



SITE RISK MANAGEMENT PLAN

Reviewed March 2020

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 to the time of construction. 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 5k. 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 Caretaker All Group Leaders 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. Urns are over sinks at a height to discourage access & with warning signage 	Group Leader Administration	Throughout stay Site management
Ocean	<ul style="list-style-type: none"> Slip on rocks First aid Drowning 	5 4 4	<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 Group Leader/Guest	Ongoing site maintenance On arrival

Sporting Areas	<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 Tripping over tools or maintenance area Faulty equipment Hazardous material incident 	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 locked vehicles. During major construction, areas are fully fenced. During maintenance areas are identified by road barriers, wickets hats, safety tape or appropriate barricade. The Centre promotes a safe working environment. Designated chemical store & is inspected annually.. Material Safety Data Sheets are maintained 	Site Manager	Ongoing site maintenance
		6		Group Leader	
		6			
		5			
Site Hazards (incl Environment).	<ul style="list-style-type: none"> Tripping on paths/tracks Uneven ground Fallen trees 	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 Manager	Ongoing site management
		6		Activity Coordinator	
		5			

ACTIVITIES *(Consider activities planned on the program)*

Activity/ Location	Hazard Identification	Risk Assess.	Elimination or Control Measures	Who	When
Activity Structures & Hardware (playground)	<ul style="list-style-type: none"> Failure of structure or equipment 	5	<ul style="list-style-type: none"> Annual checks & maintenance conducted. 	Site Manager	Ongoing site management

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

			<ul style="list-style-type: none"> Participant to carry any personal medication. Participants to wear closed in shoes for all activities. First Aid kit carried at all times for site run activities. 		
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. Guest 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 Contractors and Delivery Persons 	4 5 4	<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. See "Contractors and Delivery Persons" below.. 	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 Access to First Aid & equipment Inappropriate medical attention 	4 5 5	<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 Group Leader Manager All	Prior to stay On arrival Throughout stay Ongoing site management
Special Needs	<ul style="list-style-type: none"> Incident due to inadequate special 	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

	needs considerations				
Client Behaviour	<ul style="list-style-type: none"> Injury due to other participant 	6	<ul style="list-style-type: none"> Centre promotes a smoke free environment. Smoking is not permitted within the camping centre boundaries. 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
Contractors and Delivery Persons	<ul style="list-style-type: none"> Unauthorised Persons on Camp 	5	<ul style="list-style-type: none"> All Contractors and Delivery Persons to announce their arrival to Camping Centre Staff. 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. Copies of their WWCC, licences, permits, insurances and relevant information relating to their identity and qualifications to be made available upon request - dependant on circumstance of their visit. Must be shown the Camping Centre Emergency Response Plan, with Site Map for Evacuations. All Contractors to sign out daily and hand in Visitor ID Lanyard. 	Site Manager	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"> Intruder Loss of property Assault 	5 6 5	<ul style="list-style-type: none"> 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 Leaders All Staff	On arrival Throughout stay
Accommodation	<ul style="list-style-type: none"> Injury due to inappropriate actions Scalding Inadequate supervision Unserviceable fittings Unforeseen emergency 	5 5 5 6 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. 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. 	Administration Site Manager Group Leader	Prior to stay On arrival 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 closed and locked after cleaning. Mattresses & covers are checked and replaced (if required) after every camp. 	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. 	Contract Catering/Guest/Staff	Ongoing site management

			<ul style="list-style-type: none"> • Cooks should have the relevant knowledge regarding food safety and safe food handling practices. • Staff are trained on both the knowledge & skills required for their area of responsibility. • Dietary requirements are taken into account (see detailed info below). • Kitchen Ongoing site management 		
Dietary Requirements Catered Groups	<ul style="list-style-type: none"> • Religious or ethical • Anaphylaxis • Allergic reaction to known trigger • Reaction due to medical requirement 	4 2 3 3	<ul style="list-style-type: none"> • Information obtained identifying food allergies & special dietary needs and other health related issues. • Centre advises defined dietary categories. • Centre advises where participant will need to supply own food. • Summary of dietary requirements provided by Group Leader for verification. • Food which are a known trigger factor, eg. peanut butter policy of kitchen to avoid the use of all nut products. • Participants with dietary requirements collect individual meals from servery. 	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"> • 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. • Hats to be worn when serving by all kitchen staff. • 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. • Fluid spills immediately cleaned. 	Contract Catering/Guest/Staff	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"> Personal injury Loss of property Missing person 	5 6 5	<ul style="list-style-type: none"> Centre has Emergency procedures in place. Standard administration hours, 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. 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 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.