



LIVE THE OUTDOORS

## SILVERBAND LODGE ACTIVITY PLAN

# INITIATIVES COURSE



*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.

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## 1. EDUCATIONAL PURPOSE

Initiatives is an activity that offers individuals the opportunity to experience mental and physical challenges. Also includes activities such as Catapult & Orienteering.

The aims of the Initiatives experience are to;

- Build team work and co-operation
- Encourage leadership
- Accept and overcome challenge
- Extend personal boundaries
- Care for fellow participants
- Have fun

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

### ACTIVITY OUTLINE AND METHOD

Initiatives are generally conducted in half day sessions approximately 3 hrs long; either a morning or afternoon session.

The initiative activities are designed for the students to work together as a team to solve problems, understand the importance of good communication and encourage leadership. Supervising staff encouraged to allow the group to work on the problems with little or no input. Input provided should be in the form of feedback for the group which will help to prompt further discussion by the students to solve the problem.

1. School / Group and Silverband Lodge staff will meet with the group at the designated area.
2. The group will walk together to the beginning of the course.
3. The Initiatives Instructor will provide the group with instructions for each activity.
4. The group will be allowed time to work through the problem as a group to achieve the goal.
5. The instructor will use his/her discretion to decide when to step in and when to provide feedback to allow for the greatest learning and growth for the group.
6. Students may become frustrated during the session, however at the end of each activity a discussion will be facilitated to encourage positive learning from that experience.
7. Groups will complete a variety of different tasks. The number of tasks completed will depend on the group's ability to work together to solve the problems.



## 2. ENVIRONMENT

### LOCATION

Silverband Lodge conducts initiative activities onsite. All Silverband Lodge initiatives instructors have prior knowledge and experience of the local and surrounding area and are aware of the following information.

### COMMUNICATION

In the case of an emergency or extreme weather conditions, these sites provide high level of access to communications and external assistance if required.

In the case of an incident during the initiatives activities, Silverband Lodge site based staff should be notified so they are able to assist as needed. Silverband Lodge staff will always be contactable via telephone communication and further available for situations requiring a vehicle.

### 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. Initiatives is a weather dependent activity and therefore on days of extreme temperatures, high winds or very wet/cold conditions, the activity will not take place. It will be the responsibility of Silverband Lodge staff to make this decision.

### TRANSPORTATION

Transport is not required.



### 3. ACTIVITY

#### STUDENT SKILLS

Regardless of prior experience, an activity briefing will be conducted with each group to discuss the following information;

- Identify the role of the instructor.
- Participants will be taught spotting techniques as required.
- Co-operation, team work, supporting and encouraging peers, leadership, communication.
- Expectation of participants to act responsibly towards other participants, the public, the environment and for safety reasons.
- Appropriate clothing (see below).
- Protection of the natural environment and minimal impact practices.
- A discussion of the nature and rationale of challenge activities.
- Sufficient information for participants to act in the case of emergency.

On conclusion of each initiatives session a de-brief discussion will be facilitated by the instructor covering the following points:

- How did it feel when your group overcame something you thought you wouldn't be able to do?
- What helped your group?
- What hindered your group?
- Were there elements that required you to work closely as a team?
- What happened when you did not work as a team?

#### EQUIPMENT

All equipment required for initiative activities will be provided by Silverband Lodge in good, safe, working order.

#### FIRST AID KITS

Silverband Lodge Instructors maintain an appropriate First Aid qualification from a recognized training organization and carry first aid kits at all times.

#### CLOTHING

While equipment and clothing is weather dependent when participating in the abseiling activity, participants will;

- Wear loose clothing
- Wear sturdy shoes at all times

#### 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

No formal experience or qualification is required to conduct this activity. Strict group supervision and control is required throughout the activity. Adventure games can be conducted by any responsible adult who has been formally briefed by a Silverband Lodge staff member familiar with that specific activity following some form of assessment of learning.

#### Responsibility of Instructor

The Instructor will be responsible for the following;

- Instructing the activity in a safe manner
- 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.
- Confer with Silverband Lodge Staff of what procedures to follow should the lead instructor become incapacitated for any reason.
- Participants will be given the opportunity to ask questions.

#### Responsibility of Teacher/Group Representative

The teacher/group representative will carry out tasks as directed by the Silverband Lodge Instructor which may include monitoring the welfare and fitness of participants, assisting the Silverband Lodge Instructor, first aid responsibility, the supervision and behavior of observers and adhering to safety instructions.

### SUPERVISION

Supervision is a critical factor in managing risk in the outdoors. The initiatives are suitable for both primary and secondary age participants.

The minimum supervision ratio will be:

2 : up to 24

3 : up to 36

- 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 all sites. 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
- Initiatives 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 activity site. In the event that a school / group representative is unavailable to be at the site the activity will be cancelled and schools / group will be liable for any associated costs.
- A person will be nominated to monitor the behaviour of students at the activity site.
- All 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.



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## RISK ASSESSMENT - HIGH ROPES (INCL LEAP OF FAITH) & INITIATIVES

The list below incorporates some of the risks associated with high ropes & initiatives.

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"><li>• Thorough briefing on correct belay practice.</li><li>• Participants climbing the high ropes are connected to a safety line at all times.</li><li>• Direct supervision of participants at all times by group leaders.</li><li>• All participants and observers to wear correctly fitted helmets and harnesses.</li><li>• Silverband Lodge lead instructor to have adequate qualification and induction to high ropes activities.</li></ul>	<b>Satisfactory</b>	<b>Moderate</b>	<b>Rare</b>
Participant misplaces footing causing the participant to slip or trip leading to injury.	<ul style="list-style-type: none"><li>• Correct closed footwear is to be worn.</li><li>• Participants are made aware of potential dangers</li><li>• The designated "safe zone" chosen will be flat and large enough to accommodate the entire group comfortably.</li></ul>	<b>Satisfactory</b>	<b>Minor</b>	<b>Likely</b>
Participant or staff member is stung or bitten by ant, bee, spider etc., and leading to swelling or anaphylactic reaction.	<ul style="list-style-type: none"><li>• Ensure group leaders are aware of any allergies, specifically anaphylactic students.</li><li>• Medications should be carried at all times in close proximity to participant.</li><li>• Evacuation procedure should be well known by staff.</li><li>• Communications will be carried and available at all times.</li></ul>	<b>Satisfactory</b>	<b>Moderate</b>	<b>Likely</b>
Participant becomes entangled in belay caused by loose hair, clothing or jewellery leading to injury and panic.	<ul style="list-style-type: none"><li>• Participants to remove all jewellery prior to activity.</li><li>• Participants to tie back long hair prior to activity.</li><li>• Clothing to be tucked in</li><li>• Ensure belay devices are free of potential entanglements prior to each climb.</li><li>• Participants made aware of the potential dangers.</li></ul>	<b>Satisfactory</b>	<b>Minor</b>	<b>Unlikely</b>
Fear / Psychological Damage	<ul style="list-style-type: none"><li>• If the participant 'freezes' on the leap of faith it is normally possible to talk them through.</li><li>• Pre-activity planning will consider if at height elements, including the leap of faith, is suitable for the maturity and ability of the group.</li><li>• Full body harnesses are worn by instructors at all times and rescue equipment set close by to ensure rescues will be conducted efficiently.</li></ul>	<b>Satisfactory</b>	<b>Minor</b>	<b>Likely</b>



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Risk Description	Existing Controls	Rating		
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood
Object falls from height leading to injury.	<ul style="list-style-type: none"><li>Teach calls to warn of objects falling and appropriate protective response.</li><li>Ensure students shoes laces are done up and fastened</li><li>Helmets must be worn at all times.</li><li>Instructors will set up systems before group arrives.</li></ul>	<b>Satisfactory</b>	<b>Minor</b>	<b>Unlikely</b>
Student belay skills are inadequate and cause an accident.	<ul style="list-style-type: none"><li>Ensure proper technique is taught and understood.</li><li>Direct supervision should be present for participants not confident in their ability.</li><li>Instructor must be in visual contact with all belaying groups</li><li>Instructor should directly supervise all descents.</li><li>Second and third belayer must be used.</li></ul>	<b>Satisfactory</b>	<b>Minor</b>	<b>Unlikely</b>
Participant misbehaves causing potential danger to themselves and/or the entire group.	<ul style="list-style-type: none"><li>Participants are briefed and made aware of potential dangers within the environment.</li><li>Behavioural expectations of participants are fully explained.</li><li>Group leaders / assisting leaders to assist as per camp supervision protocols.</li><li>In the event of no support, or behaviour that endangers the group, cancellation of the activity</li><li>In the case that behaviour creates a situation where anyone is put in a potentially dangerous situation, the activity will be cancelled.</li><li>The lead instructor will be responsible for deciding if circumstances are such that the activity cannot be conducted in a safe manner.</li><li>If this decision is made the activity will be stopped immediately.</li></ul>	<b>Satisfactory</b>	<b>Major</b>	<b>Unlikely</b>
Damaged equipment causing failure of system or safety gear, leading to injury	<ul style="list-style-type: none"><li>All ropes are checked by the instructor immediately prior to the activity taking place</li><li>All equipment is thoroughly checked weekly as per scheduled maintenance checks.</li><li>A log of use of equipment is maintained.</li><li>Annual Ropes Course inspection to be carried out by licenced Industry expert</li></ul>	<b>Satisfactory</b>	<b>Major</b>	<b>Rare</b>
Strong winds leading to discomfort and potential injury to participant.	<ul style="list-style-type: none"><li>Review weather condition prior to activity.</li><li>Assess students' ability to cope with increasingly difficult conditions</li><li>Cancel activity if appropriate.</li></ul>	<b>Satisfactory</b>	<b>Minor</b>	<b>Unlikely</b>
Exposure to extreme weather conditions including wet, cold and wind or heat & sun causing discomfort and potentially leading to illness such as hypothermia,	<ul style="list-style-type: none"><li>Review weather conditions prior to activity</li><li>Monitor temperature and shorten, relocate or adjust activity as required</li><li>Ensure adequate fluid intake</li><li>Ensure appropriate, adequate clothing and protection against elements is worn before and during activity</li><li>Observe participant's condition during activity.</li><li>Consideration of wind chill factor if wind is present</li></ul>	<b>Satisfactory</b>	<b>Moderate</b>	<b>Likely</b>



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Risk Description	Existing Controls	Rating		
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood
hyperthermia, sun burn, heat exhaustion or heat stroke.	<ul style="list-style-type: none"><li>Cancel activity if conditions are such that activity cannot be conducted safely and participation will place participants in extreme danger.</li></ul>			

### **Site Assessment:**

Silverband Lodge has 2 High Ropes Courses. Both High Ropes Courses were professionally built by Ropes Courses Unlimited and are checked annually to adhere to CRC stands. The first course was constructed during November 1999. The course was revamped and rebuilt in November 2009. The second course was constructed during April 2003. Both were constructed using the most up to date technology. The courses are a series of individual elements, including a Leap of Faith, using a ground belay system. The High Ropes Course is used only under the supervision of qualified Silverband lodge High Ropes Course instructors.

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. In the case of an emergency or extreme weather conditions, the high ropes courses are located onsite where access to communications and external assistance is readily available.

Silverband conducts initiative activities onsite. All Silverband Lodge initiatives instructors have prior knowledge and experience of the local and surrounding area. In the case of an emergency or extreme weather conditions, these sites provide high level of access to communications and external assistance if required.