

# SAFETY ACTION PLAN

ACTIVITY: BURMA TRAIL  
LOCATION: KAYAK Paddock

## GROUP LEADER...

- Group leader to run after being trained by TS Instructor
- 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
Serious injury (fall from height)	- Failure to follow instruction re: procedures and boundaries - Leaving the trail	- Give clear instructions about staying on the rope - Station adults on the top to help guide participants away from the edge	Group leaders  Group leaders	Before  During	<i>Suspected major injury</i> - All to vacate area - Group leader to coordinate first aid
Bumps, Bruises, Scrapes, Strains, Sprains	- Uneven slippery wet clay track surface - Fallen foliage creating slippery surface	- All participants must wear covered footwear - Allow sufficient time for activity so participants do not feel rushed - Remove any sticks and branches that may be hazardous	Participants + Group leaders	Before	- Group leader to arrange for ambulance or extra assistance
Impact injury (Walking into something)	- Moving too quickly blindfolded/in the dark  - Walking into low hanging branches	- Stay on the trail holding the rope - Don't run blindfolded - Leave a gap between participants - Don't run trail under/through areas where there are branches to walk into	Participants + Group leaders	Before or during During  During	- Inform host of incident immediately and fill out appropriate forms
Exposure to elements (sun, wind, temperature)	- Long periods out at night or in the wind and rain without warm clothes	- Move to an indoor Activity during "bad weather"  - Ensure the group has adequate clothing	TS instructor  Participants + Group leaders	Before  Before & During	- Assess if activity can continue
Psychological harm	- Fear of the dark - Being bullied or forced to participate	- Challenge by choice - Group encouragement	TS instructor Participants + GL	During	<i>Other/ Minor Injury</i> - Group leader to administer first aid

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**