

Hazard Identification & Risk Management (HIRA) 3 Day Leadership program (EA_ED)



Date	08 July 2021
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Area	ADV CAMPS (PTY) LTD (Kwalata Adventure Camp)
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Assessment

A	Injury Severity (Person)	B	Frequency of Occurrence (History)	C	Potential Damage or Loss (Personal and Camp Property)	D	Environmental Impact (Spillage, noise, water, mud-rush, dust, vapours, fauna & flora, explosion/fire)
0	No injury	0	No occurrence	0	No damage	0	No effect
2	Minor laceration, confusion or wound (first aid case)	2	May occur sometime (once in a life time)	2	Minor damage	2	Minor effect
4	More severe injury, requiring medical assistance	4	May occur occasionally across the duration of the attended camp	4	Medium damage/loss, short stoppages	4	Serious effect (short term)
8	Serious injuries, long term ill health, amputation	8	May occur often across the duration of several camps	8	More serious damages/loss and delay	8	Very serious effect (long term)
10	Loss of life	10	Could or has happened	10	Severe damage/loss and long-term delay	10	Catastrophic effect

Ratings	
Risk Classification	Risk Value
Critical	33 - 40
High	17 - 32
Medium	7 - 16
Low	0 - 6

Action Required		
Rating	Action Required	Consider
Critical	Notify CEO of ADV CAMPS (PTY) LTD. Corrective actions should be taken immediately.	Intolerable, change method, Transfer risk
High	Notify CEO of ADV CAMPS (PTY) LTD. Corrective actions should be taken within 48 hours of notification, if practical to do so.	Change method, Mitigate
Medium	Notify the Facilitation team to follow up that corrective actions are taken within the reasonable time frame and enforced during all adventure camps.	Change method, Mitigate
Low	Risk to be monitored.	Good instruction

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			A	B	C	D	R		A	B	C	D	R	
Welcoming: Arrival of learners via transport vehicle	Arrival of learners in transport vehicle, all seated.	Bumps.	2	2	0	0	4	All learners are seated; Adult supervision on transport vehicle	2	0	0	0	2	Maintain existing controls in place
	Uncontrollable disembarking from the transport vehicle, steps on vehicle, moving vehicles.	Bumps, slips, trips, & falls.	4	4	0	0	8	Facilitator meet learners; Allow controlled disembarking; Facilitators direct learners to collect luggage; Only designated vehicles in parking area.	4	2	0	0	6	Maintain existing controls in place

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Day 1														
Welcoming: Arrival of learners via transport vehicle	Collection of luggage (bulk, heavy, etc.) from the transport vehicle.	Awkward movement, strains.	2	2	2	0	6	Adult / facilitator supervision ; Assisting with heavy / bulky luggage	2	2	0	0	4	Maintain existing controls in place
	Learners gathering / assembling at the welcoming area.	Bumps, slips, trips, & falls.	2	2	0	0	4	Adult / facilitator supervision; Orderly assembly instructions.	0	2	0	0	2	Maintain existing controls in place
Teams / Groups: Learners assigned to groups	Movement of learners to gather into designated teams / groups.	Bumps, slips, trips, & falls.	2	2	0	0	4	Adult / facilitator supervision; Orderly assembly instructions.	0	2	0	0	2	Maintain existing controls in place
Body Checks: Safety Drill procedures.	Unclear safety drill instructions; Not paying attention to instructions.	Running on grass and paved areas; Potential slips, trips, & falls	4	8	0	0	12	Controlled environment; Adult / facilitators supervision	4	2	0	0	6	No running, but fast walking' instructions; Maintain existing controls in place
Camp Rules: Rules of the camp	Explaining/Discussing the rules of the camp to the learners, while learners sitting down	Boredom; Horseplay.	0	2	2	0	4	Adult / facilitators supervision; No horseplay allowed; Get learners involved in the discussion.	0	2	0	0	2	Maintain existing controls in place
Room Allocation: Learners are allocated to designated rooms.	Room allocation with double level bunk beds.	Slipping of step and/or falling from top level bunk bed; Bumps, slips, trips, & falls during horseplay	10	4	0	0	14	Rails on top bunk beds; Heights restrictions, minimum height occupying top bunk beds (above 1.25m); Warning instructions for horseplay inside rooms and on top bunk bed	2	2	0	0	4	Maintain existing controls in place; Enforcement by adult supervision.
Activity: Ice breakers	Fun playful activities aimed at breaking the ice (socialising and teamwork)	Boredom; Horseplay.2	2	2	0	0	4	Adult / facilitators supervision; No horseplay allowed.	2	2	0	0	4	Maintain existing controls in place
Orientation: Exploring camp area.	Familiarisation of the entire camp area and location of camp facilities.	Excitement and running around; Potential slips, trips & falls	4	8	0	0	12	Controlled environment; Adult / facilitators supervision	4	2	0	0	6	Maintain existing controls in place
Meal Times: Lunch Serving and eating meals	Queueing and served meals; Washing own dishes and cutlery; Poorly cleaned cutlery; Food wastage / disposal.	Heated surface can cause skin burns; Hot soapy water can cause skin burns; Washing cutlery can cause cuts, and punters; Bacteria exposure from poorly washed cutlery; Incorrect disposal of food waste.	4	4	0	2	10	Adult / facilitators supervision; Adults serving food to learners; Controlled activities; Soapy dish water prepared by adults; Inspection of cleaned / washed cutlery; Effective labelling of waste streams, recycling processes	2	2	0	2	6	Maintain existing controls in place

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Activity: Leadership Discussion & Theory	The Concept of leadership & effective teams, leadership styles, tools to aid in effective teamwork	Boredom; Horseplay.	2	2	2	0	6	Adult / facilitators supervision; No horseplay allowed; Learners to participate in the discussion	2	2	0	0	4	Maintain existing controls in place
Activity Rotation														
Activity: Bootup.	Activity on grass area	Slips, trips, & falls; Boredom	4	2	0	0	6	Adult / facilitators supervision; No horseplay allowed.	2	2	0	0	4	Maintain existing controls in place
Activity: Rope platting	Team get 3 different ropes and they work together to plait the rope the longest and as neat as possible	Falls, slips, & trips; Sprains, strains, rope burns; Abrasions;	4	2	0	0	6	Adult / facilitators supervision; Teamwork, assistance required Closed running shoes, sun tan lotion and hat are minimum requirements for the learners.	2	2	0	0	4	Maintain existing controls in place
Activity: Maze	Going from one side to the other side through the maze	Boredom; Horseplay.	2	2	0	0	4	Adult / facilitators supervision; Slow moving activity; No horseplay allowed.	2	2	0	0	4	Maintain existing controls in place
Shower Time: Designated time slots	Wet & soapy floor surfaces; Running to and from showers; Wearing insufficient clothing to and from showers; Excessive water usage	Potential slips and falls; Incident exposure; Depletion of water resources.	2	4	0	4	10	Caution instruction given by adults / facilitators; Camp rule: 'Dress in shower facility, no towel wrapped bodies to and from showers.	2	2	0	2	6	Maintain existing controls in place; enforcement of controlled water usage.
Meal Times: Dinner Serving and eating meals	Queueing and served meals; Washing own dishes and cutlery; Poorly cleaned cutlery; Food wastage / disposal.	Heated surface can cause skin burns; Hot soapy water can cause skin burns; Washing cutlery can cause cuts, and punters; Bacteria exposure from poorly washed cutlery; Incorrect disposal of food waste.	4	4	0	2	10	Adult / facilitators supervision; Adults serving food to learners; Controlled activities; Soapy dish water prepared by adults; Inspection of cleaned / washed cutlery; Effective labelling of waste streams, recycling processes	2	2	0	2	6	Maintain existing controls in place
Activity: Stalk the lantern.	Night time activity with limited visibility; Learners move in the dark in nature, stealth to find a lantern; Exposure to trees, rocks, uneven ground surfaces.	excitement increases level of risk taking; Bruises, laceration, abrasions; Risk of getting lost; Property damage (personal and camp sites); Environmental damage.	4	4	2	2	12	Adult / facilitator supervision; Pre-activity discussion risk and protection of environment; Flash lights in use; Dedicated first aid area and first aider assigned (all facilitators' requirement.)	2	2	0	0	4	Maintain existing controls in place
Activity: Nature Talk	Presentation on birds, mammals, trees (fauna & flora)	Boredom; Horseplay.	2	2	0	0	4	Adult / facilitators supervision.	2	2	0	0	4	Maintain existing controls in place

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<i>Sleeping: Allocation arrangements of bed bunks</i>	Two level bunk beds in rooms	Slipping of step and/or falling from top level bunk bed; Bumps, slips, trips, & falls during horseplay	10	4	0	0	14	Rails on top bunk beds; Heights restrictions, minimum height occupying top bunk beds (above 1.25m); Warning instructions for horseplay inside rooms and on top bunk bed	2	2	0	0	4	Maintain existing controls in place; Enforcement by adult supervision.
Day 2														
<i>Morning Coffee: Early time around the fireplace</i>	Assembling and moving around at the fire place; Serving hot beverages.	Bumps, slips, trips, & falls; Spilling / drinking hot beverages causing burns to skin / inside mouth.	2	8	0	0	10	Adult / facilitators supervision; Controlled environment; Facilitators serving beverages.	2	4	0	0	6	Maintain existing controls in place
<i>Activity: Game drive</i>	Game viewing from a moving vehicle; Dangerous game (free roaming) - Big Five	Bumps, bruises from driving in an uneven terrain; Abrasions, lacerations from passing tree branches; Injuries and illness from fauna and flora exposure.	4	2	2	2	10	Qualified guide; Game viewing protocols are adhered to; Adult / facilitators supervision; Emergency first aid kit kept on vehicle.	2	2	2	0	6	Maintain existing controls in place
<i>Activity: Eco-walk (approximately 1 hr for distance of 900m).</i>	Exposure to environmental conditions (weather and flora)	Dust & pollen allergies; Fatigue, thirst; Slips, trips, & falls.	2	2	0	2	6	Guided by facilitators; Pathway flat and well marked; Slow stop and go walk; Controlled activity in early mornings; Emergency first aid kit available during the eco walk.	2	2	0	0	4	Maintain existing controls in place
<i>Meal Times: Breakfast Serving and eating meals</i>	Queueing and served meals; Washing own dishes and cutlery; Poorly cleaned cutlery; Food wastage / disposal.	Heated surface can cause skin burns; Hot soapy water can cause skin burns; Washing cutlery can cause cuts, and punters; Bacteria exposure from poorly washed cutlery; Incorrect disposal of food waste.	4	4	0	2	10	Adult / facilitators supervision; Adults serving food to learners; Controlled activities; Soapy dish water prepared by adults; Inspection of cleaned / washed cutlery; Effective labelling of waste streams, recycling processes	2	2	0	2	6	Maintain existing controls in place
<i>Activity: Adventure challenge (approximately 45 min).</i>	Wooden obstacle course, competitive activity; Relay, log & tyre running; Cargo net, table mountain, drain pipe; Wall climbing.	Fatigue, thirst; Falls, slips, & trips; Sprains, strains, rope burns; Abrasions; Sunburn.	4	4	2	2	12	Adult / facilitator supervision at every obstacle; Closed running shoes, sun tan lotion and hat are a minimum requirement for the learners; Water break before and after the activity; Teamwork, assistance required; Emergency first aid kit available at activity.	4	2	0	0	6	Maintain existing controls in place
Activity Rotation														

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Activity: Email	Activity of passing balls in between learners.	Slips & falls	2	2	0	0	4	Adult / facilitators supervision; No horseplay allowed.	2	2	0	0	4	Maintain existing controls in place
Activity: Footloose	Moving along on top of upright wooden posts, 10cm above ground.	Slips, trips & falls; Twisting ankles; Splinters; Abrasions of hands & knees.	4	4	0	0	8	Adult / facilitators supervision; Groups support (teams); Slow moving activity.	2	2	0	0	4	Maintain existing controls in place
Activity: Octopus	Balancing ball on strings	Frustrations Slips, trips & falls	4	2	0	2	6	Adult / facilitators supervision; No horseplay allowed.	2	2	0	0	4	Maintain existing controls in place
Meal Times: Lunch Serving and eating meals	Queueing and served meals; Washing own dishes and cutlery; Poorly cleaned cutlery; Food wastage / disposal.	Heated surface can cause skin burns; Hot soapy water can cause skin burns; Washing cutlery can cause cuts, and punters; Bacteria exposure from poorly washed cutlery; Incorrect disposal of food waste.	4	4	0	2	10	Adult / facilitators supervision; Adults serving food to learners; Controlled activities; Soapy dish water prepared by adults; Inspection of cleaned / washed cutlery; Effective labelling of waste streams, recycling processes	2	2	0	2	6	Maintain existing controls in place
Activity Rotation														
Activity: Chinese pyramid	Shuffling rubber tyres into sequence, picking and placing onto post.	Fatigue; Pinching, caught in between tyre and post; Back, arm & shoulder strain	4	4	0	0	8	Adult / facilitators supervision; Activity rule enforced: 'minimum number of learners lifting larger tyres; Caution of placing tyre on post	4	2	0	0	6	Maintain existing controls in place
Activity: Dry river crossing	Crossing logs on flat surface, 20 cm above ground.	Splinters; Slips, trips & falls	4	2	0	0	6	Adult / facilitators supervision; Slow moving activity; Group support (teams); Wooden beams are checked regularly for splinters	2	2	0	0	4	Maintain existing controls in place
Activity: Strings attached	Placing of a circle on a target using ropes	Sunburn; Frustrations	4	2	0	0	6	Adult / facilitators supervision; Water bottles are compulsory when activities are in open areas; Suntan lotion compulsory.	2	2	0	0	4	Maintain existing controls in place
Shower Time: Designated time slots	Wet & soapy floor surfaces; Running to and from showers; Wearing insufficient clothing to and from showers; Excessive water usage	Potential slips and falls; Incident exposure; Depletion of water resources.	2	4	0	4	10	Caution instruction given by adults / facilitators; Camp rule: 'Dress in shower facility, no towel wrapped bodies to and from showers.	2	2	0	2	6	Maintain existing controls in place; enforcement of controlled water usage.

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Activity: Potjiekos competition	Preparing food around campfire; Using cutting utensils for preparation.	Cuts (knives); Burns (hot pots, fire); Slips, trips (crowding)	4	4	2	2	12	Adult / facilitators supervision; Fire supplied by facilitators; Supervised handling of pots; Instruction & continuous coaching by facilitators; First aid kit available with burn shield; Closed shoes at all times.	2	2	2	0	6	Maintain existing controls in place
Sleeping: Allocation arrangements of bed bunks	Two level bunk beds in rooms	Slipping of step and/or falling from top level bunk bed; Bumps, slips, trips, & falls during horseplay	10	4	0	0	14	Rails on top bunk beds; Heights restrictions, minimum height occupying top bunk beds (above 1.25m); Warning instructions for horseplay inside rooms and on top bunk bed	2	2	0	0	4	Maintain existing controls in place; Enforcement by adult supervision.
Day 3														
Morning Coffee: Early time around the fireplace	Assembling and moving around at the fire place; Serving hot beverages.	Bumps, slips, trips, & falls; Spilling / drinking hot beverages causing burns to skin / inside mouth.	2	8	0	0	10	Adult / facilitators supervision; Controlled environment; Facilitators serving beverages.	2	4	0	0	6	Maintain existing controls in place
Activity: Game drive	Game viewing from a moving vehicle; Dangerous game (free roaming) - Big Five	Bumps, bruises from driving in an uneven terrain; Abrasions, lacerations from passing tree branches; Injuries and illness from fauna and flora exposure.	4	2	2	2	10	Qualified guide; Game viewing protocols are adhered to; Adult / facilitators supervision; Emergency first aid kit kept on vehicle.	2	2	2	0	6	Maintain existing controls in place
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<i>activity</i> Stop, Start , Continue	Activity where the teams reflect on the camp and look at their mistakes and what to fix as they move on	Boredom; Horseplay.	2	2	0	0	4	Adult / facilitators supervision; No horseplay allowed	2	2	0	0	4	Maintain existing controls in place
<i>activity</i> Quick feedback	Learners get to discuss and share their experience in camp	Boredom; Horseplay.	2	2	0	0	4	Adult / facilitators supervision; No horseplay allowed	2	2	0	0	4	Maintain existing controls in place
<i>activity</i> Board to busses	Getting on / boarding to busses as the learners leave the camp.	Bumps, slips, trips, & falls; Excitement; Uncontrollable chaos in the bus	2	2	2	0	6	Adult / facilitators supervision; No horseplay allowed; Teachers taking control of boarding as the learners board the bus according to the class list.	2	2	0	0	4	Maintain existing controls in place

Risk Assessment Approved by	Trevor Keith	Signature		Date	
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