

Rowallan Scout Camp Adventurous Activities Risk Management Plan

User Group/School/Scout Group: _____

Dates: _____

Leader/Person in Charge: _____

Contact Details: _____

Introduction

This document contains the General Activity Risk Management Plan along with the Specific Activity Risk Management Plans. These are designed to give Leaders of groups a broad understanding of the risks while using activities at Rowallan.

The General Activity Risk Management Plan contains the general risks, control measures and gradings that could be encountered while using the activities.

The Specific Activity Risk Management Plans contains the specific risks, control measures and gradings for each activity and Risk Rating Matrix with includes items from the General Activity Risk Management Plan.

For a Full Description and Full set of rules and instructions for these activities please see

www.rowallan.org.au/documentation/

Directions for Use

Fill out the details above, Read and Understand the grading system, General Activity Risk Management Plan and the Specific Activity Risk Management Plans. Decide what activities your group intends to use and place a tick in the box provided and you may consider this a start to **your** Activity Risk Management Plan.

Grading System

Below is an explanation of risk management terminology and identifies how the rating / grading system for risks is tabled

Likelihood Ratings

Likelihood is the description of the probability and frequency.

Likelihood	Description
Almost certain	The event is expected to occur in most circumstances
Likely	The event will probably occur in most circumstances
Possible	The event might (or should) occur at some time
Unlikely	The event could occur at some time
Rare	The event may only occur in exceptional circumstances

Contents

Introduction	1
Directions for Use	1
Grading System	1
Likelihood Ratings	1
Consequence Ratings	2
Definitions	2
Extra Information	2
General Activity Risk Management Plan	3
Risk Rating Matrix	5
Archery (Forest) Risk Management Plan	6
Low Ropes Course (HQ) Risk Management Plan	8
Low Ropes Course (Forest) Risk Management Plan	9
Initiative Course (Forest) Risk Management Plan	10
Orienteering Course (Forest) Risk Management Plan	11
Orienteering Course (HQ) Risk Management Plan	12
Nocturnal Adventure Trail (HQ) Risk Management Plan	13
Notes or Extra Risks Not Covered Above:	14

Rowallan Scout Camp Adventurous Activities Risk Management Plan

Consequence Ratings

The outcome of an event or situation expressed qualitatively or quantitatively, being the human impact, damage to infrastructure, disruption to public or financial loss.

Consequences	Description
Insignificant	Low level impact with negligible consequences on Scouts Victoria's aim or activity objectives that can be controlled by routine management procedures (no injuries, negligible financial loss or disruption to non-essential infrastructure).
Minor	The consequences would threaten the efficiency or effectiveness of achieving some aspects of Scouts Victoria's aim or activity objectives, requiring management effort to minimize impact (minimum financial loss, injuries requiring first aid only, minor reputational impact or disruption to non-essential infrastructure).
Moderate	A significant/medium potential of affecting the achievement of Scouts Victoria's aim or activity objectives (moderate financial loss or reputational impact, injuries requiring medical treatment only, medium term loss of some essential infrastructure).
Major	A very high potential to impair the achievement of Scouts Victoria's aim or activity objectives (major financial loss or reputational impact, significant occupational, health, safety and welfare incident/s, long term loss of some critical infrastructure).
Catastrophic	An extreme potential to threaten the sustainability of Scouts Victoria or its aim and activities (huge financial loss or reputational impact, very serious occupational health safety and welfare incident/s, permanent loss of critical infrastructure).

Definitions

Leader: The person in charge of the group or their delegate.

Participant: Any person participating in the activities that is not a Leader.

Campsite: Relates to the whole of Rowallan Scout Camp property, not just the designated camping areas.

Ranger: The onsite representative of the Rowallan Scout Camp committee.

Range Master: Is a dedicated leader of the archery activity and has complete control over the participants involved, this could be the leader of the group or their delegate.

Extra Information

The Forest Camp has very low mobile phone coverage, in case of emergency you may have to travel to the Ranger's cottage (landline available) or a higher location to increase coverage to make contact with the emergency services.

Rowallan Scout Camp Adventurous Activities Risk Management Plan

General Activity Risk Management Plan

Risk Description	Control Measures	Likelihood	Consequence
Entanglement	<ul style="list-style-type: none"> There should be no loose items of clothing, jewellery or other objects worn that may become entangled. Long hair should be tied back. Jackets to be zipped, buttoned or taken off. 	Unlikely	Minor
Slip-Trip-Fall Caused by; inappropriate footwear, wet conditions etc.	<ul style="list-style-type: none"> Closed toe footwear should be worn at all times [Be aware of the risks of twigs and sticks]. Running is not recommended around the activity sites. Care should be taken when grass and other ground surfaces and equipment are wet. Soft fall mulch areas are in place on specific activities and maintained as required. 	Possible	Minor
Cutting/Scratching From trees, equipment, ground, etc.	<ul style="list-style-type: none"> Participants are directed to stay away from hazardous areas, as marked by signage and/or barriers. Regular checks of the activity structures and areas are carried out. Maintenance is completed as required. Worn equipment is replaced as required. If maintenance is required, avoid the element or stop the activity and report the issue to the Ranger. 	Unlikely	Minor
Striking Injury caused by contact with; <ul style="list-style-type: none"> Other activities and equipment 	<ul style="list-style-type: none"> Participants are asked to stay away from activity sites if they are not involved. Active adult supervision is required on all activities. 	Unlikely	Minor
Inappropriate use after hours	<ul style="list-style-type: none"> Participants are only permitted to use activities during designated activity times. High risk activity equipment is locked away overnight (e.g., Archery equipment). 	Unlikely	Major
Environmental Exposure <ol style="list-style-type: none"> Adverse weather (sun & heat) causing; <ul style="list-style-type: none"> Sunburn 	<ul style="list-style-type: none"> Shade is available throughout the campsite. If shade is not available, use of temporary shade solutions is encouraged (tarps, quick shades, gazebo's, etc). Sun Smart strategies are encouraged "Slip, Slop, Slap, Seek, Slide". 	Possible	Minor
<ol style="list-style-type: none"> Adverse weather (heat) causing; <ul style="list-style-type: none"> Heat exhaustion, dehydration 	<ul style="list-style-type: none"> Sun Smart strategies are encouraged "Slip, Slop, Slap, Seek, Slide". Participants are encouraged to drink water in between activity elements and carry water bottles. Consider timing of activities to avoid the hottest part of the day. Activity to be modified/cancelled at the discretion of the leader or alternative activity arranged. Campsite is closed on Extreme and Code Red Fire Rating days. 	Unlikely	Moderate

Rowallan Scout Camp Adventurous Activities Risk Management Plan

<p>3. Adverse weather (rain, cold and severe winds) causing;</p> <ul style="list-style-type: none"> Hypothermia etc. 	<ul style="list-style-type: none"> Participants to wear suitable protective clothing for the expected conditions. Relevant internet sites / apps should be checked for current and future forecasts and weather patterns e.g., BOM / Weather Zone / Vic Emergency. (To be checked ahead of time due to lack of reception in the forest camp) Activity to be modified/cancelled at the discretion of the leader or alternative activity arranged. 	Rare	Moderate
<p>4. Adverse weather (lightning) causing;</p> <ul style="list-style-type: none"> Electrocution 	<ul style="list-style-type: none"> Relevant internet sites / apps should be checked for current and future forecasts and weather patterns. e.g., BOM / Weather Zone / Vic Emergency. (To be checked ahead of time due to lack of reception in the forest camp) Activity must be abandoned at the first sign of an approaching lightning storm. Activity to be modified/cancelled at the discretion of the leader or alternative activity arranged. 	Rare	Catastrophic
<p>Environmental Hazards Injury or allergic reaction caused by contact with;</p> <p>1. Dangerous organisms such as; wasps, bees, snakes etc.</p>	<ul style="list-style-type: none"> Regular checks and maintenance of the activity areas are carried out. Activity is not to be undertaken until appropriate hazards have been dealt with. Suitable medication and first aid must be readily accessible (user group must provide First Aid). Possible allergic reactions are identified from participants medical records. 	Unlikely	Major
<p>Injury caused by contact with;</p> <p>2. Natural features such as; Rocks, dead branches, vegetation, etc.</p>	<ul style="list-style-type: none"> Participants are directed to stay away from hazardous areas, as marked by signage and/or barriers. Regular checks of the activity areas are carried out. Maintenance is completed as required. Participants are warned about overhanging branches or vegetation by leader. 	Possible	Minor
<p>Injury caused by;</p> <p>3. Severe weather conditions such as high winds, flood, bushfire</p>	<ul style="list-style-type: none"> Local prevailing conditions will be considered (severe wind warning, flood alert, bushfire alert etc.) and further consultation with the Ranger and/or land/fire management authorities will be sought if required to determine the course of action. The course of action may include; evacuation, changing location or modifying / cancellation of the activity. Campsite is closed on Extreme and Code Red Fire Rating days. 	Rare	Catastrophic
<p>People – Participant behaviour Injury caused by;</p> <ul style="list-style-type: none"> Inability or decision not to follow directions Inability or decision not to co-operate 	<ul style="list-style-type: none"> Expected behaviours for the camp and activities will be outlined by leaders to participants. Outline possible outcomes of inappropriate behaviour. This may include removing the individual from the activity or cancelling the activity. Vigilant active supervision is required by leader. 	Possible	Moderate

Rowallan Scout Camp Adventurous Activities Risk Management Plan

People – Participant ability 1. Injury caused by inability to cope with the activity due to; <ul style="list-style-type: none"> • Fear/anxiety • Complacency/over confidence • Physical ability • Pre-existing medical condition 	<ul style="list-style-type: none"> • Leaders are to consider the particular needs of participants (regarding capability, pre-existing medical condition or other issue) that may affect the participants enjoyment of the activity prior to selecting activities for the group. • Encourage a supportive team environment. • Consider participant age, ability, maturity and experience when briefing the activity. • Provide tasks and activities that are appropriate to the age and ability of the participants. • Allow participants to have another attempt at a later stage (if applicable). • Modify activity to suit capability if possible. • Leaders to ensure suitable medication and first aid is readily accessible (user group must provide First Aid). 	Possible	Minor
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Risk Rating Matrix

Using the Likelihood rating and Consequence rating we are able to determine the Risk rating

The colours used in this Risk Rating Matrix indicate the Risk Rating, Green being Low, Orange being Medium and Red being High

Risk Rating Matrix		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain					
	Likely					
	Possible		<ul style="list-style-type: none"> ○ Slip-Trip-Fall ○ People – Participant ability 1,2 ○ Environmental Exposure 1 ○ Environmental Hazards 2 	<ul style="list-style-type: none"> ○ People – Participant behaviour 		
	Unlikely		<ul style="list-style-type: none"> ○ Entanglement ○ Cutting/Scratching ○ Striking 	<ul style="list-style-type: none"> ○ Environmental Exposure 2 	<ul style="list-style-type: none"> ○ Inappropriate use after hours ○ Environmental Hazards 1 	
	Rare			<ul style="list-style-type: none"> ○ Environmental Exposure 3 		<ul style="list-style-type: none"> ○ Environmental Exposure 4 ○ Environmental Hazards 3
Legend						
○ General Risks						
● Specific Activity Risks						

Rowallan Scout Camp Adventurous Activities Risk Management Plan

Archery (Forest) Risk Management Plan

☐ Please tick box if you intend to use this activity

Risk Description	Control Measures	Likelihood	Consequence
Stabbing / Puncture 1. When retrieving arrows	<ul style="list-style-type: none"> Pre activity briefing done by Range Master at the beginning of session including: <ul style="list-style-type: none"> All participants are to remain in place until range master directs arrows to be retrieved. Participants are shown the correct way to pull arrows out of targets to minimize the risk of someone behind them being punctured with arrow. 	Rare	Moderate
2. Group member being shot	<ul style="list-style-type: none"> Participants are required to follow the correct procedures instructed to them during the pre-activity briefing including: <ul style="list-style-type: none"> Only collect arrows when instructed by Range Master (Collect only when ALL arrows have been fired). Participants are to only load bow & arrow when instructed to do so. Participants are to face the target when loading their arrow onto their bow. Participants are only to start firing when instructed by the Leader (ALL participants must be behind safety line before starting). Vigilant supervision is required at all times. All non-archers are to remain behind safety line. 	Rare	Major
3. Non group member being shot	<ul style="list-style-type: none"> No other activities are to be conducted behind or near the archery area. Access to the archery area is prohibited to non-activity participants. 	Rare	Major
Friction Bruising on arm from string once arrow has been fired	<ul style="list-style-type: none"> Arm guards, or long-sleeved clothing or both must be worn by participants at all times. 	Possible	Minor
Striking Injury due to broken string	<ul style="list-style-type: none"> Strings are checked prior to set up and replaced when required by the Ranger. 	Unlikely	Minor
Equipment Failure Injury caused by; Broken bow or bow string breaking	<ul style="list-style-type: none"> The Ranger is trained to recognize worn or faulty equipment. Participants are briefed before beginning activity by the Range Master on the correct use of equipment. If equipment is unsafe, it is to be removed from use and Ranger notified. 	Unlikely	Minor
People – Leader Unsafe practices leading to an injury to a participant caused by; Poor supervision by group leaders	<ul style="list-style-type: none"> Leaders are to follow the instructions as listed at the Archery site [also published on camp website]. Range Master to participants ratios of 1:6 must be followed. Vigilant active supervision is required by Range Master and Leaders at all times as they have the overall responsibility for the general safety & welfare of the participants, even when they do not directly provide the actual instruction. 	Possible	Moderate

Rowallan Scout Camp Adventurous Activities Risk Management Plan

Risk Rating Matrix		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain					
	Likely					
	Possible		<ul style="list-style-type: none"> ○ Slip-Trip-Fall ○ People – Participant ability 1,2 ○ Environmental Exposure 1 ○ Environmental Hazards 2 ● Friction 	<ul style="list-style-type: none"> ○ People – Participant behaviour ● People – Leader 		
	Unlikely		<ul style="list-style-type: none"> ○ Entanglement ● Striking ● Equipment Failure 	<ul style="list-style-type: none"> ○ Environmental Exposure 2 	<ul style="list-style-type: none"> ○ Inappropriate use after hours ○ Environmental Hazards 1 	
	Rare			<ul style="list-style-type: none"> ○ Environmental Exposure 3 ● Stabbing / Puncture 1 	<ul style="list-style-type: none"> ● Stabbing / Puncture 2,3 	<ul style="list-style-type: none"> ○ Environmental Exposure 4 ○ Environmental Hazards 3
	Legend					
		○ General Risks				
		● Specific Activity Risks				

Rowallan Scout Camp Adventurous Activities Risk Management Plan

Low Ropes Course (HQ) Risk Management Plan

☐ Please tick box if you intend to use this activity

Risk Description	Control Measures	Likelihood	Consequence
Fall from equipment Caused by; loss of balance; loss of grip/footing	<ul style="list-style-type: none"> Minimum of 2 spotters or supporters is encouraged. Spotting technique [located at the course] is clearly explained to participants by leaders. Soft fall is used around the activities. 	Possible	Minor
Tripping over low ropes and wires	<ul style="list-style-type: none"> Leader to brief participants on being careful around activity wires and ropes and being mindfully of where feet are placed including when spotting. Only walking not running allowed around low ropes course. Area is maintained so that wires are easily seen. 	Possible	Minor
Equipment Failure Due to improper use, faulty / damaged equipment	<ul style="list-style-type: none"> The Ranger is trained to recognize worn or faulty equipment and conducts regular inspections. Participants are briefed on the correct use of equipment. Leader to conduct visual inspection prior to beginning activity to ensure it is safe to use. If equipment is unsafe element is to be bypassed and Ranger notified 	Rare	Major

Risk Rating Matrix		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain					
	Likely					
	Possible		<ul style="list-style-type: none"> Slip-Trip-Fall People – Participant ability 1,2 Environmental Exposure 1 Environmental Hazards 2 	<ul style="list-style-type: none"> People – Participant behaviour 		
	Unlikely		<ul style="list-style-type: none"> Entanglement Cutting/Scratching Fall from equipment Tripping over low ropes and wires 	<ul style="list-style-type: none"> Environmental Exposure 2 	<ul style="list-style-type: none"> Inappropriate use after hours Environmental Hazards 1 	
	Rare			<ul style="list-style-type: none"> Environmental Exposure 3 	<ul style="list-style-type: none"> Equipment Failure 	<ul style="list-style-type: none"> Environmental Exposure 4 Environmental Hazards 3
Legend						
○ General Risks						
● Specific Activity Risks						

Rowallan Scout Camp Adventurous Activities Risk Management Plan

Low Ropes Course (Forest) Risk Management Plan

☐ Please tick box if you intend to use this activity

Risk Description	Control Measures	Likelihood	Consequence
Fall from equipment Caused by; loss of balance; loss of grip/footing	<ul style="list-style-type: none"> Minimum of 2 spotters or supporters is encouraged. Spotting technique [located at the course] is clearly explained to participants by leaders. Soft fall is used around the activities. 	Possible	Minor
Tripping over low ropes and wires	<ul style="list-style-type: none"> Leader to brief participants on being careful around activity wires and ropes and being mindfully of where feet are placed including when spotting. Only walking not running allowed around low ropes course. Area is maintained so that wires are easily seen. 	Possible	Minor
Equipment Failure Due to improper use, faulty / damaged equipment	<ul style="list-style-type: none"> The Ranger is trained to recognize worn or faulty equipment and conducts regular inspections. Participants are briefed on the correct use of equipment. Leader to conduct visual inspection prior to beginning activity to ensure it is safe to use. If equipment is unsafe element is to be bypassed and Ranger notified. 	Rare	Major

Risk Rating Matrix		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain					
	Likely					
	Possible		<ul style="list-style-type: none"> Slip-Trip-Fall People – Participant ability 1,2 Environmental Exposure 1 Environmental Hazards 2 	<ul style="list-style-type: none"> People – Participant behaviour 		
	Unlikely		<ul style="list-style-type: none"> Entanglement Cutting/Scratching Fall from equipment Tripping over low ropes and wires 	<ul style="list-style-type: none"> Environmental Exposure 2 	<ul style="list-style-type: none"> Inappropriate use after hours Environmental Hazards 1 	
	Rare			<ul style="list-style-type: none"> Environmental Exposure 3 	<ul style="list-style-type: none"> Equipment Failure 	<ul style="list-style-type: none"> Environmental Exposure 4 Environmental Hazards 3
Legend						
○ General Risks						
● Specific Activity Risks						

Rowallan Scout Camp Adventurous Activities Risk Management Plan

Initiative Course (Forest) Risk Management Plan

☐ Please tick box if you intend to use this activity

Risk Description	Control Measures	Likelihood	Consequence
Fall from equipment Caused by; loss of balance; loss of grip/footing	<ul style="list-style-type: none"> Use of spotters and supporters is encouraged. Soft fall is used around the activities. Activities are close to the ground. 	Possible	Minor
Falling Objects	<ul style="list-style-type: none"> Leader to instruct participants to be aware of activity elements that may fall e.g., Poll lift off activity. Keep non-involved participants clear. Lightweight tyre option is available. 	Possible	Minor
Equipment Failure Due to improper use, faulty / damaged equipment	<ul style="list-style-type: none"> The Ranger is trained to recognize worn or faulty equipment and conducts regular inspections. Participants are briefed on the correct use of equipment [located at each piece of equipment]. Leader to conduct visual inspection prior to beginning activity to ensure it is safe to use. If equipment is unsafe element is to be bypassed and Ranger notified. 	Rare	Major

Risk Rating Matrix		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain					
	Likely					
	Possible		<ul style="list-style-type: none"> Slip-Trip-Fall People – Participant ability 1,2 Environmental Exposure 1 Environmental Hazards 2 Falling objects 	<ul style="list-style-type: none"> People – Participant behaviour 		
	Unlikely		<ul style="list-style-type: none"> Entanglement Cutting/Scratching Striking Fall from equipment 	<ul style="list-style-type: none"> Environmental Exposure 2 	<ul style="list-style-type: none"> Inappropriate use after hours Environmental Hazards 1 	
	Rare			<ul style="list-style-type: none"> Environmental Exposure 3 	<ul style="list-style-type: none"> Equipment Failure 	<ul style="list-style-type: none"> Environmental Exposure 4 Environmental Hazards 3
Legend						
○ General Risks						
● Specific Activity Risks						

Rowallan Scout Camp Adventurous Activities Risk Management Plan

Orienteering Course (Forest) Risk Management Plan

☐ Please tick box if you intend to use this activity

Risk Description	Control Measures	Likelihood	Consequence
Participant or group becoming lost	<ul style="list-style-type: none"> Participants do not leave Rowallan site at any time while following the marked course. Participants are to not cross any fence lines. Each group will carry an easy-to-read map which are available from the camp website. Leaders are encouraged to walk the route before starting to check for hazards and familiarisation. Leader will do a head count at the beginning and conclusion of the session. Clear boundaries to be given at start of session. Participants and Leaders to carry safety whistle. 	Possible	Minor

Risk Rating Matrix		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain					
	Likely					
	Possible		<ul style="list-style-type: none"> Slip-Trip-Fall People – Participant ability 1,2 Environmental Exposure 1 Environmental Hazards 2 Participant or group becoming lost 	<ul style="list-style-type: none"> People – Participant behaviour 		
	Unlikely		<ul style="list-style-type: none"> Entanglement Cutting/Scratching Striking 	<ul style="list-style-type: none"> Environmental Exposure 2 	<ul style="list-style-type: none"> Inappropriate use after hours Environmental Hazards 1 	
	Rare			<ul style="list-style-type: none"> Environmental Exposure 3 		<ul style="list-style-type: none"> Environmental Exposure 4 Environmental Hazards 3
Legend						
○ General Risks						
● Specific Activity Risks						

Rowallan Scout Camp Adventurous Activities Risk Management Plan

Orienteering Course (HQ) Risk Management Plan

☐ Please tick box if you intend to use this activity

Risk Description	Control Measures	Likelihood	Consequence
Participant or group becoming lost	<ul style="list-style-type: none"> Participants do not leave Rowallan site at any time while following the marked course. Participants are to not cross any fence lines. Each group will carry an easy-to-read map which are available from the camp website. Leaders are encouraged to walk the route before starting to check for hazards and familiarisation. Leader will do a head count at the beginning and conclusion of the session. Clear boundaries to be given at start of session. Participants and Leaders to carry safety whistle. 	Possible	Minor

Risk Rating Matrix		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain					
	Likely					
	Possible		<ul style="list-style-type: none"> Slip-Trip-Fall People – Participant ability 1,2 Environmental Exposure 1 Environmental Hazards 2 Participant or group becoming lost 	<ul style="list-style-type: none"> People – Participant behaviour 		
	Unlikely		<ul style="list-style-type: none"> Entanglement Cutting/Scratching Striking 	<ul style="list-style-type: none"> Environmental Exposure 2 	<ul style="list-style-type: none"> Inappropriate use after hours Environmental Hazards 1 	
	Rare			<ul style="list-style-type: none"> Environmental Exposure 3 		<ul style="list-style-type: none"> Environmental Exposure 4 Environmental Hazards 3
Legend						
○ General Risks						
● Specific Activity Risks						

Rowallan Scout Camp Adventurous Activities Risk Management Plan

Nocturnal Adventure Trail (HQ) Risk Management Plan

☐ Please tick box if you intend to use this activity

Risk Description	Control Measures	Likelihood	Consequence
Participant or group becoming lost	<ul style="list-style-type: none"> • Leaders and Participants are to carry torches and the Leaders are to carry a spare. • Participants do not leave Rowallan site at any time while following the marked course. • Participants are not to cross any fence lines. • Leaders are encouraged to walk the route before starting to check for hazards and for familiarisation. • Leaders will do a head count at the beginning and conclusion of the session. • Participants and Leaders to carry safety whistle. 	Possible	Moderate

Risk Rating Matrix		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain					
	Likely					
	Possible		<ul style="list-style-type: none"> ○ Slip-Trip-Fall ○ People – Participant ability 1,2 ○ Environmental Exposure 1 ○ Environmental Hazards 2 	<ul style="list-style-type: none"> ○ People – Participant behaviour • Participant or group becoming lost 		
	Unlikely		<ul style="list-style-type: none"> ○ Entanglement ○ Cutting/Scratching ○ Striking 	<ul style="list-style-type: none"> ○ Environmental Exposure 2 	<ul style="list-style-type: none"> ○ Inappropriate use after hours ○ Environmental Hazards 1 	
	Rare			<ul style="list-style-type: none"> ○ Environmental Exposure 3 		<ul style="list-style-type: none"> ○ Environmental Exposure 4 ○ Environmental Hazards 3
Legend						
○ General Risks						
• Specific Activity Risks						

<p>Rowallan Scout Camp Adventurous Activities Risk Management Plan</p>

Notes or Extra Risks Not Covered Above:

[illegible]