

# Maunu School



The Freedom to Soar  
Tukuna kia rere

<b>2. EOTC Risk Assessment and Supervision:</b>	Room	Rooms 12, 14, 15 and 16	Date	30th March - 2nd April 2026
<b>Nature of activity/ visit:</b> Year 5 & 6 Camp - Marsden Bay 2026	No. of chn	108	Time	9am Monday 30th - 3pm Thursday 2nd April 2026
<b>Where:</b> Marsden Bay Christian Camp -89A One Tree Point Road, Ruakākā 0118 Phone: 09 433 0167 <a href="https://www.marsdenbay.co.nz/">https://www.marsdenbay.co.nz/</a>				
	No. of staff	5	No. of Helpers	26

Check ✓	Health and Safety Policy Checks	Check ✓	EOTC Steps
n/a	Any organisation sending staff with our students must send attestation to their staff being Fully Safety Checked.	✓	Permission from Senior Leadership granted PRIOR to organisation
✓	All Adults (other than School Staff) staying overnight must be fully Safety Checked. (Note this can take up to 4 weeks)	n/a	EOTC Event Proposal
✓	Transportation Plan -		RAMS forms completed - signed off by Senior Leader

Harm What could go wrong?	Hazard Why would this happen?	Risk Rating High, Medium, Low	Controls How can it be prevented? First try to eliminate, then minimise the risk	Check Controls implemented? By who?	Residual Risk Rating?	Emergency Procedures
<b>Before Leaving</b>						

<b>Lack of Parent Helpers</b>	- Sickness - Other commitments	Med	- Lots of prior communication - Pre-filled parent helper forms.	Teachers	Low	- Postponement of camp to new date if possible / or cancellation - Back up parent helpers to ensure the ratio is met.
<b>Weather Events</b>	- Natural weather events	Med	- Stay up to date with forecast prior to trip	Teachers SMT	Low	- Postponement date / cancellation if very poor weather - Communication with whanau.
<b>Injury of students</b>	- Slip over as they are moving to vehicles - Lack of supervision - Children not following instructions - Cars moving in carpark around parked vehicles	High	- Correct Supervision - Orderly organisation of where tamariki wait before moving into vehicles. - Teacher in charge of monitoring tamariki moving to vehicles	Teachers Parent Helpers	Med	Administer First Aid..  If severe, call 111 for emergency services.  Ensure the hazard area is checked to prevent further injury.  Office to notify parents for any injury requiring escalation.
<b>Children left behind</b>	- Late arrivals - Children bringing themselves to school without whanau - Traffic	Medium	- Contact with whanau the night before to remind them about camp. - Roll call before leaving - Phone whanau to query children not at school. Head count as each group departs.	Teachers	Low	- Phone Whanau before departure - Any children who missed transport can be brought out to camp by their own parents. - Any child remaining at school not attending camp will be allocated to another classroom for the week.
<b>During the Journey To and from Marsden Bay</b>						
<b>Car Sickness</b>	Windy roads Children reading in car Lack of fresh air.	Med	- Medical forms completed prior to trip informing if prone to	Teachers Parent Helpers	Low	- Car sickness containers where required - Towels / baby wipes to help clean up any accidents

			<ul style="list-style-type: none"> <li>car sickness &amp; seat accordingly.</li> <li>- Seating arrangements</li> <li>- Airflow</li> <li>- Regular stops if necessary</li> <li>- Parents administer car sickness medication prior to leaving.</li> <li>- Containers in cars for those who suffer travel sickness.</li> </ul>			<ul style="list-style-type: none"> <li>- Change of clothes if required</li> <li>- Inform whanau of the child if car sickness occurs.</li> <li>- The driver stops the vehicle safely and allows the child to get fresh air.</li> </ul>
<b>Vehicle Accident - Minor / Serious Injury or fatality</b>	<ul style="list-style-type: none"> <li>- Lack of focus by the driver</li> <li>- Irresponsible driving</li> <li>- Road conditions</li> <li>- Weather conditions</li> <li>- Tiredness</li> <li>- Medical event (Driver)</li> <li>- Mechanical Fault / breakage</li> </ul>	High	<ul style="list-style-type: none"> <li>- Check current driver licencing</li> <li>- Ensure quiet / sensible behaviour in cars to not distract the driver.</li> <li>- Check the weather forecast</li> <li>- Drive to the conditions</li> <li>- Stay up to date with roading conditions with NZTA</li> </ul>	All drivers Teachers Parent Helpers	Med	<ul style="list-style-type: none"> <li>- Seek immediate medical assistance from Emergency Services if required.</li> <li>- Apply first aid if necessary.</li> <li>- Inform the school / Principal and contact made with whanau</li> <li>- Reassure students and keep them calm</li> <li>- Teachers will accompany any students to medical providers / facilities if required.</li> <li>- Children remain with teachers / volunteers until suitable arrangements are made - unless this is a greater risk.</li> <li>- Principal / Teachers to make contact with parents</li> <li>Remove children if appropriate and wait in a safe area.</li> </ul>
<b>Vehicle Breakdown</b>	<ul style="list-style-type: none"> <li>- Lack of maintenance</li> <li>- Mechanical fault</li> <li>- Flat tyre</li> </ul>	Medium	<ul style="list-style-type: none"> <li>- Up to date maintenance of vehicles.</li> <li>- Current WOF / Rego</li> </ul>	All Drivers Teachers Parent Helpers	Low	<ul style="list-style-type: none"> <li>- Inform the Principal of any breakdown if we need further transport to get students to camp safely, while the vehicle is repaired.</li> <li>- Inform other teachers / volunteers of the problem and update plans where required.</li> <li>- Keep children calm</li> <li>- Children wait in the vehicle where possible or wait in a safe place away from the road, for new transport or repair.</li> </ul>

<b>Missing Child</b>	<ul style="list-style-type: none"> <li>- Stopping for toilet stops and child wanders off</li> <li>- Child not listening &amp; following instructions</li> <li>- Lack of supervision</li> </ul>	High	<ul style="list-style-type: none"> <li>- Correct ratios adhered to</li> <li>- The driver accompanies all children to the bathroom together to ensure supervision is met.</li> <li>- Head count of children before the vehicle leaves the stop to ensure all children accounted for.</li> </ul>	All Drivers Teachers Parent Helpers	Med	<ul style="list-style-type: none"> <li>- Inform police of missing child</li> <li>- Keep children with the driver and extra volunteers search the surrounding area.</li> <li>- Inform School / Principal of missing child</li> </ul>
<b>Minor / Serious Injury</b>	<ul style="list-style-type: none"> <li>- Children not sitting in the car correctly / not wearing seatbelt causing injury</li> <li>- Hopping in and out of the vehicle</li> <li>- Falling over while at toilet stops</li> <li>- Walking out in front of moving vehicles during any stops (toilet breaks)</li> <li>- Children not listening to instructions.</li> </ul>	High	<ul style="list-style-type: none"> <li>- Correct ratios</li> <li>- The driver must complete a seat belt check.</li> <li>- Help children to get in and out of the vehicle, load from the passenger side away from the roadside.</li> <li>- Walk children to and from vehicles on correct walking areas (Footpaths, pedestrian crossings)</li> </ul>	All Drivers Teachers Parent Helpers	Med	Administer First Aid.  If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.  If severe, call 111 for emergency services.  Ensure the hazard area is checked to prevent further injury.  Record all treatments in the First Aid Register.  Lead Teacher to notify School Management and Parents for any injury requiring escalation.
<b>Route Detour</b>	<ul style="list-style-type: none"> <li>- Accident blocking road</li> <li>- Roadworks</li> <li>- Weather event / Flooding</li> </ul>	Medium	<ul style="list-style-type: none"> <li>- Monitor weather before leaving on the trip</li> </ul>	All Drivers Teachers Parent Helpers	Med	<ul style="list-style-type: none"> <li>- Inform SMT / Principal of detour causing change of route / timing of the trip</li> <li>- Make sure children have gone to the bathroom before we leave in case the trip takes a little longer.</li> </ul>

			- Check NZTA regularly for updates throughout trip			
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Harm What could go wrong?	Hazard Why would this happen?	Risk Rating High, Medium, Low	Controls How can it be prevented? First try to eliminate, then minimise the risk	Check Controls implemented? By who?	Residual Risk Rating?	Emergency Procedures
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**At Venue or event**

**Relevant RAMS FORMS for venue / activities at Marsden Bay Christian Camp**

 **Appendix 61 Health Safety Consultation Document School Pre Camp Jan 2021 Master.pdf**


<b>Accidents on the grass / sports field area</b>	Children running, colliding, slipping or falling while playing games on the large grass area.	Med	Teacher and parent supervision while children are playing. Behaviour expectations are clearly communicated before camp and again when we arrive at camp.	Teachers Parents	Med	Administer First Aid.  If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.  If severe, call 111 for emergency services.  Ensure the hazard area is checked to prevent further injury.  Record all treatments in the First Aid Register.  Lead Teacher to notify School Management and Parents for any injury requiring escalation.
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<p><b>Getting lost / Missing child</b></p>	<p>Children out of bounds</p>	<p>High</p>	<p>Out of bounds areas are discussed upon arrival to camp. When children are not involved with organised activities, adequate supervision remains in place. Regular roll calls / head counts</p>	<p>Teachers Parents</p>	<p>Med</p>	<p>Roll check to take place immediately If during an activity - all students are kept together and returned to camp base to remain supervised Camp Managers informed Ratio covered at camp with other parents /teachers follow direction of camp managers to safely search the surrounding camp area. 111 or Search and Rescue advised if necessary.</p>
<p><b>Drowning and free swimming activities</b></p>	<p>Children in water unsupervised. Jellyfish stings Stingray sting/barb Children drown Hypothermia Cut feet - (wear rock shoes) Children are unable to cope with the water conditions Boats coming in to the bay</p>	<p>High</p>	<p>Water activities are out of bounds when children are not involved with organised activities. All parents and teachers are aware of the swimming ability of the children. Children do not take part in deep water activities such as jumping from rocks / pontoons and swimming to areas above their head.  Comprehensive adult supervision.  Adults in water with children creating a boundary, Open box shape of adults which children swim within when free swimming Some parents in kayaks Spotter on the beach.  Have a rescue device that can be given to child in distress (pool noodle)</p>	<p>Teachers Parents</p>	<p>Med</p>	<p>All children cleared from water and removed from the area while rescue is taking place to give teachers / parents room.  Doctors and Nurses on site called to assist with First Aid support  First Aid into action immediately  First Aider to implement immediate First Aid. Notify camp Doctor/Nurse to assist.  111 phoned if required  Incident form completed  School informed and parents contacted  Roll call and head count of all students. Emotional support provided to other students where necessary.</p>

			<p>Children who get cold get changed into warm clothes.</p> <p>All children should come out of the water if a boat is coming.</p> <p>Children are counted in and out of the water.</p>			
<b>Kitchen Accidents</b>	<p>Children in the kitchen</p> <p>Burns</p> <p>Children slip on wet floor</p> <p>Cuts using sharp utensils</p>	Med	<p>The kitchen is out of bounds for all children at all times - Teachers and parent helpers only.</p>	<p>Teachers</p> <p>Parents</p>	Low	<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
<b>Bunk Room Accidents</b>	<p>Standing on bunks, running</p> <p>Fall from bunk ladders.</p> <p>Roll out of bed</p>	Med	<p>Bunks are only for resting and sleeping.</p> <p>Walking inside only. No running.</p> <p>Only boys allowed in boys dorms / girls allowed in girls dorms.</p> <p>Teachers are the only adults allowed in bunk rooms / cabins..</p>	<p>Teachers</p>	Low	<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p>

			Ensure more confident children are placed on top bunks.			<p>If severe, call 111 for emergency services.</p> <p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
<b>Slipping in hall area or deck area when wet</b>	Children running in wet conditions Puddles of water	Med	<p>Children supervised while playing outside.</p> <p>Rules about the appropriate use of the inside spaces.</p> <p>In the case of wet weather, have mats at the door to dry feet before entering indoor spaces.</p>	Teachers Parents	Low	<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation...</p>
<b>Students overheating or becoming dehydrated</b>	Not drinking enough water. Staying in the sun too long	Med	Children are encouraged to take regular drink breaks	Teachers Parents	Low	<p>Rehydrate student and lower body temperature</p> <p>Administer First Aid.</p>

			Hats are worn when outside. Regular breaks are timetabled for eating and drinking. Where possible, activities happen in the shade.			If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.  If severe, call 111 for emergency services.  Record all treatments in the First Aid Register.  Lead Teacher to notify School Management and Parents for any injury requiring escalation.
<b>Fire</b>	Fire occurs anywhere at Marsden Bay Camp  Electrical faults  Kitchen fire  Lighters / matches on site.  Fire from cooking activity (rotation)	High	Ensure that the fire warden is safety briefed at the beginning of camp by the camp manager.  Children know what to do if the fire alarm sounds.  Camp manager to ensure that all equipment is in safe working order.	Teachers Parents Camp manager	Medium	<b>Alert and Evacuate:</b> Upon noticing a fire or hearing the fire alarm, calmly instruct all students and adults to stop their activities immediately. Direct everyone to the designated fire assembly area at the front of the camp outside office on grass area Use clear, firm instructions to ensure a swift and orderly evacuation. <b>Group Headcount:</b> Each group leader (teacher or parent helper) is responsible for gathering their assigned students and performing a headcount. Confirm that all students and adults are accounted for. Report headcount results to the designated staff member overseeing the evacuation. (Fire warden) <b>Stay Calm and Safe:</b> Keep students calm by reassuring them and leading by example. Ensure no one returns to buildings or

						<p>campsites/caravans to retrieve personal items.          Guide everyone to stay low if there's smoke in the area and to cover their nose and mouth if needed.</p> <p><b>Communication:</b>          Designate a staff member to contact emergency services (e.g., fire department) immediately, providing the camp's location and details about the fire. - this is covered in the fire warden brief.          Notify camp officials or the site manager if they are not already informed.          Contact school about the situation. They will make contact with the parent community.</p> <p><b>Wait for All Clear:</b>          Once everyone is at the fire assembly area, remain there until emergency personnel arrive and give the all-clear. Avoid leaving the assembly area or allowing students to wander until further instructions are provided.</p> <p><b>Debrief:</b>          After the all-clear, gather all students and adults to go over what happened, address any concerns, and provide support.          Perform a final headcount before resuming camp activities. (If possible)          Make contact with parents again with updates.</p>
Tsunami	 Appendix 38 MBCC Evacuation Plan & Procedure.pdf					

	<p>Tsunami warning is issued after an earthquake or other natural event.</p>	<p>High</p>		<p>Teachers Parents Camp manager</p>	<p>Medium</p>	<p><b>Alert and Prepare to Evacuate:</b> Upon receiving a tsunami warning, notify all staff and helpers immediately.</p> <p>Inform all students and adults to prepare for an emergency evacuation, calmly explaining the situation to avoid panic.</p> <p><b>Move to Higher Ground:</b> Direct everyone to evacuate to the <b>highest possible ground</b> - the camp has a school bus on site to support evacuation to higher ground. Marsden Bay Camp is identified as a safe zone. If necessary use car transport and school bus to move to higher ground at the back of Ruakaka.</p> <p>Lead groups in an orderly and calm fashion, ensuring students follow single-file lines and stay with their group leader (teacher or helper).</p> <p><b>Perform a Headcount:</b> Once at the safe location, each group leader must conduct a headcount to ensure all students and adults are present. Report headcount results to the designated staff member coordinating the evacuation to verify everyone is accounted for.</p> <p><b>Stay Alert and Informed:</b> Lead Teacher is to stay tuned to emergency broadcasts or alerts on the phone to receive updates from local authorities. Keep the group together and maintain</p>
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						<p>calm, reassuring students and adults as necessary.</p> <p><b>Remain in Safe Area:</b> Do not leave the safe location until local authorities declare the area safe and provide the all-clear signal. Understand that multiple tsunami waves may occur, so the group may need to stay in the safe area for an extended period.</p> <p><b>Debrief and Support:</b> After the all-clear, gather everyone to discuss what happened and provide reassurance. Conduct a final headcount and assess any immediate needs before returning to camp activities or making arrangements to return home if necessary.</p>
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**Kayaking**  
**Introductory Flat Water Kayaking using Sit-On-Top Kayaks**  
 Max participant kayakers = 12 in single kayaks in normal conditions only + 1 competent adult help per 4 participants.

Harm What could go wrong?	Hazard Why would this happen?	Risk Rating High, Medium, Low	Controls How can it be prevented? First try to eliminate, then minimise the risk	Check Controls implemented? By who?	Residual Risk Rating?	Emergency Procedures
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**Emergency Response - STOP, THINK, ACT**

**3 Sharp Blows of the Whistle** - All kayakers to go to nearest land (grass area at the marina)

**Activity Policies**

All participants must be wearing correctly fitted lifejackets.

All Kayaks are to be lifted by two persons at a time - Do Not Drag (to avoid damage to kayaks)

Operational Limits (actual weather in area) Reconsider activity /areas as weather approaches limits

Restricted Area = < 15kts

**Communication Procedures**

Voice, whistle for group management. Phones for calling back to other teachers / parents at camp.

**Adult Helper / Assistant Competence**

Be water confident, Able to swim 50m in open sea; Able to self-rescue onto a sit-on-top kayak. Comfortable in unstable weather conditions;

**Recommended Minimum Participant Ability**

Comfortable around water. Open to adventure (like it / embrace it)

**Compulsory Instructor Equipment**

tow line, whistle, life jacket clothing appropriate to conditions, securely fitting shoes for water use, hat, sunblock,

**Group Briefing – Specific to kayaking**

Introduce gear – kayak, paddle. Land-based drills – use of paddle, strokes

<p>Drowning</p>	<p>A student could fall out of the kayak and be unable to return safely, leading to a potential drowning risk.</p> <p>Deep water and student inexperience</p> <p>Poor swimming ability</p> <p>Windy weather conditions</p> <p>Bump into pontoons / boats and capsized</p>	<p>High</p>	<p>Ensure each student wears a life jacket</p> <p>Conduct safety briefing on water and kayak handling</p> <p>Limit group size and maintain 1:4 adult-to-student ratio (2 on the water and one spotter on land)</p> <p>Position adults in kayaks near students for quick assistance</p> <p>Kayaks are to be used in calm waters only.</p> <p>Kayak leads continue to monitor water / wind conditions.</p> <p>If the weather deteriorates, take a rest on the grass area as the marina. Return to camp if required.</p>	<p>Kayak Leads Teachers Parents</p>	<p>Medium</p>	<p>Initiate immediate rescue and retrieve student to shore</p> <p>If the participant is in water / drowning distress. Focus on stabilising head/mouth above water .</p> <p>Set up an appropriate tow .</p> <p>Call emergency services if a student is in danger or is unconscious.</p> <p>Evacuate the participant from the water,</p> <p>initiate CPR or first aid if needed, Monitor for hyperthermia.</p> <p>Advise school immediately and they will initiate parent contact.</p> <p>Evacuate all other students out of the water and complete headcount - move students to a safe area.</p>
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<p>Capsizing</p>	<p>The kayak could capsize, causing students to fall into the water, potentially leading to panic or minor injuries / or drowning.</p> <p>Kayak stability and student inexperience</p> <p>Kayaks into boat / pontoon and capsizes</p> <p>Strong wind conditions</p> <p>Rough water conditions</p>	<p>High</p>	<p>Teach basic kayak stability before starting</p> <p>On land session about safety and how to use paddles before children enter the water</p> <p>Students remain in shallow water not above their head, not beyond their swimming abilities.</p> <p>Instruct students to stay calm and hold onto their kayak if they capsize</p> <p>Ensure adults are nearby to help right overturned kayaks and support with getting students to safety.</p> <p>Kayaks are to be used in calm waters only.</p> <p>Kayak lead continues to monitor water / wind conditions.</p> <p>If the weather deteriorates, take a rest at the grass area. Return to camp if required</p>	<p>Kayak Leads Teachers Parents</p>	<p>Medium</p>	<p>Initiate water rescue protocol and retrieve student</p> <p>If needed - further instruct competent adult helpers to help paddler back into the kayak. If the kayak lead is required to help, ensure the main group is under control.</p> <p>Initiate immediate rescue if a student is in distress</p> <p>If the participant is in water / drowning distress. Focus on stabilising head/mouth above water</p> <p>Set up an appropriate tow .</p> <p>Call emergency services if a student is in danger.</p> <p>Evacuate the participant from the water if required,</p> <p>initiate CPR or first aid if needed, Monitor for hypothermia.</p> <p>Advise school immediately and they will initiate parent contact if injury or threat to life occurs.</p> <p>Evacuate all other students out of the water and complete headcount if necessary - move students to a safe area.</p>
<p>Hypothermia</p>	<p>Prolonged exposure to cold water or wind may lead to hypothermia if</p>	<p>High</p>	<p>Check weather forecast to avoid cold or windy conditions</p>	<p>Kayak Leads Teachers Parents</p>	<p>Medium</p>	<p>Remove student from water</p> <p>Warm up with blankets and warm beverages</p>

	students fall in and are not quickly assisted.		<p>Students to wear appropriate rash shirts/clothing under life jackets if water temperature is low</p> <p>Limit kayaking duration if conditions are cold</p> <p>Ensure kayak lead and all helpers recognise symptoms of hypothermia (shivering, confusion)</p> <p>Students take warm clothes with them to have at the kayaking rotation for when they are back on land.</p>			<p>Student to get support from First Aid / Doctor</p> <p>Remain under supervision of the First Aider / Doctor and released from supervision when they are happy with Ob's</p> <p>Seek medical help if symptoms are severe</p> <p>Advise school immediately and they will initiate parent contact</p> <p>Record on incident form.</p>
Collisions with Other Kayaks / pontoons / Boats	<p>Students may collide with each other's kayaks if not maintaining safe distances, potentially causing injuries or capsizing.</p> <p>Kayaks into boat / pontoon and capsizes</p> <p>Limited manoeuvring skills and crowded area</p>		<p>Part of on land safety briefing includes informing students on safe distances and paddling etiquette</p> <p>Define a clear kayaking zone and ensure students remain within it</p> <p>Supervise and monitor group closely to maintain safe distances among kayaks</p> <p>1:4 ratio adhered to at all times. 2 adults in the water on kayaks, one spotter on land.</p>	Kayak Leads Teachers Parents	Medium	<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>

<p>Students overheating or becoming dehydrated</p>	<p>Not drinking enough water. Staying in the sun too long</p>	<p>Med</p>	<p>Children are encouraged to take regular drink breaks and to apply sunscreen. Hats are worn when outside. Regular breaks are timetabled for eating and drinking.</p>	<p>Kayak Leads Teachers Parents</p>	<p>Low</p>	<p>Rehydrate student and lower body temperature</p> <p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
<p>Injury from Equipment / environment</p>	<p>Students could injure themselves with paddles or kayak edges, causing minor cuts or bruises.</p>	<p>Medium</p>	<p>Provide instruction on safe paddle handling and usage</p> <p>Inspect all kayaks and paddles for sharp edges or damage before use</p> <p>Supervise paddling to ensure correct technique</p> <p>Ensure kayakers are wearing beach footwear before getting to the water area to minimise cuts.</p>	<p>Kayak Leads Teachers Parents</p> <p>Camp Manager</p>	<p>Low</p>	<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p>

						Lead Teacher to notify School Management and Parents for any injury requiring escalation.
Entanglement in Life Jacket Straps	Students may get tangled in life jacket straps when entering or exiting kayaks, which could lead to panic or restricted movement	Medium	<p>Assist students with securing life jackets correctly</p> <p>Use life jackets with minimal dangling straps</p> <p>Supervise entry and exit from kayaks closely to prevent entanglement</p>	Kayak Leads Teachers Parents	Low	<p>Free student from entanglement</p> <p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
Emotional Distress or Panic	Students who are unfamiliar with water activities may feel anxious or panicked during the activity, especially if they feel unsafe.	Medium	<p>Conduct a safety briefing and encourage questions to ease nerves</p> <p>Pair students with a “buddy” and provide close adult supervision</p> <p>Offer the option to sit out or take breaks if students feel too anxious</p>	Kayak Leads Teachers Parents	Low	<p>Provide emotional support</p> <p>Allow student to exit the activity if distress persists or intensifies</p> <p>Remain under supervision of the First Aider when they have calmed down and are ready to return to their group.</p> <p>Record on incident form.</p>

**Top Town Event**

						Contact parents if a child needs additional support / reassurance.
Top Town Event						
<b>Harm</b> What could go wrong?	<b>Hazard</b> Why would this happen?	<b>Risk Rating</b> High, Medium, Low	<b>Controls</b> How can it be prevented? First try to eliminate, then minimise the risk	<b>Check</b> Controls implemented? By who?	<b>Residual Risk Rating?</b>	<b>Emergency Procedures</b>
Slips, Trips, or Falls	Students running on wet grass while participating in water-based team games. Water from barrels, sponges, and buckets may create slippery areas.	Medium	<p>Students briefed on safe participation before the event begins.</p> <p>Students are reminded not to run excessively and to move carefully between stations.</p> <p>The playing area is checked beforehand for holes or hazards.</p> <p>Activities spaced out to avoid overcrowding.</p>	Activity Lead Teachers Parents	Low	<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
Collision / Physical Injury	Students moving quickly during team activities may collide with other participants or equipment.	Medium	<p>Clear activity boundaries established for each station.</p> <p>Teams rotate in organised groups.</p> <p>Adult supervisors positioned at each station to monitor safety.</p>	Activity Lead Teachers Parents	Low	<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p>

			Students are reminded to maintain awareness of others around them.			<p>If severe, call 111 for emergency services.</p> <p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
Hit by Equipment or Objects	Students may be struck by thrown sponges, balls, or equipment during activities such as sponge throwing or passing activities.	Medium	<p>Students briefed on correct and safe use of equipment.</p> <p>Throwing activities directed away from other team members..</p> <p>Clear zones established for throwing and catching.</p> <p>Adult supervision at each activity station.</p>	Activity Lead Teachers Parents	Low	<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
Sunburn / Dehydration	Students could get sunburned or dehydrated while	Medium	Sunblock station set up Roaming teachers regularly offering sunscreen to students	Teachers Parents	Low	Rehydrate student and lower body temperature

	<p>outdoors especially if the weather is warm</p> <p>Exposure to sun and lack of hydration</p>		<p>Students wear hats. Actively seek shade when available.</p> <p>Ensure all students have water bottles</p> <p>Schedule regular hydration breaks</p> <p>Monitor students for signs of dehydration or heat exhaustion</p>			<p>Student to get support from First Aid / Doctor</p> <p>Remain under supervision of the First Aider / Doctor and released from supervision when they are happy with Ob's</p> <p>Record on incident form.</p> <p>If dehydration is severe call 111,</p> <p>School is notified and parents are contacted if a child needs additional medical attention</p>
Allergic Reactions to Grass/Pollen	<p>Students with allergies may experience reactions while playing on the grass area.</p> <p>Grass / pollen exposure</p>	Medium	<p>Confirm known allergies with parents and carry necessary medications (e.g., antihistamines)</p>	Teachers Parents	Low	<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
Insect Stings / Allergic Reaction	<p>Outdoor activity in grassy areas where bees or wasps may be present.</p>	Medium	<p>Students are reminded not to disturb insects or nests.</p> <p>Supervising adults aware of students with allergies.</p>	Teachers Parents	Low	<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further</p>

	Some students may have allergic reactions to stings.		First aid kit available in the area. Any student with severe allergies will have their medication (e.g., EpiPen) accessible and staff aware of response procedures.			assessment, contact Camp First Aider/Doctor immediately.  If severe, call 111 for emergency services.  Record all treatments in the First Aid Register.  Lead Teacher to notify School Management and Parents for any injury requiring escalation.
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**Nerf Guns**

<b>Harm</b> What could go wrong?	<b>Hazard</b> Why would this happen?	<b>Risk Rating</b> High, Medium, Low	<b>Controls</b> How can it be prevented? First try to eliminate, then minimise the risk	<b>Check</b> Controls implemented? By who?	<b>Residual Risk Rating?</b>	<b>Emergency Procedures</b>
Eye Injury / Being Hit by Nerf Dart	Students may be hit in the face or eyes by a Nerf dart if guns are aimed too high or fired at close range.	Medium	<p>Clear safety briefing before activity begins. Students instructed not to aim at the face or head.</p> <p>Establish a minimum firing distance rule (e.g., no shooting within close range).</p> <p>Demonstrate correct and safe use of Nerf guns.</p> <p>Students wear safety glasses provided.</p> <p>Adult supervisors monitor behaviour during the activity.</p>	Teachers Parents	Low	<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p>

						Lead Teacher to notify School Management and Parents for any injury requiring escalation.
Slips, Trips, or Falls	Students may run quickly around the course while playing, increasing the risk of tripping over uneven ground, obstacles, or equipment.	Medium	<p>Inspect the playing area before activity for hazards (holes, branches, debris).</p> <p>Students are reminded to move carefully and be aware of surroundings.</p>	Teachers Parents		<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
Misuse of Equipment	Students may misuse Nerf guns (e.g., pointing at others or rough behaviour)	Medium	<p>Explain clear rules before the activity begins.</p> <p>Nerf guns are only used during the organised activity and within the defined course area.</p> <p>Students follow adult instructions at all times. Any unsafe behaviour results in immediate removal from the activity.</p> <p>Equipment checked before use.</p>	Teachers Parents	Low	<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Ensure the hazard area is checked to prevent further injury.</p>

						<p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
Sunburn / Dehydration	<p>Students could get sunburned or dehydrated during outdoor games, especially if the weather is warm</p> <p>Exposure to sun and lack of hydration</p>	Medium	<p>Sunblock station set up Roaming teachers regularly offering sunscreen to students Students wear hats. Actively seek shade when available.</p> <p>Ensure all students have water bottles</p> <p>Schedule regular hydration breaks</p> <p>Monitor students for signs of dehydration or heat exhaustion</p>	Teachers Parents	Low	<p>Rehydrate student and lower body temperature</p> <p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
Allergic Reactions to Grass/Pollen	<p>Students with allergies may experience reactions while playing on the grass area.</p> <p>Grass / pollen exposure</p>	Medium	<p>Confirm known allergies with parents and carry necessary medications (e.g., antihistamines)</p>	Teachers Parents	Low	<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p>

						Record all treatments in the First Aid Register. Lead Teacher to notify School Management and Parents for any injury requiring escalation.
Insect Stings / Allergic Reaction	Outdoor activity in grassy areas where bees or wasps may be present.  Some students may have allergic reactions to stings.	Medium	Students are reminded not to disturb insects or nests.  Supervising adults aware of students with allergies.  First aid kit available in the area. Any student with severe allergies will have their medication (e.g., EpiPen) accessible and staff aware of response procedures.	Teachers Parents	Low	Administer First Aid.  If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.  If severe, call 111 for emergency services.  Record all treatments in the First Aid Register.  Lead Teacher to notify School Management and Parents for any injury requiring escalation.

**Craft Activity**

<b>Harm</b> What could go wrong?	<b>Hazard</b> Why would this happen?	<b>Risk Rating</b> High, Medium, Low	<b>Controls</b> How can it be prevented? First try to eliminate, then minimise the risk	<b>Check</b> Controls implemented? By who?	<b>Residual Risk Rating?</b>	<b>Emergency Procedures</b>
Burns from Hot Glue Gun	Students may accidentally touch the hot metal nozzle or fresh hot glue which can cause minor burns.	Medium	Clear safety instructions given before activity begins.  Demonstrate correct use of glue guns. Students instructed <b>not to touch the nozzle or hot glue.</b>	Teachers Parents	Low	Administer First Aid.  If the injury is serious, life-threatening, or requires further

			<p>Glue guns used <b>only at designated glue stations</b> under adult supervision.</p> <p>Limit the number of students using glue guns at one time.</p>			<p>assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
Cuts or minor injuries from natural materials	Some natural resources (sticks, shells, pinecones) may have sharp edges or splinters.	Medium	<p>Students are reminded to handle materials carefully.</p> <p>Teachers supervise use of materials.</p> <p>First aid kit available for splinters or minor cuts.</p>	Teachers Parents	Low	<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
Slips, Trips, or Spills Indoors	Craft materials, glue sticks, or boxes of	Medium	Materials organised on tables before activity begins.	Teachers Parents	Low	Administer First Aid.

	natural resources may be left on the floor causing a trip hazard.		<p>Students are reminded to keep walkways clear.</p> <p>Teachers monitor workspace and ensure materials are packed away when finished.</p>			<p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
Allergic Reaction / Skin Irritation	Some students may have sensitivities to natural materials such as moss, plants, or dust.	Medium	<p>Students instructed to wash hands after activity.</p> <p>Staff aware of students with allergies.</p> <p>First aid kit available.</p>	Teachers Parents	Low	<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>

**Cooking Activity**

<b>Harm</b> What could go wrong?	<b>Hazard</b> Why would this happen?	<u>Risk Rating</u> High, Medium, Low	<b>Controls</b> How can it be prevented? First try to eliminate, then minimise the risk	<b>Check</b> Controls implemented? By who?	<b>Residual Risk Rating?</b>	<b>Emergency Procedures</b>
Burns from hot surfaces	Students could accidentally touch the hot electric frypan, causing burns to hands or arms.	High	Students receive a safety briefing on handling hot equipment before they start the cooking activity.  Designate a “hot zone” around frypans where a maximum of 3 students at a time are allowed to stand  Ensure adult supervision at all times  Only adults are to move frypans.	Teachers Parents	Medium	Administer First Aid.  If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.  If severe, call 111 for emergency services.  Ensure the hazard area is checked to prevent further injury.  Record all treatments in the First Aid Register.  Lead Teacher to notify School Management and Parents for any injury requiring escalation.
Burns from Hot Oil / Butter	Hot oil or butter may splatter, potentially causing burns on students’ hands, arms, or faces.  Hot oil and steam from cooking process	High	Use oil sparingly to minimise splattering  Position students a safe distance away from frypans while waiting  Teach proper turning and flipping techniques to reduce splatter risk	Teachers Parents	Medium	Administer First Aid.  If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.  If severe, call 111 for emergency services.

			The activity supervisor monitors the amount of oil / butter students are using.			<p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
Electric Shock	Students could receive an electric shock if the frypan cord or outlet is damaged, or if water contacts the frypan.	High	<p>Inspect all frypans and cords before use for wear or damage</p> <p>Ensure frypans are set up in a dry area, away from any water sources</p> <p>Students are not to touch cords or power outlets</p> <p>Supervise closely to ensure safe setup and usage</p>	Teachers Parents	Medium	<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
Slips and falls	Oil or other ingredients could spill, causing a slippery surface where students might slip or fall.	Medium	<p>Designate a cleaning station for spills and provide paper towels</p> <p>Instruct students to immediately notify an adult of any spills</p>	Teachers Parents	Low	<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p>

			<p>Keep students in designated cooking areas to prevent congestion around frypans</p> <p>Have cleaning supplies ready</p>			<p>If severe, call 111 for emergency services.</p> <p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
Cuts from utensils	<p>Students may cut themselves while chopping or preparing ingredients.</p> <p>Cuts from knives or other sharp utensils</p>	Medium	<p>Brief students on safe knife handling practices</p> <p>Close adult supervision of students when chopping</p> <p>Provide age-appropriate utensils</p> <p>Check equipment that everything is in good condition</p>	Teachers Parents	Low	<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
Allergic Reactions	Students with unknown allergies may experience reactions to ingredients.	Medium	Confirm dietary needs and allergies with parents beforehand using medical information form.	Teachers Parents	Low	Administer necessary medication if required.

	Allergens in cooking ingredients.		<p>Clearly label all ingredients</p> <p>Ensure students with allergies only handle ingredients they can safely consume</p> <p>If necessary, carry antihistamines and any necessary allergy medications (e.g., EpiPen)</p>			<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
Fire Hazard	<p>Oil, ingredients, or the frypan itself could ignite if overheated, leading to a fire hazard.</p> <p>Flammable items (paper towels / tea towels) too close to electric frypans.</p>	High	<p>Set frypan temperatures to a safe level and adults monitor closely</p> <p>Keep a fire extinguisher or fire blanket on hand - one in the kitchen area.</p> <p>Ensure students and helpers know the emergency procedures.</p> <p>Have students tie back long hair</p>	Teachers Parents	Medium	<p>Turn off power, use fire extinguisher or fire blanket if needed</p> <p>Evacuate the area to the fire meeting point and call emergency services if fire cannot be controlled. (see fire procedure above)</p> <p>The school will be notified of the fire.</p> <p>If evacuation is required, head counts must be conducted to ensure all students are accounted for.</p>
Food poisoning	Improper cooking or handling of ingredients could lead to foodborne illness if	Medium	Ensure students follow safe food handling practices	Teachers Parents	Low	Provide medical attention if food poisoning symptoms occur

	<p>students consume undercooked or contaminated food.</p> <p>Improperly cooked or handled food</p>		<p>Ensure hands are washed before handling food</p> <p>Cook pikelets to the appropriate temperature and check they are cooked through before consumption.</p> <p>Ensure all ingredients are stored safely prior to the activity</p>			<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
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### Sports Games

<b>Harm</b> What could go wrong?	<b>Hazard</b> Why would this happen?	<b>Risk Rating</b> High, Medium, Low	<b>Controls</b> How can it be prevented? First try to eliminate, then minimise the risk	<b>Check</b> Controls implemented? By who?	<b>Residual Risk Rating?</b>	<b>Emergency Procedures</b>
Collisions / Injuries	<p>Students could collide with each other or fall during games like football, basketball, volleyball, leading to bruises, sprains, or fractures.</p> <p>Physical contact and running on uneven ground</p>	Medium	<p>Brief students on rules of fair play and maintaining safe distance</p> <p>Inspect playing surfaces for hazards (e.g., holes, debris)</p> <p>Limit game sizes to avoid overcrowding</p> <p>Game rules are shared with</p>	Teachers Parents	Low	<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p>

			<p>students before the game begins</p> <p>Correct adult supervision when sports games occur during free time.</p>			<p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
Hit by Equipment	<p>Students may get hit by a ball (especially in cricket or volleyball) or a badminton racquet, resulting in potential injuries.</p>	Medium	<p>Instruct on safe handling of equipment and maintaining awareness of surroundings</p> <p>Assign designated zones for each game with adequate space</p> <p>Sufficient adult supervision for all sports games.</p>	<p>Teachers</p> <p>Parents</p>	Low	<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
Tripping / Falling	<p>Students could trip on uneven ground or equipment left on the field, leading to falls and injuries such as sprains or fractures.</p> <p>Uneven playing surface</p>	Medium	<p>Pre-inspect areas for any hazards before games begin</p> <p>Clear away unused equipment</p> <p>Instruct students to stay within their designated play areas</p>	<p>Teachers</p> <p>Parents</p>		<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p>

	or unattended equipment		<p>Avoid activity on wet ground where slipping is likely</p> <p>Sufficient adult supervision for all sports games.</p>			<p>If severe, call 111 for emergency services.</p> <p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
Strains/Sprains from Overuse	<p>Students may overexert themselves, leading to strains or sprains, especially in football and volleyball where sudden movements are common.</p> <p>Physical exertion and improper warm-up</p>	Medium	<p>Conduct warm-up and cool-down sessions before and after long games</p> <p>Emphasise pacing and taking breaks</p> <p>Monitor students and encourage rest if showing signs of fatigue</p> <p>Sufficient adult supervision for all sports games.</p>	Teachers Parents	Low	<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
Sunburn / Dehydration	Students could get sunburned or dehydrated during outdoor games, especially if the	Medium	<p>Remind students to wear hats and apply sunscreen</p> <p>Ensure all students have water bottles</p>	Teachers Parents	Low	Rehydrate student and lower body temperature

	<p>weather is warm</p> <p>Exposure to sun and lack of hydration</p>		<p>Schedule regular hydration breaks</p> <p>Monitor students for signs of dehydration or heat exhaustion</p>			<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
<p>Inappropriate Student Behavior</p>	<p>Students may act unsafely (e.g., kicking a ball too hard at others or swinging a bat recklessly), potentially injuring others.</p> <p>Lack of adherence to rules</p>	<p>Low</p>	<p>Set and enforce rules for safe and respectful play</p> <p>Adult Supervision of all games</p> <p>Address any behaviour issues promptly with consequences as appropriate</p>	<p>Teachers</p> <p>Parent Helpers</p>	<p>Low</p>	<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p>

						Lead Teacher to notify School Management and Parents for any injury requiring escalation.
Allergic Reactions to Grass/Pollen	<p>Students with allergies may experience reactions while playing on the grass area.</p> <p>Grass / pollen exposure</p>	Medium	<p>Confirm known allergies with parents and carry necessary medications (e.g., antihistamines)</p>	Teachers Parents	Low	<p>Administer necessary medication (e.g., antihistamines)</p> <p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
Slip from Wet Ground	<p>If the ground is damp, students may slip during games like football, especially in grassy areas.</p>	Medium	<p>Check weather and modify activity if necessary</p> <p>Avoid activities on very wet fields</p> <p>Avoid areas that appear muddy or slippery</p> <p>Sufficient adult supervision for all sports games.</p>	Teachers Parents	Low	<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p>

						<p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
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**Frisbee Golf**

<b>Harm</b> What could go wrong?	<b>Hazard</b> Why would this happen?	<b>Risk Rating</b> High, Medium, Low	<b>Controls</b> How can it be prevented? First try to eliminate, then minimise the risk	<b>Check</b> Controls implemented? By who?	<b>Residual Risk Rating?</b>	<b>Emergency Procedures</b>
Collisions / Injuries	<p>Students may walk or run into the throwing path of another student while retrieving Frisbees.</p> <p>Students could also collide with others while moving between hoops on uneven ground.</p>	Medium	<p>Brief students on rules before starting the activity.</p> <p>Students must stand <b>behind the thrower</b> and remain clear of the throwing area.</p> <p>Only one student throws at a time.</p> <p>Students move carefully between hoops.</p> <p>Inspect the playing field for hazards such as holes or debris.</p> <p>Ensure adequate spacing between groups along the course.</p>	Teachers Parents	Low	<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>











Hit by Equipment	Students may be hit by a Frisbee if standing too close to the thrower or if a Frisbee is thrown in the wrong direction.	Medium	<p>Demonstrate correct throwing direction before activity begins.</p> <p>Students must throw only towards the next hoop.</p> <p>Ensure all participants stand behind the throwing line until the Frisbee has been thrown.</p> <p>Groups remain spaced out across the course to avoid overlapping play areas.</p>	Teachers Parents	Low	<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
Insect Stings / Allergic Reaction	<p>Outdoor activity in grassy areas where bees or wasps may be present.</p> <p>Some students may have allergic reactions to stings.</p>	Medium	<p>Students are reminded not to disturb insects or nests.</p> <p>Supervising adults aware of students with allergies.</p> <p>First aid kit available at activity area. Any student with severe allergies will have their medication (e.g., EpiPen) accessible and staff aware of response procedures.</p>	Teachers Parents	Low	<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>

<p>Strains/Sprains from Overuse</p>	<p>Students may overexert themselves, leading to strains or sprains playing Frisbee Golf where sudden movements are common.</p> <p>Physical exertion and improper warm-up</p>	<p>Medium</p>	<p>Conduct warm-up and cool-down sessions before and after long games</p> <p>Emphasise pacing and taking breaks</p> <p>Monitor students and encourage rest if showing signs of fatigue</p> <p>Sufficient adult supervision for all sports games.</p>	<p>Teachers Parents</p>	<p>Low</p>	<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
<p>Sunburn / Dehydration</p>	<p>Students could get sunburned or dehydrated during outdoor games, especially if the weather is warm</p> <p>Exposure to sun and lack of hydration</p>	<p>Medium</p>	<p>Remind students to wear hats and apply sunscreen</p> <p>Ensure all students have water bottles</p> <p>Schedule regular hydration breaks</p> <p>Monitor students for signs of dehydration or heat exhaustion</p>	<p>Teachers Parents</p>	<p>Low</p>	<p>Rehydrate student and lower body temperature</p> <p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Ensure the hazard area is checked to prevent further injury.</p>

						<p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
Allergic Reactions to Grass/Pollen	<p>Students with allergies may experience reactions while playing on the grass area.</p> <p>Grass / pollen exposure</p>	Medium	<p>Confirm known allergies with parents and carry necessary medications (e.g., antihistamines)</p>	Teachers Parents	Low	<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
Slip on Wet Ground	<p>If the ground is damp, students may slip during a game of Frisbee Golf</p>	Medium	<p>Check weather and modify activity if necessary</p> <p>Avoid activities on very wet fields</p> <p>Avoid areas that appear muddy or slippery</p> <p>Sufficient adult supervision for all sports games.</p>	Teachers Parents	Low	<p>Administer First Aid.</p> <p>If the injury is serious, life-threatening, or requires further assessment, contact Camp First Aider/Doctor immediately.</p> <p>If severe, call 111 for emergency services.</p>

					<p>Ensure the hazard area is checked to prevent further injury.</p> <p>Record all treatments in the First Aid Register.</p> <p>Lead Teacher to notify School Management and Parents for any injury requiring escalation.</p>
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**RAS FORMS PROVIDED FOR OTHER CAMP ACTIVITIES AT MARSDEN BAY CAMP**  
**RAS FORMS SHARED WITH PARENTS AND TEACHERS BEFORE CAMP COMMENCES**

<b>Flying Fox</b>	<p> Appendix 1 MBCC SMS Flying Fox Participant Sign off sheet.pdf</p> <p> Appendix 2 MBCC SMS Procedure for Participant use of Flying fox.pdf</p> <p> Appendix 5 MBCC SMS RAMs Flying Fox.pdf</p> <p> Appendix 15 MBCC SOP Flying Fox-Emergency Procedures.pdf</p>
<b>Waterslide</b>	<p> Appendix 22 RAMs Water Slide.pdf</p>
<b>Archery</b>	<p> Appendix 23 RAMs Archery.pdf</p>
<b>Trust Games / Confidence Course</b>	<p> Appendix 25 Trust Games Safe Operating Procedure November 2025.pdf</p>
<b>Bumper Balls</b>	<p> Appendix 63 RAM's Bumper Balls.pdf</p>
<b>Camp Fire</b>	<p> Appendix 67 MBCC RAMs Campfire - Revise 2020.pdf</p>
<b>Soft Tag Archery</b>	<p> Appendix 76 Soft Tag Archery.pdf</p>

