



Sterling Results Fitness Club Risk Management Plan

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Table of Contents:

1. Aims of the Risk Management Plan	3
2. EMERGENCY PLANS.....	5
3. CONTACT DETAILS.....	6
4. RISK MANAGEMENT INCIDENT.....	7

1. Aims of the Risk Management Plan

A risk management plan aims to ensure the safety and wellbeing of all participants in all activities, and that:

- All participants understand their roles and responsibilities
- All participants are aware of the risk management strategies
- Risk Management Guidelines are adhered to, and improved and revised after any near misses
- Risk Management Guidelines are reviewed on a regular basis
- Training and/or mentoring needs are identified and implemented as necessary
- Emergency Plans are formulated and communicated to HikeCoaches

Setting up a Risk Management Program

Risk Management is a four step process:

- 1 Identify hazards
- 2 Assess risks
- 3 Control and manage risks
- 4 Review

1.1 Identifying hazards

A hazard is a situation with the potential for harm to life, health or property - for example bush fire, extreme heat and flooded rivers.

1.2 Assessing risks

A risk is the chance of this potential for harm being realised. Risk can be assessed by identifying the risks that arise from a hazard, considering the likelihood of a risk occurring and, if it does occur, what the likely consequences of it might be.

Documentation of the identification of hazards, risks, likelihood of the risk and the consequences of the risk assist when reviewing risk management guidelines at a later date.

Below is a table used to rate the likelihood of risks against the consequences of the risk. The risk rating is a guide to the degree of risk management required. Assessment of likelihood of an incident is affected by time and volume.

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Almost certain	Medium	Medium	High	High	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Consequence	Description of Consequence	Likelihood	Description of Likelihood
1. Insignificant	No treatment required	1. Rare	Will only occur in exceptional circumstances
2. Minor	Minor injury requiring first aid treatment eg. minor cuts, bruises, bumps	2. Unlikely	Not likely to occur within the foreseeable future, or within the planned activity
3. Moderate	Injury requiring medical treatment	3. Possible	May occur within the foreseeable future, or within the planned activity
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation	4. Likely	Likely to occur within the foreseeable future or within the planned activity
5. Critical	Loss of life, permanent disability or multiple serious injuries	5. Almost Certain	Almost certain to occur within the foreseeable future or within the planned activity

Assessed Risk Level		Description of Risk Level	Actions
<input type="checkbox"/>	Low	If an incident were to occur, there would be little likelihood that an injury would result	Undertake the activity with existing controls in place
<input type="checkbox"/>	Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result	Additional controls may be needed
<input type="checkbox"/>	High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result	Controls will need to be in place before the activity is undertaken
<input type="checkbox"/>	Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.

1.3 Controlling and managing risks

Risk management controls include assigning responsibilities, developing procedures, addressing particular circumstances are outlined below.

When a Hikecoah prepares for a hike they check the following prior the adventure:

- weather,
- fire,
- first aid,

- communication,
- warnings,
- and the skill of those actually coming on the walk and adjust accordingly.

1.4 Reviewing risks

Risks are reviews Annually, or after any Major incident.

2. EMERGENCY PLANS

Accidents and unforeseen events can and will happen. The emergency plan will help to minimise any damage, injury, trauma or other consequences.

2.1 Specific equipment and procedures to be followed

2.1.1 HikeCoach First Aid Kit:

- Kit suitable for the activity, including 2 x Compression Bandages and Knee Brace
- First aid register and incident report forms
- A communication procedure for external assistance if required

2.1.2 Additionally the HIKECoach must carry :

- Sunscreen, Insect repellent
- Additional Water 600ml (cool days) , 2+ 600ML water (Hot days)
- Protein bar
- Electrolytes
- Energy Jubes
- Phone (ensuring that it is protected from the weather -- if it can be damaged by water is to be carried in water resistant containers.)
- Emergency Blanket
- Gortex Jacket
- Hiking Poles
- Whistle
- Rubbish bag

2.1.3 Clients Must carry / wear

- Appropriate clothing and footwear, taking into account the requirements of the activity and weather conditions
- Personal hygiene items, including any Allergies/Asthma requirements
- Participants should have individual drinking containers and each person should be carrying 1.5-3 liters of water
- Insect repellent

2.1.4 Clients are recommended to carry

- Sun Safe equipment: hats, sunscreen,
- Wet Weather equipment: Gortex jacket
- Hiking Poles

2.1.5 Prior a hike the HIKECoach assess the following variables and adjust the hike accordingly :

- weather,
- fire,
- first aid,
- communication,
- warnings,
- and the skill of those actually coming on the walk

2.2 Step-by-Step Emergency Procedure

1. Assess the situation. Effect rescue as required. Is first aid required or can person/people wait for a safety vehicle to come collect them.
2. Provide first aid- if required, Following DRSABCD
3. If the emergency requires medical assistance dial 000 and ask for an ambulance. If you are unsure, call anyway, they will be able to provide assistance.
4. If you don't have phone coverage send someone else to the nearest contact person/ station and ask for their assistance
5. The following information will be required by the ambulance controller:
 - The address, location of the incident (Access the Emergency SOS application for Exact GPS location)
 - The phone number you are calling from
 - What has happened
 - The number of people injured
6. If the accident involves traffic call the police after requesting the ambulance
7. In event of serious injury suspend activity, until incident can be investigated
8. Debrief the group on what happened and inform on further procedures
9. Document and report the incident

3. CONTACT DETAILS

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Emergency SOS APP



4. RISK MANAGEMENT INCIDENT

Order	Risk description	Likelihood	Consequences	Risk Rating	Description of Risk Level	Actions	Examples of Risk Mitigation
1	Injury from falling / tripping uneven Ground, rock scrambling, rocks on water crossings	likely	minor	MEDIUM	If an incident were to occur, there would be some chance that an injury requiring First Aid would result	Additional controls may be needed	Appropriate footwear must be worn at all times Participants instructed to walk at all times Trip Hazards are identified to the group on the walk HIKECoach to carry first aid kit ... First Aid offered by HIKECoach
2	Injury from Protruding objects, sharp tree edges , Oyster shells, Broken glass , Spikey shrubs	likely	minor	MEDIUM	If an incident were to occur, there would be some chance that an injury requiring First Aid would result	Additional controls may be needed	Appropriate footwear must be worn at all times Participants instructed to walk at all times Trip Hazards are identified to the group on the walk HIKECoach to carry first aid kit ... First Aid offered by HIKECoach
3	Other Bits, Spiders, Ticks, bees Wasps, Ants	likely	minor	MEDIUM	If an incident were to occur, there would be some chance that an injury requiring First Aid would result	Additional controls may be needed	Participants required to stay on designated tracks Participants are required to stay together as a group HIKECoach to carry first aid kits Insect repellent available Apply First Aid and notify Emergency Services if required. Advise on appropriate behaviour in presence of animals
4	Hikers Catching Covid from other Hikers	possible	minor	MEDIUM	If an incident were to occur, there would be some chance that an injury requiring First Aid would result	Additional controls may be needed	Clients can hike if they can demonstrate their double Vaccination record Temperature Taken at beginning of Hikes Covid Safe Plan available to download from Website No sharing of food at snack breaks Clients to have Mask and Hand Sanitiser as part of their hike equipment Clients asked not to attend if they feel they have any covid symptoms
5	Pre-existing Medical Condition : Allergic reaction / Asthma attack / Epilepsy	possible	major	HIGH	If an incident were to occur, it would be likely than an injury requiring medical treatment would result	Controls will need to be in place before the activity is undertaken	Advise participants to let HIKECoach know if they suffer from asthma or other Allergic reaction. An inhaler / EPIPEN is to be carried by affected participants. The individual participates at their own risk

Order	Risk description	Likelihood	Consequences	Risk Rating	Description of Risk Level	Actions	Examples of Risk Mitigation
6	Bush fire	possible	moderate	HIGH	If an incident were to occur, it would be likely than an injury requiring medical treatment would result	Controls will need to be in place before the activity is undertaken	<p>Walk leader to check with authorities before starting a walk in a fire prone area during fire season.</p> <p>Carry a two-way communication device, such as mobile or satellite phone, 2-way communicating GPS, or radio on extended walks during the fire season to check daily fire status.</p> <p>Research the walk area in terms of fire zone, emergency exit routes & safe places., including use of RFS App</p> <p>Consider cancelling the event</p> <p>No walks in forest areas on days of total fire ban.</p>
7	Dehydration, Heat Stroke	possible	minor	MEDIUM	If an incident were to occur, there would be some chance that an injury requiring First Aid would result	Additional controls may be needed	<p>HikeCoach to confirm clients are carrying adequate water for the activity and the conditions.</p> <p>HikeCoach to carry extra water on Hot Days , plus Electrolytes, Cool Towels and Energy jubes.</p>
8	Vegetation -Overgrown -Harmful	possible	minor	LOW	If an incident were to occur, there would be little likelihood that an injury would result	Undertake the activity with existing controls in place	<p>Warn participants if route is particularly overgrown.</p> <p>Choose alternative route if required</p>
9	Snake Bite	unlikely	critical	HIGH	If an incident were to occur, it would be likely than an injury requiring medical treatment would result	Controls will need to be in place before the activity is undertaken	<p>Gear checklist includes gaiters, 2 x snake bite Compression bandage</p> <p>Leaders are trained in health / safety emergency response</p> <p>Apply First Aid and notify Emergency Services immediately</p>
10	Injury from Falling rocks	unlikely	minor	LOW	If an incident were to occur, there would be little likelihood that an injury would result	Undertake the activity with existing controls in place	<p>Participants required to stay on designated tracks</p> <p>Participants are required to stay together as a group</p> <p>HIKECoach to carry first aid kits</p> <p>Apply First Aid and notify Emergency Services if required.</p>
11	Injury from Mountain Bike Collision	unlikely	moderate	MEDIUM	If an incident were to occur, there would be some chance that an injury requiring First Aid would result	Additional controls may be needed	<p>Participants are required to stay together as a group</p> <p>Front Hiker and End Hiker to be Alert for bikes</p> <p>Briefing prior entering bike trail about BIKE /HIKE safety, including who is to alert about BIKE and which side of trail to move to</p> <p>HIKECoach to carry first aid kit</p>

Order	Risk description	Likelihood	Consequences	Risk Rating	Description of Risk Level	Actions	Examples of Risk Mitigation
12	Illness from Physical Exertion, Previous injury flares up	unlikely	minor	low	If an incident were to occur, there would be little likelihood that an injury would result	Controls will need to be in place before the activity is undertaken	Clients to advise HIEKCOAH of any pre existing injuries HIKE Briefing before all hikes, detailing length and level of hike level(diffiulty). Participants encouraged to carry water bottles, drink plenty of water prior to activity
13	Ineffective Personal Equipment including PERB, Defib, Mobile phone	unlikely	minor	LOW	If an incident were to occur, there would be little likelihood that an injury would result	Undertake the activity with existing controls in place	HikeCoach to Check batteries prior HIKE HikeCoach to carry "portable" battery pack and cables Confirm there is second+ phone within the group Emergency SOS App to be loaded on phone
14	Coach Injured	unlikely	minor	LOW	If an incident were to occur, there would be little likelihood that an injury would result	Undertake the activity with existing controls in place	Brief Clients prior hike about Firstaid in Backpack and Emergency SOS on phone If possible , Hikecoach to communicate rescue plan
15	Lightning Strike	unlikely	minor	LOW	occur, there would be little likelihood that	the activity with existing contro	Be Aware of storm activity. Observe 30 second rule in seeking shelter and stopping hiking. Hike Coach to understand how to minimise chances of lightning strike in terms of terrain, exposure and safest ways to manage if caught out in an electrical storm.
16	Injury from falling from railing, Ironbands, collapsing trail	rare	moderate	LOW	If an incident were to occur, there would be little likelihood that an injury would result	Undertake the activity with existing controls in place	Appropriate footwear must be worn at all times Participants instructed to walk at all times Trip Hazards are identified to the group on the walk HIKECoach to carry first aid kit ... First Aid offered by HIEKCoach
17	Becoming LOST on trail	rare	minor	LOW	If an incident were to occur, there would be little likelihood that an injury would result	Undertake the activity with existing controls in place	Participants are required to walk as a group Activity is conducted on clearly marked and defined bush trails HIEKCoach carries map of trails