



CAMP TOUKLEY - RISK MANAGEMENT PLAN

2017

RISK MANAGEMENT PLAN

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

Location	Hazard Identification	Control Measures	Level of Risk	Who	When
General	▪ Buildings unstable	<ul style="list-style-type: none"> ▪ The Centre holds all licences required to operate. ▪ Construction meets relevant building codes. 	Low	Centre Manager Maintenance Manager	Ongoing site management
	▪ Site uninsured	<ul style="list-style-type: none"> ▪ Centre maintains Public Liability insurance. Certificate of Currency provided on request. 	Low	Centre Manager	Ongoing site management
	▪ Injury due to OH&S issue	<ul style="list-style-type: none"> ▪ Construction is undertaken by licensed, insured builders. ▪ Centre has a commitment to managing OH&S issues. 	Low	Centre Manager Ongoing site management All Staff	Ongoing site management
Participants walking / crossing roads	<ul style="list-style-type: none"> ▪ Struck by vehicle whilst crossing road 	<ul style="list-style-type: none"> ▪ Signage identifies “children on site” & a speed limit of 15km. ▪ Signage encourages vehicles to be parked in designated areas. ▪ Provide group with rules & monitor. ▪ Walk on roads only when absolutely necessary. 	Low	Centre Manager All	Ongoing site management During stay
Meeting rooms	▪ Struck by falling equipment	<ul style="list-style-type: none"> ▪ Chairs are stacked no more than 10 high ▪ Tables are stacked out of the way 	Low	Camp Host Group Leader	Throughout stay
	▪ Hot water burn	<ul style="list-style-type: none"> ▪ Miniboils are over drainage at a height to discourage access & with warning signage. 	Low	Centre Manager	Ongoing site management
Sporting Equipment & Areas (including swings & volley ball & tennis courts)	▪ Faulty equipment causes injury	<ul style="list-style-type: none"> ▪ Fixed equipment meets building codes & council requirements. ▪ Equipment is inspected annually. ▪ Soft fall areas are in place & maintained. ▪ Sporting equipment is kept in good repair. ▪ Group leaders have access to sports equipment. ▪ Participants under 18 years must be supervised by group leaders. 	Low	Activities Manager Activity/Maintenance staff	Ongoing site management On arrival Throughout stay
	▪ Fall off equipment	<ul style="list-style-type: none"> ▪ The Centre encourages adult supervision of all recreational activities. 	Low	Host/All	On arrival
Maintenance	<ul style="list-style-type: none"> ▪ Injury due to unsupervised access ▪ Tripping over tools or maintenance area ▪ Faulty equipment ▪ Hazardous material incident 	<ul style="list-style-type: none"> ▪ 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, witches hats, safety tape or appropriate barricade. ▪ The Centre promotes a safe working environment. ▪ Centre has a designated chemical store. ▪ A Heavy Vehicle Procedure is in place. ▪ A Delivery Procedure is in place. ▪ Material Safety Data Sheets are maintained. 	Low	Centre Manager Maintenance Manager Activity/Maintenance staff	Ongoing site maintenance
Site Hazards (incl trip hazards, environment).	▪ Tripping on paths/tracks	<ul style="list-style-type: none"> ▪ Paths and tracks are kept well maintained by grounds staff 	Low	Maintenance Manager Activity/Maintenance staff	Ongoing site management
	▪ Fallen trees	<ul style="list-style-type: none"> ▪ Trees are cut back, tracks cleared & general maintenance conducted to reduce risks 	Low	Maintenance Manager Activity/Maintenance staff	Ongoing site management

NOTE: Adult supervision is required for groups under 18 years of age during free time activities and on instructor facilitated activities.

ACTIVITIES (Consider activities planned on the program)

Activity/ Location	Hazard Identification	Control Measures	Level of Risk	Who	When
Activity Structures & Hardware	<ul style="list-style-type: none"> ▪ Failure of structure or equipment 	<ul style="list-style-type: none"> ▪ All equipment is in accordance with Australian Standards or relevant building codes and annual checks & maintenance are conducted. ▪ Equipment is used, stored & retired in accordance with manufacturer guidelines. ▪ Equipment found to be damaged or faulty is not to be used. 	Low	Activities Manager Activity/Maintenance staff	Ongoing After activity Before activity
Activity specific	<ul style="list-style-type: none"> ▪ Unsafe practices ▪ Injured whilst on activity ▪ Injured by other participant ▪ Inadequate supervision 	<ul style="list-style-type: none"> ▪ Centre has developed Standard Operating Procedures that meet or exceed industry standards to manage known & potential risks and ensure safe operation of activities. ▪ The Centre is a member of the National Accommodation, Recreation & Tourism Accreditation (NARTA). ▪ Instructor to participant ratios will vary depending on activity & group. ▪ Instructors undertake work that is in line with their level of training or experience on each activity. ▪ Ensure one Leader allocated to each group ▪ Activity areas are inspected to identify any hazards. ▪ Groups given instructions on boundaries & behaviour. ▪ Supervision of group during activity session required. ▪ Participants must attend induction to undertake activity. ▪ Vehicle access to all activities onsite. ▪ Accident Report Form completed for any incidents. 	Low	Centre Manager Activities Manager Activity/Maintenance staff Camp Host	Ongoing management
Off Site Activities	<ul style="list-style-type: none"> ▪ Group getting lost ▪ Individual getting lost ▪ Injury requiring Medivac ▪ Undesirable objects, persons or behaviour in toilets and similar structures 	<ul style="list-style-type: none"> ▪ Lead instructors have been specifically trained in the activity and the route. ▪ Briefing as to the route and conditions are given to all participants before proceeding off site. ▪ Large off site first aid kits carried ▪ Radios and mobile phone carried ▪ Suspect areas are checked by instructors before participants enter. 	Low	Activities Manager Activity/Maintenance staff	Prior to activity During activity
Staff	<ul style="list-style-type: none"> ▪ Unsafe practices 	<ul style="list-style-type: none"> ▪ Instructors are only to run activities they are trained and competent in running. 	Low	Activities Manager Activity/Maintenance staff	Ongoing
	<ul style="list-style-type: none"> ▪ Insufficient knowledge & skills 	<ul style="list-style-type: none"> ▪ Senior instructors have current First Aid qualifications. ▪ Instructors are required to follow Standard Operating Procedures. 	Low	Activities Manager	Ongoing
Access to activity	<ul style="list-style-type: none"> ▪ Injury due to unsupervised access 	<ul style="list-style-type: none"> ▪ Activities are de-rigged at the end of each day ▪ Access to activities is restricted between scheduled activity sessions (ie. ladders locked, harnesses stored or instructor remains at site). ▪ Camp Host to supervise during non activity times. 	Low	Activities Manager Activity/Maintenance staff	Throughout stay

Missing person	<ul style="list-style-type: none"> ▪ Participant separated from group during activity 	<ul style="list-style-type: none"> ▪ Participants briefed on meeting place & times. ▪ Instructor will confirm group numbers with Leaders & conduct regular head count. ▪ Group will only walk as fast as the slowest person. ▪ Leader to be tail & group remain in visual range 	Low	Camp Host Group Leaders	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	Control Measures	Level of Risk	Who	When
Personal Safety Equipment	<ul style="list-style-type: none"> ▪ Failure of equipment ▪ Unsafe practices ▪ Inadequate equipment 	<ul style="list-style-type: none"> ▪ Equipment complies with industry standards. ▪ Equipment is used for its express purpose, stored & retired in accordance with manufacturer guidelines. ▪ Participants briefed on correct fitting & usage of equipment for activity. ▪ Regular maintenance is carried out. 	Low	Activities Manager Activity/Maintenance staff	Ongoing
Appropriate Clothing / Footwear	<ul style="list-style-type: none"> ▪ Tripping or foot injury ▪ Harness chaffing ▪ Sunburn 	<ul style="list-style-type: none"> ▪ Checklist provided outlining clothing requirements. ▪ Long pants are required on some activities, enclosed foot wear required on all activities ▪ Camp Host brief participants prior to activities. ▪ Participants advised to wear sun safe clothing and rain jackets when wet. 	Low	Activities Manager Activity/Maintenance staff Camp Host	Prior to stay Prior to activity

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

Activity/ Location	Hazard Identification	Elimination or Control Measures	Level of Risk	Who	When
Extreme weather conditions	<ul style="list-style-type: none"> ▪ Change in weather conditions ▪ Sunburn ▪ Lightning / hail ▪ Dehydration 	<ul style="list-style-type: none"> ▪ Checklist provided to group organiser outlining clothing requirements. ▪ Weather zone site checked for weather updates & Leaders briefed on arrival & advised changing weather conditions during stay. ▪ Participants briefed to wear hats, apply sunscreen & carry water. ▪ Water is readily accessible. ▪ Activities Instructors in radio contact with Activities Dept throughout activity. ▪ Monitor group throughout activity & administer First Aid if required. ▪ Activity stopped if conditions considered unsafe. ▪ Alternate activities arranged after discussion with Group Leader. 	Low	<p>Activities Manager Activity/Maintenance staff</p> <p>Camp Host</p>	<p>Prior to stay On arrival Throughout stay Prior to activity</p> <p>During activity</p>
Fire (including bush fire)	<ul style="list-style-type: none"> ▪ Personal injury ▪ Participant separated from group ▪ Loss of property 	<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). ▪ Smoke alarms are installed in every room. ▪ Fire blankets available in every kitchen with cooking facilities. ▪ Fire zones are maintained & fire hydrant protection for all sites. ▪ Evacuation signs are posted through out the site. ▪ Groups briefed on evacuation procedures. ▪ Groups to move to evacuation points if required. ▪ Check group against participant list. 	Low	Maintenance Manager Centre Manager	<p>Ongoing site management</p> <p>On arrival During emergency</p>
Native flora & fauna	<ul style="list-style-type: none"> ▪ Reactions due to natural environment 	<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) ▪ Participant to carry any personal medication. ▪ Participants to wear closed in shoes for all activities. ▪ First Aid kit carried at all times when off site. 	Low	<p>Group Organiser Camp Host</p> <p>Group Leader / Instructor Instructor</p>	<p>Prior to stay Prior to activity Throughout stay During activity</p>
Native flora & fauna	<ul style="list-style-type: none"> ▪ Injury due to bite or sting (eg snake or spider) 	<ul style="list-style-type: none"> ▪ Group not to wonder off into the log grass / bush. ▪ Participants to wear closed in shoes for all activities. ▪ Instructor to walk at head of group. ▪ First Aid kit carried at all times. 	Low	<p>Activities Manager Activity/Maintenance staff</p> <p>Leader / Instructor Instructor</p>	<p>On arrival During activity</p>

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

Activity/ Location	Hazard Identification	Elimination or Control Measures	Level of Risk	Who	When
Child Protection	<ul style="list-style-type: none"> ▪ Child Protection related incident ▪ Identification of child at risk 	<ul style="list-style-type: none"> ▪ The Centre is registered with The Childrens Guardian for the purpose of conducting Working with Children checks on all employees. ▪ Centre has a Child Protection Policy in place & an appointed Child Protection Administrator. ▪ Employees/volunteers have completed a Working With Children Check and have been screened. ▪ Procedure in place for management of allegation. ▪ Staff easily identified by uniform shirts with logo. 	Medium	Assistant Manager Centre Manager All	Ongoing site management Ongoing management
Privacy of Information	<ul style="list-style-type: none"> ▪ Unauthorised disclosure of information ▪ Inadequate process 	<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. 	Medium	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 	<ul style="list-style-type: none"> ▪ Information obtained identifying allergies, special needs & other health related issues.. ▪ First Aid boxes are available. ▪ Centre has policy of not administering anything ingestible, injectable or topical. ▪ Vehicle access to all activities onsite. ▪ Senior instructors hold current First Aid qualifications. ▪ Instructors carry a First Aid kit onsite to all activities. 	Low	Group Organiser Camp Host Centre Manager All Activities Dept Instructors	Prior to stay On arrival Throughout stay Ongoing site management Throughout stay Ongoing Throughout activity
Special Needs	<ul style="list-style-type: none"> ▪ Incident due to inadequate special needs considerations 	<ul style="list-style-type: none"> ▪ Wheel chair access to majority of onsite areas & ramps are wheel chair compliant. ▪ Safety bars in disabled rooms at both sites. ▪ Ability to participate in specific activities decided after discussion with Group Leader & participant 	Low	Activities Manager Activity/Maintenance staff Activities Dept	Ongoing site management Prior to activity
Client Behaviour	<ul style="list-style-type: none"> ▪ Injury due to other participant ▪ Injury to self through inappropriate actions ▪ Ingestion of non-prescription drugs or alcohol. 	<ul style="list-style-type: none"> ▪ Centre promotes a smoke free environment. Smoking is not permitted in buildings or cars. Smoking areas are designated.. ▪ The Centre is to be drug free & has an alcohol use policy. ▪ Information is detailed in the Guest Manual and Group Leader should brief group.. ▪ Action will be taken for infringements of these policies. 	Low	Centre Manager Group Leader All Maintenance Manager	Ongoing site management On arrival Throughout stay Throughout stay

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

Activity/ Location	Hazard Identification	Elimination or Control Measures	Level of Risk	Who	When
Security	<ul style="list-style-type: none"> ▪ Intruder ▪ Loss of property ▪ Assault 	<ul style="list-style-type: none"> ▪ Group Leader given key to each bedroom & site meeting rooms. ▪ Access to a safe is provided on site (excluding Lakes) ▪ Group to keep facilities locked at night & when not onsite (eg. at activities) ▪ All staff easily identified by uniform shirts with logo. ▪ Other groups asked to limit their access to their own site. ▪ Front gate is closed between approx. 5pm to 7am. Access by code only. 	Low	<p>Guest Liaison</p> <p>Leaders</p> <p>All Staff</p> <p>All</p>	<p>On arrival</p> <p>Throughout stay</p> <p>Throughout stay</p> <p>Throughout stay</p>
Accommodation	<ul style="list-style-type: none"> ▪ Injury due to inappropriate actions ▪ Scalding ▪ Inadequate supervision ▪ Unserviceable fittings ▪ Unforeseen emergency 	<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 detail provided to Group Leader. ▪ Groups briefed on appropriate behaviour, rules & out of bounds areas. ▪ Group to advise any maintenance required during stay ▪ Leader to provide feedback on Evaluation Form. ▪ Restricted water temperatures in all accommodation. ▪ Evacuation Procedures signage in each room. ▪ Fly screens are installed in all rooms. 	Medium	<p>Administration</p> <p>Guest Services</p> <p>Camp Host</p> <p>Maintenance</p>	<p>Prior to stay</p> <p>On arrival</p> <p>On arrival</p> <p>Throughout stay</p> <p>Ongoing site management</p>
Housekeeping	<ul style="list-style-type: none"> ▪ Slip in wet area ▪ Child Protection related incident ▪ Trip hazard ▪ Ingestion of cleaning chemical 	<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. ▪ Staff are not to be alone with a participant, ie. when room cleaning staff knock, call out and only enter if room is unlocked & vacant. ▪ Mattresses & bedding 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. 	Low	<p>Housekeeping</p> <p>Maintenance Manager</p> <p>Camp Host</p>	<p>Ongoing site management</p>
Kitchen	<ul style="list-style-type: none"> ▪ Food poisoning ▪ Injury due to unsupervised access 	<ul style="list-style-type: none"> ▪ Centre proactively manages all aspects of food safety & hygiene. ▪ All cooks 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). 	Low	<p>Hospitality Manager</p> <p>Kitchen Staff</p>	<p>Ongoing site management</p>

Dietary Requirements	<ul style="list-style-type: none"> ▪ Religious or ethical ▪ Anaphylaxis ▪ Allergic reaction to known trigger ▪ Reaction due to medical requirement 	<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 supplied by Group Leader for verification. ▪ Food which are a known trigger factor, eg. peanut butter are not used or provided. ▪ Participants with dietary requirements collect individual meals from Service Counter. 	Low	<p>Group Organiser</p> <p>Admin / Kitchen</p> <p>Camp Host</p> <p>Group Leader/ Participant</p>	<p>Prior to stay</p> <p>Prior to stay</p> <p>Prior to stay</p> <p>Prior to first meal</p> <p>Throughout stay</p>
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 ▪ Burning / scalding 	<ul style="list-style-type: none"> ▪ Procedures detailed in site induction (guest information) provided to Group Leader. ▪ Groups briefed on appropriate behaviour & expectations. ▪ Food service runs for 45mins after which food is removed to meet food, safety & hygiene laws. ▪ All meals to be consumed in the dining room (except for packed lunch). ▪ Footwear must be worn at all times on site. ▪ 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. ▪ Unloading of used crockery / cutlery is supervised. ▪ "Do not Enter" & "Cleaning in Progress" signs limit access as required. ▪ Fluid spills immediately cleaned. 	Low	<p>Hospitality Manager</p> <p>Guest Services</p> <p>Camp Host</p> <p>Housekeeping staff</p>	<p>On arrival</p> <p>Ongoing site management</p> <p>Ongoing site management</p>

OTHER (Consider other hazards specific to related Stay)

Activity/ Location	Hazard Identification	Elimination or Control Measures	Level of Risk	Who	When
Emergencies	<ul style="list-style-type: none"> ▪ Personal injury 	<ul style="list-style-type: none"> ▪ Groups briefed on evacuation procedures. ▪ Centre has Emergency procedures in place. ▪ Standard operating hours are 8am to 5pm, 24 hour emergency assistance is available ▪ Emergency procedures explained to Group Organiser and provided in Guest Manual. ▪ Contact details for local facilities (eg. doctors, chemist) available 	Medium	Activities Manager Centre Manager Ongoing site management	On arrival On arrival
	<ul style="list-style-type: none"> ▪ Loss of property 	<ul style="list-style-type: none"> ▪ Guests advised not to bring unnecessary valuables ▪ Cabin keys available for all rooms if required. ▪ Safe provided on site for group use. 	Low	Guest Services Group Leaders	Ongoing Throughout stay
Transportation of participant in Centre vehicle	<ul style="list-style-type: none"> ▪ Child Protection related incident 	<ul style="list-style-type: none"> ▪ Only to occur in circumstances where there is no other feasible option. ▪ Child protection policy is adhered to at all times. ▪ Permission obtained from parent, caregiver or Group Leader. ▪ Employee screened for Working with Children. 	Low	Centre Manager Assistant Manager All	Throughout stay
	<ul style="list-style-type: none"> ▪ Vehicle faulty 	<ul style="list-style-type: none"> ▪ Vehicle is insured & registered & employee licensed. 	Low	Maintenance Manager	Ongoing site management
	<ul style="list-style-type: none"> ▪ Vehicle accidents 	<ul style="list-style-type: none"> ▪ Vehicle is insured & registered & employee licensed. 	Low	Centre Manager Maintenance Manager Driver	Ongoing site management

Risk Assessment Guide

Risk Identification

Identify the types of risk that could arise from the activity, such as:

- Financial loss
- Physical injury (to staff, students, members of the public, etc)
- Loss of / damage to University equipment or facilities
- Inadvertent or deliberate breach of legislation, policy, or ethical standards
- Misuse of public resources, or corruption
- Legal liability
- Damage to the University's reputation or the reputation of individuals
- Other

Risk Quantification

Any risks identified should be quantified in terms of likelihood and possible consequences.

*Qualitative measures of likelihood**

Level	Descriptor	Example detail description
1	Rare	May occur only in exceptional circumstances
2	Unlikely	Could occur at some time
3	Possible	Might occur at some time
4	Likely	Will probably occur in most circumstances
5	Almost certain	Is expected to occur in most circumstances

Qualitative measures of consequence/ impact

Level	Descriptor	Example detail description
1	Insignificant	No injuries; low financial loss
2	Minor	First aid treatment; on-site release immediately contained; medium financial loss
3	Moderate	Medical treatment required; on-site release contained with outside assistance; high financial loss
4	Major	Extensive injuries; loss of production capability; off-site release with no detrimental effects; major financial loss
5	Catastrophic	Death; toxic release off-site with detrimental effect; huge financial loss

Qualitative risk analysis matrix – level of risk

Likelihood	Consequences				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
1 (Rare)	Low	Low	Medium	High	High
2 (Unlikely)	Low	Low	Medium	High	Extreme
3 (Possible)	Low	Medium	High	Extreme	Extreme
4 (Likely)	Medium	High	High	Extreme	Extreme
5 (Almost certain)	High	High	Extreme	Extreme	Extreme

Risk Treatment

Outline strategies to reduce likelihood and/or consequences of identified risks.

Identify insurable risks, and obtain coverage (i.e. through worker’s compensation, professional indemnity, or public liability insurance).