



# **SITE RISK MANAGEMENT PLAN**

Reviewed January 2019

## RISK MANAGEMENT PLAN

**VENUE** (Consider potential hazards such as location, crowds, slippery floors)

Activity/ Location	Hazard Identification	Risk Assess.	Elimination or Control Measures	Who	When
General	<ul style="list-style-type: none"> <li>Buildings unstable</li> <li>Site uninsured</li> <li>Injury due to OH&amp;S issue</li> </ul>	6 6 6	<ul style="list-style-type: none"> <li>The Centre holds all licences required to operate.</li> <li>Centre maintains Public Liability insurance. Certificate of Currency provided on request.</li> <li>Construction meets relevant building codes.</li> <li>Construction is undertaken by licensed, insured builders.</li> <li>Centre has a commitment to managing OH&amp;S issues.</li> </ul>	Site Manager	Ongoing site management
Participants walking On roads	<ul style="list-style-type: none"> <li>Struck by vehicle whilst crossing road</li> </ul>	6	<ul style="list-style-type: none"> <li>Signage identifies “children at play” &amp; a speed limit of 8k.</li> <li>Speed humps on main roads.</li> <li>Signage encourages vehicles to be parked in designated areas.</li> <li>Provide group with rules &amp; monitor.</li> <li>Walk on roads only when absolutely necessary.</li> </ul>	Site Caretaker All Group Leaders All	Ongoing site management  During stay
Meeting rooms	<ul style="list-style-type: none"> <li>Struck by falling equipment</li> <li>Hot water burn</li> </ul>	6 5	<ul style="list-style-type: none"> <li>Signage states that chairs are to be stacked to a max of ten.</li> <li>Signage states that tables are stacked against wall.</li> <li>Wall urns are over sinks at a height to discourage access &amp; with warning signage</li> </ul>	Group Leader Administration	Throughout stay Site management
Swimming pool	<ul style="list-style-type: none"> <li>Slip on wet tiles or pool edge</li> <li>Unsupervised access</li> <li>Drowning</li> </ul>	5 4 3	<ul style="list-style-type: none"> <li>Pool is fenced, signage showing depth is in place &amp; edging tiles are slip resistant.</li> <li>CPR signage are in place.</li> <li>Group Organiser given key to open pool gate.</li> <li>There must be two people in the pool area.</li> <li>One responsible adult leader must be present who can perform CPR.</li> <li>The last Leader to leave must lock the gate.</li> </ul>	Site Caretaker Group Leader	Ongoing site maintenance  On arrival Throughout stay

<p>Sporting Equipment &amp; Areas (including &amp; volley ball &amp; tennis courts)</p>	<ul style="list-style-type: none"> <li>Faulty equipment causes injury</li> <li>Fall off equipment</li> </ul>	<p>5 5</p>	<ul style="list-style-type: none"> <li>Fixed equipment meets building codes &amp; council requirements.</li> <li>Equipment is inspected annually.</li> <li>Soft fall areas are in place &amp; maintained.</li> <li>Sporting equipment is kept in good repair.</li> <li>Group leaders have access to sports equipment.</li> <li>The Centre encourages adult supervision of all recreational activities.</li> </ul>	<p>Site Manager  Group Leader</p>	<p>Ongoing site management  On arrival Throughout stay</p>
<p>Maintenance</p>	<ul style="list-style-type: none"> <li>Injury due to unsupervised access</li> <li>Tripping over tools or maintenance area</li> <li>Faulty equipment</li> <li>Hazardous material incident</li> </ul>	<p>5 6 6 5</p>	<ul style="list-style-type: none"> <li>Maintenance shed is out of bounds as outlined in Information File.</li> <li>Tools are stored in maintenance sheds or in locked vehicles.</li> <li>During major construction, areas are fully fenced.</li> <li>During maintenance areas are identified by road barriers, witches hats, safety tape or appropriate barricade.</li> <li>The Centre promotes a safe working environment.</li> <li>Centre holds a Hazardous Good License, has a designated chemical store &amp; is inspected annually.</li> <li>A Delivery Procedure is in place – sign on driveway.</li> <li>Material Safety Data Sheets are maintained</li> </ul>	<p>Site Manager Group Leader</p>	<p>Ongoing site maintenance</p>
<p>Site Hazards (incl Environment).</p>	<ul style="list-style-type: none"> <li>Tripping on paths/tracks</li> <li>Uneven ground</li> <li>Fallen trees</li> </ul>	<p>6 6 5</p>	<ul style="list-style-type: none"> <li>At night external pathways are illuminated.</li> <li>Trees are cut back, tracks cleared &amp; general maintenance conducted to reduce risks.</li> <li>Designated guest activity locations display appropriate warning signs.</li> </ul>	<p>Site Manager Activity Coordinator</p>	<p>Ongoing site management</p>

**ACTIVITIES** *(Consider activities planned on the program)*

Activity/ Location	Hazard Identification	Risk Assess.	Elimination or Control Measures	Who	When
Activity Structures & Hardware	<ul style="list-style-type: none"> <li>Failure of structure</li> <li>or equipment</li> </ul>	5	<ul style="list-style-type: none"> <li>Construction complies with current Aust Standards or relevant building codes and annual checks &amp; maintenance conducted.</li> <li>Equipment is used, stored &amp; retired in accordance with manufacturer guidelines.</li> <li>Log books are maintained to track equipment usage.</li> </ul>	Activities Provider	Ongoing site management  After activity
Activity specific	<ul style="list-style-type: none"> <li>Unsafe practices</li> <li>Injured whilst on activity</li> <li>Injured by other participant</li> <li>Inadequate supervision</li> </ul>	5 4 6 5	<ul style="list-style-type: none"> <li>Centre has developed Standard Operating Procedures that meet or exceed industry standards to manage known &amp; potential risks and ensure safe operation of activities.</li> <li>Instructor to participant ratios will vary depending on activity &amp; group.</li> <li>Instructors undertake work that is in line with their level of training or experience on each activity.</li> <li>Ensure one Leader allocated to each group</li> <li>Activity areas are inspected to identify any hazards. Create a process – for upkeep specific/general</li> <li>Groups given instructions on boundaries &amp; behaviour.</li> <li>Supervision of group during activity session.</li> <li>Participants must attend briefing to undertake activity.</li> <li>Vehicle access to all activities onsite.</li> <li>Incident/Accident Report Form completed for any incidents.</li> </ul>	Activities Provider  Group Leader  Activities Provider  Group Organiser	Ongoing management  On arrival  Prior or activity  Prior to activity During activity
Staff	<ul style="list-style-type: none"> <li>Unsafe practices</li> <li>Insufficient knowledge &amp; skills</li> </ul>	4 4	<ul style="list-style-type: none"> <li>Instructors have qualifications and competencies or have been specifically trained on individual activities by the Centre.</li> </ul>	Activities Provider All	Ongoing management

			<ul style="list-style-type: none"> <li>Senior First Aid qualified staff on site.</li> <li>Instructors are required to follow Standard Operating Procedures.</li> </ul>		
Access to activity	<ul style="list-style-type: none"> <li>Injury due to unsupervised access</li> </ul>	4	<ul style="list-style-type: none"> <li>Activities are de-rigged at the end of each day</li> <li>Access to activities is restricted between scheduled activity sessions (ie. ladders locked, harnesses stored or instructor remains at site).</li> </ul>	Activities Provider Instructors	Throughout stay
Missing person	<ul style="list-style-type: none"> <li>Participant separated from group during activity</li> </ul>	5	<ul style="list-style-type: none"> <li>Participants briefed on meeting place &amp; times.</li> <li>Instructor will confirm group numbers with Leaders &amp; conduct regular head count.</li> <li>Group will only walk as fast as the slowest person.</li> <li>Second instructor / Leader to be "tail end Charlie" &amp; group remain in visual range</li> </ul>	Group Leaders Activities Provider	Prior to activity During activity

**EQUIPMENT** (Consider resources that impact on the activity such as appropriate & sufficient clothing, shoes, protection from environment, activity specific equipment)

Activity/ Location	Hazard Identification	Risk Assess.	Elimination or Control Measures	Who	When
Personal Safety Equipment	<ul style="list-style-type: none"> <li>Failure of equipment</li> <li>Unsafe practices</li> <li>Inadequate equipment</li> </ul>	4 4 5	<ul style="list-style-type: none"> <li>Equipment complies with industry standards.</li> <li>Equipment is used for its express purpose, stored &amp; retired in accordance with manufacturer guidelines.</li> <li>Participants briefed on correct fitting &amp; usage of equipment for activity.</li> <li>Log sheets are maintained to track equipment usage.</li> </ul>	Activities Provider	Ongoing site management  During activity  After activity
Appropriate Clothing / Footwear	<ul style="list-style-type: none"> <li>Tripping or foot injury</li> <li>Harness chaffing</li> <li>Sunburn</li> <li>Exposure</li> </ul>	6 6 5 4	<ul style="list-style-type: none"> <li>Safety briefing provided outlining clothing requirements.</li> <li>Group Leaders brief participants prior to activities.</li> <li>Participants asked to change clothing</li> <li>Bureau of Meteorology site checked for weather updates &amp; Leaders advised changing weather conditions.</li> </ul>	Activities Provider Organiser Group Leaders	Prior to Stay Prior to activity Prior to activity Prior to activity



			<ul style="list-style-type: none"> <li>• Groups to move to evacuation points if required.</li> <li>• Check group against participant list.</li> </ul>	Group Leader	During emergency
Native flora & fauna	<ul style="list-style-type: none"> <li>• Reaction due to known triggers</li> <li>• Mild reaction due to natural environment</li> </ul>	4 5	<ul style="list-style-type: none"> <li>• Ensure medical info obtained from participants &amp; summary produced.</li> <li>• Advise Instructor of any potential allergic risks, triggers &amp; severity (see under Medical)</li> <li>• Participant to carry any personal medication.</li> <li>• Participants to wear closed in shoes for all activities.</li> <li>• First Aid kit carried at all times for site run activities.</li> <li>• Instructors in radio contact with Activities Dept.</li> </ul>	Group Organiser Group Leader  Group Leader/ Instructor Instructor	Prior to stay Prior to activity Throughout stay During activity
Native flora & fauna	Injury due to bite or sting (eg snake or spider)	4	<ul style="list-style-type: none"> <li>• Group briefed on level of risk &amp; emergency response if requested.</li> <li>• Participants to wear closed in shoes for all activities.</li> <li>• Instructor to walk at head of group.</li> <li>• First Aid kit carried at all times for site run activities.</li> <li>• Instructors in radio contact with Activities Dept.</li> </ul>	Guest Liaison Leader / Instructor Instructor	On arrival During activity

**PEOPLE** (Consider nature of participants such as maturity, skill, behaviour, child protection issues, ratios, fitness, medical conditions & disabilities)

Activity/ Location	Hazard Identification	Risk Assess.	Elimination or Control Measures	Who	When
Child Protection	<ul style="list-style-type: none"> <li>Child Protection related incident</li> <li>Identification of child at risk</li> <li>Contractors and Delivery Persons</li> </ul>	4 5 4	<ul style="list-style-type: none"> <li>All staff have Working with Children checks</li> <li>Centre operates under the Baptist Churches Safe Churches policies and guidelines.</li> <li>Procedure in place for management of allegation.</li> <li>Staff easily identified by uniform shirts with logo.</li> <li>See “Contractors and Delivery Persons” below..</li> </ul>	All	Ongoing site management  Ongoing administration
Privacy of Information	<ul style="list-style-type: none"> <li>Unauthorised disclosure of info</li> <li>Inadequate process</li> </ul>	5 5	<ul style="list-style-type: none"> <li>Information obtained is used only for express purpose.</li> <li>Access &amp; storage of information meets Privacy Act requirements.</li> <li>Info retained as required under the Freedom of Information Act.</li> </ul>	All	All Throughout stay Ongoing site management
Medical	<ul style="list-style-type: none"> <li>Aggravation of existing medical condition or injury</li> <li>Access to First Aid &amp; equipment</li> <li>Inappropriate medical attention</li> </ul>	4 5 5	<ul style="list-style-type: none"> <li>Information obtained identifying allergies, special needs &amp; other health related issues.</li> <li>Ensure a group medical summary is available.</li> <li>Ensure that participants have medication.</li> <li>Centre does not provide/administer anything ingestible or inject able or topical.</li> <li>Vehicle access to all activities onsite.</li> <li>Instructors carry a First Aid kit onsite to all activities.</li> </ul>	Group Organiser  Group Leader  Manager  All Activities Provider	Prior to stay  On arrival Throughout stay Ongoing site management  Throughout stay Ongoing Throughout activity
Special Needs	<ul style="list-style-type: none"> <li>Incident due to inadequate special needs considerations</li> </ul>	5	<ul style="list-style-type: none"> <li>Wheel chair access to majority of onsite areas &amp; ramps are wheel chair compliant.</li> <li>Safety bars in disabled rooms.</li> <li>Ability to participate in specific activities decided after discussion with Group Leader &amp; participant.</li> </ul>	Site Manager  Activities Provider	Ongoing site management  Prior to activity
Client Behaviour	<ul style="list-style-type: none"> <li>Injury due to other participant</li> </ul>	6	<ul style="list-style-type: none"> <li>Centre promotes a smoke free environment. Smoking is not permitted in any building or designated work area.</li> </ul>	Site Manager	Ongoing site management



	<ul style="list-style-type: none"> <li>• Injury to self through inappropriate actions</li> <li>• Ingestion of non prescription drugs or alcohol.</li> </ul>	5 5	<ul style="list-style-type: none"> <li>• The Centre has a drug free &amp; alcohol policy.</li> <li>• Information is detailed in booking form information.</li> </ul>	Group Leader All	On arrival Throughout stay Throughout stay
Contractors and Delivery Persons	<ul style="list-style-type: none"> <li>• Unauthorised Persons on Camp</li> </ul>	5	<ul style="list-style-type: none"> <li>• All Contractors and Delivery Persons to announce their arrival to Camping Centre Staff.</li> <li>• If remaining on site for a period of time, they will need to sign in and be provided with a Visitor ID Lanyard to be worn at all times.</li> <li>• Copies of their WWCC, licences, permits, insurances and relevant information relating to their identity and qualifications to be made available prior to arrival - dependant on circumstance of their visit.</li> <li>• Must be shown the Camping Centre Emergency Response Plan, with Site Map for Evacuations.</li> <li>• All Contractors to sign out daily and hand in Visitor ID Lanyard.</li> </ul>	Site Manager  Guest Services Catering Manager Caretaker  Guest Services  Caretaker	Ongoing Management and Supervision throughout Visit.

**ACCOMMODATION** (Consider standards of accommodation & amenities, security, supervision, food allergies)

Activity/ Location	Hazard Identification	Risk Assess.	Elimination or Control Measures	Who	When
Security	<ul style="list-style-type: none"> <li>Intruder</li> <li>Loss of property</li> <li>Assault</li> </ul>	5 6 5	<ul style="list-style-type: none"> <li>Group Leader given key to each bedroom &amp; site meeting rooms.</li> <li>Group to keep facilities locked at night &amp; when not onsite</li> <li>All staff easily identified by uniform shirts with logo.</li> </ul>	Site Manager  Leaders All Staff	On arrival  Throughout stay
Accommodation	<ul style="list-style-type: none"> <li>Injury due to inappropriate actions</li> <li>Scalding</li> <li>Inadequate supervision</li> <li>Unserviceable fittings</li> <li>Unforeseen emergency</li> </ul>	5  5 5 6 5	<ul style="list-style-type: none"> <li>Ensure adequate sleeping accommodation for each participant.</li> <li>Ensure separate accommodation for males &amp; females.</li> <li>Ensure Group Leader accommodation is within easy access for participants if required.</li> <li>Procedures detailed in Information File provided to Group Leader.</li> <li>Groups briefed on appropriate behaviour, rules &amp; out of bounds areas.</li> <li>Group to advise any maintenance required during stay</li> <li>Evacuation Procedures signage in each room.</li> </ul>	Administration   Site Manager Group Leader	Prior to stay   On arrival On arrival Throughout stay  Ongoing site management
Housekeeping	<ul style="list-style-type: none"> <li>Slip in wet area</li> <li>Child Protection related incident</li> <li>Trip hazard</li> <li>Ingestion of cleaning chemical</li> </ul>	5 4  5 4	<ul style="list-style-type: none"> <li>Chemicals are stored appropriately for their use.</li> <li>All cleaning materials (eg. buckets, mops) stored when not in use.</li> <li>All electrical cords are wound up when not in use.</li> <li>“Cleaning in Progress” signs utilised.</li> <li>Bathroom floors are mopped after group has vacated.</li> <li>Bedroom doors are locked after cleaning.</li> <li>Mattresses &amp; covers are checked and replaced (if required) after every camp.</li> <li>Toilets in meeting rooms &amp; dining area are cleaned during minimum or unlikely use times to minimise guest contact with wet floors.</li> </ul>	Housekeeping	Ongoing site management

Kitchen	<ul style="list-style-type: none"> <li>• Food poisoning</li> <li>• Injury due to unsupervised access</li> </ul>	4 5	<ul style="list-style-type: none"> <li>• Centre proactively manages all aspects of food safety &amp; hygiene.</li> <li>• Cooks are qualified and have the relevant knowledge regarding food safety and safe food handling practices.</li> <li>• Staff are trained on both the knowledge &amp; skills required for their area of responsibility.</li> <li>• Dietary requirements are taken into account (see detailed info below).</li> <li>• Kitchen Ongoing site management</li> </ul>	Catering Manager Administration	Ongoing site management
Dietary Requirements	<ul style="list-style-type: none"> <li>• Religious or ethical</li> <li>• Anaphylaxis</li> <li>• Allergic reaction to known trigger</li> <li>• Reaction due to medical requirement</li> </ul>	4 2 3 3	<ul style="list-style-type: none"> <li>• Information obtained identifying food allergies &amp; special dietary needs and other health related issues.</li> <li>• Centre advises defined dietary categories.</li> <li>• Centre advises where participant will need to supply own food.</li> <li>• Summary of dietary requirements provided by Group Leader for verification.</li> <li>• Food which are a known trigger factor, eg. peanut butter policy of kitchen to avoid the use of all nut products.</li> <li>• Participants with dietary requirements collect individual meals from servery.</li> </ul>	Group Organiser  Admin / Kitchen  Group Leader  Front servery Group Leader/ Participant	Prior to stay  Prior to stay Prior to stay  Prior to first meal  Throughout stay
Servery & Dining Area	<ul style="list-style-type: none"> <li>• Incident due to incorrect food handling &amp; storage</li> <li>• Burning / scalding</li> <li>• Slip on wet floor</li> <li>• Injury due to unsupervised access</li> <li>• Cuts</li> </ul>	5  5 5 5 5	<ul style="list-style-type: none"> <li>• Groups briefed on appropriate behaviour &amp; expectations.</li> <li>• Hats to be worn when serving by all kitchen staff.</li> <li>• Participants verbally alerted to heat / danger / space.</li> <li>• Appropriate warning signs used where necessary.</li> <li>• Immediate area of broken glass / crockery is cleared, guests verbally alerted to danger, sign put out if required, breakage cleared.</li> <li>• Return of used crockery / cutlery is supervised.</li> <li>• "Cleaning in Progress" signs limit access as required.</li> <li>• Fluid spills immediately cleaned.</li> </ul>	Kitchen Manager	At meals times  Ongoing management

**OTHER** (Consider other hazards specific to related Stay)

Activity/ Location	Hazard Identification	Risk Assess.	Elimination or Control Measures	Who	When
Emergencies	<ul style="list-style-type: none"> <li>• Personal injury</li> <li>• Loss of property</li> <li>• Missing person</li> </ul>	5 6 5	<ul style="list-style-type: none"> <li>• Centre has Emergency procedures in place.</li> <li>• Standard operating hours are 8am to 3pm (3 days per week), 24 hour emergency assistance is available</li> <li>• Emergency procedures explained to Group Organiser and provided in Information File.</li> <li>• Contact details for local facilities (eg. doctors, chemist) available.</li> <li>• Group Leader briefed on evacuation procedures.</li> </ul>	Site Manager Group Leader	Ongoing site management On arrival
Transportation of participant in Centre vehicle	<ul style="list-style-type: none"> <li>• Child Protection related incident</li> <li>• Vehicle faulty</li> <li>• Vehicle accidents</li> </ul>	4 5 4	<ul style="list-style-type: none"> <li>• Only to occur in circumstances where there is no other feasible option, accompanied by a Group Leader.</li> <li>• Permission obtained from parent, caregiver or Group Leader.</li> <li>• Vehicle is insured &amp; registered &amp; employee licensed.</li> <li>• Employee screened for Working with Children.</li> </ul>	Group Leader Site Manager	Throughout stay

## RISK ASSESSMENT LEGEND

How serious could the injury be?	How Likely is it to be that serious?			
	Very likely	Likely	Unlikely	Very Likely
Death of permanent disability	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and days off	2	3	4	5
First aid required	3	4	5	6

### Severity:

Is a measure of an injury, illness or disease occurring. When assessing severity, the most severe category that would be most reasonably expected to occur should be selected.

### Likelihood:

Is defined as the potential that an accident will happen that may cause injury or harm to a person. When making assessment of likelihood, you must establish which of the categories most closely describes the probability of the hazardous incident occurring.

### Legend:

- 1 and 2:** Extreme risk, consider elimination of the activity. Otherwise determine controls that are reasonably practicable to minimise the risk.
- 3 and 4:** Moderate risk; determine controls that are reasonably practicable to minimise the risk.
- 5 and 6:** Low risk; manage by routine procedures.