

# SAFETY ACTION PLAN

## GROUP LEADER...

- Group Leader run after briefing by TSCC staff
- Disclose relevant medical conditions
- Fulfil responsibilities in SAP below
- Responsible for overall group management

## PARTICIPANTS...

- Shoes

## INSTRUCTOR...

- Pass internal training and assessment program
- Current first aid certificate

## RESTRICTIONS

None

RATIOS (not including instructor)

1 adult : 12 students

What could go wrong? 'The potential harm'	What would cause it to go wrong? 'The hazard'	How could we prevent it from going wrong? 'The mitigation'	Responsibility of?	When will it be done?	Emergency Plan
Loss of Process	- Too many team members	- The activity can run with any amount of people but optimum numbers are 5 to 12 people	TS Instructors	Before	<i>Suspected major injury</i> - All to vacate area - Instructor to coordinate first aid - Instructor to radio to main office to arrange for ambulance or extra assistance - Assess if activity can continue
	- Improper briefing/instructions	- Ensure the whole group is listening during briefing	Group Leaders	Before	
	- Lack of understanding of objectives - Too complex for group	- Brief group clearly and adapt objectives to suit the groups age, mental and physical capacity - Outline the goal of the activities	Group Leaders	During	
	- Not physically appropriate for the team	- Ensure the team is physically capable of the challenges	Group Leaders	During	
	- Negative comments by bystanders	- Give guidelines to bystanders regarding opinions	TS Instructors	During	
Bumps, bruises, scrapes, strains, sprains	- Falling off an element - Poor Supervision - Team mates not "spotting" properly - Jumping over obstacles	- Use the acronym S.O.S "step off safely" when describing how to dismount the element - Participants MUST be "Spotted" when moving across obstacles unless told otherwise.	<b>Participants + Group leaders</b>	Before	<i>Other/ Minor Injury</i> - Group leader to administer first aid
	- Holding broom handle at head height - Throwing objects - Draping rope around neck	- Clear brief about use of equipment, including being aware of group members, the length of the sticks, and the risks of carrying rope around their neck	<b>Participants + Group leaders</b>	Before & During	
Exposure to elements (sun, wind, temperature)	- Long periods out in the sun or wind and rain without correct clothes	- Move to an indoor Activity during "bad weather" - Ensure the group has adequate clothing	TS instructor <b>Participants + Group leaders</b>	Before Before & During	
Psychological harm	- Being bullied or forced to participate	- Challenge by choice - Group encouragement	TS instructor <b>Participants + GL</b>	During	

Please note: The Instructor may cancel this activity at any time if conditions outlined in this SAP are not able to be achieved or maintained. *Serious Hazards are highlighted*