



# **SITE RISK MANAGEMENT PLAN**

Reviewed January 2021

## 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

Sporting Equipment & Areas (including & volley ball & tennis courts)	<ul style="list-style-type: none"> <li>Faulty equipment causes injury</li> <li>Fall off equipment</li> </ul>	5  5	<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>	Site Manager   Group Leader	Ongoing site management   On arrival Throughout stay
Maintenance	<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>	5  6  6 5	<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>	Site Manager Group Leader	Ongoing site maintenance
Site Hazards (incl Environment).	<ul style="list-style-type: none"> <li>Tripping on paths/tracks</li> <li>Uneven ground</li> <li>Fallen trees</li> </ul>	6  6 5	<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>	Site Manager Activity Coordinator	Ongoing site management

**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

**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"> <li>• Change in weather conditions</li> <li>• Exposure</li> <li>• Sunburn</li> <li>• Lightning</li> <li>• Dehydration</li> </ul>	5 4 5 4 4	<ul style="list-style-type: none"> <li>• Bureau of Meteorology site checked for weather updates &amp; Leaders briefed on arrival &amp; advised changing weather conditions during stay.</li> <li>• Participants briefed to wear hats, apply sunscreen &amp; carry water.</li> <li>• Water is readily accessible.</li> <li>• Activities Instructors in radio contact with Activities Dept throughout activity.</li> <li>• Monitor group throughout activity &amp; administer First Aid if required.</li> <li>• Activity stopped if conditions considered unsafe.</li> <li>• Alternate activities arranged after discussion with Group Leader.</li> </ul>	Activities Provider           Group Leaders	Prior to stay  On arrival Throughout stay  Prior to activity  During activity
Fire (including bush fire)	<ul style="list-style-type: none"> <li>• Personal injury</li> <li>• Participant separated from group</li> <li>• Loss of property</li> </ul>	4 5 6	<ul style="list-style-type: none"> <li>• Centre meets Australian Standards in relation to number of hydrants, hoses and extinguishers, illuminated exit signs, Emergency Procedure signs &amp; equipment maintenance (six month check by licensed provider).</li> <li>• Centre has a pro-active process to manage associated risks.</li> <li>• Smoke alarms are installed in every room.</li> <li>• Fire blankets available in every kitchen with cooking facilities.</li> <li>• Fire zones are maintained &amp; fire hydrant protection for all sites.</li> <li>• Signage identifies marshalling areas &amp; fire extinguishers.</li> <li>• Emergency Evacuation Point areas clearly identified.</li> <li>• A number of onsite staff competent in fire extinguisher use</li> <li>• Access onsite to two Community Fire Units.</li> <li>• Emergency procedures &amp; fire alarms explained to Group Leader and provided in Information File.</li> <li>• Groups briefed on evacuation procedures.</li> </ul>	Site Manager                    All	Ongoing site management                    On arrival

			<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> <li>Pandemic related Infection discovered</li> </ul>	4 5 5 3	<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, and anyone presenting with illness prior to camp should be excluded from attending the camp.</li> <li>Ensure that participants have medication for any pre-existing identified medical needs.</li> <li>Centre does not provide/administer anything ingestible or injectable or topical. Centre does not provide first Aid equipment – Camp Leaders must provide these.</li> <li>Vehicle access to all activities onsite.</li> <li>Instructors carry a First Aid kit onsite to all activities.</li> <li>Ensure Camp leaders do not allow pre-existing, contagious or viral infected campers to arrive on camp.</li> <li>Campers to follow the COVID Safety Plans as per Site and government regulation. Also adhere to COVID-19 / pandemic agreement.</li> </ul>	Group Organiser  Group Leader  Manager  All Activities Provider  Camp leaders  Health Authorities, Centre Management	Prior to stay  On arrival Throughout stay Ongoing site management  Throughout stay Ongoing Throughout activity  Prior to stay  Ongoing throughout stay.



			<ul style="list-style-type: none"> <li>Should a camper present with any viral, or contagious infection during camp - ensure the camper is immediately isolated and all campers socially distance, wearing PPE where available - health authorities are to be contacted immediately and follow instructions.</li> </ul>		
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>	<p>Site Manager</p> <p>Activities Provider</p>	<p>Ongoing site management</p> <p>Prior to activity</p>
Client Behaviour	<ul style="list-style-type: none"> <li>Injury due to other participant</li> <li>Injury to self through inappropriate actions</li> <li>Ingestion of non prescription drugs or alcohol.</li> </ul>	6 5 5	<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> <li>The Centre has a drug free &amp; alcohol policy.</li> <li>Information is detailed in booking form information.</li> </ul>	<p>Site Manager</p> <p>Group Leader All</p>	<p>Ongoing site management</p> <p>On arrival Throughout stay Throughout stay</p>
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>	<p>Site Manager</p> <p>Guest Services Catering Manager Caretaker</p> <p>Guest Services</p> <p>Caretaker</p>	<p>Ongoing Management and Supervision throughout Visit.</p>

**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

Serving & Dining Area	<ul style="list-style-type: none"> <li>• Incident due to incorrect food handling &amp; storage</li> </ul>	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
	<ul style="list-style-type: none"> <li>• Burning / scalding</li> </ul>	5			Ongoing management
	<ul style="list-style-type: none"> <li>• Slip on wet floor</li> </ul>	5			
	<ul style="list-style-type: none"> <li>• Injury due to unsupervised access</li> </ul>	5			
	<ul style="list-style-type: none"> <li>• Cuts</li> </ul>	5			

**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.