

Outdoor Adventures Risk Management Plan

Activities in the Outdoors (Walks, nature hikes, short day hikes)

Activity Specific Procedures:

- Plan according to the age, abilities, skills of your group, weather conditions, terrain, etc.
- Ensure supervision is adequate for the activity, location
- Plan for the following safety considerations depending on your activities: Prepare the 4 stages of Risk Management.
 - Lost participants or group splits up
 - Hazards associated with the environment (uneven terrain, rough trail, bodies of water, heights, steep drops)
 - Wildlife encounters
 - Severe weather
 - Other hazards associated with activity and environment/facility
 - Cooking, stove and campfire related injuries (burns, cuts)
 - Hygiene, food and water related illness
 - If using portable camp stoves, at least one Recreation Leader must have experience in lighting, refueling and basic maintenance

Pre-activity Planning

Review the general plan for the Activities.

One Recreation Leader (Most experienced) is to be designated as the Safety Leader. The Safety Leader will have the following duties:

- Ensure you have all participant info (Guardian consent, Medical and registration forms.
- Arrange for supervision ratios as outlined below if the activity is not a family program
- Prepare an Emergency Response Plan with emergency phone numbers, taking into considerations of the planned activity specific procedures. If using a cell phone, ensure there is coverage.
- Confirm availability of drinking water or plan to bring water with you. Plan meals and snacks that take into consideration participants' dietary restrictions and allergies.

Supervision Leader to Participant Ratios

Ages	Min # of adults	Leader to participant ratio
*5-6	2	1:5
*7-8	2	1:5
9-12	2	1:7
12-14	2	1:7
15-17	2	1:15
Participant with Special Needs in a group	3	Depending on the group sizes, please place an extra adult in the group. Avoid placing participant alone with one Leader for a 1:1 ratio.

Ages 5-8 Recommended to invite parents to attend the outing

Supervision

- Ensure the Safety Leader is familiar with facilities and location or takes the time to familiarize themselves with the location upon arrival.
- Safety Leader has some means of communication (phone at location or personal cell phone).

Best Practice Guidelines

- Ensure progressive learning of the knowledge and skills the participants will need in order to have a successful outdoor activity e.g. try a 1 km hike, then a 5 km hike before the activity.
- At meetings prior to the activity, discuss with participants what clothing, food and water they will need to bring.
- Consult with facility/locale management (or land owner) prior to activity for any specific instructions.
- The Safety Leader should have some means of communicating ‘stop’ or ‘gather’, and the participants must know what that communication is and what it means.
- As appropriate, participants should have some means of communicating ‘emergency’, such as a whistle.
- Consider managing a group with a supervisor in the lead and at the end (the lead and the sweep).
- Periodically perform a head count to ensure the group is together.
- Establish a meeting location and time if the group is splitting up.
- Have a hand wash system available before preparing or eating food.
- Have a buddy system organized in advance and put into practice upon arrival at the location
- Establish ‘out of bounds’ areas and emergency procedures for location.
- Consider establishing fire or camp stove groups to safely manage food preparation and/or cooking.

Participant instructions

Participants should be instructed on the following before the planned activity:

- Group travel, buddy system and staying with group
- Meeting location and time if group is splitting up
- Location layout and oriented to hazardous (out of bounds) areas
 - All relevant emergency procedures – strangers, animals, separation from the group, medical emergency, hypo/hyperthermia, weather, etc.
 - Use of whistle and/or hand signals for communication (*Please note: some participants find the harsh noise of a whistle distressful.*)
- Proper hygiene and hand washing procedures
- Any facility specific rules
- Disposal of garbage (no littering, use facility's garbage disposal or take it home)
- Expectations for behaviour
- If cooking on a fire or camp stove, review safety guidelines for equipment and food handling
- Campfire safety (hair tied back, no loose clothing, no reaching across fire, participants sit near the fire.
- What to do if clothing catches fire

Outdoor Activities Planning Checklist

- ☐ The Participants have agreed to do the activity
- ☐ Identify a location
- ☐ Book date and time with facility (if necessary)
- ☐ Notify parents/guardians of date, location and drop off and pick-up times
- ☐ Send home and obtain Parent/Guardian Permission forms
- ☐ Determine who is coming – participants and adults
- ☐ Designate a Safety Leader and collectively with other Leaders complete an Emergency Response plan for the location
- ☐ Provide participants with a written kit list that includes footwear, clothing appropriate to the season and activities, and food and water they need to bring with them

Outdoor Activities Planning Checklist continued

- ☐ Make arrangements to get the participants to and from the activity location
- ☐ Determine and confirm activities for the outing
- ☐ Ensure that location is familiar to at least one recreation leader, or that the Safety Leader plans to become familiar with the location before the start of the activity.
- ☐ Have a first aid kit readily available
- ☐ Have a map to location and contact information

On arrival...

- ☐ Safety Leader or other recreation leaders scans for hazards
- ☐ Do an attendance check and implement the buddy system
- ☐ Review boundaries
- ☐ Brief participants on the location guidelines and basic use of equipment
- ☐ Review emergency response procedures for lost participants, and first aid
- ☐ Keep track of participants by regularly doing head counts.
- ☐ Have fun!