

# SAFETY ACTION PLAN

ACTIVITY: OUTDOOR COOKING  
LOCATION: RIVERSIDE

## GROUP LEADER...

- Group leader to run after being trained by TS Instructor
- Disclose relevant medical conditions
- Fulfil responsibilities in SAP below
- Responsible for overall group management
- Supervise river and fires

## PARTICIPANTS...

- Footwear

## INSTRUCTOR...

- Pass internal training and assessment program
- Current first aid certificate

## RESTRICTIONS

None

RATIOS (not including instructor)

1 adult : 12 students

What could go wrong? 'The potential harm'	What would cause it to go wrong? 'The hazard'	How could we prevent it from going wrong? 'The mitigation'	Responsibility of?	When will it be done?	Emergency Plan
Burns	<ul style="list-style-type: none"> <li>- Inadequate instruction</li> <li>- Falling on/in fire</li> <li>- Overcrowding around fire</li> <li>- Unstable seating around fire</li> <li>- Failure to follow instruction re: procedures and boundaries</li> </ul>	<ul style="list-style-type: none"> <li>- Instructors are suitably qualified giving instructions</li> <li>- Do not overcrowd fires</li> <li>- Everyone must be wearing covered shoes</li> <li>- 1:12 Supervisor: Student ratio.</li> <li>- Have seating a safe distance from fire</li> <li>- Listen attentively and follow instructions</li> </ul>	<ul style="list-style-type: none"> <li>TS instructor</li> <li>Participants + Group leaders</li> <li>TS instructor</li> <li>Participants + Group leaders</li> </ul>	<ul style="list-style-type: none"> <li>Before</li> <li>Beginning &amp; During</li> <li>Before</li> <li>Before &amp; During</li> </ul>	<ul style="list-style-type: none"> <li><i>Suspected major injury</i></li> <li>- All to vacate area</li> <li>- Group leader to coordinate first aid</li> <li>- Group leader to arrange for ambulance or extra assistance</li> </ul>
Loss of Process	<ul style="list-style-type: none"> <li>- Not briefed well enough on how to light a fire</li> <li>- Too many people around a fire</li> <li>- Not enough marshmallows</li> <li>- Not enough wood or matches</li> </ul>	<ul style="list-style-type: none"> <li>- Clear instructions about the activity and fire lighting</li> <li>- Design activity so appropriate number of students are cooking</li> <li>- Warn kitchen prior so they can prepare enough marshmallows</li> <li>- Advise host if supplies are getting low before</li> </ul>	<ul style="list-style-type: none"> <li><b>Participants + Group leaders</b></li> <li>TSCC</li> <li>TS instructor</li> </ul>	<ul style="list-style-type: none"> <li>During</li> </ul>	<ul style="list-style-type: none"> <li>- Inform host of incident immediately and fill out appropriate forms</li> <li>- Assess if activity can continue</li> </ul>
Food poisoning	<ul style="list-style-type: none"> <li>- Meat not pre-cooked</li> <li>- Poor personal hygiene</li> </ul>	<ul style="list-style-type: none"> <li>- All meat and food to be precooked for safety</li> <li>- All food to be prepared by catering staff</li> </ul>	<ul style="list-style-type: none"> <li>TSCC</li> </ul>	<ul style="list-style-type: none"> <li>Before</li> </ul>	<ul style="list-style-type: none"> <li><i>Other/ Minor Injury</i></li> <li>- Group leader to administer first aid</li> </ul>
Out of control fire	<ul style="list-style-type: none"> <li>- Using fires during fire bans</li> <li>- Excessive fuels (gasoline, methylated spirits, wood, paper) used on fires</li> </ul>	<ul style="list-style-type: none"> <li>- TSCC to advise school of fire ban</li> <li>- Only use enough wood to cook over</li> <li>- Extinguish fires before leaving</li> </ul>	<ul style="list-style-type: none"> <li><b>Participants + Group leaders</b></li> </ul>	<ul style="list-style-type: none"> <li>During</li> </ul>	

Please note: The Instructor may cancel this activity at any time if conditions outlined in this SAP are not able to be achieved or maintained. *Serious Hazards are highlighted*

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Exposure to elements (sun, wind, temperature)	<ul style="list-style-type: none"> <li>- Long periods out in the sun or wind and rain without correct clothes</li> </ul>	<ul style="list-style-type: none"> <li>- Move to an indoor Activity during “bad weather”</li> <li>- Ensure the group has adequate clothing</li> </ul>	TS instructor <b>Participants + Group leaders</b>	Before Before & During	
Psychological harm	<ul style="list-style-type: none"> <li>- Being bullied or forced to participate</li> </ul>	<ul style="list-style-type: none"> <li>- Challenge by choice</li> <li>- Group encouragement</li> </ul>	TS instructor <b>Participants + GL</b>	During	

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