

**Risk Management Plan
El Shaddai Camping Centre
2020**

Venue

Activity / Location	Hazard Identification	Risk Assessment	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"> • Campsite holds all licences required to operate • Campsite maintains public liability insurance • Construction meets relevant building codes • Campsite has a commitment to manage WH&S issues 	Site manager Maintenance	Ongoing site management Ongoing site management
Participants walking / crossing roads	<ul style="list-style-type: none"> • Struck by vehicle while crossing road 	6	<ul style="list-style-type: none"> • Signage identifies 15km/h speed limit onsite • Signage encourages vehicles to park in designated areas • Main road has children crossing signs • Provide groups with rules and monitor 	Site management All Management / group leader	Ongoing site management During stay
Dining & meeting rooms	<ul style="list-style-type: none"> • Struck By falling equipment • Hot water burns • Cuts • Slip on wet floor 	6 5 5 5	<ul style="list-style-type: none"> • Signage states to stack chairs to max of 6 • Signage state tables are to be stacked against wall • Hot water units are over sinks at a height to discourage access by children with warning signs • Breakage of any plates or cups must be cleared up immediately • Any spills must be wiped up / mopped immediately. Wet floor signs put up 	Group leader Group leader Group leader Group leader	Throughout stay Throughout stay Throughout stay Throughout stay
Sporting Equipment & areas (includes swings, trampolines and tennis courts)	<ul style="list-style-type: none"> • Faulty equipment causes injury • Fall off equipment 	5 5	<ul style="list-style-type: none"> • Equipment is inspected regularly • Sporting equipment is kept in good repair • Soft fall areas are in place and maintained 	Maintenance	Ongoing
Maintenance	<ul style="list-style-type: none"> • Injury due to unsupervised access 	5 6	<ul style="list-style-type: none"> • Maintenance sheds are locked when unattended 	Maintenance	Ongoing

	<ul style="list-style-type: none"> • Tripping over tools or maintenance areas • Hazardous materials incident 	5	<ul style="list-style-type: none"> • Areas are marked or fenced off during maintenance / construction • Chemicals are used / stored as per Material Safety Data sheets 		
Site Hazards (includes trip hazards, environment)	<ul style="list-style-type: none"> • Tripping on Paths / tracks • Uneven ground • Fallen trees 	6 6 5	<ul style="list-style-type: none"> • External lighting at night • Trees are cut back and cleared and general maintenance conducted to reduce risks 	Maintenance	Ongoing site management

Environment

Activity / Location	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
Extreme weather conditions	<ul style="list-style-type: none"> • Sunburn • Dehydration 	5 4	<ul style="list-style-type: none"> • Campers to wear hats, sunscreen and carry water • Water is readily accessible 	Group leader Kitchen staff	Throughout stay Throughout stay
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"> • Campsite meets Australian Standards in relation to number of fire hoses and extinguishers, illuminated exit signs, emergency procedure signs and equipment maintained (6 monthly check by a licensed provider) • Smoke alarms are installed in every sleeping room • Fire blankets are available in the kitchen • Emergency procedures explained at group welcome • Emergency assembly area clearly marked • Group checked against participant list 	Maintenance Host Group leader	Ongoing On arrival During emergency
Stings & Bites	<ul style="list-style-type: none"> • Injury due to a bite or sting 	4	<ul style="list-style-type: none"> • Groups to be aware of and look out for snakes (not seen very often) • Appropriate first aid kit available • Medical attention available within 15 minutes 	Group leader	Throughout stay

People

Activity / Location	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
Child protection	<ul style="list-style-type: none"> Child protection related incident Identification of child at risk 	4	<ul style="list-style-type: none"> All campsite staff receive a National Police Clearance before commencing employment Campsite has a Child Protection policy in place 	Management	Ongoing site management
		5			
Medical	<ul style="list-style-type: none"> Aggravation of existing medical condition or injury Access to first aid equipment 	4	<ul style="list-style-type: none"> Group leader must obtain appropriate medical information of group members Group leader must ensure group members have their medication Hiring group must bring an appropriately stocked first aid kit and suitable trained first aid person. Campsite does have first aid kits and trained staff to assist hiring group if required 	Group leader	Prior to stay
		5		Group leader	Throughout stay
				Group leader	
				Campsite management	

Accommodation

Activity / Location	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
Accommodation	<ul style="list-style-type: none"> Injury due to inappropriate actions Inadequate supervision Unserviceable fittings Unforeseen emergency 	5	<ul style="list-style-type: none"> Ensure adequate sleeping accommodation for each participant Ensure separate sleeping accommodation for males and females Ensure leaders accommodation is within easy access for participants if required Groups briefed on appropriate behaviour, rules & out of bounds areas Group to advise campsite staff on any maintenance required during stay Evacuation procedure signage in each room 	Administration	Prior to stay
		5		Group leader	On arrival
		6		Host	On arrival
		5			

Kitchen	<ul style="list-style-type: none"> • Food poisoning • Injury due to unsupervised access 	4 5	<ul style="list-style-type: none"> • All cooks trained in food safety and food handling practices • All food goods are purchased from reputable suppliers • Dietary requirements are taken into account • Group members not to enter the kitchen other than for duty groups 	Kitchen Group leader	On going Throughout stay
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Other

Activity / Location	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
Emergencies	<ul style="list-style-type: none"> • Personal injury • Loss of property • Missing persons 	5 6 5	<ul style="list-style-type: none"> • Campsite has an emergency procedure in place • There is an emergency phone where emergency number can be dialled and staff can be contacted after hours • Emergency procedure explained at group welcome • Contact details for local hospitals, CFS, Police provides 	Management Host	Ongoing site management On arrival

Individual Risk Assessments / Management are available for all activities that we can facilitate for your group.

Risk Assessment Legend

How serious could the injury be?	How likely is it to be that serious?			
	Very Likely	Likely	Unlikely	Very Unlikely
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.

Prepared By Maegan McDonald Reviewed by S. Schmidt Executive Officer

Signature _____

Date 06/01/20