

# HOTHAM

Aim Higher

*MOUNT HOTHAM SKIING COMPANY*



***RISK ASSESSMENT INFORMATION  
FOR SCHOOLS***

**HOTHAM**  
sports

**HOTHAM**  
**SKI & RIDE** SCHOOL

These guidelines are to be used by schools to provide relevant information when planning Snow Sport activities. These should be read in conjunction with other relevant Department of Education and Community policies.

## BEFORE YOU LEAVE

Before you leave home, it is a very good idea to check our website [www.hotham.com.au](http://www.hotham.com.au) for all the latest weather, events and resort news. You can also sign up for our online newsletter.

It is important to ensure you have packed the following items for your trip. Remember the weather can change very quickly at Hotham so it is imperative you come prepared.

- Sunscreen
- Sunglasses and Goggles
- Water Resistant Gloves, Jacket & Pants
- Sturdy Shoes with good tread for walking in the snow
- Dress in layers so you can add or remove clothing dependant on weather
- Thermal underwear
- Hat/Beanie

The weather can be cold, windy, sunny, rainy or even warm depending on the time of year. Most of your body heat can be lost through the top of your head so to stay warm ensure you have a beanie or hat with you. Appropriate gear can be purchased or rented Hotham for a competitive price.

## GETTING TO MOUNT HOTHAM

Hotham is only 4 ½ hours' drive from Melbourne, 2 ½ hours' drive from Albury and a day's drive from Sydney. The road to Hotham is fairly safe and cleared daily. Carrying chains is compulsory and resort management will be at chain fitting bays to assist. The closest regional airport is Albury with Virgin, Qantas and Regional Express flying in from capital cities around Australia. Hotham also owns its own private airport for Chartered or Personal flights, please visit the website for more information. Hotham Bus Services offer coach transport from Melbourne, Sydney or Adelaide to Hotham or Dinner Plain.

## SNOW CHAINS

The law requires you to carry properly fitted snow chains for your tyres whenever you enter Hotham Alpine Resort during the official winter season.

There are many chain rental outlets located in Myrtleford, Bright, Harrietville and Omeo. We recommend Rays Ski Shop in Myrtleford 03 5752 1306 or [info@rayskishop.com.au](mailto:info@rayskishop.com.au).

Make sure you know how to fit the chains properly, and always fit chains to the drive wheels of your car. Take care when fitting chains on the roadside and observe all regular road regulations and directions.

### TIPS for Snow Chains:

- When hiring chains, first know the tyre code and dimensions which are found on the outside of your tyres.
- Pack a waterproof blanket to lie on and keep your gloves accessible
- Practice fitting the chains before leaving home or at the hire outlet

## EQUIPMENT AND CLOTHING

Participants must be appropriately dressed for the conditions to be encountered. School leaders will need to ensure that in relation to recommended clothing, alpine weather is unpredictable and has the very real potential to change dramatically. Appropriate clothing is aimed at reducing the risk of hypothermia.

A suggested list of clothing includes:

- Helmet
- Ski pants, waterproof jacket with hood, eg Gortex or Japara jacket
- Windproof, waterproof over-pants
- Thermal socks
- Woollen or synthetic long trousers, (jeans are unsuitable)
- Warm underclothing
- Warm woollen or thermal shirt
- Woollen jumper or polar fleece
- Woollen beanie, balaclava and/or neck warmer.
- Mittens or ski gloves
- Sun hat and SPF30+ sunscreen
- Change of clothing (especially socks and shoes)
- Sunglasses and Goggles

These guidelines are to be used by schools to provide relevant information when planning Snow Sport activities. These should be read in conjunction with other relevant Department of Education and Community policies.

## **ON ARRIVAL**

### **RESORT ENTRY**

For school group pricing, please contact the Resort Management Board to arrange prior to your arrival on 03 5759 3550 or [mhar@mthotham.com.au](mailto:mhar@mthotham.com.au)

These fees fund Hotham's Ski Patrol, Car Parking, Snow Clearing, Water Supply, Waste Removal and visitor information services. For pricing and further information call Mount Hotham Resort Management on 03 5759 3550 or

### **OVERARCHING RESPONSIBILITIES**

The teacher(s) are responsible for the overall conduct of the excursion. Supervisors may include teachers or instructors working under the direction of the teacher in charge including school approved volunteers.

### **INSTRUCTION**

Prior to any participation in Snowsports activity all students must be thoroughly briefed and prepared for the excursion. This is to be conducted by the school and must include: Daily MANDATORY lessons schedule, emergency procedures, minimum clothing and health protection, the content of the Alpine Responsibility code, use of relevant equipment, and finally the measures put in place by the school in relation to student welfare and their responsibilities

### **HELMET POLICY**

Hotham recommends the wearing of helmets for skiing & snowboarding. Guests are required to wear helmets while undertaking certain Snowsports activities and programs:

- All participants in Snowsports School Programs – Mighty Might's 3-5 years, Kids Klub 6-14 years and any School Programs must wear an accredited ski or snowboard helmet. Helmets are available from Hotham Sports outlets. Student helmets are FREE when you rent through Hotham Sports outlets
- All guest participants, of whatever age, in Snowsports School or other resort race programs, which involve or include terrain parks, pipes, skier/boarder cross and/or race courses will be required to wear an accredited ski or snowboard helmet.

The ASAA recognises that a helmet may make a difference in reducing or preventing injury. However be aware that helmets are most effective at providing protection at speeds of 20kph or slower. If a person was to collide with a tree, any other object or another skier at moderate or high speed, a helmet may not prevent or reduce serious injury. Each snow sport enthusiast's behaviour has as much to do with their safety as does any piece of safety equipment.

### **TOBOGGANING**

The Toboggan slope is located at Wire Plain, bus stop #12. Toboggans are available from Hotham Sports outlets throughout the village or from Wire Plain Toboggan area. Please be advised that for liability reasons the designated toboggan slope is the only location at Hotham and that tobogganing is legally permitted.

Check the toboggan slope is open before you rent equipment.

### **SLOW ZONES**

To ensure safer skiing and snowboarding at Mount Hotham some areas have been designated SLOW ZONES. These areas are generally where there is increased skier and snowboarder traffic such as the convergence of runs and at the bottom of chairlifts. These areas are well signed with SLOW ZONE banners and are highlighted on the mountain trail map. These areas are regularly monitored by Hotham Ski Patrol.

Slalom Gully is one SLOW ZONE that is of particular concern to Ski Patrol and Mount Hotham Skiing Company as it is a high use area catering to skiers and boarders of varying abilities. As a consequence of the high numbers, accidents are more likely to occur in this area. In recognition of this high risk area all skiers and boarders, regardless of their ability, are expected to travel in a slow and controlled manner.

These guidelines are to be used by schools to provide relevant information when planning Snow Sport activities. These should be read in conjunction with other relevant Department of Education and Community policies.

It is essential that students and teachers are aware of the SLOW ZONE areas at Mt Hotham before they enter the slopes. Ski Patrol and other authorised personnel have the authority to remove lift privileges if skiers or boarders who are deemed to be too fast or reckless in these areas.

Reckless skiing and boarding is often witnessed in school aged students who are moving onto runs that are beyond their ability. To ensure students leave the mountain uninjured and do not cause injury to other slope users, please insist that students not ski or board in areas that are beyond their ability. Everyone needs to know how to stay in control and be aware of the mountain rules (Alpine Responsibility Code) and the consequences of breaking these rules.

### **KEEPING STUDENTS SAFE IN THE SNOW - A Teacher's Guide**

Regardless of how you enjoy your Snowsports, always show courtesy to others and be aware that THERE ARE INHERENT RISKS in all snow recreation activities that common sense, protective equipment and personal awareness can reduce.

These risks include rapid changes in weather, visibility and surface conditions, as well as natural and artificial hazards such as rocks, trees, stumps, vehicles, lift towers, snow fences and snowmaking equipment.

Whilst Snowsports carry with them inherent risks as outlined above, teachers can prevent many incidents by encouraging students to stick to terrain appropriate to their ability level and to avoid regularly congested areas.

In particular:

- Avoid taking students to the Village Chair, Heavenly Valley or The Orchard until they are able to confidently ski/ride the Sun Run, located near the Road Runner chair.
- Slalom Gully is one of the busiest runs on the mountain and care should be taken in relation to speed control and giving way to the downhill skier/boarder.
- When skiing in Slalom Gully make predictable, controlled turns and stick to the edges of the run where possible.
- Encourage students to attend all their lessons regardless of their ability level as improved technique directly correlates to decreased incidents.
- Encourage students to read the Pocket Guide to Safety in Alpine Areas provided by the Snowsports School.
- Ensure your students have teachers mobile phone numbers.
- Ensure students know where to meet after lessons or in case of becoming separated from their class.

### **SKI PATROL SNOW SAFETY TALKS**

Hotham Ski Patrol conducts Snow Safety talks. The talks are designed to inform visitors touring or entering the Alpine region about the preparation and precautions that need to be taken to ensure a safe and enjoyable experience in the Alpine environment.

The talks are run independently by members of the Hotham Ski Patrol and have the full support and assurance of the Mount Hotham Resort Management Board. The Snow Safety talks are usually conducted in the groups' accommodation and preferably on their first night in the resort.

The Snow Safety Talks run by Ski Patrol are designed to inform the group about:

- The Alpine Environment and its unique climates
- Preparing for activities in the Alpine setting
- Snow Safety and how to avoid injury
- Basic survival skills in the Alpine surroundings
- Important places and phone numbers on the mountain.

These topics are related through active discussion with the group, video media and information cards given to the group. The talks usually run for an hour and a half and a standard fee applies. For pricing, please contact Ski Patrol. The fee is negotiable for small groups of 15 people or less.

Bookings are essential and numbers need to be confirmed. For more information please contact Hotham Ski Patrol:

Phone: 03 5759 3550

Email: [skipatrol@mthotham.com.au](mailto:skipatrol@mthotham.com.au)

These guidelines are to be used by schools to provide relevant information when planning Snow Sport activities. These should be read in conjunction with other relevant Department of Education and Community policies.

## ALPINE RESPONSIBILITY CODE

# YOUR ALPINE RESPONSIBILITY CODE

There are inherent risks in all snow recreational activities. Common sense, staying in control and personal awareness can reduce these risks. Risks include rapid changes in weather, visibility and surface conditions, as well as natural and artificial hazards such as rocks, trees, stumps, vehicles, lift towers, snow fences and snowmaking equipment. Observe the code and ski and ride with courtesy to others.

1. Stay in control and avoid other people and hazards.
2. Use appropriate protective equipment, especially helmets, to minimise the risk of injury.
3. You must have the ability to use each lift safely. If in doubt ask the lift attendant.
4. Obey all signs and warnings, and keep off closed trails and areas.
5. It is your responsibility to avoid and give way to people below and beside you.
6. Do not stop where you are not visible from above or where you obstruct a trail.
7. Before starting downhill, or merging into a trail, look uphill and give way to others.
8. Use care to prevent runaway snowboards.
9. If you are involved in or see an accident, alert and identify yourself to Resort Staff.
10. Be aware that it is dangerous to ski, board or ride lifts if your ability is impaired by drugs or alcohol.

**KNOW THE CODE. IT'S YOUR RESPONSIBILITY.**

**Failure to observe the code may result in cancellation  
of your ticket or pass by Resort Staff.**



## Risk Assessment Information for Hotham Alpine Resort

Activity/Area	Risk/Hazard	Mitigation Measures
<b>Our Business</b>	Operator needs licences/lease to conduct business within Hotham Alpine Resort.	<ul style="list-style-type: none"> <li>Mount Hotham Skiing Company holds a head lease with legal rights to conduct business within the Hotham Alpine Resort Ski Field.</li> <li>Terms and conditions are confined within its leasehold area.</li> </ul>
	Isolation and absence of appropriate facilities	<ul style="list-style-type: none"> <li>Mount Hotham Alpine Resort is a year round sporting and recreational destination. Facilities are maintained to the highest standard and in accordance with industry best practice.</li> </ul>
	Inadequate standard of facilities for all person abilities and genders	<ul style="list-style-type: none"> <li>Facilities and terrain cater for all standards, including disabled persons.</li> </ul>
	Inadequate Liability Insurance	<ul style="list-style-type: none"> <li>Public Liability Insurance is current and to appropriate level. A copy of a Certificate of Currency is available on request.</li> </ul>
<b>Alpine Environment Variable Weather, high terrain, snow coverage</b>	Exposure to cold, wind, snow, wet conditions	<ul style="list-style-type: none"> <li>Purchase good quality beanies, Ski/Snowboard socks and gloves. These items are not hired due to WHS hygiene legislation.</li> </ul>
		<ul style="list-style-type: none"> <li>Wear appropriate clothing designed for snow conditions. Wind and waterproof outer jackets and pant can be hired from Hotham Sports outlets.</li> </ul>
		<ul style="list-style-type: none"> <li>Consult Hotham Alpine Resort website for forecast and actual weather conditions. <a href="http://www.hotham.com.au">www.hotham.com.au</a></li> </ul>
		<ul style="list-style-type: none"> <li>Eat well and drink fluids regularly. Avoid alcohol and drugs.</li> </ul>
	Sun Exposure	<ul style="list-style-type: none"> <li>Carry and use a high SPF sunscreen, peak brim hat and good quality sunglasses and goggles.</li> </ul>
	Varied Terrain	<ul style="list-style-type: none"> <li>Consult <a href="http://www.snowsafesafe.org.au">www.snowsafesafe.org.au</a> for safety tips whilst in the snow.</li> </ul>
	Slippery Surfaces	<ul style="list-style-type: none"> <li>Hotham Ski Patrol is operated by Mount Hotham Resort Management and conducts daily and periodic patrols of ski slopes. Mount Hotham Resort Management conduct daily and periodic checks of village and walking paths (winter only).</li> </ul>
	Obstacles both marked and unmarked	<ul style="list-style-type: none"> <li>Hotham Ski Patrol conducts daily and periodic patrols of ski slopes. Mount Hotham Resort Management conduct daily and periodic checks of village and walking paths (winter only).</li> </ul>
Visibility Restrictions	<ul style="list-style-type: none"> <li>Keep activity flexible in case of sudden weather changes. Reduce speed as visibility decreases, seek sheltered areas.</li> </ul>	
	<ul style="list-style-type: none"> <li>Check weather forecasts and plan accordingly.</li> </ul>	
Variable Snow Cover	<ul style="list-style-type: none"> <li>Slopes are groomed with machinery overnight to prepare a smooth and groomed surface in general traffic areas.</li> </ul>	

Activity/Area	Risk/Hazard	Mitigation Measures
<b>Our Employees</b> <ul style="list-style-type: none"> <li>• <b>Snowsports Instructors</b></li> <li>• <b>Lift Operators</b></li> <li>• <b>Groomer Drivers</b></li> <li>• <b>Snowmaking Personnel</b></li> <li>• <b>Rental Technicians</b></li> <li>• <b>All other personnel</b></li> </ul>	Not competent to complete job required	<ul style="list-style-type: none"> <li>• Recruitment process in place to select appropriate people for positions.</li> <li>• All staff trained and competent to perform duties.</li> <li>• Working with Children's checks required and obtained for specific roles.</li> <li>• Managers &amp; Supervisors monitor staff work performance</li> <li>• Professional approach to duties in line with any industry requirements (APSI).</li> <li>• All plant and equipment purchased and maintained to manufacturer specifications.</li> <li>• All duties are completed as per company policies and procedures.</li> </ul>
	Inadequate attention to Safety Standards	<ul style="list-style-type: none"> <li>• Safety standards reviewed for compliance by department Managers.</li> <li>• Daily &amp; Weekly documented OHS checklists completed.</li> </ul>
	Not fit to perform duties	<ul style="list-style-type: none"> <li>• Mount Hotham Skiing Company has a code of conduct which is enforced.</li> <li>• Managers &amp; Supervisors monitor staff to make sure they are fit for task.</li> </ul>
	Emergency Situation	<ul style="list-style-type: none"> <li>• Staff educated on emergency procedures and drills performed.</li> </ul>
<b>Skiing and Snowboarding Lessons</b>	Injury to self or others by falling or collisions	<ul style="list-style-type: none"> <li>• Recommended use of protective devices such as wrist guards for snowboarders and mandatory use of helmets for skiing and snowboarding for school group whilst in lessons.</li> <li>• All students are required to be briefed on risks associated with snow sports and the content of the Alpine Responsibility code.</li> </ul>
	Injury resulting from inexperience	<ul style="list-style-type: none"> <li>• Ski and Snowboard according to ability as directed in the Alpine Responsibility Code.</li> <li>• Instruction conducted by qualified instructors.</li> </ul>
	Inadequate Public Liability Insurance	<ul style="list-style-type: none"> <li>• Public Liability Insurance current and sufficient. Copy of certificate of currency available on request.</li> <li>• Highly recommended that all participants have Ambulance cover.</li> </ul>
	Injury whilst using lift systems	<ul style="list-style-type: none"> <li>• Obey all safety signs and instructions from resort staff.</li> <li>• Abide by the company ski lift usage policy.</li> <li>• Trained and competent Mountain Operations personnel to manage emergency situations</li> </ul>
<b>Chairlift Ride</b>	Chair falling off cable	<ul style="list-style-type: none"> <li>• Inspections and maintenance carried out according to documented procedures. These works are certified and documented.</li> </ul>
	Cable Detaching or Breaking	<ul style="list-style-type: none"> <li>• Inspections and maintenance carried out according to documented procedures. These works are certified and documented. All cables and chairs are load tested.</li> </ul>
	Getting Stuck on Chairlift if there is a breakdown	<ul style="list-style-type: none"> <li>• Emergency evacuations plan in place if breakdown cannot be fixed within a reasonable amount of time.</li> </ul>
	Clothing/equipment getting stuck in the chair	<ul style="list-style-type: none"> <li>• Ensure loose clothing/equipment is not attached to the chair before unloading.</li> </ul>

## Risk Assessment Information for Hotham Alpine Resort cont.

Activity/Area	Risk/Hazard	Mitigation Measures
<b>Tube Park</b>	Falling out of tube	<ul style="list-style-type: none"> <li>Refer to the signage and instructions provided by trained staff.</li> </ul>
	Tube popping out of slide and hitting infrastructure	<ul style="list-style-type: none"> <li>Padding has been installed on any infrastructure exposed to this threat.</li> </ul>
	Overshooting landing/stop mats	<ul style="list-style-type: none"> <li>Staff are trained and experienced on the slide and its capabilities and on what mats need to be used in different conditions – follow instructions provided by staff.</li> </ul>
	Riders limbs/hands rubbing on bumpers while riding down slides	<ul style="list-style-type: none"> <li>Trained staff on hand who provide instructions on how to ride the tubes safely (i.e. 'bum down feet up, do not let handles go').</li> </ul>
	Coming detached from lift	<ul style="list-style-type: none"> <li>Clear signage around lift and inspections carried out prior to daily operation. Detailed safety procedures in place.</li> </ul>
<b>Machine Operators (Lift Operators)</b>	Untrained staff operating equipment	<ul style="list-style-type: none"> <li>Written procedures maintained with regard to machinery operation. Operator cannot use machinery without training and formal measure of competence.</li> </ul>
	Inadequate attention to safety standards	<ul style="list-style-type: none"> <li>Relevant licence or demonstrated competence must be held for operation of the machinery in question.</li> </ul>
<b>Ski Patrol</b>	Untrained Ski Patrol Staff	<ul style="list-style-type: none"> <li>Ski Patrol personnel are trained and certified in first aid and retrieval of injured and distressed skiers and snowboarders. They are trained to ASPA (Australian Ski Patrol Association) standards. <a href="http://www.skipatrol.org.au">www.skipatrol.org.au</a></li> </ul>
	Poor/Outdated Procedures	<ul style="list-style-type: none"> <li>Procedures regularly reviewed externally by ASPA.</li> </ul>
<b>Medical Staff</b>	Untrained Medical Staff	<ul style="list-style-type: none"> <li>Qualified doctors are located at Hotham Medical Centre; they are very experienced in treating ski and snowboard injuries.</li> </ul>
	Inadequate access to medical treatment	<ul style="list-style-type: none"> <li>Hotham Medical Centre is on site and operational 7 days a week during the ski season. Qualified trauma doctors man this facility.</li> <li>Hotham Medical Centre can escalate to involve ambulance or helicopter to transfer to hospital.</li> </ul>
	Infection Risk	<ul style="list-style-type: none"> <li>Hotham Medical Centre is operated in accordance with current legislation on infection control.</li> </ul>
<b>Emergency Response on Snowfields</b>	Ineffective emergency response	<ul style="list-style-type: none"> <li>Trained and competent personnel – Ski Patrol and other key Mountain Operations personnel</li> <li>Medical Centre located in Village</li> <li>CFA Fire Station located in Village</li> </ul>
<b>Ski and Snowboard Technicians</b>	Poor knowledge of fitting skis and snowboards	<ul style="list-style-type: none"> <li>Mount Hotham Skiing Company through its outlets "Hotham Sports" employs technicians who are required to complete certificate of competency for adjusting ski and snowboard bindings</li> <li>Hire technicians required to undertake independent training run ski/binding</li> </ul>
	Out of date equipment	<ul style="list-style-type: none"> <li>All equipment hired out by Hotham Sports is certified fit for purpose and is inspected regularly for defects. It is current modern equipment.</li> </ul>
<b>Skis, boots, poles, snowboards and boots</b>	Runaway skis and snowboards causing injury	<ul style="list-style-type: none"> <li>Ensure retention device used to prevent runaway of equipment.</li> </ul>
	Equipment failing	<ul style="list-style-type: none"> <li>Equipment is tested and maintained by trained technicians if hired from Hotham Sports locations.</li> <li>Do not overstate ability on equipment hire forms.</li> <li>If unsure on how to use equipment, ask a technician.</li> </ul>



## Risk Assessment Information for Hotham Alpine Resort cont.

Activity/Area	Risk/Hazard	Mitigation Measures
Jackets and Pants	Poor Quality Clothing	<ul style="list-style-type: none"> <li>Jackets and Pants should be waterproof and warm. Suitable outer garments can be hired or purchased at Hotham Sports &amp; other retail locations.</li> </ul>
	Inappropriate Clothing	<ul style="list-style-type: none"> <li>Avoid heavy bulky items. Use insulating layers on the inside and waterproof layer on the outside.</li> <li>Always use clothing designed for Alpine Sports.</li> </ul>
Goggles and Sunglasses	Poor quality protection for eyes	<ul style="list-style-type: none"> <li>Use high quality sunglasses and/or goggles to prevent snow blindness.</li> </ul>
	Inappropriate protection for eyes	<ul style="list-style-type: none"> <li>Recommended that goggles be worn during snowy and windy conditions. Sunglasses are of little use in bad conditions. Goggles are available for purchase Hotham Sports &amp; other retail locations.</li> </ul>