

Module	Session 9: Being Safe
Qualification	Unit Leader / Assistant Unit Leader
Proposed length of session	2 hrs

Training Objectives
<p>During this session Leaders will:</p> <ul style="list-style-type: none"> ♣ Create and use a ballista ♣ Assess an outdoor activity for risk ♣ Read an overview of the GGA Risk Management plan ♣ Prepare a Risk management plan for a camp ♣ Learn about food safety <p>After the session, Leaders will be able to:</p> <ul style="list-style-type: none"> ♣ Manage risk to individuals. ♣ Minimise risk in unit activities both in and away from meeting place. ♣ Handle food safely. ♣ Manage risk in the outdoors. ♣ Document risk management plans. ♣ Define an incident and report it.

General notes: It is suggested that participants move directly from Colours to the ballista activity as this is the Ice Breaker for Day 2.

MODULE OUTLINE			
Time	Activities	Trainers Notes	Resources
20 mins	9.1 Outdoor activity at unit meeting	<p>Do a relatively simple outdoor activity accessing the risk factors. For instance:</p> <ul style="list-style-type: none"> • Each patrol makes ballista with canes, rubber bands and foam balls. Trainer can add risk elements such as two of the girls are fencing with the garden canes or the balls are splitting and foam pieces are flying about. <p>Discuss hazards and how to reduce the risk</p>	<ul style="list-style-type: none"> • Ballista instructions and equipment <p>Note: This is the ice breaker for Day 2.</p>
2 mins	9.2	Give out Being Safe booklet	<ul style="list-style-type: none"> • Being Safe booklet
43 mins	9.3 Risk Management	<p>Working in pairs complete a Risk Management plan for a camp. (Learners to decide on kind of camping is relevant to them)</p> <p>Trainers to work through the RM plan asking the questions as below, and allowing the pairs to discuss briefly and complete the form.</p> <p>Section 1</p> <ul style="list-style-type: none"> • What is the activity? What am I going to do? • Complete a <i>notification of camp</i> form too <p>Section 2</p> <ul style="list-style-type: none"> • Step 1 - Identify the tasks and the associated hazards. Learners to add all they can think of • Step 2 – use the tables to demonstrate risk assessment and ask Learners to complete the rest for themselves • Step 3 – What can be done to reduce the risks – record in the next 2 columns <ul style="list-style-type: none"> ▪ Use <i>Guide Lines</i> to help • Step 4 – use the tables to re-assess the risk with controls in place and record the results 	<ul style="list-style-type: none"> • A <i>GGA Risk Assessment & Plan_Outdoor ActivitiesEventsCamps May 2013</i> per 2 participants • <i>Guide Lines</i> per 2 or 3 participants • Own State <i>Notification of Camp</i> form per 2 participants • Unit Profile can be used to add health issues etc

		<p>Section 3</p> <ul style="list-style-type: none"> Document the emergency response plan <p>Section 4</p> <ul style="list-style-type: none"> Complete the summary for circulation. <p>When do we need to complete RM forms?</p> <p>Answer: For any activity considered adventure based outside the hut – ie full day walk, bike ride. Camp etc. If the activity is on the State adventure based activity list (in some States this is a book or AA manual) then it needs a risk assessment</p> <p>However if you are going for a short walk or walking to the shops etc - something that is not considered adventurous then no form is needed. However when you plan, discuss with your co-leaders the 3 questions:</p> <ol style="list-style-type: none"> 1. What are we about to do? [Activity] 2. What can go wrong? [Hazard] 3. What can I do to make it safer? [Control measure] <p>Lead a short discussion about Balancing the risk – does the benefit to the Guide outweigh the risk of the activity?</p> <p>Brainstorm risks other than physical harm eg financial, reputation, legal liability, data security, equipment, property, intellectual property, organisation.</p>	
15 mins	9.4 Report an incident / accident	<ul style="list-style-type: none"> Add a scenario to the camp plan. Ask the Participants to report if necessary on the correct forms. Discuss <ul style="list-style-type: none"> Incidents to be reported Recording of medication administered How long forms must be kept and why: It is generally 3 years for adults and 7 years past the age of majority (being 19 years of age) for children. Therefore records must be kept until youth members reach the age of 25 years. <p>Note: The length of time forms should be kept may vary according to State legislation.</p> <ul style="list-style-type: none"> Reflect on Learning: <ul style="list-style-type: none"> What is reportable? Legal responsibilities 	<ul style="list-style-type: none"> 9.4 Scenarios to report ADM 24 <i>Notification of Accident or Incident</i> report form per pair ADM 53b <i>Medication to youth members – first aid treatment record</i>
20 mins	9.5 Food Safety	<ul style="list-style-type: none"> Visit kitchen (preferably while a meal is being prepared). Note: This can be scheduled at an appropriate time according to the needs of the catering team and for the weekend program. Ask one of the catering team to talk about the safe food handling procedures they use. Have a quiz with questions such as what safe food handling precautions are used when washing dishes, preparing meat... (use only as many as you need) <p>For further info: Online course: http://dofoodsafely.health.vic.gov.au. Takes about 1 hour and prints a certificate</p> <p>If kitchen visit not possible see options below.</p>	<ul style="list-style-type: none"> Prompts for Caterers re food handling information they can share. Prizes for those answering questions

5 mins	9.6 Summary	<ul style="list-style-type: none"> Ask 3 questions <ul style="list-style-type: none"> What am I going to do? What can happen / go wrong? What can I do to make it safe? GGA values all its members (not just girls). We know you'll keep the Guides safe, but writing plans/forms protects adults too. <i>Guide Lines</i>, policies etc are there to protect all members from harm. They can be found on the GGA and state websites. Your state Risk Management Team contact is..... write this on your booklet When doing activities with outside groups, Guide Leaders must not sign waivers on behalf of parents or Guides. Do quick evaluation activity. 	Note: GGA Risk Management Policy is on GGA website <ul style="list-style-type: none"> Butchers paper
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SUGGESTED ACTIVITIES

Outdoor Activity

- Include an outdoor activity that is simple enough to do quickly, but could have some risks. Remember the point is not learning to do the activity, but being safe.
 - Ballistas
 - Scouts pace
 - Obstacle course
 - Climb a tree

Food safety

If not able to visit kitchen, try other activities such as quiz & *Pack a Fridge*

- A food safety quiz
- Play "Pack a fridge" with a picture of a fridge on a board and Velcroed food cards.
- Watch clips from the Environmental Health Australia food safety website. Participants wanting more information can do an food safety course (eg ALERT or Do Food Safely)

EVALUATION SESSION 9 – Being Safe

Draw

Draw your impression of this session on the butcher's paper!

Stick figures with word bubbles are fine!

