

ORIENTEERING

Goal – Purpose of the activity.	
Orienteering is a group of sports that require navigational skills using a map and compass to navigate from point to point in diverse and usually unfamiliar terrain whilst moving at speed. Participants are given a topographical map, usually a specially prepared orienteering map, which they use to find control points. At Camp Cooby there are many variations and ways for groups to participate in Orienteering Activities. From small, close, short distance Orienteering Courses, to long distance Courses covering both Camp Cooby as well as neighboring properties. Orienteering maps exist for Camp Cooby and the wider, larger combined properties. Orienteering maps have been developed in consultation with the Local Toowoomba Orienteering Club. Orienteering can be performed individually, in pairs and in small groups. Younger year levels (grade 3-6) are suited to short courses with small to large groups, whilst older year levels (grade 7-12) are suited to longer distance courses in small groups, pairs, or individually.	
Participants	Leadership and Qualifications
Participants are those persons who undertake the activity, and who are not a leader or assistant leader for the activity. Dependent Participants are persons owed a duty of care by the activity provider who is reliant upon the activity leaders for supervision, guidance and instruction to support the person's participation. All participants are to be considered Dependent Participants for this activity. Individual, pair and small groups (up to 5) can participate.	Adventure activities must be led by competent people who have appropriate skills, knowledge and experience. Providers must ensure activity leaders involved in activity delivery: • Conform with the providers' risk management systems • Have current, verified and documented skills, knowledge, experience • Only assume roles within their skills, knowledge, experience • Provide an appropriate level of supervision for the activity context • Are fit to fulfil their duties (e.g. managed for health, fatigue, medications) • Comply with appropriate activity-specific recommendations of activity leader to participant ratios.
Participant/Leader Ratios	
Ratio 1:20 + 1 School Staff Member (Assistant Leader) for school groups. Activity Leader is to provide Level 1 (Direct Supervision), Assistant Leader (school personnel) is to provide Level 2 Supervision.	
Operational Procedures	Location: Lake Cooby
The instructor must ensure that the course(s) are in good condition with all markers and clippers in place. Communications. Communications between participants and the Activity Leader should be discussed and implemented. All participants (or groups) should carry a whistle to be used if there is need for concern. Groups may be issued radio's and briefed on their appropriate use and how to operate the radio. Safety Briefing: • What to do if someone on the course needs help, the lost participant procedure, out of bound areas and other hazards. Instructional Briefing: • Orientation as a concept, maps & legends and use of markers/clippers. • A short map walk must be led by the instructor for all groups to assess the ability levels of participants within the group. • The orienteering course design, lay out & participants ability will dictate the number of participants needing to be sent out in each group to find controls. Where a course is based over a large area with hazards such fence crossings, thick bushland, undulating terrain and roads participants must be in pairs, the session will aim to result in the participants gaining enough skill and knowledge to orienteer individually, the instructor will need to gauge the participants ability based on the games and exercises they carry out throughout the session and suitable distance controls will be selected for them. • Before participants are sent out to find controls the instructor must make it clear how long they have before they MUST return; a cut off time must be set. All participants must be logged out when searching for points; in this manner: i. Name of participants ii. Control(s) they are attempting to find • Participants must be told about not entering staff areas or activity bases even if they look like short cuts (courses/exercises should be planned to avoid this). • Participants are to be told that running should be avoided in the following areas: i. in buildings ii. up and down steps iii. across paths/roadways iv. between parked cars • A time limit for the activity must be introduced.	

- If a group is late returning, actions to ensure participants are safe and must be followed.

Equipment and Logistics

Equipment:

- Maps (colour printing)
- Pencils
- Control Cards
- Master Control Card
- Whistles
- Control marker and punch examples (if available)

Leader should determine the expertise and age level of the group to ensure the appropriate course level has been chosen. Start and finish positions also need to be determined according to the most appropriate position to the location of the groups main area (Conference Centre/Marquee)

First aid kits

First aid kits appropriate to the location and level of training must be carried.

Rescue equipment

Rescue equipment specific to the ropes course must be accessible at all times.

Clothing

Clothing is the individual's primary protection against severe and variable weather conditions.

Clothing lists need to be appropriate for the activity, environment and season. Items which are recommended not to be taken or worn (such as jewelry or rings) should be identified.

Glasses or sunglasses should be secured and long hair tied back to avoid being caught in belay devices or other equipment. Loose jewelry must not be worn and rings should be taped if not removed. Items of jewelry or rings which students remove should be placed in a secure location so they do not get lost.

All objects should be removed from pockets before participating.

To protect against sunburn use broad-spectrum, water-resistant SPF 30+ sunscreen on all exposed parts of the body, applied according to the manufacturer's recommendations. Students who own sunglasses should be encouraged to bring and wear them when required.

Identification

Staff and students must be easily identifiable.

Staff must determine the most suitable system/s of identification, based on the assessment of the environment, students' skills, the type of activities to be undertaken and the age and number of students.

Levels of Challenge and Possible Variations

Safety Considerations

Sun Safety

Sunburn is a risk for anyone who participates in outdoor activities, particularly in Queensland. Leaders should take reasonable steps to prevent or minimise the likelihood of staff and participants suffering excessive sun exposure.

Weather

Effective planning requires access to up-to-date weather and fire information, which is generally available through newspapers, radio and television.

The most up-to-date information is available on the website of the Bureau of Meteorology at www.bom.gov.au/qld . Or <http://www.eldersweather.com.au/qld/darling-downs/geham>

Ensure all safety equipment is fitted correctly.

Ensure clear instructions are given to participants.

Ensure the crates are moved away by the instructor. Do not let participants kick crates.

Course construction and security

The construction of challenge ropes courses is an expert field and should be undertaken by qualified individuals and/or organisations specialising in the planning and construction of ropes courses.

Contractors must provide written confirmation that the materials, equipment and installation meet current industry requirements. Staff must ensure that challenge ropes course elements are not accessible when unsupervised.

Maintenance

The owner of the course must carry out regular formal maintenance inspections which are fully documented and endorsed by an independent industry expert. Operators must be able to provide written evidence that a maintenance check has been conducted. Before each activity, the instructor should carry out a visual inspection of the course to ensure there are no obvious impediments to normal operation.

Environmental and Fauna/Flora

As orienteering occurs in an open environment and across a diverse range of terrains, participants must be made aware of the following:

- Dangerous and potentially noxious vegetation (Lantana, Prickly Pear)
- Dangerous and potentially venomous animals (Snakes)
- Uneven and undulating terrains

Emergency Management Procedure

- | | |
|----------|---|
| A | Assess situation, call emergency services, assist those in danger |
| E | Evacuate students, staff and visitors, if appropriate |
| I | Inform School Camp Leader onsite and off site, Camp Cooby Directors or Camp Manager if not onsite |
| O | Organise resources, advise parents |
| U | Undertake recovery operations and return site to normal |

Risk Assessment

Danger	Risk Description	Risk Level	Management Strategies	Residual Risk Assessment – after Management Strategies
Environment				
Terrain	Uneven terrain encountered may result in injury	M	Participants advised on appropriate clothing and equipment (footwear) Clothing with sleeves should be worn. Participants to carry water Minimum 1 Litre Staff to change the course if there are concerns about fitness/terrain. Staff to check over the course before the program. Staff to have UHF radio with them to contact if student needs to be moved via vehicle. Vehicle to be onsite and ready if required. Provide regular rest stops for students when they return to base Encourage peer reminders and monitoring	L

Orienteering Activity Plan

Winds	Falling branches Falling trees.	S	Monitor winds before departure. Aggressive movement of trees nearby are an indication of thinking about strong management strategies or cancellation. No activity will take place during strong winds, or near dead trees, no pulling or swinging on trees. All dead trees & fallen branches will be monitored in initiative area. All dead trees and branches deemed a risk will be removed from the area Review weather conditions prior to the activity. Assess students' ability to cope with increasingly difficult wind conditions. www.bom.gov.au/qld . Or http://www.eldersweather.com.au/qld/darling-downs/geham	L
Rain	Wet Equipment Hypothermia Slips and trips	S	Pre-briefing and equipment list outlines appropriate clothing and wet weather gear. Participants are shown how to waterproof equipment. Group condition is monitored closely during wet weather. Group to be briefed on safe practice in wet conditions using extra caution. Students will wear firmly fitting, covered footwear with a non-slip sole. Participants will be instructed to be aware of the ground underfoot, & to avoid walking on damp/wet areas & to be aware of trees, branches & brambles, & not to run.	L
Bushfire	Burns Smoke Inhalation Death	H	Participants advised on appropriate clothing and equipment. Fire Pump is ready to go in the trailer and participants are aware of evaluation areas. Staff to evacuate to safe points if required. Encourage peer reminders and monitoring. Review weather conditions prior to the activity. www.bom.gov.au/qld . Or http://www.eldersweather.com.au/qld/darling-downs/geham Aggressive heat waves are an indication of thinking about bush fire management strategies or cancellation. Fires may only be lit in specified areas. Fires should not be lit in windy conditions. Participants will be briefed on emergency procedures.	L
Dead Trees	Impact Injuries	M	Participants are briefed about the dead trees and the likelihood of tree fall if hit.	L
Steep Banks	Sprains & Strains	M	Appropriate pathways are chosen to avoid any difficulties. Students will wear firmly fitting, covered footwear with a non-slip sole.	L
Rubbish	Cut Feet Embedded Objects	S	Participants are expected to wear closed in shoes at all times.	L
Environmental Impact		M	Participants are to be briefed on specific environmental factors that concern Cooby Dam. Ensure rubbish is 'carried out'. Ensure that the designated landing	L

			areas are used and no landing zones are observed.	
Wildlife		S	Participants are expected to wear closed in shoes at all times. Appropriate pathways are chosen to avoid potential wildlife Participants will be instructed to be aware of the ground underfoot, & to avoid walking through unmown areas & to be aware of trees, branches & brambles which may be home to various wildlife, & not to run. pathways are kept clear and mowed to ensure all wildlife can be seen and avoided. Participants will be instructed to give all wildlife a wide berth to avoid injury. Staff will inspect all activity areas prior to use to ensure no wildlife is in close proximity.	L
People				
Inexperience	Participants explained what to do and what they can expect of the walk and the hazards	H	Pre-activity planning will consider whether the planned challenge matches the maturity and abilities of the group. Participants to be in groups 3-4 for the duration of the activity and to stay together Participants will be given clear boundaries to avoid hazardous areas. Participants will be given a detailed activity brief prior to activity. This includes instructions on how to use navigation equipment. Students will be given a smaller, easier course as a practice.	L
Poor Technique	trips resulting in minor soft tissue or skeletal injury	M	Participants will be briefed on the risks of trips and falls when completing activity - especially when completing activity under pressure.	L
Poor Technique	Participants aggravates or handles wildlife resulting in bites, stings, scratches.	M	Participants are expected to wear closed in shoes at all times. Appropriate pathways are chosen to avoid potential wildlife Participants will be instructed to be aware of the ground underfoot, & to avoid walking through unmown areas & to be aware of trees, branches & brambles which may be home to various wildlife, & not to run. pathways are kept clear and mowed to ensure all wildlife can be seen and avoided. Participants will be instructed to give all wildlife a wide berth to avoid injury. Staff will inspect all activity areas prior to use to ensure no wildlife is in close proximity.	L
Inconsiderate Participants	Participants being inconsiderate of other participants resulting in soft tissue, skeletal or emotional injury / damage	M	Participants will be briefed on the risks associated with the activity. Inconsiderate participants will be removed from the activity. Staff will ensure safety procedures are met and will cease any ideas which may result in a participant's safety being jeopardized.	L

Allergies	Environmental triggers (pollens, dust)	H	Check medical information, be aware of possible triggers.	
Equipment				
Faulty	Faulty equipment could result in further damage to equipment and increase risk of incident,	M	Staff will inspect all equipment before and after activity. All equipment will be used and maintained according to the manufacturer's recommendations.	L
Incorrect use of equipment.	Failure to follow activity guidelines	M	Clear instruction about how to complete activity correctly. If using compasses, detailed lesson will be provided to allow participants to utilize the equipment successfully	L

Consequence					
Likelihood	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (almost certain)	S	S	H	H	H
B (Likely)	M	S	S	H	H
C (Moderate)	L	M	S	H	H
D (unlikely)	L	L	M	S	H
E (rare)	L	L	M	S	S

Risk Level

H – High risk: e.g. likely or almost certain to occur, with at least moderate consequence – at least medical treatment required (See table below)

S – Significant risk

M – Moderate risk

L – Low risk

CONSEQUENCE RATING TABLE		
1	Insignificant	No injuries, No financial loss
2	Minor	First Aid treatment, Low financial loss
3	Moderate	Medical treatment required, Medium financial loss
4	Major	Extensive injuries, High financial loss
5	Catastrophic	Death, Major financial loss