

SAFETY ACTION PLAN

ACTIVITY: TOP TOWN
LOCATION: FIELDS/AUDI

GROUP LEADER...

- ➡ Disclose relevant medical conditions
- ➡ Fulfil responsibilities in SAP below
- ➡ Responsible for overall group management

PARTICIPANTS...

- ➡ Footwear recommended

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
Bumps, Bruises, Scrapes, Strains, Sprains	<ul style="list-style-type: none"> - Improper briefing/instructions - Lack of supervision - Improper use of equipment 	<ul style="list-style-type: none"> - Ensure the whole group is listening during briefing - Use megaphone/loudspeaker for a group of 50+ to help your voice carry - Have a responsible person per station or per group to lead the group through the activities 	<p>TS instructor</p> <p>Participants + Group leaders</p>	<p>Before</p> <p>During</p>	<p><i>Suspected major injury</i></p> <ul style="list-style-type: none"> - 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
Damage to equipment	<ul style="list-style-type: none"> - Improper briefing/instructions - Lack of supervision - Improper use of equipment 	<ul style="list-style-type: none"> - Ensure the whole group is listening during briefing - Use megaphone/loudspeaker for a group of 50+ to help your voice carry - Have a responsible person per station or per group to lead the group through the activities 	<p>TS instructor</p> <p>Participants + Group leaders</p>	<p>Before & during</p> <p>During</p>	
Exposure to elements (sun, wind, temperature)	<ul style="list-style-type: none"> - Long periods out in the sun or wind and rain without correct clothes - Extreme environmental event (Flooding, Earthquakes, Lightning & High Winds) 	<ul style="list-style-type: none"> - Move to an indoor venue during "bad weather" - Ensure the group has adequate clothing - Have sunscreen available - Move to emergency meeting area 	<p>TS instructor</p> <p>Participants + Group leaders</p> <p>TS instructor</p>	<p>Before</p> <p>Before & During</p> <p>In the event</p>	<p><i>Other/ Minor Injury</i></p> <ul style="list-style-type: none"> - Group leader to administer first aid
Psychological harm	<ul style="list-style-type: none"> - Being bullied or forced to participate 	<ul style="list-style-type: none"> - Challenge by choice - Group encouragement 	<p>TS instructor</p> <p>Participants + Group Leaders</p>	<p>During</p>	

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*