

MODULE 2 · REFERENCE CARD

CONTROLS FOR MANAGING RISK — RULES OF THUMB

A baseline checklist of controls that apply to almost every EOTC event. Not exhaustive — adapt for your specific activity and site.

SITE & ACCESS

- Set boundaries; disclose site-specific hazards
- Establish emergency signals and meeting points
- Implement Leave No Trace principles
- Access and permissions appropriate and granted
- Check state of site before use
- Check weather and modify within planned contingencies

TRANSPORT & COMMUNICATIONS

- Transport meets all legal requirements — WOFs, licences
- Route and contingencies known by all drivers; observers for long trips
- Carry or have access to communications for the site(s)
- Carry emergency phone numbers

EQUIPMENT & CLOTHING

- Check & take appropriate personal clothing and equipment
- Check & take appropriate group, activity and emergency gear
- Check and wear PPE correctly
- Check medical information and carry medications

PEOPLE & SUPERVISION

- Check capabilities of students and staff
- Allocate responsibilities within people's competence
- Deploy the planned supervision structure
- Run clear briefings; establish monitoring and communication lines
- Provide clear instructions and check for understanding

STUDENT CONDUCT

- Students stay with a buddy and their allocated group & leader
- Request permission to leave the activity site; no-one alone
- Students not to be alone with an adult (or another student where practicable)
- Treat others in the vicinity politely and with respect
- Operate "challenge by choice" — but reasonable requests are followed

HOW TO USE THIS CARD

Run through each category as part of your pre-event check. Tick off, adapt, or add site-specific controls. The list is a baseline — it does not replace the Risk Assessment & Supervision Form for your event.

REMEMBER — CONTROLS WORK IN COMBINATION

Apply the Hierarchy of Control: first try to **eliminate** the hazard; if you can't, **minimise** the risk using substitution, isolation, engineering controls, administrative controls, or PPE. A single control is rarely enough — use combinations.