

SAFETY ACTION PLAN

ACTIVITY: INITIATIVES
LOCATION: INITIATIVES COURSE

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

Recommended for 8 years and older

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 - Group leader to coordinate first aid - Group leader to arrange for ambulance or extra assistance - Inform host of incident immediately and fill out appropriate forms - Assess if activity can continue <i>Other/ Minor Injury</i> - Group leader to administer first aid
	- Improper briefing/instructions	- Ensure the whole group is listening during briefing	Group Leaders	Before	
	- Lack of understanding of objectives	- Brief group clearly and adapt objectives to suit the groups age, mental and physical capacity	Group Leaders	During	
	- Too complex for group	- 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	- Clear brief about use of equipment, including being aware of group members, the length of the sticks, and safe lifting of others and tires	Participants + Group leaders	Before	- Assess if activity can continue <i>Other/ Minor Injury</i> - Group leader to administer first aid
	- Poor Supervision	- Having two spotters minimum on each side per person with thumbs tucked in.		Before & During	
	- Team mates not "spotting" properly	- Give clear instructions about being careful of others around you	Participants + Group leaders		
	- Holding broom handle at head height				
	- Throwing objects				
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"	TS instructor	Before	
		- Ensure the group has adequate clothing	Participants + Group leaders	Before & During	
Psychological harm	- Being bullied or forced to participate	- Challenge by choice	TS instructor	During	
		- Group encouragement	Participants + GL		

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*