

Mittagundi Risk Management Document for Education Institutions and Community Groups

Mittagundi complies with the Australian Adventure Activity Standard (AAAS) Guidelines for Dependent Groups (Version 1.0 • September 2019) Published by the Outdoor Council of Australia. Supported by the Victorian outdoor industry and the Victorian State Government for Bushwalking, Rafting (White water), Abseiling (Natural Surface, Single Pitch).

Mittagundi uses the Australian Adventure Activity Standards (AAAS) Guidelines for Commercial and non-commercial Dependant Groups. Snow sports (xc Skiing and Snow camping). Published by Outdoors Victoria Ltd. Supported by the Victorian outdoor sector and State Government.

All Leaders and volunteers on our programs must have passed the 'Working With Children Check' and Ambulance Cover.

ACTIVITY PLAN

An activity plan is prepared for all activities. We include it in our Standard Operation Procedures (SOPS). In each of our activity SOP's we aim to have the following information in them:

- Objectives of the activity (desired outcomes) and participant expectations
- Duration of activity
- Age, experience, fitness, skill level, disposition, and known medical conditions of participants
- Size of group
- Leader to participant ratio.
- The leader(s) required skills, experience and competency to conduct the activity and effectively manage incidents and satisfy the planned objectives.

Equipment

- Group equipment including first aid and communication equipment
- Personal equipment including clothing, food and dietary requirements, and personal medication
- Availability of specific activity equipment for participants
- Suitable equipment
- Support/evacuation resources and availability
- Access of emergency medical assistance (e.g. ambulance, CFA, SES, etc.).

Physical Environment

- Intended route with map details for area specific information
- Terrain (route characteristics) and associated implications including remoteness and access
- Land managers requirements



- Seasonal factors (snow, fire, availability of drinking water, river levels, track conditions, other users)
- Expected weather conditions and implications (hypothermia, hyperthermia).

PRE- ACTIVITY DOCUMENTATION

Prior to arriving at Mittagundi an information pack is provided. It also contains a permission (with inherent risks) form and four medical forms (one of these forms is a Fitness to Participant form to be signed from a doctor if they have an injury or medical condition that may inhibit the young person from fully participating in our program. This information captures information relevant to the AAAS.

- Name, address and emergency contact details for all participants and staff
- Any medical conditions of participants, including teachers and supervisors, that are likely to affect performance. For example asthma (details of management plan including medication), diabetes, epilepsy, fainting/dizziness, specific allergic reactions, blood conditions which may affect bleeding/ blood clotting, conditions affecting balance, recent or long-standing injuries (e.g. back, knee, ankle), disability or other relevant medical conditions (e.g. repetitive strain injury (RSI), heart and any relevant medication.
- Sign an acknowledgement of the inherent risks involved in the specific activity
- The signature of a parent/guardian for participants under the age of 18 authorising participation.

COMPETANCIES

Mittagundi staff are all trained during January and February specifically for Mittagundi activities and emergency management.

A leader will have relevant skills specifically for the activities they undertake with Mittagundi:



<ul style="list-style-type: none"> • Leadership and Management • Respond to emergency situations • Wilderness First Aid • Facilitate a group • Deal with conflict • Undertake risk analysis of activities • Apply sport & recreation law • Follow defined Occupational Health and Safety policy and procedures • Manage risk in an outdoor activity • Plan for minimal environmental impact • Outdoor Recreation Skills 	<ul style="list-style-type: none"> • Provide leadership to groups • Plan outdoor recreation activities (advanced) • Guide outdoor recreation sessions • Apply weather information • Coordinate emergency response • Operate communications systems and equipment • Navigate in tracked or easy untracked areas • Navigate in difficult or trackless areas • Use and maintain a temporary or overnight site
<p>Additional skills if Rafting/Sledding “Leader”</p>	<ul style="list-style-type: none"> • Apply rafting skills on moving water • Apply self-rescue skills in white water • Apply rafting skills on grade 3 rapids • Guide clients on raft trips • Perform white water rescues and recoveries
<p>Additional Skills if Abseil “Leader”</p>	<ul style="list-style-type: none"> • Apply single pitch abseiling skills on natural surfaces • Establish ropes for single pitch abseiling on natural surfaces • Guide abseiling on natural surfaces (single pitch)
<p>Additional Skills if XC – Skiing</p>	<ul style="list-style-type: none"> • Demonstrate basic cross country skiing skills • Instruct cross country skiing



BUSHWALKING:

- Mittagundi conducts bushwalks that are categorised as: "Tracked or easy un-tracked areas" are reliably marked on maps and are obvious on the ground: tracks are inspected on a regular basis and road or other safe collecting features are easily reached within 2 hours by applying elementary navigation principle
- Mittagundi employs staff with qualifications that meet the AAS competencies. Qualified staff may possess either of the following: Diploma, Cert IV or III in Outdoor Recreation or competencies related to a specific to Bushwalking
- Or Tertiary education in Outdoor Education or equivalent with bushwalking instructor qualifications.

RAFTING OR SLEDDING (White water to grade 3):

- Mittagundi employs staff with qualifications that meet the AAS competencies. Qualified staff may possess either of the following: Diploma, Cert IV or III in Outdoor Recreation or competencies related specific to White water rafting
- Or Tertiary education in Outdoor Education or equivalent with white-water rafting instructor qualifications.

ABSEILING (SINGLE Pitch) NATURAL SURFACE:

- Mittagundi employs staff with qualifications that meet the AAS competencies. Qualified staff may possess either of the following: Diploma, Cert IV or III in Outdoor Recreation or competencies related specific to Abseil (single Pitch) Natural Surface
- Or Tertiary education in Outdoor Education or equivalent with Abseil natural surface instructor qualifications

XC SKIING:

- Mittagundi employs staff with qualifications that meet the AAS competencies. Qualified staff may possess either of the following: Diploma, Cert IV or III in Outdoor Recreation or competencies related specific to XC Skiing or snow sports
- Or Tertiary education in Outdoor Education or equivalent with XC Skiing instructor qualifications

FIRST AID

Mittagundi leaders have "Leaders Wilderness First Aid" (intense 7 day course) run by Survive First Aid.



RISK MANAGEMENT

Mittagundi uses the following Risk Management assessment tool for each activity, risk assessments are reviewed on a regular basis each year.

RISK MANAGEMENT MATRIX

Use this tool to rate each individual risk both before and after application of individual control measures. Document risks individually both before and after control measures are applied.

1. LIKELIHOOD

Label	Rating	Description
Nil	0	Risk eliminated
Unlikely	1	May rarely occur
Possible	2	Might occur at some time.
Likely	3	Will probably occur in most circumstances.
Very Likely	4	Is expected to occur in most circumstances.
Certain	5	Is expected to occur in all circumstances.

2. CONSEQUENCE

Label	Rating	Safety / OHS	Business Continuity / reputation	Environment	Legal Contractual / Financial
-------	--------	--------------	----------------------------------	-------------	-------------------------------



Minimal	1	Injuries or ailments not requiring medical treatment	Disruption to service capacity for up to half a day Resolved by day-to-day management	Minor effects on biological or physical environment	Minor complaint, incident or contract issue resolved by Management.
Significant	2	Minor injury, First Aid Treatment Case or short term medical intervention.	Disruption of services between 1 and 2 days Some council members contacted	Moderate, short-term effects, but not affecting ecosystem functions	Isolated threat of legal action or threat of loss of contract, resolved by management.
Serious	3	Serious injury causing hospitalisation or multiple medical treatment cases; short-term rehabilitation required.	Disruption of services up to 5 days Some state media mention, some council attendance required	Serious, medium-term effects	Significant incident with threat of legal action, moderate financial loss & impact to reputation.
Very Serious	4	Life threatening or multiple serious injuries causing hospitalisation; significant impairment requiring long-term rehabilitation	Disruption of services up to 1 program Intense public and national media scrutiny. E.g.: front page headlines, Chairman required to attend site or front media	Serious medium to long-term effects, with some impairment of ecosystem functions	Civil law suit laid and/or serious breach of regulation; loss of a client with possible flow on to other clients



Cat-astrophic	5	Death or multiple life threatening injuries; permanent disability.	Disruption of services for greater than 1 program Full council involvement Public inquiry or sustained adverse national media	Very serious long-term effects, with significant impairment of ecosystem functions.	Major law suit and/or criminal charges with prosecution/fines. Worksafe site closure.
---------------	---	--	---	---	---

RISK MATRIX

(Likelihood x Consequence = Risk Rating) Legend

Likelihood	Consequence					Score	Assessment	Action
	Minimal	Significant	Serious	Very Serious	Cat-astrophic	1-2	Low	Acceptable levels of risk. Most activities should be run with risk levels (after controls are applied) in this range. Any further action can be attended to after higher ratings have been attended to.



Nil	0	0	0	0	0	3-7	Medium	Some control measures still to be applied. Manager level decision to proceed without additional controls. Program staff to be aware of risk levels and focus on specific risks.
-----	---	---	---	---	---	-----	--------	---



Unlikely	1	2	3	4	5	8-12	High	Controls will be required immediately. Activity not to proceed without some controls applied or some modification implemented. Controls must lower risks to medium or low levels.
Possible	2	4	6	8	10	Greater than 12	Extreme	Urgent Immediate attention. Cease activity until control measures are implemented. Controls must lower risks to medium or low levels.
Likely	3	6	9	12	15			



Very Likely	4	8	12	16	20			
Certain	5	10	15	20	25			

Notes on matrix -

It is not necessary to eliminate or remove risks altogether however risks must be brought to the lowest practical category by the application of controls i.e. within the green zone is ideal, yellow zone acceptable under some circumstances. Directors must be involved in decision to continue the activity at this yellow level.

Risks must remain in the Risk Rating category throughout an activity. Should circumstances change during an activity, the risk rating may alter. In this situation, additional controls must be applied immediately which bring the risk rating back to the pre activity documented level or alternatively the activity must be ceased.

THE STEPS OF RISK MANAGEMENT

1. Identify risks
2. Measure or rate risks
3. Apply controls
4. Re-evaluate after controls applied
5. Determine if the risk rating is acceptable
6. Document the process
7. Periodically review

EMERGENCY STRATEGY

Mittagundi has an emergency management procedure for each off site activity; Mittagundi staffs are trained and familiar with the procedure.

For each activity the procedure will contain:

- emergency access and emergency escape routes
- assembly points



- emergency contact details for key emergency services
- planned start and finish time of the activity
- the emergency trigger time for the non-participating contact to inform emergency services (on failure of group to return/check-in)
- specific communication being carried by group
- a strategy for maintaining supervision ratios should any changes to the planned activity eventuate (adverse conditions, injured leader, participant(s) pull out of activity).

A summary of the emergency strategy is provided as a component of the pre-activity briefing as required.

RESTRICTIONS TO PARTICIPATION

Participants may be excluded or removed from an activity (or an activity may be modified) at any time prior to departure at the leader's discretion. This may also be done during the activity if safe to do so.

Participants may be excluded for reasons that include (but are not limited to) being under the influence of alcohol or drugs (including prescription drugs which may affect performance), being unable or unwilling to follow instructions, lacking suitable equipment, having an inadequate level of fitness, physical ability and experience for the particular activity.

PRE-ACTIVITY BRIEFING

Each activity conducted by Mittagundi has a risk management document and pre activity briefing information that covers:



<ul style="list-style-type: none"> • identity and role of activity leader(s) • an outline of the activity plan and objectives • the nature of the activity and its inherent risks • essential equipment and clothing • correct use and/or fit of equipment • recommendations on the type of food, the amount of food and water required and the availability of water • strategies for conservation including protection of flora and fauna, rubbish removal and sanitation • a summary of the emergency plan or sufficient information to allow participants to act appropriately in the event of 	<ul style="list-style-type: none"> • an incident or emergency, including methods of emergency communication • explanation of what is expected of participants and the participant's responsibility to act as requested (conduct etc.) • restrictions to participation • agreed methods of communication within the group (signals and calls) devised before the activity commences • Final check that all documentation is completed and submitted. • Leaders should receive acknowledgment that participants have understood the content of the briefing • Leaders must offer participant the opportunity to voice any concerns
--	---

STAFF TO STUDENT RATIO's

Bushwalking : Mittagundi complies with the AAS as follows;

- For groups where the participants are primarily minors (under the age of 18) a ratio of 1:10 should not be exceeded.
- Where walks are conducted overnight (or for base camping) and the participants are primarily under 18, additional consideration must be given to supervision at the campsite. For such walks, a ratio of 1:6 should not be exceeded unless the issue of supervision is effectively addressed by the specific risk assessment and emergency strategy.



Rafting or Sledding (White-water):

Mittagundi conducts trips down a specified section of the Mitta Mitta River (Joker to Bundara Bridge). The maximum size grade Mittagundi staff are permitted to run with clients is grade 3. Our Rafts are under 16ft long and can carry up to four people. Our normal ratio is 4 leaders to 12 young people. We also have a fourth leader in the role of support and emergency management following the group at specific points of the route.

We comply with the following AAS:

- A raft may only be 'self-guided' on rapids of grade 1, 2 and 3. Further, if self-guided the trip leader must deem the self-guiding participants to be competent to the level considered reasonable for the river section. Self-guiding has recognised beneficial outcomes but by its nature, a trip involving a self-guided raft requires at least the same supervision as that of a guided raft. The trip leader is responsible for the decision to self-guide a river section.
- The recommended ratio for conducting rafting activities on moving water, up to grade four is 1:8 participants with a minimum of two leaders for any trip.

Abseiling:

- Mittagundi conducts this activity with 3 leaders to 12 participants. 1 leader must be a qualified Abseil instructor, 1 must have extended experience abseiling or rock climbing and 1 leader that has group management skills and has "in-house" training specific to the Mittagundi Abseil site and procedures. Additional staff will be required dependant on group behaviour and size.

XC-skiing and Snow camping:

Mittagundi conducts this activity with four staff. One ski instructor, one Mittagundi leader, one group staff member and one volunteer. Mittagundi complies with the following AAS.

In back country areas (e.g. where professional medical care is more than one hour away, communication is unreliable, no patrols or support) the recommended minimum leader ratio for conducting snow activities is:

1 activity leader: 8 participants

Guidance notes:

- It is recommended that there be a minimum of two (2) leaders when conducting activities in back country areas.
- When snow camping the participant numbers per leader may need to be decreased.



GROUP SIZE

Bushwalking: Mittagundi maximum group size is 22 participants.
Rafting or sledding (White water): Mittagundi maximum group size is 12 participants.
Abseiling (Natural Surface): Mittagundi maximum group size is 12 participants.
XC Skiing /Snow Camping: Mittagundi maximum group size is 20 participants

LEADER ROLES

Mittagundi staff share the role of conducting the course program. They have different skills and experiences to help produce a wholesome experience. When specific outdoor recreation activities are being conducted the staff break out into the roles as determined by their qualifications and skills.

- Our qualified and most experienced staff member for the specific activity will be known as the “Leader” and will have the skills and experience to carry out the activity plan, be responsible for delegating tasks to assistant leader(s), be responsible for conducting the activity on-the-ground without external supervision and have activity skills as well as group management skills.
- Other Mittagundi staff will be seen as “assistant” leaders and have skills specific to the conduct of the activity, be able to undertake activity-specific tasks delegated by the leader and be able to manage the safety of the group, including in an emergency, if the leader is incapacitated

EQUIPMENT

Mittagundi complies with the Adventure Activity standards for each activity it conducts. Participants are provided with a clothing & equipment list as part of their program information package any items that they don't possess Mittagundi will provide. We provide, tents, back packs, boots, sleeping mats, clothing and other equipment suitable for the Alpine environment.

Group gear is shared amongst the group on our Winter and Spring programs. During our Summer and Autumn programs we include two pack horses to carry the load. They carry cooking equipment, bulk food, additional emergency supplies in addition to horse maintenance equipment. Student and staff carry tents.



Mittagundi leaders will also carry amongst key staff communication and safety equipment.

ENVIRONMENT

Mittagundi aims to follow the recommendations drawn from the principles of Leave No Trace Australia www.lnt.org.au.

MITTAGUNDI PACK HORSES:

Mittagundi has two horses that are used as pack horses during our overnight bushwalk activity. The horses are trained to carry out their task and are very quiet horses. We do not ride the horses on our programs. Participants are allowed to walk the horses after a safety briefing has been conducted. A Mittagundi leader walks with the participant to help provide a safe experience for participant and horse. Our procedure also includes having the horses at the front of the group – therefore all other participants not walking the horse are required to be no further than three horse lengths from behind the last horse. A Mittagundi leader will walk in the front of the group to ensure enough space is provided between the horse and participants. Mittagundi complies with Parks Victoria guidelines for horses.

TRANSPORT

Mittagundi clients are required to make their own way at the own risk to either the Albury or Bairnsdale Train Station (as indicated by the Mittagundi).

Mittagundi provides transport to and from our course program from the relevant train station. We have two Toyota troop carriers and two Toyota Hilux dual cab utes.

Mittagundi drivers must have a drivers licence and complete a Defensive Driving course to drive our participants.

Mittagundi drivers must also have completed a course in 4WD to be able to drive participants on designated parks maintenance or 4wd tracks or in the snow.

All drivers must comply with the Victorian Governments Road Safety Rules and driving requirements.

Any persons driving a Mittagundi Vehicle with clients must have a blood alcohol of 000 and be free of recreational drugs.

Clients must be given a safety briefing before driving off to their destination. The driver must check all passengers are wearing seatbelts.



Speed Limits with Participants:

- Gravel roads 40 km/hr
- Bitumen road 80 km/hr
- Falls Creek Rd 60 km/hr
- Freeway travel 100km/hr
- Snow and ice As dictated by conditions, not exceeding 40km/h

