

LIFE CAMPS AUSTRALIA INCORPORATED

Risk Minimisation

This Policy in relation to Risk Minimisation:

- encourages Leaders to:
 - take responsibility for safety and minimising risk;
 - be mindful of safety and risk minimisation in all activities undertaken at Camp or at activities/events associated with Life Camps Australia;
 - remain aware of what is happening around them;
 - set a good example and to encourage safe participation; and
- requires one Leader to be appointed to be in charge of every activity to:
 - reduce the risk of any ambiguity as to guidelines;
 - minimise the risk of conflicting instructions being given to Campers; and
- recognises that:
 - camping is for all age groups, abilities and confidence levels;
 - Campers should be encouraged to participate in all activities; and
 - no Camper should be forced to participate in activities if they are uncomfortable to do so since there are many reasons why Campers may not wish to participate.

This Policy applies to all Camps run by Life Camps Australia.

Seize life

Contents

GENERAL PRINCIPLES	2
1. Leaders	2
2. All Activities	3
3. Disciplinary Action When Leaders Or Campers Do Not Follow Instructions	3
ROPES	4
4. High Ropes	4
5. Low Ropes	4
6. Flying Fox.....	4
SPORTS.....	5
7. Archery	5
8. Rockwall.....	5
WATER SPORTS	5
9. Beach Days	5
10. Pool Activities	7
11. Canoes	8
12. Motor Boats	8
CONTACT US	9

GENERAL PRINCIPLES

1. LEADERS

- Leaders must act responsibly and encourage safety procedures at all times.
- Leaders must enforce appropriate disciplinary action if Campers are not compliant with instructions.
- At least one Leader at each activity must have a mobile phone with emergency numbers available.
 - Emergency numbers may include the phone number for the Manager of Life Camps Australia, the Camp Organiser and emergency services.
- There should be at least one person (whether a Leader or a Volunteer) with a current First Aid Certificate on every Camp who is designated as First Aid Officer.



- Whenever possible, there should be at least one person available on standby to attend a Camp as a Leader at short notice in the event a Leader needs to be replaced or an additional Leader is required.

2. ALL ACTIVITIES

- Activities must be supervised by appropriate Leaders. The Leader might be a trained and qualified employee of the camp site or an appropriately trained Leader of Life Camps Australia.
- If specific equipment, safety harnesses or helmets are required for an activity, Campers must not participate in that activity unless their equipment, harnesses and helmets are the correct size, properly fitted and worn correctly at all times.
- Safety instructions are to be observed strictly. This includes but is not limited to observing height and weight restrictions, standing behind safety barriers and taking turns upon the instruction of the Leader in charge of the activity.
- Behaviour that promotes “showing off” or encourages unsafe practices must not be permitted or encouraged by any person (whether a Camper or Leader).
- There must be a First Aid Kit available at every Camp.
- Prior to the commencement of each Camp, the Camp Organiser must ensure:
 - the First Aid Kit is stocked to a standard that reflects the guidelines produced by St Johns Ambulance from time to time;
 - that each Leader knows where the First Aid Kit is kept;
 - that all Leaders and Campers know who the First Aid Officer is.
- Camp Organiser must be satisfied that appropriate and adequate insurance is in place before finalising the Camp program (noting that some activities can no longer be insured such as motor bikes, go karts etc).

3. DISCIPLINARY ACTION WHEN LEADERS OR CAMPERS DO NOT FOLLOW INSTRUCTIONS

- If a Camper misbehaves, firm but gentle verbal correction should be the first response.
- Consider whether removal of an individual from the activity is appropriate and whether such removal should be for a short period or for the full time the activity is in progress.
- Consider whether ending the activity early is required.
- At no time is physical punishment or the threat of physical punishment or any kind permitted.
- For further information in relation to appropriate disciplinary action please refer to the Life Camps Australia Discipline Policy.



ROPES

4. HIGH ROPES

- Risks include falling, slipping and resulting injuries.
- How we can minimise the risk:
 - follow the general protocols for all activities set out above.
 - a “spotter” is required for each Camper.
 - *The spotter must be an appropriate match to the person on the course (ie the spotter must be at least a similar height and size as the person on the course, or bigger).*
 - appropriate safety equipment must be worn at all times.
- Leaders must enforce appropriate disciplinary action if Campers are not compliant.

5. LOW ROPES

- Risks include falling, slipping and resulting injuries.
- How we can minimise the risk:
 - follow the general protocols for all activities set out above.
 - a “spotter” is required for each Camper.
 - *The spotter must be an appropriate match to the person on the course (ie the spotter must be at least a similar height and size as the person on the course, or bigger).*
 - appropriate safety equipment must be worn at all times.
- Leaders must enforce appropriate disciplinary action if Campers are not compliant.

6. FLYING FOX

- Risks include falling, slipping and resulting injuries.
- How we can minimise the risk:
 - follow the general protocols for all activities set out above.
 - height restrictions must be observed.
 - appropriate safety equipment must be worn at all times.



- Leaders must enforce appropriate disciplinary action if Campers are not compliant.

SPORTS

7. ARCHERY

- Risks include sprains, bruises, accidental shooting and resulting injuries.
- How we can minimise the risk:
 - follow the general protocols for all activities set out above.
 - height restrictions to be observed.
 - enforcing safety instructions strictly including waiting behind the safety barriers.
 - aim and shoot in turn.
 - taking aim and shooting must only be done in the direction of the targets.
 - appropriate safety equipment must be worn at all times.
- Leaders must enforce appropriate disciplinary action if Campers are not compliant.

8. ROCKWALL

- Risks include falls and resulting injuries.
- How we can minimise the risk:
 - follow the general protocols for all activities set out above.
 - one “belayer” is required for each Camper on the wall.
 - appropriate safety equipment must be worn at all times.
- Leaders must enforce appropriate disciplinary action if Campers are not compliant.

WATER SPORTS

9. BEACH DAYS

- Risks include Campers wandering off, drowning, slips, falls, bumps and resulting injuries.
- How we can minimise the risk:
 - follow the general protocols for all activities set out above.



- engage additional Volunteers to assist supervision. Always have more people supervising than appears strictly necessary.
- every Leader attending a Camp that will have a Beach Day must indicate on their registration form if they are a competent swimmer.
- at least one half of the Leaders of a Camp with a Beach Day must be competent swimmers.
- at least one Leader of a Camp with a Beach Day must have a current first aid certificate.
- **If Campers are not permitted to go in the water at the Beach Day:**
 - a minimum of one Leader or Volunteer must patrol the water at all times to ensure no Campers enter the water. If there is a roster of supervisors, the changeover must be managed to ensure that there is no time that the water is not being patrolled.
- **If Campers are permitted to go in the water up to their knees at the Beach Day:**
 - There must be a designated area (similar to a requirement to “swim between the flags”) in which Campers are permitted to be in the water.
 - a minimum number of supervisors (not less than two) must be determined in advance of the Beach Day. The supervisors must monitor all Campers and Leaders who are in the water. The minimum number of supervisors must take into account the age and individual circumstances of the Campers.
 - the agreed minimum number of Leaders and/or Volunteers must continuously supervise those in the water at all times throughout the Beach Day.
 - *supervision can be on a rostered basis but must be managed so that at changeover times the number of supervisors does not fall below the agreed minimum number.*
- **If Campers are going to be permitted to go into the water to swim at the Beach Day:**
 - there must be a designated area (similar to a requirement to “swim between the flags”) in which Campers are permitted to be in the water.
 - the first water activity of each Beach Day must be a ‘swim test’.
 - *the Leader who conducts the swim tests must themselves be a competent swimmer.*
 - *each Camper wishing to take part in water activities must swim a certain distance to demonstrate their swimming ability.*
 - *the ‘swim test’ must be conducted in groups of ten Campers or less to ensure there is adequate supervision.*
 - *those Campers who pass the swim test must be recorded on a list to be retained by the supervisors.*
 - a minimum number of supervisors (not less than two) must be determined in advance of the Beach Day. The supervisors must monitor all Campers and Leaders who are in the water. The



minimum number of supervisors must take into account the age and individual circumstances of the Campers.

- the agreed minimum number of Leaders and/or Volunteers must continuously supervise those in the water at all times throughout the Beach Day.
 - *supervision can be on a rostered basis but must be managed so that at changeover times the number of supervisors does not fall below the agreed minimum number.*
 - *supervisors must ensure that only Campers who passed the swim test are in the water.*
- **Leaders must enforce appropriate disciplinary action if Campers are not compliant.**

10. POOL ACTIVITIES

- **Risks include drowning, slips, falls, bumps and resulting injuries.**
- **How we can minimise the risk:**
 - follow the general protocols for all activities set out above.
 - engage additional Volunteers to assist supervision when Campers are at the swimming pool. Always have more people supervising than appears strictly necessary.
 - every Leader attending a Camp where Campers will spend time at a swimming pool must indicate on their registration form if they are a competent swimmer.
 - at least one half of the Leaders of a Camp where Campers will spend time at a swimming pool must be competent swimmers.
 - at least one Leader of a Camp where Campers will spend time at a swimming pool must have a current first aid certificate.
 - the first water activity on the first day the Campers are at the swimming pool must be a 'swim test'.
 - *the Leader who conducts the swim tests must themselves be a competent swimmer.*
 - *each Camper wishing to take part in water activities must swim a certain distance to demonstrate their swimming ability.*
 - *the 'swim test' must be conducted in groups of ten Campers or less to ensure there is adequate supervision.*
 - *those Campers who pass the swim test must be recorded on a list to be retained by the supervisors.*
 - a minimum number of supervisors (not less than two) must be determined in advance of the Campers attending the swimming pool. The supervisors must monitor all Campers and Leaders who are in the water. The minimum number of supervisors must take into account the age and individual circumstances of the Campers.



- the agreed minimum number of Leaders and/or Volunteers must continuously supervise those in the water at all times throughout the time at the swimming pool.
 - *supervision can be on a rostered basis but must be managed so that at changeover times the number of supervisors does not fall below the agreed minimum number.*
 - *supervisors must make reasonable efforts to provide extra supervision to Campers who do not pass the swim test.*
- no running in the swimming pool area.
- there must be no overcrowding of the swimming pool area.
 - *each swimming pool will have a maximum number of swimmers permitted in the pool at any one time (designated by the operator). That number must not be exceeded.*
- enforce appropriate disciplinary action if Campers are not compliant.
- **Leaders must enforce appropriate disciplinary action if Campers are not compliant.**

11. CANOES

- Risks include drowning, slips, falls, jammed fingers, capsizing and resulting injuries.
- How we can minimise the risk:
 - follow the general protocols for all activities set out above.
 - at least one Leader must be a competent swimmer.
 - personal flotation devices must be worn at all times.
 - a minimum number of supervisors (not less than two) must be determined in advance of the activity commencing. The supervisors must monitor all Campers and Leaders who are in canoes. The minimum number of supervisors must take into account the age and individual circumstances of the Campers.
 - the agreed minimum number of Leaders and/or Volunteers must continuously supervise those in canoes at all times.
 - *supervision can be on a rostered basis but must be managed so that at changeover times the number of supervisors does not fall below the agreed minimum number.*
- **Leaders must enforce appropriate disciplinary action if Campers are not compliant.**

12. MOTOR BOATS

- Risks include drowning, slips, falls, capsizing and resulting injuries.



- **How we can minimise the risk:**
 - follow the general protocols for all activities set out above.
 - at least one Leader must be a competent swimmer.
 - personal flotation devices must be worn at all times.
 - All boat drivers must be licenced to operate a boat within the State of Victoria.
 - a minimum number of supervisors (not less than two) must be determined in advance of the activity commencing. The supervisors must monitor all Campers and Leaders who are getting into and out of the motor boats. The minimum number of supervisors must take into account the age and individual circumstances of the Campers.
 - the agreed minimum number of Leaders and/or Volunteers must continuously supervise those getting into and out of the motor boats.
 - *supervision can be on a rostered basis but must be managed so that at changeover times the number of supervisors does not fall below the agreed minimum number.*
- Leaders must enforce appropriate disciplinary action if Campers are not compliant.

CONTACT US

- Any queries in relation to this Policy should be directed to the Manager of Life Camps Australia, Amy Tyler on 0457 667 354.

Last reviewed: *July 2021*

