



# Somers School Camp – Risk Assessment

Activity	NIGHT HIKE & ES FIELD TRIPS
School	Somers School Camp
Supervising Staff	All qualified teaching staff
Program	9 Day Network Program
Year Level	Year 5 & 6
Dates	February 2026 to February 2027
Location(s)	Somers School Camp – Somers Campus – Somers Beach, Coolart Wetlands and Homestead Reserve

• **Duty of care - Duty of care obligations require that school personnel take all reasonable steps to protect students from risks likely to cause personal injury that could reasonably have been for-seen.**

Risk Description	Existing Controls	Risk Assessment – with existing controls			
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk				
Participant slips or trips while taking part in the activity caused by fatigue or terrain leading to injury.	<ul style="list-style-type: none"> <li>Monitor participant welfare and modify or cease activity accordingly</li> <li>Staff to brief participants about walking in slippery or rough terrain.</li> <li>Ensure participants have suitable footwear</li> <li>Terrain suitable to the experience of participants</li> <li>Vehicle access to location possible if required.</li> <li>Staff / Students carry torches during night-time hours.</li> <li>SSC Staff to carry walkie/talkies during night hike.</li> <li>SSC Staff to write on whiteboard in ES room trip intention for field trips.</li> <li>SSC Staff hold current Level 2 First Aid</li> <li>All Staff carry First Aid Kits</li> </ul>	Satisfactory	Moderate	Possible	Medium
Participants are affected by extremes in weather. (heat, cold, wind, rain, lightening, UV) leading to consequences such as hypothermia, hospital admission and /or lightning strike .	<ul style="list-style-type: none"> <li>Assessment of weather conditions by S.S.C staff will be considered following protocols including -DEECD weather warning, SES warning the School Principal instruction and S.S.C staff weather assessment.</li> <li>Staff trained and aware of emergency response plan in the event of an bushfire and/or severe weather event.</li> <li>Staff to ensure participants are dressed appropriately for hot/cold weather conditions.</li> <li>Coolart grounds not used during times of extreme fire danger.</li> <li>Staff to ensure participants are adequately hydrated.</li> </ul>	Satisfactory	Major	Rare	Medium
Participants are struck by falling tree limbs caused by nearby vegetation close to tracks leading to serious injury or death	<ul style="list-style-type: none"> <li>SSC Staff walk the proposed hike trail periodically to assess condition and determine appropriateness for our students.</li> <li>SSC Staff are in communication with Parks Victoria, to ensure tracks are safe and usable.</li> <li>SSC Staff to consider the tree environment when selecting walking route.</li> <li>In times of extreme wind, re-consider route plan to avoid large tree areas.</li> <li>Periodic checks of trees to identify and remove hazards.</li> </ul>	Satisfactory	Major	Rare	Medium
Participants are poisoned or in-venomated by being 'bitten' by a reptile or sea life leading to serious injury.	<ul style="list-style-type: none"> <li>SSC staff inform all children of potentially dangerous animals/ sea life in the local environment.</li> <li>SSC staff to instruct students not to wander amongst vegetation or enter frog ponds –i.e.: venomous snakes</li> <li>SSC staff to instruct students correct procedure for exploring when rock pooling. - i.e.: always see your hands</li> <li>Staff trained and aware of Emergency Response Plan in the event of a bite/sting from crustacean or reptile.</li> <li>SSC staff monitor environmental conditions to reduce risk of potential dangers</li> </ul>	Satisfactory	Major	Rare	Medium
A student/s is separated from the group caused by not staying with the group and /or moving off the designated	<ul style="list-style-type: none"> <li>Staff to be familiar with the areas in which hike/ field trip is undertaken.</li> <li>Staff to carry effective communication equipment (walkie Talkies /mobile phones)</li> </ul>	Satisfactory	Moderate	Rare	Low



# Somers School Camp – Risk Assessment

Risk Description	Existing Controls	Risk Assessment – with existing controls																											
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating																								
track leading to injury and/or hospital admission.	<ul style="list-style-type: none"> <li>Ensure participants have a thorough understanding on group management and procedure if students become lost.</li> <li>Ensure effective communication between staff members at the front and back of group</li> <li>Staff monitor numbers and assist participants at all times.</li> <li>Staff to carry mobile phones to contact staff at camp for assistance</li> </ul>																												
A student becomes injured or ill due to a pre-existing medical condition leading to condition worsening.	<ul style="list-style-type: none"> <li>Staff to be aware of student's medical summary sheets containing information from medical forms</li> <li>Consultation with school nurse if staff have concerns regarding individual students.</li> <li>Staff to ask students before the walk if there are any further medical issues they need to be aware of.</li> <li>Participants should walk within their limitations and carry any required medications</li> <li>Staff to monitor that the students are acting within their stated limitations.</li> </ul>	Satisfactory	Moderate	Unlikely	Low																								
Major emergency such as bushfire or major storm occurs requiring evacuation from Coolart or Lockdown is called at Somers School Camp	<ul style="list-style-type: none"> <li>Staff to carry mobile phone as all times.</li> <li>Staff have Vic Emergency App on mobile phone to monitor weather and emergency situations.</li> <li>Staff knows Emergency Assembly points within the park.</li> <li>Staff know Lock Down Procedures and understand where to take students.</li> <li>SSC Leadership communicate effectively with Staff off site using mobile phones and emergency Apps</li> </ul>	Satisfactory	Major	Unlikely	Medium																								
<p><u>Supervision-</u> The following table shows the minimum staff-to-student ratios that must be met based on the Adventure Activity Safety Guidelines</p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #0070C0; color: white;"> <th colspan="4">Night Hike</th> </tr> <tr style="background-color: #ADD8E6;"> <th>Staff numbers</th> <th>Total students</th> <th>Student Ratio</th> <th>Staffing</th> </tr> </thead> <tbody> <tr> <td>12</td> <td>160</td> <td>1 : 20</td> <td>3 x SSC Staff 8 x Visiting Teacher</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #0070C0; color: white;"> <th colspan="4">Environmental Studies Field Trips</th> </tr> <tr style="background-color: #ADD8E6;"> <th>Staff numbers</th> <th>Total students</th> <th>Student Ratio</th> <th>Staffing</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>20</td> <td>1 : 10</td> <td>1 x SSC Staff 1 x Visiting Teacher</td> </tr> </tbody> </table>					Night Hike				Staff numbers	Total students	Student Ratio	Staffing	12	160	1 : 20	3 x SSC Staff 8 x Visiting Teacher	Environmental Studies Field Trips				Staff numbers	Total students	Student Ratio	Staffing	2	20	1 : 10	1 x SSC Staff 1 x Visiting Teacher
Night Hike																													
Staff numbers	Total students	Student Ratio	Staffing																										
12	160	1 : 20	3 x SSC Staff 8 x Visiting Teacher																										
Environmental Studies Field Trips																													
Staff numbers	Total students	Student Ratio	Staffing																										
2	20	1 : 10	1 x SSC Staff 1 x Visiting Teacher																										