

OUTDOOR SAFETY ACTION PLAN

Activity/Camp	Trip to Cape Kidnappers	Date		Teacher in Charge	
Class level		No. of Staff		No. of Helpers	
No. of Children		Location		Approved by	
Time of Departure from Clifton		Time of Return to Clifton		Time of Return to School	

Activity: Trip to the Cape Kidnappers with Gannet Beach Adventures Ltd (tractors & trailers)					
What could go wrong?	What would cause it to go wrong?	How could we prevent it from going wrong?	Whose responsibility is it?	When/where will it be done?	Emergency Plan

Group Members Requiring Special Consideration	
Health	
Behaviour	
Other	

Pre Activity Checklist		On the Day		Comments:
Emergency Vehicle		Medication		
Venue inspected		First Aid Kit		
Trip application approved		Cell phone		
Consent Forms returned		Intentions left at school office		
Medical records checked		Equipment Checked (eg raincoats, sunhats)		
Copy of this form to all teachers involved				

RISKS	RISK REDUCTION STRATEGIES
Sunburn	<ul style="list-style-type: none"> • Ensure hats are worn. • Sunscreen is applied often during the course of the tour.
Dehydration	<ul style="list-style-type: none"> • Ensure each child has a water bottle. • Drink often. • Drinking water available at the DOC Rest Shelter.
Slippery / uneven ground	<ul style="list-style-type: none"> • Wear suitable covered shoes. • Watch underfoot conditions at all times - when getting on and off the trailers, on the beach and on the walking track.
Inclement Weather (Heavy Rain / Wind / Sea Swells)	<ul style="list-style-type: none"> • Check forecast when reconfirming the day before. • Tarpaulin covers are available. • Ensure everyone dressed appropriately.
Lost	<ul style="list-style-type: none"> • Stay with your group at all times. • Ensure supervising adults are aware of their responsibilities on the day. • Headcount before leaving Cape Kidnappers for return journey.
Falling from Trailer	<ul style="list-style-type: none"> • Adults are strategically placed around the trailers, for best supervision. • Ensure children are seated correctly with their feet on the footrests, and their bottoms on the cushions (not sliding forward). • Hold onto grab rail, especially when instructed to do so by your driver.
Medical Emergency	<ul style="list-style-type: none"> • First Aid Kits provided. • Staff trained in First Aid. • Cellphones available to call for ambulance/helicopter if required.
Falling Rocks	<ul style="list-style-type: none"> • Follow your driver's instructions at all times. • Do not linger under the cliffs.

NB: There are always going to be hazards – more than listed here – in any outdoor environment, however the above are just a few of the main issues that could be encountered on the tour. Please request a copy of our Hazard Identification Register if a more comprehensive list is required.