

Busselton Baptist Camping Centre



SITE RISK MANAGEMENT PLAN

Reviewed March 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"> Buildings unstable Site uninsured Injury due to OH&S issue 	6 6 6	<ul style="list-style-type: none"> The Centre holds all licences required to operate. Centre maintains Public Liability insurance. Certificate of Currency provided on request. Construction meets relevant building codes. Construction is undertaken by licensed, insured builders. Centre has a commitment to managing OH&S issues. 	Site Manager	Ongoing site management
Participants walking On roads	<ul style="list-style-type: none"> Struck by vehicle whilst crossing road 	6	<ul style="list-style-type: none"> Signage identifies "children at play" & a speed limit of 8k. Speed humps on main roads. Signage encourages vehicles to be parked in designated areas. Provide group with rules & monitor. Walk on roads only when absolutely necessary. 	Site Manager Sign on hwy Drive slow signs All Group Leader/Guest All	Ongoing site management During stay
Meeting rooms	<ul style="list-style-type: none"> Struck by falling equipment Hot water burn 	6 5	<ul style="list-style-type: none"> Signage states that chairs are to be stacked to a max of ten. Signage states that tables are stacked against wall. Wall urns are over sinks at a height to discourage access & with warning signage 	Group Leader/Guest Each room to have signage of content and where things belong Administration	Throughout stay Site management

			<ul style="list-style-type: none"> • (WARNING: Boiling Hot Water) stickers 			
Ocean	<ul style="list-style-type: none"> • Slip on rocks • First aid 	5	<ul style="list-style-type: none"> • Path access is provided for safe passage to beach. • Is the responsibility of the guests, CPR signage are in place. • Group Leader/Guest are required to supervise and have appropriate qualifications. 	Site Manger Group Leader/Guest	Ongoing site maintenance	
		4				
	<ul style="list-style-type: none"> • Drowning 	4			Group Leader/Guest	On arrival
Sporting Areas (playground & tennis courts)	<ul style="list-style-type: none"> • Faulty equipment causes injury • Fall off equipment 	5	<ul style="list-style-type: none"> • Fixed equipment meets building codes & council requirements. • Equipment is inspected annually. • Soft fall areas are in place & maintained. • The Centre encourages adult supervision of all recreational activities. 	Site Manager	Ongoing site management	
		5			Group Leader	On arrival Throughout stay
Maintenance	<ul style="list-style-type: none"> • Injury due to unsupervised access 	5	<ul style="list-style-type: none"> • Maintenance shed is out of bounds as outlined in Information File. • Tools are stored in maintenance sheds or in site vehicle. • During major construction, areas are fully fenced. • During maintenance areas are identified by road barriers, witches hats, safety tape or appropriate barricade. • The Centre promotes a safe working environment. • Centre holds a Hazardous Good License, has a designated chemical store & is inspected annually. • A Delivery Procedure is in place • Material Safety Data Sheets are maintained 	Site Caretaker Group Leader	Ongoing site maintenance	
	<ul style="list-style-type: none"> • Tripping over tools or maintenance area 	6			identify the chemicals on site.	
	<ul style="list-style-type: none"> • Faulty equipment 	6			compile file of MSDS from each chemical	
	<ul style="list-style-type: none"> • Hazardous material incident 	5				
Site Hazards (incl Environment).	<ul style="list-style-type: none"> • Tripping on paths/tracks 	6	<ul style="list-style-type: none"> • At night external pathways are illuminated. • Trees are cut back, tracks cleared & general maintenance conducted to reduce risks. • Designated guest activity locations display appropriate warning signs. 	Site Caretaker Activity Coordinator	Ongoing site management	
	<ul style="list-style-type: none"> • Uneven ground 	6				
	<ul style="list-style-type: none"> • Fallen trees 	5				

ENVIRONMENT (Consider environmental hazards such as weather, natural hazards, terrain, plants & animals)

Activity/ Location	Hazard Identification Risk	Risk Assess.	Elimination or Control Measures	Who	When
Extreme weather conditions	<ul style="list-style-type: none"> Change in weather conditions Exposure Sunburn Lightning Dehydration 	5 4 5 4 4	<ul style="list-style-type: none"> Bureau of Meteorology site checked for weather updates & Leaders briefed on arrival & advised changing weather conditions during stay. Guests are encouraged to wear hats, apply sunscreen & carry water. Water is readily accessible. 	Activities Provider Group Leaders	Prior to stay On arrival Throughout stay
Fire (including bush fire)	<ul style="list-style-type: none"> Personal injury Participant separated from group Loss of property 	4 5 6	<ul style="list-style-type: none"> Centre meets Australian Standards in relation to number of hydrants, hoses and extinguishers, illuminated exit signs, Emergency Procedure signs & equipment maintenance (six month check by licensed provider). Centre has a pro-active process to manage associated risks. Smoke alarms are installed in every room. Fire blankets available in every kitchens with cooking facilities. Fire zones are maintained & fire hydrant protection for all sites. Signage identifies marshalling areas & fire extinguishers. Emergency Evacuation Point areas clearly identified. Emergency procedures are explained to Group Leader and provided in Information File. Groups briefed on evacuation procedures. 	Site Manager	Ongoing site management

			<ul style="list-style-type: none"> Groups to move to evacuation points if required. Check group against participant list. 	All Group Leader	On arrival During emergency
Native flora & fauna	<ul style="list-style-type: none"> Reaction due to known triggers Mild reaction due to natural environment 	4 5	<ul style="list-style-type: none"> Ensure medical info obtained from participants & summary produced. Advise Instructor of any potential allergic risks, triggers & severity (see under Medical) Guests to carry any personal medication. Guests to wear closed in shoes for all activities. First Aid kit are the responsibility of the guests. 	Group Organiser Group Leader Group Leader/Guests	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"> Group briefed on level of risk & emergency response if requested. Guests to wear closed in shoes for all activities. 	Guest Liaison Leader / 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"> Child Protection related incident Identification of child at risk 	4 5	<ul style="list-style-type: none"> All staff have Working with Children checks Centre operates under the Baptist Churches Safe Churches policies and guidelines. Procedure in place for management of allegation. Staff easily identified by uniform shirts with logo. 	All	Ongoing site management Ongoing administration
Privacy of Information	<ul style="list-style-type: none"> Unauthorised disclosure of info Inadequate process 	5 5	<ul style="list-style-type: none"> Information obtained is used only for express purpose. Access & storage of information meets Privacy Act requirements. Info retained as required under the Freedom of Information Act. 	All	All Throughout stay Ongoing site management

Medical	<ul style="list-style-type: none"> Aggravation of existing medical condition or injury 	4	<ul style="list-style-type: none"> Information obtained identifying allergies, special needs & other health related issues Ensure a group medical summary is available. Ensure that participants have medication. Centre does not provide/administer anything ingestible or inject able or topical. 	Group Organiser	Prior to stay
	<ul style="list-style-type: none"> Access to First Aid & equipment 	5		Group Leader	On arrival
	<ul style="list-style-type: none"> Inappropriate medical attention 	5		Manager All	Throughout stay Ongoing site management
Special Needs	<ul style="list-style-type: none"> Incident due to inadequate special needs considerations 	5	<ul style="list-style-type: none"> Wheel chair access to majority of onsite areas & ramps are wheel chair compliant. 	Site Manager	Ongoing site management
Client Behaviour	<ul style="list-style-type: none"> Injury due to other Guests 	6	<ul style="list-style-type: none"> Centre promotes a smoke free environment. Smoking is not permitted in any building or designated work area. The Centre has a drug free & alcohol policy. Information is detailed in booking form information. 	Site Manager	Ongoing site management
	<ul style="list-style-type: none"> Injury to self through inappropriate actions 	5		Group Leader	On arrival
	<ul style="list-style-type: none"> Ingestion of non prescription drugs or alcohol. 	5		All	Throughout stay Throughout stay

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"> Intruder Loss of property Assault 	5	<ul style="list-style-type: none"> Guest/Group Leader given key to each bedroom & site meeting rooms. Group to keep facilities locked at night & when not onsite All staff easily identified by uniform shirts with logo. 	Site Manager	On arrival
		6		Leaders	Throughout stay
		5		All Staff	
Accommodation	<ul style="list-style-type: none"> Injury due to inappropriate actions Scalding Inadequate supervision 	5	<ul style="list-style-type: none"> Ensure adequate sleeping accommodation for each participant. Ensure separate accommodation for males & females. Ensure Group Leader accommodation is within easy access for participants if required. 	Administration	Prior to stay
		5			
		5			On arrival

	<ul style="list-style-type: none"> Unserviceable fittings Unforeseen emergency 	6 5	<ul style="list-style-type: none"> Procedures detailed in Information File provided to Group Leader. Groups briefed on appropriate behaviour, rules & out of bounds areas. Group to advise any maintenance required during stay Evacuation Procedures signage in each room. 	Site Caretaker Group Leader	On arrival Throughout stay Ongoing site management
Housekeeping	<ul style="list-style-type: none"> Slip in wet area Child Protection related incident Trip hazard Ingestion of cleaning chemical 	5 4 5 4	<ul style="list-style-type: none"> Chemicals are stored appropriately for their use. All cleaning materials (eg. buckets, mops) stored when not in use. All electrical cords are wound up when not in use. "Cleaning in Progress" signs utilised. Bathroom floors are mopped after group has vacated. Bedroom doors are locked after cleaning. Mattresses & covers are checked and replaced (if required) after every camp. Toilets in meeting rooms & dining area are cleaned during minimum or unlikely use times to minimise guest contact with wet floors. 	Housekeeping	Ongoing site management
Kitchen	<ul style="list-style-type: none"> Food poisoning Injury due to unsupervised access 	4 5	<ul style="list-style-type: none"> The Centre proactively requires Contractor/Guests to adhere to all aspects of food safety & hygiene. Cooks should have the relevant knowledge regarding food safety and safe food handling practices. Kitchen Ongoing site management 	Contract Catering/Guest Manager Administration	Ongoing site management
Servery & Dining Area	<ul style="list-style-type: none"> Incident due to incorrect food handling & storage Burning / scalding Slip on wet floor Injury due to unsupervised access Cuts 	5 5 5 5 5	<ul style="list-style-type: none"> Groups briefed on appropriate behaviour & expectations. Participants verbally alerted to heat / danger / space. Appropriate warning signs used where necessary. Immediate area of broken glass / crockery is cleared, guests verbally alerted to danger, sign put out if required, breakage cleared. Return of used crockery / cutlery is supervised. "Cleaning in Progress" signs limit access as required. 	Kitchen Manager	At meals times Ongoing management

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| | | | <ul style="list-style-type: none"> • Fluid spills immediately cleaned. | | |
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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"> • Personal injury • Loss of property • Missing person 	5 6 5	<ul style="list-style-type: none"> • Centre has Emergency procedures in place. • Standard operating hours are 8:30am to 3pm week days, 24 hour emergency assistance is available • Emergency procedures explained to Group Organiser and provided in Information File. • Contact details for local facilities (eg. doctors, chemist) available. • Guest/Group Leader briefed on evacuation procedures. 	Site Manager Group Leader	Ongoing site management On arrival
Transportation of participant in Centre vehicle	<ul style="list-style-type: none"> • Child Protection related incident • Vehicle faulty • Vehicle accidents 	4 5 4	<ul style="list-style-type: none"> • Only to occur in circumstances where there is no other feasible option, accompanied by a Group Leader. • Permission obtained from parent, caregiver or Group Leader. • Vehicle is insured & registered & employee licensed. • Employee screened for Working with Children. 	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 or 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.