

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 - Improper briefing/instructions - Lack of understanding of objectives - Too complex for group - Not physically appropriate for the team - Negative comments by bystanders	- The activity can run with any amount of people but optimum numbers are 5 to 12 people - Ensure the whole group is listening during briefing - Brief group clearly and adapt objectives to suit the groups age, mental and physical capacity - Outline the goal of the activities - Ensure the team is physically capable of the challenges - Give guidelines to bystanders regarding opinions	TS Instructors Group Leaders Group Leaders Group Leaders TS Instructors	Before Before During During During	<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
Bumps, bruises, scrapes, strains, sprains	- Falling off an element - Poor Supervision - Team mates not "spotting" properly - Holding broom handle at head height - Throwing objects	- Clear brief about use of equipment, including being aware of group members, the length of the sticks, and safe lifting of others and tires - Having two spotters minimum on each side per person with thumbs tucked in. - Give clear instructions about being careful of others around you	Participants + Group leaders Participants + Group leaders	Before Before & During	<i>Other/ Minor Injury</i> - Group leader to administer first aid
Death/Serious Injuries	- Extreme environmental event (Flooding, Earthquakes, Lightning & High Winds)	Move to emergency meeting area	Group leader/ TS instructor	In the event	
Exposure to elements (sun, wind, temperature)	- Long periods out in the sun or wind and rain without correct clothes - Extreme environmental event (Flooding, Earthquakes, Lightning & High Winds)	- Move to an indoor Activity during "bad weather" - Ensure the group has adequate clothing - Move to emergency meeting area 24/08/2026	TS instructor Participants + Group leaders TS instructor	Before Before & During In the event	
Psychological harm	- Being bullied or forced to participate	- Challenge by choice - Group encouragement	TS instructor Participants + GL	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*