

Risk Management Plan

**National Junior Development Camp,
Canberra ACT, Saturday 14 - Thursday 19 December 2024.**

Eventor Page: [Eventor Australia - Event information: Australian Junior Development Camp 2024](#)

Aims

- To keep participants occupied and safe throughout the course of the training camp.
- To effectively manage hazards and reduce risks that may arise during the training sessions.
- To appropriately respond to any danger, incident, or emergency that arises during the training camp.
- To provide concise safety instructions to participants before they begin their training courses.
- To ensure course setters, controllers and officials are aware of safety requirements and procedures.

Event Overview

Number of participants (entered on Eventor):

- 29 juniors staying on site Alivio Tourist Park
- 30 juniors just training
- 9 12-13 year olds just training
- 7 adult helpers staying on site Alivio Tourist Park
- 34 adult helper (staying offsite)

Event Program:

A detailed program of training camp activities can be found in Bulletin 2 on Eventor. An overview of the program is outlined here:

- Saturday 14 December pm – Parliamentary Triangle MapRun
- Sunday 15 December am – Isaacs Ridge
- Sunday 15 December pm – Cooleman Ridge
- Monday 16 December am and pm – Boboyan Divide
- Tuesday 17 December am – Honeysuckle Creek
- Wednesday 18 December am: Sprint sessions Gold Creek, Amaroo and Harrison
- Wednesday 18 December pm: night-O Bruce Ridge
- Thursday 19 December am: Mt Taylor

Event Organiser:

Primary contact (Orienteering ACT): Mike Radajewski, 0434 902 954

Other Training Camp Personnel:

Whilst the training sessions are organised and run by Orienteering ACT (OACT) in collaboration with Orienteering Australia (OA), management of participants will be provided by the state coordinators:

Name	State/territory	Contact Details
Alison Stubbs	Tasmania	0419 321 896
Carolyn Layton	Victoria	0437 320 388
Vanessa Freeman	New South Wales	0415 545 485
Sharon Gilbert	Queensland	0412 574 869
Andrew Bishop (ACT)	South Australia	0404 360 362
Riley McFarlane	Western Australia	0467 649 543
Andrew Bishop	Australian Capital Territory	0404 360 362

Insurance

The event is being conducted by OA, which has Public Liability Insurance of \$20 million. Insurer Sportscover Australia P/L. Policy document found [here](#).

Supervision

OA is not providing supervision for attendees of the training camp. Attendees under the age of 18 will be supervised by either parent/guardians, their state coordinator or the camp coordinator. All under 18 participants must have a signed consent/contact/medical forms completed by their parent guardian.

Child protection:

All personnel (including volunteers) transporting, residing with or providing any coaching at training sessions must have a valid working with children check (or state/territory equivalent), unless they have a valid exemption applicable to their jurisdiction. Evidence of this check must be provided to the event organiser prior to the training camp commencing.

They must also complete the “Safeguarding Children and Young People in Sport Induction” online course. All state/territory coordinators must complete a Safeguarding Children and Young People interview before commencing their role.

All those involved with the training camp must adhere to and follow OA’s Child Safeguarding policy which can be found [here](#).

Bump in and out procedure:

1. Day organisers are required to keep a list of all attendees at each training.
2. Day organisers are responsible for recording all attendees that commence the training and that have returned from the forest/sprint before course closure.
3. Before leaving the assembly area the state/territory coordinator must confirm with the Day organiser that all of their attendees have returned from the forest/sprint.
4. The Day organisers will remain at the assembly area until all state/territory coordinators have confirmed that their attendees have returned from the forest/sprint.
5. In the case of a missing attendee, the search and rescue procedure will be followed.

6. Prior to leaving the assembly area of each training, the Day organiser will ensure all participants have returned.

Safety procedures

Standard Safety Procedures:

1. Attendees must carry a whistle and the standard emergency signal is three whistle blasts at one-second intervals. Any competitor hearing this signal or encountering a fellow competitor in distress is required to abandon their course and render appropriate assistance.
2. All attendees are advised of a safety bearing for emergencies and of potential hazards they may encounter on their course. This information is provided in the pre-competition written material, reinforced at the Start briefing, and written on the map.
3. The Event Organiser will maintain a written record of information received and action taken in relation to safety incidents and accidents. These records will be made available to the ACT Police should a full-scale search under their control be required. Copies will also be sent to OACT and OA.
4. The Event Organiser has the authority to cancel an event in the event of extreme weather conditions, or in the event of an extreme fire hazard warning.

Additional Safety Procedures specific to junior training camps:

1. Control locations will be marked in the terrain with either flags with control codes or coloured streamers.
2. Remote starts and finishes will be avoided where possible. All start and finish locations, remote or otherwise, will be manned for the duration of the session.
3. Twelve- to thirteen-year-olds must be shadowed as a safety measure.
4. A detailed briefing will be given at the commencement of each training session, including any potential risks or safety considerations, the safety bearing and course closure time.
5. Bump in/bump out procedure to be followed as above.

In the Event of Fire or Very High Winds

If notified of a fire threat or very high winds which could cause a hazard to participants, the Day Organiser will:

1. Send out an official person to a point on the map where runners might be encountered, such as a control point, track junction or a water point, to inform runners to abandon their course and return to the assembly area by a safe route as quickly as possible.
2. provide the official allocated the task (point 1 above) with a satellite phone if mobile communication is not possible.
3. Remain in contact with the Event organiser, using satellite phone or mobile phone.
4. If necessary, evacuate to a safe area.

Other Specific Hazards:

A risk action plan for specific potential hazards can be found in Appendix 1 below.

Search and Rescue Procedures

OACT's [Search Procedures](#) will be followed. The event organiser will have a copy of this procedure available at all trainings.

Drinking Water:

Participants must carry their own water. Due to forecast hot weather, spare drinking water (up to 30L) will be available from the Day organiser.

First Aid:

First Aid personnel and First Aid kits at the assembly area.

Lead First Aider: Kris Clausen, 0400 840 101

Communication:

It is anticipated that mobile phone communications are possible, although not assured, throughout the event areas.

Organisers will have two satellite phones for use in an emergency where there is no mobile phone coverage.

Emergency Contacts:

000 Police, Ambulance, Fire Brigade

State Emergency Services 13 25 00

Weather warnings www.bom.gov.au

Nearest Hospital (14-17, 19 Dec):

Canberra Hospital

Yamba Drive, Garren ACT 2605

[Canberra Hospital - Google Maps](#)

Nearest Hospital (18 Dec, and near Alivio Tourist Park):

North Canberra Hospital

Mary Potter Circuit, Bruce ACT 2617

[North Canberra Hospital - Google Maps](#)

Media:

The Event Organiser (Mike Radajewski) is to be sole contact with the media on all matters.

Appendix 1: Risk Action Plan

Hazard/Issue Identified	Potential Outcome	Controls for a manager to implement	Reference/Guidance
Storms	Lightning strikes Hail, Rain	<ul style="list-style-type: none"> Ensure weather information is checked 24 hours before the event. Monitor weather conditions prior to and during the event. Inspect track conditions prior to the event. Event to be stopped if local thunderstorms appear close (defined as being when the interval between lightning flash and thunder is 3 seconds or less and lightning occurs once per minute or more). 	BoM Weather warnings www.bom.gov.au
Fire	Injury, Loss of Property	<ul style="list-style-type: none"> Cancel event in the case of extreme fire danger. Alert participants of fire emergency procedures in pre-event information. Retrieve participants from course and assemble in safe area 	Contact local authorities
High Winds /Falling Timber	Injury	<ul style="list-style-type: none"> Alert participants of emergency procedures in pre-event information. In event of very high winds, consider postponing event. Qualified first aid at each event 	BoM for wind warnings
Temperature	Heat Exhaustion Sunburn Dehydration	<ul style="list-style-type: none"> Postpone the event if heat is extreme. Advise participants to BYO water in pre-training information. Advise participants to BYO sunscreen in pre training information 	BoM Weather Observations
Traffic	Collision	<ul style="list-style-type: none"> Detailed travel and parking instructions will be provided to attendees in Bulletin 2. Safety warning in Bulletin 2. Courses are set in low traffic areas. . 	
Lost Participants	Injury, Dehydration	<ul style="list-style-type: none"> Keep records of participants' start and finish times. If any participant has not returned by course closure time, a search will be initiated by allocating areas of the map to be patrolled, keeping in touch by radio. If after that time people are still missing, then Emergency Services will be alerted. 	Police – 000 SES – 13 25 00
Local Hazards. eg trip hazard or construction hazards	Injury.	<ul style="list-style-type: none"> Tape any dangerous areas. 	Contact Day Organiser
First Aid	Lack of timely first aid for injury, illness,	<ul style="list-style-type: none"> Locate nearby medical facilities and contact numbers. Ensure First Aid Kit is available on site. 	Lead First Aider: Kris Clauson

	snakebite, hypothermia	<ul style="list-style-type: none"> • Ensure First Aiders are available or medical help is nearby. • Participants must wear full leg protection, carry a whistle. • Younger juniors (12/13) must be shadowed. • Supervisors to monitor for hypothermia 	
Swimming	Drowning or injury risk	<ul style="list-style-type: none"> • Undertake early reconnaissance to gauge suitability and check: depth, current, snags, other safety issues and cancel if necessary. • Water floatation device at the ready. • Swimmer / supervision ratio of at least 20:1 • Activity to be planned to cater for all the participants' fitness and swimming levels. • Staff to be vigilant. • Activity pre-brief of the hazards, with clear participant expectations. Confirm beforehand participants experience/capabilities and consent. • Qualified first-aid at riverbank. Standard safety equipment includes Industrial first aid kit (x2), defibrillator, satellite phone. • Younger juniors (12-13y.o) must have a parent / guardian present. • Identify specific individuals with responsibility for supervising swimmers. 	Contact Day organiser