Bronze Medallion Trained (when requested by groups)</li> </ul>	<ul style="list-style-type: none"> <li>- Drowning</li> <li>- Injury</li> <li>- Sharp objects on pool</li> <li>- bottom causing injury</li> <li>- Diving</li> </ul>	<ul style="list-style-type: none"> <li>- Bronze Medallion Trained Staff</li> <li>- Signage in place outlining pool rules</li> <li>- Requirement that no swimming is to occur for anyone under 14 without adult supervision</li> <li>- Flipping, diving, bombing strictly prohibited</li> <li>- Life buoy fitted beside the pool</li> <li>- Pool checked and cleaned on a daily basis</li> <li>- Pool is locked at the end of each session</li> </ul>
<p><b>MOUNTAIN BIKES</b></p>	<ul style="list-style-type: none"> <li>- VV TRAINED STAFF</li> <li>- GROUP LEADER/S</li> </ul>	<ul style="list-style-type: none"> <li>- Injury from falling</li> <li>- Cuts and scratches from chain and environment</li> <li>- Bike component failure</li> </ul>	<ul style="list-style-type: none"> <li>- Briefing and Training delivered by trained staff</li> <li>- First Aid Kits / Emergency Procedures established in the event of accident/injury</li> <li>- Activity structured as a skills development course</li> <li>- Safety equipment including helmets and protective pads must be worn</li> <li>- Mountain bikes are regularly checked by VA staff and contracted mountain bike mechanics</li> <li>- Proper footwear required to be worn</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- VV Valley Adventures Activities Development and Training Coordinator has responsibility for oversight of mountain bike activities within their job description</li> </ul>
<p><b>A-FRAME INITIATIVE</b></p>	<ul style="list-style-type: none"> <li>- VV TRAINED STAFF</li> <li>- GROUP LEADER/S</li> </ul>	<ul style="list-style-type: none"> <li>- Injury from fall</li> <li>- Knocking against A-Frame</li> <li>- Rope burn</li> <li>- Injury from slips and trips</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits / Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- VV Valley Adventures Activities Development and Training Coordinator has responsibility for oversight of ropes activities within their job description</li> <li>- Proper footwear required to be worn</li> </ul>
<p><b>BUSH WALKING</b></p>	<ul style="list-style-type: none"> <li>- VV TRAINED STAFF</li> <li>- GROUP LEADER/S</li> </ul> <p><i>*Or this can be a self staffed activity</i></p>	<ul style="list-style-type: none"> <li>- Injury from slips and trips</li> <li>- Injury from tree branches falling</li> <li>- Heat stroke and heat exhaustion</li> <li>- Sunburn</li> <li>- Bites from wildlife</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- Bushwalks regularly checked for overhanging dead branches and trip hazards</li> <li>- Instructors are trained to carry water, appropriate first aid equipment and a radio to contact the main centre at Vision Valley</li> <li>- Participants are instructed to be careful with their feet walking over uneven ground</li> <li>- Participants are instructed to apply sunscreen on high UV index days</li> <li>- Participants are instructed to take care around wildlife and not to approach animals in their wild environment</li> <li>- Proper footwear required to be worn</li> </ul>
<p><b>BEACH VOLLEYBALL</b></p>	<ul style="list-style-type: none"> <li>- VV TRAINED STAFF</li> <li>- GROUP LEADER/S</li> </ul>	<ul style="list-style-type: none"> <li>- Injury from slips and trips</li> <li>- Injury from being hit by volleyball</li> </ul>	<ul style="list-style-type: none"> <li>- Volley ball court is raked regularly to make ground even</li> <li>- First aid is readily available from the instructor, reception or the Valley Adventures office</li> </ul>

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	<i>*Or this can be a self staffed activity</i>	<ul style="list-style-type: none"> <li>- Injury from diving on the sand</li> <li>- Sunburn</li> <li>- Heat stroke and heat exhaustion</li> </ul>	<ul style="list-style-type: none"> <li>- Sunscreen is readily available from the instructor, reception or the Valley Adventures office</li> <li>- Water is available from the instructor, the dining room, the lakeside chapel or the craft room</li> </ul>
<b>WACKY OLYMPICS</b>	<ul style="list-style-type: none"> <li>- VV TRAINED STAFF</li> <li>- GROUP LEADER/S</li> </ul>	<ul style="list-style-type: none"> <li>- Injury from slips and trips</li> <li>- Sunburn</li> <li>- Sprains and strains</li> <li>- Injury</li> <li>- Rope Burn</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits / Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- Ice packs available from Catering Department</li> <li>- Proper footwear required to be worn</li> </ul>
<b>TEAM BUILDING</b>	<ul style="list-style-type: none"> <li>- VV TRAINED STAFF</li> <li>- GROUP LEADER/S</li> </ul>	<ul style="list-style-type: none"> <li>- Trips and slips</li> <li>- Injury</li> <li>- Sprains &amp; strains</li> <li>- Collision</li> <li>- Anxiety</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision &amp; facilitation</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits / Emergency Procedures established in the event of accident/injury</li> <li>- Ice packs available from Catering Department</li> <li>- Proper footwear required to be worn</li> </ul>
<b>ORIENTEERING all courses</b>	<ul style="list-style-type: none"> <li>- VV TRAINED STAFF</li> <li>- GROUP LEADER/S</li> </ul>	<ul style="list-style-type: none"> <li>- Trips and slips</li> <li>- Sunburn</li> <li>- Bites from wildlife</li> <li>- Lost participant</li> <li>- Injury</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision or Group Leader supervision</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits / Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- Boundaries &amp; time frame set for Orienteering activity over set course</li> <li>- Proper footwear required to be worn</li> </ul>
<b>WIDE GAMES</b>	<ul style="list-style-type: none"> <li>- VV TRAINED STAFF</li> <li>- GROUP LEADER/S</li> </ul>	<ul style="list-style-type: none"> <li>- Trips and Slips</li> <li>- Collisions</li> <li>- Lost participant</li> <li>- Injury</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits / Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- Proper footwear required to be worn</li> </ul>
<b>CAMP-OUT OVERNIGHT (onsite and offsite)</b>	<ul style="list-style-type: none"> <li>- VV TRAINED STAFF</li> <li>- GROUP LEADER/S</li> </ul>	<ul style="list-style-type: none"> <li>- Trips or falls</li> <li>- Injury</li> <li>- Equipment failure</li> <li>- Insect and reptile bites</li> <li>- Track erosion</li> <li>- Fallen Trees</li> <li>- Burns/scalds</li> <li>- Guests burning foreign objects</li> <li>- Sunburn or Heat stroke</li> <li>- Lost participant</li> <li>- Hypothermia</li> </ul>	<ul style="list-style-type: none"> <li>- Trained Staff supervision</li> <li>- Consultation of weather information from Bureau of Meteorology to determine if campout can go ahead</li> <li>- Wearing proper footwear (VA Briefing)</li> <li>- Well maintained tracks and current topographic maps of area in use</li> <li>- Regular inspection of all tracks</li> <li>- Slippery logs (VA Staff may chose a different bush track if deemed unsafe)</li> <li>- Thorough briefing before engaging in activity including the importance of hat sunscreen, water, and appropriate clothing and footwear (VA Staff)</li> <li>- First Aid Kits / Emergency Procedures established in the event of accident/injury</li> <li>- VA Staff carry first aid kits &amp; two-way radios during activity session</li> <li>- Responsible Group Leader/s briefed concerning camp fire procedures</li> <li>- Guest seating and tent area established with safe distance from campfire</li> <li>- Activity may be cancelled or modified in the event of a fire, storm or wind hazard</li> </ul>

ACTIVITY / PROGRAM	REQUIRED SUPERVISION	POTENTIAL RISKS	ESTABLISHED CONTROLS FOR MINIMISING RISKS TO GUESTS AND STAFF
			<ul style="list-style-type: none"> <li>- "No tolerance" policy regarding burning foreign objects by guests</li> <li>- Access to water available to extinguish fire</li> <li>- Boundaries set for camping area</li> <li>- Well formed plan to be given to Centre Manager and Activities Manager for all offsite trips</li> </ul>
<b>LOW ROPES</b>	<ul style="list-style-type: none"> <li>- VV TRAINED STAFF</li> <li>- GROUP LEADER/S</li> </ul>	<ul style="list-style-type: none"> <li>- Falling from logs and wire elements</li> <li>- Injury</li> <li>- Trip &amp; slips</li> <li>- Equipment failure</li> <li>- Wildlife</li> <li>- Crushing</li> </ul>	<ul style="list-style-type: none"> <li>- Trained Staff supervision</li> <li>- Wearing proper footwear (VV Briefing)</li> <li>- Well maintained equipment (VV Valley Adventures Staff)</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits / Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- Staff brief students about safety and spotting.</li> </ul>
<b>All Valley Adventures Activities</b>	<ul style="list-style-type: none"> <li>- VV TRAINED STAFF</li> <li>- GROUP LEADER/S</li> </ul>	<ul style="list-style-type: none"> <li>- Ticks, wasps, bees, snakes &amp; leeches</li> </ul>	<ul style="list-style-type: none"> <li>- Welcome talk briefing covers topics, what to do if bitten, how to respond to snakes.</li> <li>- Groups carry First Aid Kits and First Aid Kits located at reception or the Valley Adventures office</li> <li>- Emergency Procedures established in the event of accident/injury</li> <li>- All activity instructors carry two-way radios during sessions</li> </ul>