

## Pilgrimage Retreat: Risk Assessment and Management Policy

### YEAR 12 NEW NORCIA PILGRIMAGE RETREAT: RISK MANAGEMENT PLAN

<b>Name of school</b>	Mercedes College	<b>Group/class</b>	13 Year Twelve students 2015
<b>Name of Principal</b>	Kerrie Fraser	<b>Number in group</b>	13 Students 7 Staff (full and part time) 4 Parents
<b>Location of Retreat</b>	146 km journey from Mercedes College to The Benedictine Community New Norcia Great Northern Hwy, NEW NORCIA 6509	<b>Retreat Leader</b>	Ben Bull
<b>Date(s) of excursion</b>	8:00am 4 June – 10:30am 10 June 2015	<b>Retreat Advisors</b>	Rosa Speranza & Vedette Lendich
		<b>Contact numbers whilst on tour</b>	0417 724 009 (Ben's Mobile)

#### 1. PURPOSE OF EXCURSION

*Retreats at Mercedes College are relational at heart. They acknowledge the uniqueness of each student and bring the power of the Gospel into contemporary culture in a way that engages and empowers young people. Through these experiences, students hear the Gospel, learn how to witness to our College values of Integrity, Justice, Service, Excellence and Compassion, and participate in the life of the Christian community through liturgy and through activities that emphasise growth in Christian faith.*

*The term 'retreat' refers to time away from the normal school program where participants have the opportunity to reflect on their relationship with God. The emphasis is on students' awareness of the presence of God in their lives. At Mercedes College, retreats include experiences of prayer, discussions, reflective silence and quiet time alone. The celebration of the Eucharist, or where a Priest is not available, other liturgical experiences are an integral part of the retreat experience*

#### 2. SUPERVISION REQUIREMENTS DESCRIBED

##### a. Student factors:

*A duty of care exists at all times, as a teacher/student relationship exists throughout the Pilgrimage. Where there are assisting adults or facilitators, the duty of care will always remain with the College teaching staff. The staff/student ratio for overnight Retreats is 1:10. Therefore at least 2 teaching staff will be attending the Year 12 pilgrimage from Mercedes College to New Norcia in 2015.*

**b. College Staff Involved:**

Ben Bull	(full time)	Retreat Leader (0423 290 323)/Bronze Medallion
Melissa Trolio	(full time)	Duty of Care Teacher
Verdetta Lendich	(part time)	Operational Support
Rosa Speranza	(part time)	Executive Support
Jackie Stacey	(full time)	Transport and Trail Support/First Aid Certificate
Joanne Lauriston	(full time)	
Gael McLean	(full time)	First Aid Officer/Registered Nurse
Joanna Kagi	(part time)	

*All College Staff have Working With Children Checks*

**Wider Community Staff Involved:**

Fr Michael Rowe	(part time)	Pilgrimage Chaplain
Sue Miles	(full time)	First Aid Support/Registered Nurse
Louise Comiskey	(full time)	Catering and Pilgrimage Substitute
Peter Hughes	(part time)	Walking on Open Road/Working With Children Check
Tommas Di Fulvio ?	(pre service teacher)	Working with Children Check/Army Reserve Training
Dads of Mercedes	(part time)	Trail Support

**c. Multiple Venues factors:**

*Refer to attached information*

**d. Transport:**

*College Bus 25 seater serviced week beginning of 11<sup>th</sup> May  
Hiace van has been serviced and new tyres fitted during May*

**3. COMMUNICATION**

**a. Roles and responsibilities:**

*Staff training to take place during April and May*

*Ben is the Retreat Leader*

*Melissa Trolio is the Duty of Care Teacher*

*Gael McLean and Sue Miles, Registered Nurses, will be supplied with necessary Medical Information and Action Plans related to participants. Ben will forward relevant documents to accompanying staff at the final staff meeting.*

**b. Parent Communications:**

Letter to families distributed at the beginning of Term 1  
 Permission Slips and Medical Forms to be returned by Term 1 Friday 27<sup>th</sup> February 2015  
 Successful applicants to be notified by Week 5 Term 1 Friday 6<sup>th</sup> March 2015  
 Pilgrim briefing will take place on Thursday 14<sup>th</sup> May 6:30-7:30 in the Conference Room

**c. On-site Communication:**

Satellite Phone will be carried to be used in emergencies. A UHF Radios will also be carried by walking staff members and Transport and Trail Support  
 Phone coverage may be limited

#### 4. EMERGENCY RESPONSE PLAN

	<b>Dangers/Real Risks</b> List the factors that could lead to the risk eventuating	<b>Risk Management Strategies</b> What will you do to reduce the real risks	<b>Procedures</b> To follow should the risk occur	<b>Contacts</b> In the event of risk occurring
<b>People</b> Attributes people bring to an activity: skills, attitudes, physical fitness, health, age, fears, numbers, etc	Lack of necessary contact Details in case of emergency	<ul style="list-style-type: none"> <li>Retreat Leader records Principal's contact details. (including after hours)</li> <li>Retreat Leader records parent and emergency contact details. (including after hours)</li> <li>Retreat Leader with the assistance of the First Aid Officer copy and distributes medical forms/action plans to accompanying staff.</li> <li>All staff files contain copies of all above information.</li> </ul>	Refer to information in staff files Inform Retreat Leader (program issues or emergency situations) who takes action or Duty of Care Teacher (behavioural issues)	Prior to departure
	Anxiety related to being away from home	<ul style="list-style-type: none"> <li>Proactively discussing with participant and parents alternative arrangements</li> </ul>	Duty of Care Teacher is to call parents	Alert parents and make arrangements for participant to be collected
	Amplification of mental health issues	<ul style="list-style-type: none"> <li>Students with mental health issues must come with a clearance from the school Psychologist (if known) with an appropriate action plan</li> </ul>	Duty of Care Teacher to call parent and School Psychologist	Enact the action plan
	Student suffers illness, asthma attack, allergic reaction or bite	<ul style="list-style-type: none"> <li>Inform onsite catering of allergies</li> <li>First Aid Officer (Registered Nurses) is in possession of action plans and medication (provided by parents) for each student with a known allergy and condition</li> <li>Students are provided with basic information to reduce injury and illness</li> <li>All staff are briefed of known medical conditions at retreat training</li> </ul>	Students with known conditions will be monitored Treat incident on a case by case basis, applying first aid or emergency care as appropriate Duty of Care Teacher to Inform parents of any incident	Duty of Care Teacher in consultation with First Aid Officer contacts parents and coordinates emergency procedures

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<b>People</b> Cont.	<i>Student gets drunk from alcohol or other substance abuse</i>	– <i>All students are advised that they will neither buy nor partake of alcohol, cigarettes or drugs.</i>	<i>Failure to obey this rule will result in students being sent home at their parents' expense.</i>	<i>School Principal to be advised Parents contacted to collect their student</i>
	<i>Student breaks school rules</i>	– <i>Students are advised that the normal consequences associated with breaking of school rules will apply, at the staff's discretion.</i>	<i>Failure to obey school rules will result in consequences at the discretion of the Duty of Care Teacher and /or retreat leader</i>	<i>School Principal to be notified. Parents contacted to collect their student</i>
	<i>Student is unable to continue walking</i>	– <i>Students to invest in suitable footwear and hiking grade socks</i> – <i>First Aid Officer to assess risks whilst on pilgrimage and offer advice to prevent injury</i>	<i>Student is to travel on Bus with the Duty of Care Teacher. Pilgrimage Substitute to take the place walking the pilgrimage</i>	<i>Retreat Leader to be notified of change in staff duties</i>
	<i>Accommodation of Male Staff</i>	– <i>Male staff are accommodated in separate areas to the female students.</i>	<i>Should the availability of accommodation change male staff would be separated from female students as arranged by the Retreat Leader.</i>	<i>Retreat Leader to be notified and make alternative arrangements and notify all staff of arrangements</i>

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<b>Transport</b> Transport arrangements	<i>In the event of a Traffic accident when travelling on school bus or hiace</i>	<ul style="list-style-type: none"> <li>– Driver have a current Working with Children Check. Bus has been recently serviced and hiace serviced and fitted with new tyres.</li> <li>– Students instructed to wear their seat belts</li> <li>– Students to remain seated while vehicle is in transit</li> </ul>	<i>Students to be aware of directions to board and disembark coach First aid officers are to travel with the student group</i>	<i>Teachers aboard bus, in consultation with driver, to follow emergency procedures</i>
<b>Environment</b> Factors that impact on the activity: weather, terrain, site specific issues, access, etc.	<i>Falling and Injury while walking</i>	<ul style="list-style-type: none"> <li>– Staff member walking at front of group to identify potential hazards and notify group; of uneven or slippery surfaces, falling branches</li> <li>– Students must wear appropriate clothing and footwear at all times</li> <li>– Students are aware that inappropriate clothing and/or footwear will result in their exclusion from pilgrimage activities</li> <li>– First Aid Kit is prepared by school and taken on retreat</li> <li>– Adequate care is taken in planned activities</li> </ul>	<i>Student reports directly to nearest staff member who accompanies them to the First Aid Officer. First Aid Officer determines severity of injury. Duty of Care Teacher to assist if hospitalisation is required. Pilgrimage Substitute to take on active role within the student group.</i>	<i>Initially First Aid Officer is notified School Principal to be advised Parents contacted to collect their student if injury is of a serious nature</i>
	<i>Student is hit by vehicle</i>	<i>Students are to wear their high visibility vests at certain times during the Pilgrimage as it is a safety requirement by Main Roads for groups walking along roadways.</i>	<i>First Aid officers to attend to student/s Retreat Leader to Call emergency services as instructed by the First Aid Officer Duty of Care Teacher to move remainder of the group to a secure area.</i>	<i>School Principal and parents to be advised</i>

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	<i>Student receives injury after interaction with native animal</i>	<ul style="list-style-type: none"> <li>– Students are advised not to interact with native wildlife including Kangaroos and must not feed animals under any circumstances</li> <li>– Group stays on marked tracks where possible this will reduce the risk of snake bites and contact with ticks</li> <li>– On days when the group is travelling through National Parks, extra precaution is to be taken in regard to the spraying of insect repellent around the cuff of sleeves and pants, neckline and waist to prevent tick bites.</li> <li>– If participant needs to go to the toilet due care is taken to ensure that their surroundings are checked carefully for insects, ants, ticks etc as well as prickly vegetation</li> <li>– A staff member or supervisor must be notified when a student needs to go to the toilet in the bush and their buddy must remain on the path at the point where the student left</li> <li>– Pilgrims are to protect vegetation, animals and habitat by carrying a rubbish bag at all times</li> </ul>	<p>First Aid Officer to provide assistance. Participant should not try to treat their own wound i.e. do not remove tick</p> <p>First Aid Officer determines severity of injury. Duty of Care Teacher to assist if hospitalisation is required. Pilgrimage Substitute to take on active role within the student group.</p>	<p>First Aid Officer to be notified.</p> <p>School Principal to be advised and parents contacted to collect their student if injury is of a serious nature</p>
	<i>Student is separated from group and becomes lost</i>	<ul style="list-style-type: none"> <li>– Staff to brief students each day as to the days walk</li> <li>– Students are to stay with the group at all times. A staff member will remain at the front and at the back of the group for each segment of the walk.</li> <li>– Students are not to stray from the path of the leader without seeking permission from a staff member.</li> <li>– Students to have a “buddy” and know where each other is at all times</li> <li>– Attendance is to be taken regularly, a written record of attendance is to be taken each time the group comes together after a break</li> </ul>	<p>Students briefed that the appropriate course of action is to stay where they are and call for help</p> <p>Should a student be missing, staff are to ask her buddy and peers about the location of her last sighting and then communicate all information to the Retreat Leader who then starts to look for the missing student from the location of the last sighting. The remainder of the group is to stay together under the instruction of the Duty of Care Teacher. The bus and hiace drivers are to be notified to drive any areas of the route to look for the student.</p> <p>In the event that the student is missing for more than a reasonable amount of time (to be determined by the Retreat Leader) contact is to be made with Emergency Services to enact an Emergency Response Plan</p>	<p>All staff to be notified</p> <p>School Principal and Parents to be advised</p>

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<b>Environment</b> Cont.	Fire or other emergency	<ul style="list-style-type: none"> <li>Staff to familiarise themselves with appropriate avenues of emergency exit</li> <li>Retreat Leader to check be aware of current local conditions such as diversions due to prescribed burns or flooded crossings</li> <li>Transport and Trail support to familiarise themselves with appropriate routes that can be travelled to move the group to safety</li> </ul>	Retreat Leader to contact Transport and Trail support to organise the safe removal of the group from the area. Retreat Leader to liaise with Emergency Services if they are already in attendance or Emergency services to be notified	School Principal to be advised College to notify parents if severity of incident calls for it
	Lightning Strikes or extreme weather conditions are experienced	<ul style="list-style-type: none"> <li>Retreat Leader to check expected weather conditions at the beginning of the pilgrimage and prior to departure from accommodation each day if possible.</li> <li>Pilgrimage to be adjusted to accommodate extreme weather conditions at the discretion of the Retreat Leader</li> </ul>	In the case of lightening 30/30 rule applies. If flash to bang is 30 seconds this means lightening is within 10km. Move to a safer area for at least 30 minutes. Safe places include vehicles or buildings. In the case of storm move to a safer area Retreat Leader assess risk deciding to either continue pilgrimage when bad weather passes or travel on bus to accommodation for that evening.	All staff to be advised of changes to pilgrimage by retreat leader

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<b>Emergency response plan</b> Strategies that respond to situations requiring emergency assistance	Hospitalisation of a student due to a major injury	<ul style="list-style-type: none"> <li>Students to wear high visibility vests at certain times during the Pilgrimage</li> <li>First Aid Officer is in possession of action plans and medication (provided by parents) for each student with a known allergy and condition</li> <li>First Aid Officer and Retreat Leader to assess risks whilst on pilgrimage and offer advice to prevent injury</li> <li>Adequate care is taken in planned activities</li> </ul>	<p>Duty of Care Teacher to accompany student at all times. Pilgrimage substitute to assume active role within the group</p> <p>Hospitalisation depending on location (see attachment) Swan Districts Hospital 9347 5244 Moora District Hospital 96510222</p> <p>000 local ambulance dispatched</p> <p>Perth Hills District Office Ph: 9290 6100 should a ranger be required to assist with the movement of an injured student in inaccessible terrain</p>	School Principal and parents to be notified.

Venue and safety information reviewed and attached: **Yes / No**

Plan prepared by **Benjamin Bull** (Retreat Leader)

Date: **14 May 2015**

Communicated to: College Principal **Kerrie Fraser**; Deputy, **Chris Cole**

Monitor/Review – Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs

**A written report of any incident involving a student is to be completed and a copy put in the student's file on return to school.**



## Medical Information

*Students have been advised of some of the following information as a means to reduce injury/illness*

Ants, bees, flies, mosquitoes, spiders, wasps	Take care and be observant. Look before putting your hands onto or under rocks, logs or into dense vegetation. Wear mosquito repellant
Blister Treatment	Leave the blister intact. Apply a blister plaster.
Chafing	Petroleum Jelly or Vaseline can be used to lubricate the areas prone to chafing. Wearing sports focused underwear and clothing made from polyester, nylon or spandex
Foot Care	Ensure suitable footwear (comfortable, well-worn, reasonably waterproof) and hiking socks are worn
Hydration	Drink at least 2 litres of water. Maintain a steady intake of water during the walk each day. Should a pilgrim feel hot, giddy, thirsty, nauseous, headache, have rapid breathing or pulse assist them to rest in the shade, sponge exposed skin with cool water and give them water mixed with electrolytes
Snake Bite	Immediately apply pressure to the bite. Keep the person calm and completely at rest. If bitten on a limb apply a firm compression bandage over the affected area, roll it towards the extremities and then back over the affected area as close to the body as possible. The bandage should be firm but not tight. Seek immediate medical assistance. Bring vehicle as close to the patient as possible and do not remove bandaging
Sunburn	Wear a hat and sun cream
Ticks	It is important to check carefully for tick bites every so often along the trails through the bush. If bitten by a tick, do not try to remove it yourself. See the First Aid Officer Immediately. On days when the group is travelling through National Parks, extra precaution is to be taken in regard to the spraying of insect repellent (Off Insect Repellent, Aeroguard Tropical Strength, Bushmans) around the cuff of sleeves and pants, neckline and waist to prevent tick bites regularly. Wear long sleeves with collars turned up and tucked into long pants. Wear a broad brimmed hat and light coloured clothing. Inspect skin and clothing hourly. Carry Lyclear and fine pointed tweezers in first aid kit.

## Overnight Accommodation

- Night 1: St. Helena's of the Holy Cross Catholic Church, Ellenbrook.  
The group (females) will be sleeping at the back area of this Local Church, on the carpeted floor in sleeping bags or on portable stretchers provided. Male staff members accompanying the group will sleep in the Sacristy. The Church has aircon/heating. The back wall of the Church is essentially glass, meaning that it still may get very cold. Toilets are available from a connecting room. Showers can occur at Holy Cross College (a short walk – 100 meters from the Church)
- Night 2 & 3: Moondyne Convention Centre, Lower Chittering  
The group (females) will be sleeping in the Convention Room of Moondyne Convention Centre, either on the floor in sleeping bags or on portable stretchers. The room has a wood heater, which we may light if needed. Male staff will sleep at separate conference centre accommodation. Toilets and Showers are available on site.
- Night 4: Catholic Agricultural College, Bindoon  
Portable stretchers and sleeping bags spread over a couple of rooms. Male staff will sleep in 2 self-contained units within close vicinity of the group. Toilets and Showers available on campus.
- Night 5 & 6: Ipsaro Farming Homestead, Mooliabeenee  
Rooms containing single and double beds. Twin Share. Male staff have separate rooms in the main house. Toilets and Showers available on site.

## Pilgrimage Maps, Warnings and Medical Facilities

Current Local Conditions can be accessed online at [www.dpaw.wa.gov.au/news/alerts](http://www.dpaw.wa.gov.au/news/alerts)

### Nearest Medical Facility: Swan Districts Hospital

Eveline Road, Middle Swan WA 6056  
9347 5244

Day 1 - 15 km from Bells Rapids

Day 2 - 34 km from Chittering Road \*

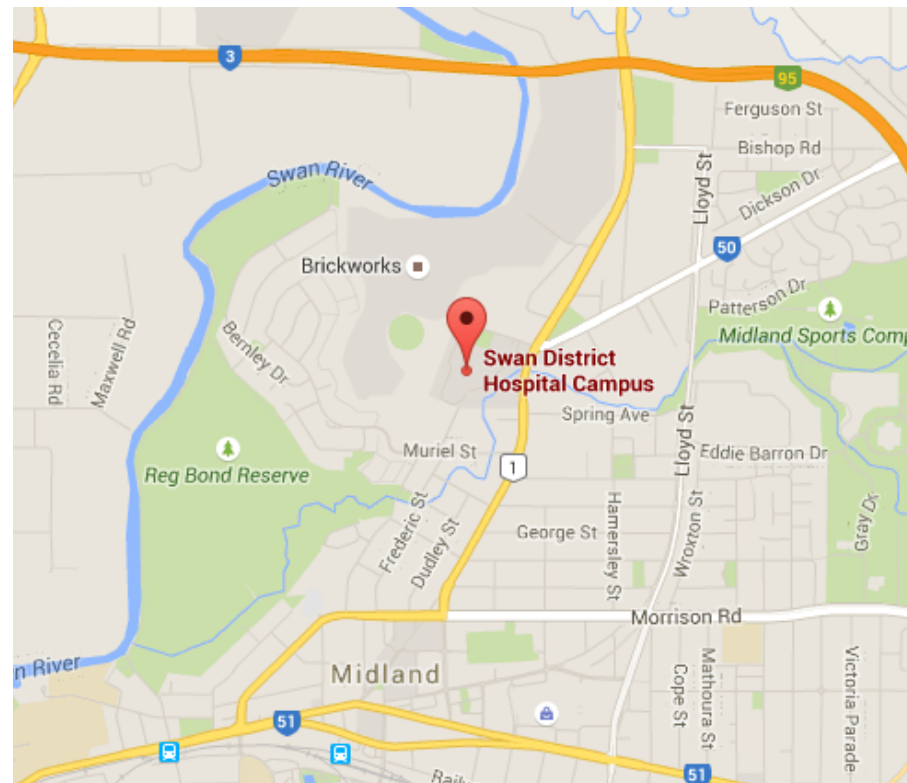
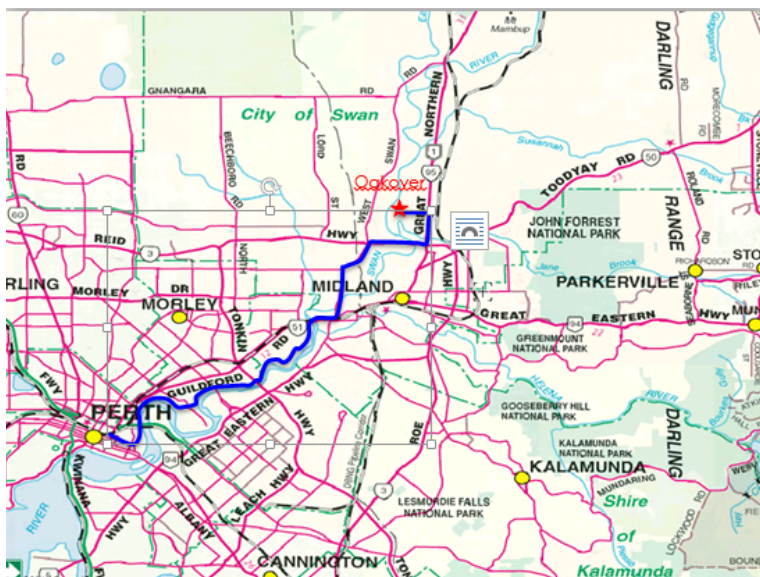
Day 3 - 59 km from Julimar Rd

Day 4 - 85 km from Bindoon \*\*

\* Walyunga National Park is not accessible by vehicle in the event of an emergency contact the Perth Hills District Office who can make contact with a Ranger Ph: 9290 6100

\*\* 4WD vehicle will accompany the group through the Julimar State Forrest

**Day 1: Thursday 4<sup>th</sup> June** Mercedes College – Bells Rapids



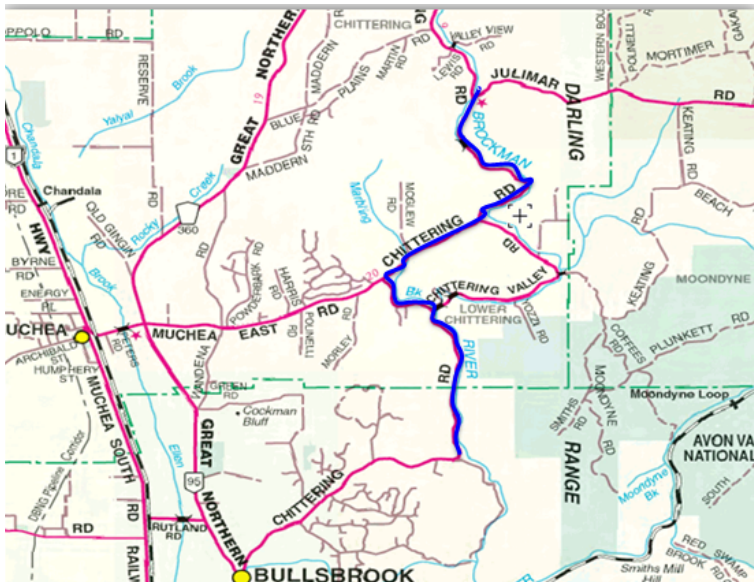
Day 2: Friday 5<sup>th</sup> June

Bells Rapids – Chittering Road



Day 3: Saturday 6<sup>th</sup> June

travelling along Chittering Road



Day 4: Sunday 7<sup>th</sup> June

Chittering Rd – Bindoon



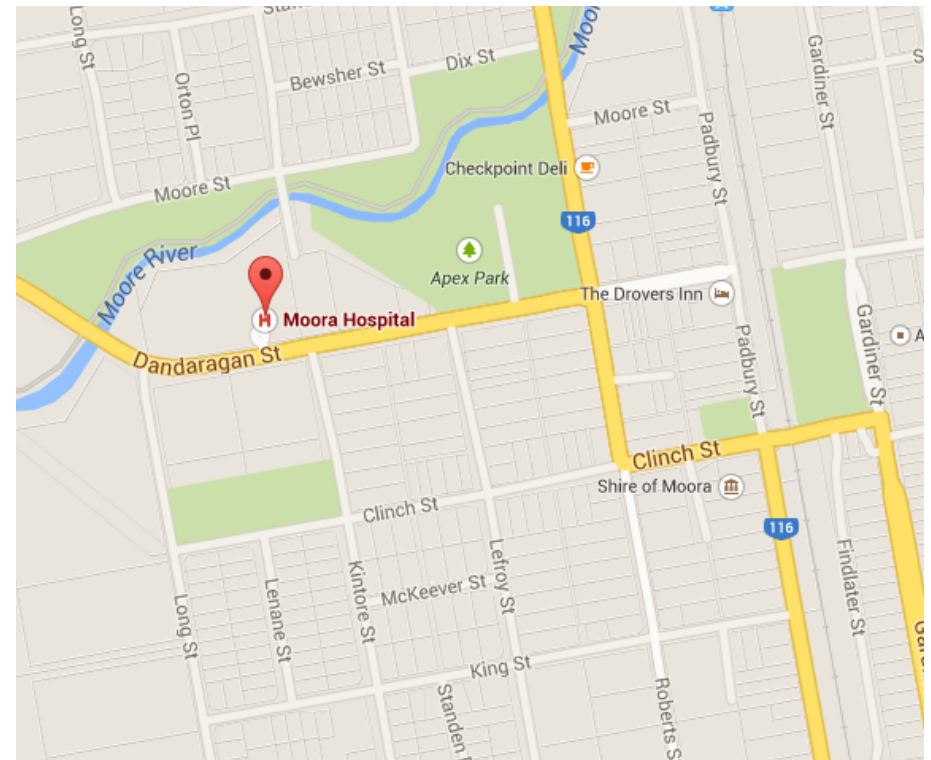
**Nearest Medical Facility: Moora District Hospital**

Dandaragan St  
Moora WA 6510  
08 9651 0222

Day 5 - 97km from Ipsaro-Passione Farm

Day 6 – 69 km from Carani West Road

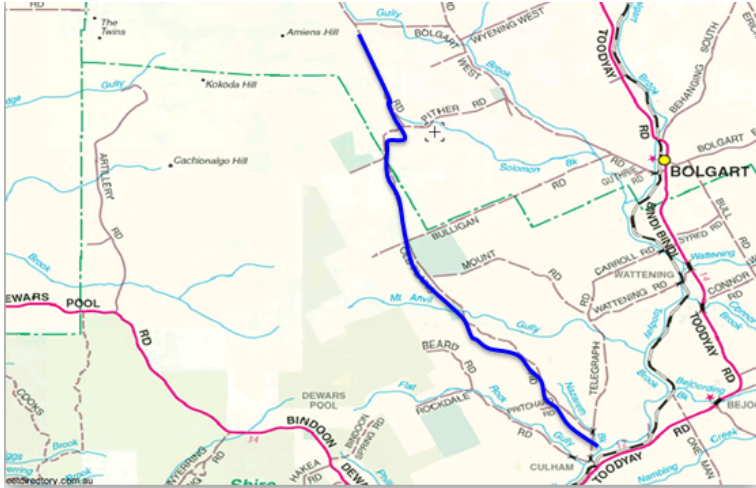
Day 7 – 57 km from New Norcia



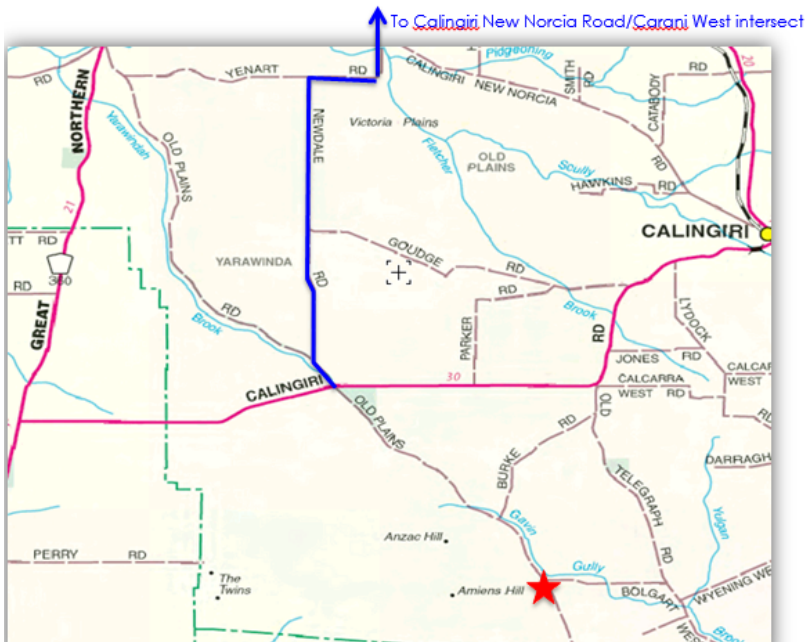
Last Updated 14 May 2015



**Day 5: Monday 8<sup>th</sup> June** Bindoon – Ipsaro-Passione Farm



**Day 6: Tuesday 9<sup>th</sup> June** Ipsaro-Passione Farm – Calingini New Norcia Road



**Day 7: Wednesday 10<sup>th</sup> June** Calingini New Norcia Road – New Norcia

