

SILVERBAND LODGE ACTIVITY PLAN

HUT BUILDING



This document has been prepared with reference to the Department of Education and Training Victoria 'Safety Guidelines for Education Outdoors' and the Australian Adventure Activity Standards. These were accessed online [here](#) and [here](#) at the date of the most recent update.



In consultation with user groups, Silverband Lodge designs and delivers a broad range of experiential learning programs at Silverband Lodge sites and beyond.

From self-led on site activities, to multi day adventure expeditions, Silverband Lodge staff will assist in program design and delivery for all ages and abilities.

Programs are designed in response to the desired outcomes of each user group and will always be appropriate to the age, skills and experience of attending participants.

Program design will sequence activities to provide the best possible outcome and each activity offered in the program will be conducted in accordance with the following activity plan.

TABLE OF CONTENTS

1. EDUCATIONAL PURPOSE	P 1
Activity Outline and Method	p 1
2. ENVIRONMENT	P 2
Location	p 2
Communication	p 2
Weather	p 2
Transportation	p 2
3. ACTIVITY	P 3
Student Skills	3
Equipment	3
Clothing	3
Identification	3
4. PEOPLE	P 4
Staff	p 4
Teacher/Group Representative	p 4
Briefing	
Supervision	p 4
Informed Consent	p 4
First Aid	p 5
5. RISKS	P 5-8
Risk Register Matrix	p 5
Emergency Strategy	p 8

1. EDUCATIONAL PURPOSE

Hut Building requires the groups to work in teams of 6-8 to design, create and build a hut using natural materials collected from the surrounding bush.

The aims of the hut building activity are to;

- To construct a shelter as a team and encourage co-operation
- Encourage planning
- Care for fellow participants
- Become familiar with aspects of fire safety
- Have fun
- Engage in an exciting and exhilarating activity

This activity is not aimed at excellence in skill acquisition but rather improvement in performance.

ACTIVITY OUTLINE AND METHOD

Hut Building is a teacher / group led activity. Hut Building is generally conducted in a 1 and a half hour sessions or a 3 hour session in conjunction with another activity.

Hut Building involves students in the planning and construction of a basic hut built using only the tools and materials that they can gather from the natural environment. Students will be required to work in small groups to collect materials and construct a hut.

Hut Building is also aimed at encouraging students to engage with their surrounding environment and to experiment with natural materials.

Teachers/group representatives will be required to meet with Silverband Lodge staff to be briefed on safety instructions either as a whole or one staff member may be asked to pass instructions on to other staff who will also facilitate hut building during the program. Silverband Lodge staff will show school staff / group representative the location and the safe area in which hut building can take place.

School staff / group representative will meet with their group at the designated meeting area and accompany the group to the hut building site. School staff / group representative will be responsible for the safe conduct of this activity.

The hut building activity can be complemented with other activities that could include:

- Bush First Aid
- Snake awareness and First Aid
- Stretcher making
- Bush survival including what to do if one is lost in the bush
- Tent vs hut building as a place to sleep
- Trangia cooking

2. ENVIRONMENT

LOCATION

Hut building is conducted at Silverband Lodge. It is conducted in a bush area at the south end of the property.

The group's prior experience and current abilities will determine the amount of time spent on the activity, depending on group size and prior experience.

COMMUNICATION

In the case of an emergency or extreme weather conditions, the hut building site is located onsite where access to communications and external assistance is readily available.

In the case of an incident at the hut building site, Silverband Lodge site staff must be notified so they are able to assist as needed.

WEATHER

The weather conditions are assessed in preparation for each session and closely monitored throughout the session. Variable weather conditions are possible through all seasons. Hut building is a weather dependent activity and therefore on days of extreme temperatures, high winds or very wet/cold conditions, altering or cancelling the activity will be considered. It will be the responsibility of Silverband Lodge staff to make this decision.

TRANSPORTATION

No transportation required.

3. ACTIVITY

STUDENT SKILLS

The teacher/group representative will conduct an activity briefing to cover the following points;

- Co-operation – what is it?
 - Listening to each other, sharing ideas working together on a common goal.
- Forming a plan
 - How big? Where to build? Design, allocating tasks.
- No running, no arguing, no “pinching” materials from other groups
- Stay within the boundaries
- Expectation of participants to act responsibly towards other participants, the environment and for safety reasons.
- Appropriate clothing (see below).
- Protection of the natural environment and minimal impact practices.
- Sufficient information for participants to act in the case of emergency.

On conclusion of each hut building session a de-brief discussion may be facilitated by the teacher/group representative addressing some of the following points:

- Co-operation
- Listening
- Sharing
- Planning
- Working together

EQUIPMENT

Use only vegetation from the ground

FIRST AID KITS

The teacher/group representative should carry a first aid kit with them to the hut building session.

CLOTHING

While equipment and clothing is weather dependent when participating in hut building, participants will:

- Wear appropriate clothing for the weather
- Wear closed toe shoes

IDENTIFICATION

It is the responsibility of the user group to manage the group effectively ensuring all participants are accounted for at all times.

4. PEOPLE

STAFF

The teacher/group representative needs no formal experience or qualification to conduct this activity. Strict group supervision and control is required throughout the activity.

Responsibility of the teacher/group representative

The teacher/group representative will also be responsible for the following;

- Instructing the activity in a safe manner
- Encourage participants to discover their own solutions
- Check that construction is stable during the frame stage
- Monitoring the welfare and fitness of participants
- Ensuring safety procedures are clearly communicated to participants
- Undertake a head count prior to, during and after the activity
- Record near miss incidents and accidents and submit them to Silverband Lodge staff.

TEACHER/GROUP BRIEFING

School staff / group representative must be available prior to the activity for approximately 15 minutes for an in service briefing from Silverband Lodge. The briefing may happen with all staff together, alternatively school staff / group representative may be asked to pass information on to other staff also facilitating hut building during the program.

- You will be given a folder with all the necessary instructions and resources for the activity.
- Students will work in small groups and must stay together for safety reasons.
- Students will not need to leave the Silverband Lodge property
- Students must return to meeting place if they hear the bell or emergency signal.
- Participants will be given the opportunity to ask questions.

SUPERVISION

Supervision is a critical factor in managing risk in the outdoors. Hut building is suitable for both primary and secondary age participants.

The minimum supervision ratio will be:

- 1 : up to 12
- 2 : up to 24

The allocation of staff should be based on:

- age, maturity and gender of students
- ability and experience of students
- individual needs
- group dynamics of the student group
- experience, qualifications and skills of staff
- location conditions.

The teacher / group representative in charge is responsible for the supervision strategy that must be endorsed by the school council / group as part of the excursion approval process. Staff members will supervise students according to that strategy.

INFORMED CONSENT

Schools / groups are responsible for obtaining informed consent from parents/guardians of students prior to the activity. A list of participants, medical forms and parental authority should accompany the teacher/group representative to the activity.

FIRST AID

The group will have a quickly accessible and contactable Group Leader / School Representative on site with a minimum of the following current (within 3 years) first aid qualification or equivalent:

HLTAID011 Provide First Aid

and a current (updated within 12 months) Cardiopulmonary Resuscitation (CPR) qualification or equivalent:

HLTAID009 Provide Cardiopulmonary Resuscitation

Group/school representatives will be responsible for all student medical forms and for ensuring medical forms and any medications are taken to activity venues.

A first aid kit will be located on site. Additionally, each group is required to supply their own first aid kit. Silverband Lodge and contracted staff with first aid training will administer first aid under the following circumstances:

- In an emergency situation
- If the designated group/school representative is unable
- If the group's designated first aider cannot be located or in difficulty

All staff / group members with known medical conditions that might compromise the group's risk management plan should make accompanying staff aware of this condition. Be aware that issues of confidentiality will be involved in any such disclosure.

5. RISKS

RISK ASSESSMENT

A detailed risk assessment is conducted of this activity, which is attached to this document and reviewed annually, or as required.

HOW TO

Where applicable, the relevant 'How To' should be read in conjunction with this Activity Plan.

EMERGENCY STRATEGY

On arrival user groups will be provided with a copy of the Silverband Lodge Emergency Management Plan.

- Mobile phone communication is available at the Hut Building site. Emergency vehicle available at all times.
- Participant names, addresses, details, permission forms, medical forms are held by teacher/group representative at activity site
- Any special medical issues are known by teacher / group representative and any students with potential medical conditions are monitored during the activity
- Hut Building sessions are weather dependent and therefore in periods of extreme temperatures or high winds activity will not take place.
- A school/group representative will need to be at the hut building site. In the event that a school/group representative is not available to be at the hut building site the activity will be cancelled and schools/groups will be liable for any associated costs.
- A person will be nominated to monitor the behaviour of students at the hut building site.
- The teachers / group representatives / assistants to the instructor will be briefed on the emergency strategy and supervision responsibilities should the lead instructor become incapacitated for any reason. This person would be expected to seek appropriate assistance if required



RISK ASSESSMENT – Hut Building, Cush Cooking

The list below incorporates some of the risks associated with Hut Building, Bush Cooking.

Please note: the list below is not all encompassing, and some associated risks may not have been identified.

Risk Description	Existing Controls	Rating		
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood
Fall from height leading to injury.	<ul style="list-style-type: none"> Area located in easily accessible places and will not require students to climb trees or other obstacles. 	Satisfactory	Moderate	Rare
Participant misplaces footing causing the participant to slip or trip leading to injury.	<ul style="list-style-type: none"> Correct closed footwear is to be worn. Participants are made aware of potential dangers Participants will work in no less than groups of two 'How to' card provided to group leader prior to activity. 	Satisfactory	Minor	Likely
Participant or staff member is stung or bitten by ant, bee, spider etc, leading to swelling or anaphylactic reaction.	<ul style="list-style-type: none"> Ensure group leaders are aware of any allergies, specifically anaphylactic students. Medications should be carried at all times in close proximity to participant. Evacuation procedure should be well known by staff. Communications will be carried and available at all times. 	Satisfactory	Moderate	Likely
Participant becomes lost on site	<ul style="list-style-type: none"> Participants will work in groups of no less than two The protocols in the Silverband Lodge Emergency Management Plan procedure will be followed. Designated area's set out for activity to reduce need for groups to wonder off. 	Satisfactory	Minor	Unlikely
Participant becomes injured in an out-of-bounds area.	<ul style="list-style-type: none"> Clear boundaries will be communicated to participants. Participants found to be going out of bounds deliberately may be asked to sit out of activity. 	Satisfactory	Minor	Unlikely
Hut or part of hut falls on participant causing injury	<ul style="list-style-type: none"> Staff should check hut construction at the frame stage for stable frame. Staff should regularly check huts to ensure placement of materials is safe and appropriate. If construction is unsafe, hut should be dismantled. Participants should not enter hut while in the construction stage. 			



RISK ASSESSMENT – Hut Building, Cush Cooking

Risk Description	Existing Controls	Rating		
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood
Participant receives burn from cooking.	<ul style="list-style-type: none"> Leader's given clear instructions on "how to" process and the boundaries to set out for participants. First aid responder will be with group at all stages with first aid kits. 			
Participant misbehaves causing potential danger to themselves and/or the entire group.	<ul style="list-style-type: none"> Participants are briefed and made aware of potential dangers within the environment. Behavioural expectations of participants are fully explained. Group leader / assisting leaders to assist as per camp supervision protocols. In the event of no support, or behaviour that endangers the group, cancellation of the activity In the case that behaviour creates a situation where anyone is put in a potentially dangerous situation, the activity will be cancelled. The group leader will be responsible for deciding if circumstances are such that the activity cannot be conducted in a safe manner. If this decision is made the activity will be stopped immediately. 	Satisfactory	Major	Unlikely
Strong winds leading to discomfort and potential injury to participant.	<ul style="list-style-type: none"> Review weather condition prior to activity. Assess students' ability to cope with increasingly difficult conditions Cancel activity if appropriate. 	Satisfactory	Minor	Unlikely
Exposure to extreme weather conditions including wet, cold and windy or heat and sun causing discomfort and potentially leading to illness such as hyperthermia, extreme sun burn, heat exhaustion or heat stroke.	<ul style="list-style-type: none"> Review weather conditions prior to activity Monitor temperature and shorten, relocate or adjust activity as required Ensure adequate fluid intake Ensure appropriate, adequate clothing and protection against elements is worn before and during activity Observe participant's condition during activity. Consideration of wind chill factor if wind is present Cancel activity if conditions are such that activity cannot be conducted safely and participation will place participants in extreme danger. 	Satisfactory	Moderate	Likely



RISK ASSESSMENT – Hut Building, Cush Cooking

Site Assessment:

Hut building is conducted at Silverband. It is conducted in a bush area at the south end of the property.

The group's prior experience and current abilities will determine the amount of time spent on the activity, depending on group size and prior experience.

Bush cooking is conducted at two camp fires sites located onsite. Bushcooking fires will be lit by Silverband Lodge staff. There is a tap with hose connected for extinguishing the fire and in the case of emergency.

The group's prior experience and current abilities will determine the amount of time spent on the activity, depending on group size and prior experience.

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In the case of an incident at the hut building site, Silverband Lodge site staff must be notified so they are able to assist as needed.