



Camp Clayton Risk Assessment

Risk ref No.	Division	Department / Event	Activity/Hazard	What is the harm that the hazard could cause?	Assessment of Likelihood	Assessment of Consequence	Grade (combined Likelihood and Seriousness)	Change	Date of Review	Mitigation Actions (Preventative or Contingency)	Responsibility for mitigation action(s)	Date Due	Date Completed	Maintenance and review
	Operations	Activities												
	Operations	Activities	Trampoline											
	Operations	Activities	Stabbing, Shearing, Puncture	Foot injury from tanbark, prickle, sticks, splinters and grasses	Likely	Minor	Medium	NEW	17/6/2020	1. Footwear to be worn at all times when participants are not jumping on the trampoline 2. Area to be cleared of all debris, large sticks .etc. prior to commencing activity 3. Socks to be worn where possible on trampoline to prevent grazing	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Striking	Interference from other participants causing injury to the participant jumping or waiting	Unlikely	Moderate	Low	NEW	17/6/2020	1. Only one person per trampoline at any given time 2. Supervisor present to control participant interactions 3. No participants who are waiting are to be on the trampoline or frame to prevent interference with the person jumping	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Slip-Trip-Fall	Injury from landing on or falling of trampoline and onto hard surface	Possible	Moderate	Medium	NEW	17/6/2020	1. Mats to cover the springs and frame to prevent limbs slipping through 2. Mats are placed around edge of trampoline to create a softer fall environment 3. Trampolines are at ground level to reduce potential fall height 4. Preventing participants from walking, sitting or standing on mat 5. Debris to be cleared from area prior to activity commencing 6. Supervisor must be alert and concentrating at all times	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Biological material	Exposure to body fluids (e.g. Blood, saliva, sweat)	Unlikely	Minor	Low	NEW	17/6/2020	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect / animal and/or organism	Rare	Major	Medium	NEW	17/6/2020	1. Check area and equipment for presence of insects and/or animals 2. First aid training 3. EpiPen readily available 4. Keeping activity area clear to fauna 5. Pest Control site wide contract	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Structural Failure	Damage to equipment through accidental use or misuse	Rare	Moderate	Low	NEW	17/6/2020	1. All equipment is regularly checked and recorded for damage and removed from use until appropriate repairs are carried out 2. Do not use if excessive wear or damage is evident 3. Shoes are not to be worn on trampolines	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Medical	1. Asthma or Anaphylaxis reaction 2. First aid incident	Likely	Moderate	High	NEW	17/6/2020	1. EpiPen and puffers to be easily accessible if not present 2. Instructor or supervisor to be aware of medical conditions among participants 3. Supervisor to hold or have access to someone who holds a first aid qualification	Manager, staff and clients	Mar-21	Nov-20	Quarterly management review
	Operations	Activities	Environmental exposure	1. Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or clients 2. Inclement weather 3. Lightning and strong winds	Likely	Minor	Medium	NEW	17/6/2020	1. Scheduled breaks 2. Access to sun cream, water and appropriate clothing 3. Inclement weather policy	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Possible	Minor	Medium	NEW	17/6/2020	1. All participants addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2. Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3. Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Unsupervised usage	Injury as a result from using activity equipment unsupervised	Possible	Minor	Medium	NEW	17/6/2020	Activity warning sign of supervised activity only - ORANGE	Manager, staff and clients			Specific responsibility and treatment

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	Operations	Activities	Tower - Rockwall											
	Operations	Activities	Entanglement / Entrapment	1. Injury from entanglement in belay ropes and/or device 2. Injury from getting fingers stuck in rock holds	Unlikely	Minor	Low	NEW	17/6/2020	1. Correct belay technique 2. Correct and clear instruction 3. Removal of loose clothing, long hair tied back, remove jewellery	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Crushing	Injury from participant lowered onto those below	Possible	Minor	Medium	NEW	17/6/2020	1. Non-participants of soft fall area 2. Clear belay area 3. Correct instruction	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Cutting	1. Cut from sharp edges on rocks and walls 2. Injury from placing hand on pulley when rope running through it 3. Cut from broken frayed wires 4. Cut from barb wire farm fences	Rare	Minor	Low	NEW	17/6/2020	1. LANDSCAPE pre-activity survey 2. ABCDEF pre-activity check 3. Clear and correct activity instruction 4. Appropriate footwear and clothing during activity 5. Quarterly compliance inspection 6. Annual external audit	Manager, staff and clients	Mar-21	Dec-20	Accept the risk routine management
	Operations	Activities	Stabbing, Shearing, Puncture	1. Splinters from wall or platform 2. Injury from broken frayed wires	Possible	Minor	Medium	NEW	17/6/2020	1. LANDSCAPE pre-activity survey 2. ABCDEF pre-activity check 3. Correct instruction participant 4. Quarterly compliance inspection	Manager, staff and clients	Mar-21	Dec-20	Specific responsibility and treatment
	Operations	Activities	Friction	1. Rope burn from participant on belay ropes and/or device 2. Damage ropes on front edge of overhang due to friction	Possible	Insignificant	Low	NEW	17/6/2020	1. Good belay technique 2. Correct instruction	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Striking	1. Fall from wall – swing into wall/rocks 2. Items falling from participant (from pockets etc) 3. Items falling from platform (from equipment etc) 4. Participant striking belayer 5. Unsafe situation due too much belay rope out 6. Hitting ground on decent	Possible	Minor	Medium	NEW	17/6/2020	1. Correct belay technique 2. Correct instruction participant 3. Exclusion area under activity 4. Clear belay area 5. Have participants remove items from pockets and clothing that is likely to fall 6. Have all equipment secured, trained Camp Clayton staff to be on platform if in use 7. Correct instruction to belayers 8. Belay ropes to be kept taught 9. Correct lowering technique	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Slip-Trip-Fall	1. Falling or tripping over objects on ground (i.e. ropes) 2. Fall from wall (on belay)	Rare	Minor	Low	NEW	17/6/2020	1. LANDSCAPE pre-activity survey 2. Correct belay technique 3. Use of belay line 4. Correct belay technique 5. Correct belay calls 6. Personal protective equipment 7. Soft/Barked area underneath wall 8. ABCDEF activity checks 9. Opposite & opposed carabiners 10. Self locking belay devices 11. Quarterly compliance inspections	Manager, staff and clients	Mar-21	Dec-20	Accept the risk routine management
	Operations	Activities	Manual Handling/Ergonomics	1. Injury from setting or packing up equipment 2. Injury from belaying participants 3. Repetitive movement belaying 4. Repetitive movement carabiners	Likely	Insignificant	Low	NEW	17/6/2020	1. Correct lifting technique 2. Correct belay technique 3. Belayer assess & observe 4. Correct belay technique 5. Designated breaks 6. Self assess – instructor to only lift what they are comfortable lifting\\ 7. Use of tri-lock carabiners	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Medical	1. Asthma or Anaphylaxis reaction 2. First aid incident	Rare	Moderate	Low	NEW	17/6/2020	1. First aid trained person available 2. First aid equipment readily available and check frequently 3. Emergency Procedures available and up to date	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Structural Failure	1. Failure of Tower infrastructure 2. Failure of belay infrastructure 3. Harness/devices/ropes	Rare	Major	Medium	NEW	17/6/2020	1. Constructed in accordance with Australian Standards 2. LANDSCAPE pre-activity survey 3. ABCDEF activity check 4. Quarterly compliance inspections 5. Annual external audit	Manager	4. 3/2021 5. 12/2021	4. 12/2020 5. 12/2020	Specific responsibility and treatment
	Operations	Activities	Equipment failure	Injury caused by; Incorrect use of, or worn equipment, including; Harness / lanyards / carabiners / pulley / helmet etc.	Unlikely	Minor	Low	NEW	17/6/2020	1. LANDSCAPE pre-activity survey 2. ABCDEF pre-activity check 3. Participants are attached to two independent rope lanyards 4. Program staff are trained to recognize worn or faulty equipment 5. Regular equipment checks are completed and recorded, and equipment usage is logged 6. Equipment is used, maintained, stored and replaced in accordance with recommended guidelines	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	House Keeping	Unsafe situation from farm equipment being left out	Rare	Insignificant	Low	NEW	17/6/2020	LANDSCAPE inspection	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Unlikely	Insignificant	Low	NEW	17/6/2020	1. All participants addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2. Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3. Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Biological material	Exposure to body fluids (e.g. Blood, saliva, sweat)	Possible	Minor	Medium	NEW	17/6/2020	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect / animal and/or organism	Rare	Major	Medium	NEW	17/6/2020	1. Check area and equipment for presence of insects and/or animals 2. All participants to wear appropriate footwear 3. Availability of first aid trained staff member 4. EpiPen and first aid equipment readily available 5. Stay on formed paths when walking to and from beach	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Environmental exposure	1. Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2. Inclement weather 3. Lightning and strong winds	Likely	Minor	Medium	NEW	17/6/2020	1. Access to sun cream, water and appropriate clothing for changing weather conditions (e.g. hat) 2. Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 3. Inclement weather policy	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Unsupervised usage	1. Injury as a result from entering platform unsupervised 2. Injury from climbing wall unsupervised or without safety equipment	Rare	Minor	Medium	NEW	17/6/2020	1. Access to activity restricted by locked gate and signed accordingly - RED 2. Activity equipment not left out unsupervised and stored in locked shed	Manager, staff and clients			Specific responsibility and treatment



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	Operations	Activities	Abseil - off site											
	Operations	Activities	Entanglement / Entrapment	1. Injury from entanglement in belay ropes and/or device 2. Injury from getting fingers stuck in abseil wall	Unlikely	Minor	Low	NEW	1/10/2020	1. Top managed belay system allows immediate intervention participant is hoisted up or main line is unloaded to release tension 2. Correct and clear instruction on how to use figure eight descent device 3. Removal of loose clothing, long hair tied back, remove jewellery 4. Rescue equipment to be readily available and staff trained to rescue participants	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Crushing	Injury from participant lowered onto those below	Possible	Minor	Medium	NEW	1/10/2020	1. Non-participants away from landing area 2. Correct and clear instruction	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Cutting	1. Cut from sharp edges on rocks and wall	Rare	Minor	Low	NEW	1/10/2020	1. Pre-activity survey 2. ABCDEF pre-activity check 3. Clear and correct activity instruction 4. Appropriate footwear and clothing during activity	Manager, staff and clients	May-21	Dec-20	Accept the risk routine management
	Operations	Activities	Stabbing, Shearing, Puncture	1. Splinters from vegetation and wall	Possible	Minor	Medium	NEW	1/10/2020	1. Pre-activity survey 2. ABCDEF pre-activity check 3. Correct and clear instruction	Manager, staff and clients	May-21	Dec-20	Specific responsibility and treatment
	Operations	Activities	Friction	1. Rope burn from participant on belay ropes and/or device 2. Damage ropes on front edge due to friction	Possible	Insignificant	Low	NEW	1/10/2020	1. Good belay technique 2. Correct and clear instruction 3. Use of edge protection on sharp rocks 4. Use of gloves where rope burn is possible 5. Correct body positioning included in brief 6. Speed of descend controlled with safety rope	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Striking	1. Fall from wall – swing into wall/rocks 2. Items falling from participant (from pockets etc) 3. Items falling from ledge (from equipment, rocks etc) 4. Unsafe situation due too much belay rope out 5. Hitting ground on decent	Possible	Minor	Medium	NEW	1/10/2020	1. Correct belay technique 2. Correct and clear instruction 3. Brief all participant on falling rock procedure (shout "ROCK") 4. Helmets must be worn when abseiling or at bottom of cliff 5. Exclusion area under activity 6. Have participants remove items from pockets and clothing that is likely to fall 7. Have all equipment secured on edge 8. No throwing stones	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Slip-Trip-Fall	1. Falling or tripping over objects on ground (i.e. ropes) 2. Fall from wall (on belay)	Possible	Moderate	Medium	NEW	1/10/2020	1. Ensure good housekeeping have equipment neatly arranged or put away 2. Staff need to be vigilant and in constant attendance and prepared for rescue with a pre-rigged rescue system 3. Correct instructions on how to conduct oneself during the abseil 4. ABCDEF Safety Checks before participant commences activity 5. Rescue kit to be easily accessible to staff in case of rescue	Manager, staff and clients	May-21	Dec-20	Accept the risk routine management
	Operations	Activities	Manual Handling/Ergonomics	1. Injury from setting or packing up equipment 2. Injury from belaying participants 3. Repetitive movement belaying 4. Repetitive movement carabiners	Likely	Insignificant	Low	NEW	1/10/2020	1. Correct lifting technique 2. Correct belay technique 3. Belay assess & observe 4. Correct belay technique 5. Designated breaks 6. Self assess – instructor to only lift what they are comfortable lifting\\ 7. Use of tri-lock carabiners	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Medical	1. Asthma or Anaphylaxis reaction 2. First aid incident	Rare	Moderate	Low	NEW	1/10/2020	1. First aid trained person available 2. First aid equipment readily available and check frequently 3. Emergency Procedures available and up to date	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Anchor point failure	Use of appropriate SERENE anchors	Rare	Major	Medium	NEW	1/10/2020	Constructed in accordance with training	Manager	Dec-21	Dec-20	Specific responsibility and treatment
	Operations	Activities	Equipment failure	Injury caused by; Incorrect use of, or worn equipment, including; Harness / lanyards / carabiners / pulley / helmet etc.	Unlikely	Minor	Low	NEW	1/10/2020	1. ABCDEF pre-activity check 2. Participants are attached to two independent ropes at all times when at height 3. Program staff are trained to recognise worn or faulty equipment 4. Regular equipment checks are completed and recorded, and equipment usage is logged 5. Equipment is used, maintained, stored and replaced in accordance with recommended guidelines	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	House Keeping	Unsafe situation from equipment being left out	Rare	Insignificant	Low	NEW	1/10/2020	Ensure good housekeeping have equipment neatly arranged or put away	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Psychological	1. Conflict within the group and/or inappropriate participant behavior 2. Conflict or inappropriate behavior with other users in area	Unlikely	Insignificant	Low	NEW	1/10/2020	1. All participants addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2. Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3. Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Biological material	Exposure to body fluids (e.g. Blood, saliva, sweat)	Possible	Minor	Medium	NEW	1/10/2020	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouth guards, towels and drink bottles are not shared	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect / animal and/or organism	Rare	Major	Medium	NEW	1/10/2020	1. Check area and equipment for presence of insects and/or animals 2. All participants to wear appropriate footwear 3. Availability of first aid trained staff member 4. EpiPen and first aid equipment readily available 5. Stay on formed paths when walking to and from assembly point	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Environmental exposure	1. Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2. Inclement weather 3. Lightning and strong winds	Likely	Minor	Medium	NEW	1/10/2020	1. Check weather conditions before commencing the activity 2. Access to sun cream, water and appropriate clothing for changing weather conditions (e.g. hat) 3. Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 4. Inclement weather policy	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Operator fatigue	Unsafe situation from fatigue of operator/staff	Rare	Minor	Low	NEW	1/10/2020	Regular breaks, rotation and checks to ensure operator is not fatigued	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Participant	1. Participant 'freezing' on wall 2. Ill prepared participant	Possible	Minor	Low	NEW	1/10/2020	1. Participants briefed on nature of activity, adoption of challenge by choice theme 2. Use of good and clear instructions and identification of possible participant issues 3. Instructor to conduct program at participant's level of skill and competence 4. Reassuring atmosphere and careful guidance from staff 5. Rescue kit on standby of required	Manager, staff and clients			Specific responsibility and treatment



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	Operations	Activities												
	Operations	Activities	Tower - Flying Fox											
	Operations	Activities	Entanglement / Entrapment	1.Entanglement in belay ropes 2.Entanglement in belay device 3.Entanglement of Hair and jewellery 4.Fingers caught in trolley	Rare	Moderate	Low	NEW	17/6/2020	1.Correct instruction participants 2.Removal of loose clothing, long hair tied back 3.Correct length strop used for activity 4.Long hair to be tied back in a low style so the helmet may be fitted correctly 5.There should be no loose jewellery or objects worn that may become entangled 6.Clothing should be tucked away under the harness	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Crushing	Participant lowered onto those below	Rare	Minor	Low	NEW	17/6/2020	1.Exclusion area under activity 2.Correct instruction participant	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Cutting	1.Injury from hand on pulley 2.Injury from broken or frayed wires 3.Injury from sharp edges	Rare	Insignificant	Low	NEW	17/6/2020	1. LANDSCAPE pre-activity survey 2. Correct instructions participant 3. Quarterly inspection	Manager, staff and clients	Mar-21	Dec-20	Accept the risk routine management
	Operations	Activities	Stabbing, Shearing, Puncture	1. Splinters from poles 2. Broken frayed wires or staples	Possible	Minor	Medium	NEW	17/6/2020	1. LANDSCAPE pre-activity survey 2. Quarterly inspection	Manager, staff and clients	Mar-21	Dec-20	Specific responsibility and treatment
	Operations	Activities	Friction	1.Rope burn from holding /grabbing wire while moving 2.Injury from participant on belay ropes 3.Rope damage due to ropes on edge platform	Possible	Major	Medium	NEW	17/6/2020	1.LANDSCAPE pre-activity survey 2.ABCDEF Pre-Activity Check 3.Correct length strop used for activity 4. Correct instruction participant 5.Good belay technique 6.Platform edge smooth and round where rope goes over edge	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Striking	1.Participants striking wire on landing 2.Participants striking assistant on landing 3.Rolling ankle on landing 4.Hitting ground on decent 5.Items falling from platform (from equipment etc.) 6.Items falling from participants (from pockets etc) 7.Trolley falling at placement/removing from wire	Possible	Minor	Low	NEW	17/6/2020	1.LANDSCAPE pre-activity survey 2.ABCDEF pre-activity check 3.Correct and clear instruction participant and assistant 4.Exclusion area under activity 5.Clear belay area. 6.Appropriate footwear and clothing to be worn 7.Correct belaying technique 8.Correct lowering technique participant 9.Have equipment secured, trained Camp Clayton staff to be on platform if in use 10.Have participants remove items from pockets and clothing that is likely to fall	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Slip-Trip-Fall	1.Objects on ground (i.e. ropes) 2.Fall from wall (on belay)	Rare	Minor	Low	NEW	17/6/2020	1.LANDSCAPE pre-activity survey 2.ABCDEF pre-activity check 3.Correct belay technique and calls 4.Use of Personal protective equipment by staff 5.Soft/Barked area underneath wall 6.Use of opposite & opposed carabiners 7.Use of self locking belay devices 8.Quarterly compliance inspections of activity	Manager, staff and clients	Mar-21	Dec-20	Accept the risk routine management
	Operations	Activities	Manual Handling/Ergonomics	1.Equipment during setup/pulldown 2.Belaying participants 3.Repetitive movement belaying 4.Repetitive movement carabiners	Likely	Insignificant	Low	NEW	17/6/2020	1.Correct lifting technique 2.Correct belay technique 3.Belayer assess & observe 4.Designated breaks 5.Self assess – instructor to only lift what they are comfortable lifting 6.Use of tri-lock carabiners	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Rare	Moderate	Low	NEW	17/6/2020	1.First aid trained person available 2.First aid equipment readily available and check frequently 3.Emergency Procedures available and up to date	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Structural Failure	1.Failure of Tower infrastructure 2.Failure of belay infrastructure 3.Wire anchor points 4.Harness/devices/ropes	Rare	Major	Medium	NEW	17/6/2020	1.Constructed in accordance with Australian Standards 2.LANDSCAPE pre-activity survey 3.ABCDEF activity check 4.Quarterly compliance inspections 5.Annual external audit	Manager	4. 12/2021 5. 12/2021	4. 12/2020 5. 12/2020	Specific responsibility and treatment
	Operations	Activities	Equipment failure	Injury caused by; Incorrect use of, or worn equipment, including; Harness / lanyards / carabiners / pulley / helmet etc.	Unlikely	Minor	Low	NEW	17/6/2020	1.LANDSCAPE pre-activity survey 2.ABCDEF pre-activity check 3.Participants are attached to two independent rope lanyards 4.Program staff are trained to recognize worn or faulty equipment 5.Regular equipment checks are completed and recorded, and equipment usage is logged 6.Equipment is used, maintained, stored and replaced in accordance with recommended guidelines	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	House Keeping	Farm equipment left out	Rare	Insignificant	Low	NEW	17/6/2020	LANDSCAPE inspection	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Unlikely	Insignificant	Low	NEW	17/6/2020	1.All participants addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2.Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3.Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Biological material	Exposure to body fluids (e.g. Blood, saliva, sweat)	Possible	Minor	Medium	NEW	17/6/2020	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect / animal and/or organism	Rare	Major	Medium	NEW	17/6/2020	1.Check area and equipment for presence of insects and/or animals 2.All participants to wear appropriate footwear 2. Availability of first aid trained staff member 3. EpiPen and first aid equipment readily available 4. Stay on formed paths when walking to and from beach	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Environmental exposure	1.Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2.Inclement weather 3.Lightening and strong winds	Likely	Minor	Medium	NEW	17/6/2020	1.Access to sun cream, water and appropriate clothing for changing weather conditions (e.g. hat) 2.Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 3.Inclement weather policy	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Unsupervised usage	1.Injury as a result from entering platform unsupervised 2.Injury from climbing wall unsupervised or without safety equipment	Rare	Minor	Medium	NEW	17/6/2020	1.Access to activity restricted by locked gate and signed accordingly - RED 2.Activity equipment not left out unsupervised and stored in locked shed	Manager, staff and clients			Specific responsibility and treatment



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1.5.3	Operations	Activities	Flying Fox											
	Operations	Activities	Entanglement / Entrapment	Injury from participant getting fingers caught in trolley	Rare	Moderate	Low	NEW	17/6/2020	1. Correct length strop 2. Correct instruction	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Crushing	Participant or instructor injured from tree or tree limbs falling	Rare	Major	Medium	NEW	17/6/2020	1.LANDSCAPE pre-activity survey 2.Not to be used in high winds 3.Bi-annual arborist inspections	Manager, staff and clients	2022	2020	Specific responsibility and treatment
	Operations	Activities	Cutting	Participant or instructor injured as a result of frayed wires	Unlikely	Minor	Low	NEW	17/6/2020	1. LANDSCAPE pre-activity survey 2. Quarterly inspection	Manager, staff and clients	Mar-21	Dec-20	Quarterly management review
	Operations	Activities	Stabbing, Shearing, Puncture	1. Participant or instructor injured as a result of frayed wires 2. Participant or instructor injured as a result splinters from platform/trees	Unlikely	Minor	Medium	NEW	17/6/2020	1. LANDSCAPE pre-activity survey 2. Quarterly inspection	Manager, staff and clients	Mar-21	Dec-20	Specific responsibility and treatment
	Operations	Activities	Friction	Participant injured from holding/grabbing wire while moving	Rare	Moderate	Low	NEW	17/6/2020	1. Correct length strop used for activity 2. Correct instruction of participants	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Striking	1. Participant striking wire on landing 2. Participant striking assistant on landing 3. Rolling ankle on landing 4. Striking platform gate on exit 5. Hit by rock thrown by other participants	Possible	Minor	Medium	NEW	17/6/2020	1. LANDSCAPE pre-activity survey 2. Correct instruction of participant and assistant about activity	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Manual Handling / Ergonomics	1. Equipment during setup/pull down 2. Repetitive movement carabiners and donning and doffing harnesses	Likely	Insignificant	Low	NEW	17/6/2020	1. Correct lifting technique and usage of trolley to transport equipment 2. Regular breaks 3. Donning and doffing of harnesses by participants 4. Use of tri-lock carabiners	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Drowning/Near Drowning	Falling into dam	Rare	Major	Medium	NEW	17/6/2020	1. Dam is shallow 2. Correction instruction of participant about activity 3. Platform, exit point and return path all 5m from water's edge	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Medical	1. Asthma or Anaphylaxis reaction 2. First aid incident	Rare	Moderate	Low	NEW	17/6/2020	1. First aid trained person available 2. First aid equipment readily available and check frequently 3. Emergency Procedures available and up to date	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Structural Failure	1. Failure of wire anchor points (trees) 2. Failure platform 3. Failure of wire/harness/strop/trolley	Unlikely	Major	Medium	NEW	17/6/2020	1. LANDSCAPE pre-activity survey 2. Wires doubled backed up around tree 3. Quarterly activity check 4. Bi-Annual arborist inspection of tree used as part of activity 5. External annual audit of activity	Manager	3. 12/2021 4. 2022 5. 12/2021	3. 12/2020 4. 2020 5. 12/2020	Specific responsibility and treatment
	Operations	Activities	Equipment failure	Injury caused by; Incorrect use of, or worn equipment, including; Harness / lanyards / carabiners / pulley / helmet etc.	Unlikely	Minor	Low	NEW	17/6/2020	1. LANDSCAPE pre-activity survey 2. ABCDEF pre-activity check 3. Participants are attached to two independent rope lanyards 4. Program staff are trained to recognize worn or faulty equipment 5. Regular equipment checks are completed and recorded, and equipment usage is logged 6. Equipment is used, maintained, stored and replaced in accordance with recommended guidelines	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	House Keeping	1. Items left in wrong locations, items not meant to be in that area 2. Landing area clean and tidy 3. Platform clean and tidy 4. Donning and doffing area clean and tidy	Likely	Insignificant	Medium	NEW	17/6/2020	LANDSCAPE pre-activity survey	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Unlikely	Insignificant	Low	NEW	17/6/2020	1. All participants addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2. Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3. Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Biological material	Exposure to body fluids (e.g. Blood, saliva, sweat)	Possible	Minor	Medium	NEW	17/6/2020	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect / animal and/or organism	Rare	Major	Medium	NEW	17/6/2020	1. Check area and equipment for presence of insects and/or animals 2. All participants to wear appropriate footwear 3. Availability of first aid trained staff member 4. EpiPen and first aid equipment readily available 5. Stay on formed paths when walking to and from beach	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Environmental exposure	1. Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2. Inclement weather 3. Lightning and strong winds	Likely	Minor	Medium	NEW	17/6/2020	1. Access to sun cream, water and appropriate clothing for changing weather conditions (e.g. hat) 2. Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 3. Inclement weather policy	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Unsupervised usage	1. Injury as a result from entering platform unsupervised 2. Injury from use of flying fox unsupervised	Rare	Minor	Medium	NEW	17/6/2020	1. Access to activity restricted by locked gate and signed accordingly - RED 2. Activity equipment not left out unsupervised and stored in locked shed	Manager, staff and clients			Specific responsibility and treatment

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Risk ref No.	Division	Department / Event	Activity/Hazard	What is the harm that the hazard could cause?	Assessment of Likelihood	Assessment of Consequence	Grade (combined Likelihood and Seriousness)	Change	Date of Review	Mitigation Actions (Preventative or Contingency)	Responsibility for mitigation action(s)	Date Due	Date Completed	Maintenance and review
	Operations	Activities	Giant Swing											
	Operations	Activities	Entanglement / Entrapment	1.Injury from haul rope to participant 2.Injury from guide rope to instructor	Rare	Minor	Low	NEW	17/6/2020	1. ABCDEF pre-usage check 2. Correct instruction to participants 3. Clear and appropriate haul calls 4. Qualified Supervision	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Crushing	Participants finger jammed in carabiner	Rare	Minor	Low	NEW	17/6/2020	1.Swingers are directed to hold onto strop in the designated area, and keep hands well away from the carabiners 2.If carabiner becomes cross loaded when participant steps off the ladder ask them to step back onto the ladder to fix this (don't try to re-align a cross-loaded carabiner when it is under tension)	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Cutting	Participant injured from sharp edge on ladder	Rare	Insignificant	Low	NEW	17/6/2020	LANDSCAPE pre-activity survey	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Friction	1. Rope burn to haul team 2. Rope burn to instructor 3. Harness chaffing due to inappropriate clothing	Possible	Minor	Medium	NEW	17/6/2020	1.ABCDEF pre-usage check 2.Correct and clear instruction to participants 3.Instructor to provide clear haul team instructions to group prior to and during activity 4.If hauling team let go of haul rope early, the instructor should immediately let go of the return rope 5.Ensure there are enough participants in the haul team to share the load 6.Strops tied together 7.Correct hold position swinger and instructor 8.An outline of suitable clothing requirements is provided to participants 9.Participants are asked to change clothing if inappropriate for activity (skirts, very short shorts and midriff tops are not suitable when wearing a harness)	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Striking	1.Ladder hit by swinger 2.People being hit by swinger 3.Ladder falling on someone 4.Rip cord striking participant	Unlikely	Moderate	Medium	NEW	17/6/2020	1.ABCDEF pre-usage check 2.Correct and clear instruction participant 3.Instructor is to ensure the ladder is removed from the swing area as soon as the swinger steps off the ladder, and not brought back until the swinger has come to a complete stop 4.Designated ladder assistant 5.Instructor to inform participants to stay outside the boundary rope at all times (unless invited in) 6.Use of a Light weight ladder 7.Safety glasses and helmets are to be worn for all participants	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Slip-Trip-Fall	1. Trip or fall from uneven haul path 2. Trip or fall from not bracing of haul team 3. Fall off ladder 4. Fall off swing	Possible	Minor	Medium	NEW	17/6/2020	1.LANDSCAPE pre-activity survey 2.ABCDEF pre-activity checks 3.Instructor to brief all participants on correct hauling team procedures 4.Use of Opposite & opposed self-locking carabiners 5.Carabiner attachment points are checked immediately prior to swinger being hauled up 6.Instructor to give clear instructions to swinger immediately prior to being hauled 7.All participants must wear a full body harness to prevent falls 8.Wear appropriate footwear. Closed toe footwear is required (thongs & crocs are to be avoided)	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Manual Handling/Ergonomics	1.Equipment during setup/pull down 2.Repetitive motion of moving ladder 3.Repetitive motion of guiding participant and locking in 4.Slowing participant on the swing 5.Repetitive motion of haul team	Likely	Minor	Medium	NEW	17/6/2020	1. Use of lightweight ladder 2. Qualified instructor – correct stopping technique 3. Team effort — sufficient numbers on team 4. Ensure correction instruction are given when appropriate 5. Clear and correct haul calls	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Rare	Moderate	Low	NEW	17/6/2020	1.First aid trained person available 2.First aid equipment readily available and check frequently 3.Emergency Procedures available and up to date	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Structural Failure	1.Failure of Giant Swing infrastructure 2.Failure of yoke infrastructure 3.Failure of haul rope 4.Harness and safety equipment	Rare	Major	Medium	NEW	17/6/2020	1.Constructed in accordance with Australian Standards 2.LANDSCAPE pre-activity survey 3.ABCDEF pre-activity check 4.Quarterly compliance inspections 5. Annual external audit	Manager	4. 12/2021 5. 12/2021	4. 12/2020 5. 12/2020	Specific responsibility and treatment
	Operations	Activities	Equipment failure	Injury caused by; 1.Incorrect use of, or worn equipment, including; Harness / lanyards / carabiners / pulley / helmet etc. 2.Haul rope breaking	Unlikely	Minor	Low	NEW	17/6/2020	1.LANDSCAPE pre-activity survey 2.ABCDEF pre-activity check 3.Participants are attached to two independent rope lanyards 4.Program staff are trained to recognize worn or faulty equipment 5.Regular equipment checks are completed and recorded, and equipment usage is logged 6.Equipment is used, maintained, stored and replaced in accordance with recommended guidelines	Manager and staff			Accept the risk routine management
	Operations	Activities	House Keeping	1.Items left in wrong locations, items not meant to be in that area 2.Landing area clean and tidy 3.Platform clean and tidy 4.Donning and doffing area clean and tidy	Rare	Major	Low	NEW	17/6/2020	LANDSCAPE pre-activity survey	Manager and staff			Accept the risk routine management
	Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Unlikely	Insignificant	Low	NEW	17/6/2020	1.All participants addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2.Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3.Supervisors actively supervise all members of their group, including participants who may be waiting	Staff and clients			Accept the risk routine management
	Operations	Activities	Biological material	Exposure to body fluids (e.g. Blood, saliva, sweat)	Possible	Minor	Medium	NEW	17/6/2020	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Flora and Fauna Hazards	1.Bite / Sting from snake, spider, other insect / animal and/or organism 2.Impact from birds/insects	Rare	Major	Medium	NEW	17/6/2020	1.Check area and equipment for presence of insects and/or animals 2.All participants to wear appropriate footwear 3.Availability of first aid trained staff member 4.EpiPen and first aid equipment readily available 5.Safety glasses to be worn by participant 6.Good observations and awareness of instructor	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Environmental exposure	1.Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2.Inclement weather 3.Lightening and strong winds	Likely	Minor	Medium	NEW	17/6/2020	1.Access to sun cream, water and appropriate clothing for changing weather conditions (e.g. hat) 2.Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 3.Inclement weather policy	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Unsupervised usage	Injury as a result from using activity unsupervised	Rare	Minor	Medium	NEW	17/6/2020	1.Access to activity restricted by yoke being out of reach and ropes in locked box 2.Activity equipment not left out unsupervised and stored in locked shed 3.Activity signed accordingly - RED	Manager, staff and clients			Specific responsibility and treatment



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	Operations	Activities	High Ropes											
	Operations	Activities	Entanglement / Entrapment	1.Injury from entanglement in belay ropes 2.Injury from getting fingers stuck in climbing staples 3.Injury from entangled in belay device	Rare	Minor	Low	NEW	17/6/2020	1.Qualified supervision 2.Correct instruction participants and belayer 3.Use of gloves by belayer and clear belay calls 4.Removal of loose clothing, long hair tied back 5.Wearing of safety helmet 6.ABCDEF pre-usage check	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Crushing	Participant lowered onto those below	Rare	Minor	Low	NEW	17/6/2020	1.Exclusion area under activity 2.Correct instruction participant	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Cutting	Participant injured from sharp edge on ladder or activity	Rare	Insignificant	Low	NEW	17/6/2020	1.LANDSCAPE pre-activity survey 2.ABCDEF pre- activity check 3.Quarterly inspection	Manager, staff and clients	Apr-21	Dec-20	Accept the risk routine management
	Operations	Activities	Stabbing, Shearing, Puncture	Injury from splinters or frayed wires	Unlikely	Insignificant	Low	NEW	17/9/2018	1.LANDSCAPE pre-activity survey 2.ABCDEF pre- activity check 3.Quarterly inspection	Manager, staff and clients	Apr-21	Dec-20	Accept the risk routine management
	Operations	Activities	Friction	1. Wear of belay rope on wire 2. Rope burn or injury from participant on activity wire 3. Rope burn from opposing participant's rope during lowering	Likely	Minor	Medium	NEW	17/6/2020	1.LANDSCAPE pre-activity survey 2.ABCDEF pre-usage check 3.Quarterly inspections 4.Annual external audit 5.Correct instruction 6.Correct belay technique	Manager, staff and clients	Apr-21	Dec-20	Specific responsibility and treatment
	Operations	Activities	Striking	1. Striking parts of the activity as a result of too much belay rope out 2. Hitting ground on decent 3. Striking wire or object on lowering 4. Falling objects from participant 5. Participant striking belayer	Possible	Minor	Medium	NEW	17/6/2020	1.Belay ropes to be kept taught 2.Correct belay technique and belay calls 3.Clear and Correct instruction 4.Correct lowering technique 5.Belayer wearing Personal Protective Equipment 6.All loose objects/clothing and pocket contents to be removed 7.Exclusion area under activity 8.Wearing of safety helmets	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Slip-Trip-Fall	1. Trip or fall over objects on ground 2. Fall or slip from Wires/Poles — particularly when wet 3. Fall off the course during activity 4. Fall as result of insecure ladder	Likely	Insignificant	Medium	NEW	17/6/2020	1.LANDSCAPE pre-activity survey 2.Correct instruction 3.Correct belay technique and belay calls 4.Personal protective equipment 5.Ladder fastened to pole	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Manual Handling / Ergonomics	1.Equipment during setup/pulldown 2.Belaying participants 3.Repetitive movement belaying 4.Repetitive movement carabiners	Likely	Insignificant	Medium	NEW	17/6/2020	1. Correct lifting technique 2.Use of light weight ladder 3.Correct belay technique 4.Belayer assess & observe 5.Correct belay technique 6.Regular breaks 7.Self assess — instructor to only lift what they are comfortable lifting 8.Use of Tri-lock carabiners	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Rare	Minor	Low	NEW	17/6/2020	1.First aid trained person available 2.First aid equipment readily available and check frequently 3.Emergency Procedures available and up to date	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Structural Failure	1.Failure of High Ropes infrastructure 2.Injury from damaged and/or worn safety equipment 3.Injury from incorrect usage of safety equipment	Rare	Major	Medium	NEW	17/6/2020	1.Constructed in accordance with Australian Standards 2.LANDSCAPE pre-activity survey 3.ABCDEF activity check 4.Quarterly compliance inspections 5.Annual external audit	Manager	4. 12/2021 5. 12/2021	4. 12/2020 5. 12/2020	Specific responsibility and treatment
	Operations	Activities	Equipment failure	Injury caused by; Incorrect use of, or worn equipment, including; Harness / lanyards / carabiners / pulley / helmet etc.	Unlikely	Minor	Low	NEW	17/6/2020	1.LANDSCAPE pre-activity survey 2.ABCDEF pre-activity check 3.Participants are attached to two independent rope lanyards 4.Program staff are trained to recognize worn or faulty equipment 5.Regular equipment checks are completed and recorded, and equipment usage is logged 6.Equipment is used, maintained, stored and replaced in accordance with recommended guidelines	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	House Keeping	1. Items left in wrong locations, items not meant to be in that area 2. Landing area clean and tidy 3. Seating/waiting area clean and maintained 4. Donning and doffing area clean and tidy	Rare	Major	Low	NEW	17/6/2020	LANDSCAPE pre-activity survey	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Unlikely	Insignificant	Low	NEW	17/6/2020	1.All clients addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2.Clients behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the student should be removed from the activity and an incident report written 3.Supervisors actively supervise all members of their group, including students who may be waiting	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Biological material	Exposure to body fluids (e.g. Blood, saliva, sweat)	Possible	Minor	Medium	NEW	17/6/2020	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect / animal and/or organism	Rare	Major	Medium	NEW	17/6/2020	1.Check area and equipment for presence of insects and/or animals 2.All participants to wear appropriate footwear 3. EpiPen and first aid equipment readily available 4. Stay on formed paths when walking to and from beach	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Environmental exposure	1.Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2.Inclement weather 3.Lightening and strong winds	Likely	Minor	Medium	NEW	17/6/2020	1.Access to sun cream, water and appropriate clothing for changing weather conditions (e.g. hat) 2.Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 3.Inclement weather policy	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Unsupervised usage	Injury as a result from using activity unsupervised	Rare	Major	Medium	NEW	17/6/2020	1.Access to activity restricted by climbing points out of reach 2.Activity equipment not left out unsupervised and stored in locked shed 3.Activity signed accordingly - RED	Manager, staff and clients			Specific responsibility and treatment



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	Operations	Activities	Crushing	Target falling on someone	Rare	Moderate	Low	NEW	17/6/2020	1.Targets locked to ground 2.Targets only moved by Camp Clayton staff 3.Inspection during set up and pack up for dangerous limbs	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Archery											
	Operations	Activities	Stabbing, Shearing, Puncture	Injury of result of being shot by arrow	Unlikely	Major	Medium	NEW	17/6/2020	1. Correct and clear instruction and signage of activity 2. Vigilant supervision of responsible adult is maintained at all times 3. Construction of archery range into bays staff to ensure supervisor understand briefing 4. Shooters instructed to stand in designated areas 5. Participants are instructed in the correct shooting technique and safety; a. Shooters instructed to stand in designated areas b. Face the target when loading arrows or when arrow is loaded c. Shooters will not leave firing location until advised by instructor d. Shooters will not collect arrows until advised by instructor 6. All waiting participants are to remain under the shelter and behind the barrier	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Friction	Bruising on arm from string after the bow has been release	Possible	Insignificant	Low	NEW	17/6/2020	Participants are instructed in the correct shooting technique to minimize friction	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Slip-Trip-Fall	Injury as a result of falling due to uneven ground or activity equipment	Unlikely	Minor	Low	NEW	17/6/2020	1. Proper instructions of no running during activity 2. All participant to wear appropriate footwear 3. Check for hazardous uneven ground or activity equipment storage prior to activity 4. Regular inspection and rectification of uneven ground	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Manual Handling / Ergonomics	Lifting/lowering protective tarp for targets	Unlikely	Minor	Low	NEW	17/6/2020	1. Target protection covers to be handled in accordance with proper lifting techniques 2. Targets only to be moved by Camp Clayton staff	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Biological material	Exposure to body fluids (e.g. Blood, saliva, sweat)	Rare	Minor	Low	NEW	17/6/2020	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect / animal and/or organism	Rare	Major	Medium	NEW	17/6/2020	1. Check area and equipment for presence of insects and/or animals 2. All participants to wear appropriate footwear 2. Availability of first aid trained staff member 3. EpiPen and first aid equipment readily available 4. Keeping activity area clear to fauna 5. Site wide pest control management contract	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Medical	1. Asthma or Anaphylaxis reaction 2. First aid incident	Rare	Moderate	Low	NEW	17/6/2020	1. First aid trained person available 2. First aid equipment readily available and check frequently 3. Emergency Procedures available and up to date	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Structural Failure	Shelter or target stands failure resulting in injury	Rare	Moderate	Low	NEW	17/6/2020	1. Thorough periodic in-house maintenance checks are completed by trained program staff 2. If shelter or target stands are unsafe the activity is not to be undertaken until appropriate repairs have been completed	Manager	Feb-21	Sep-20	Accept the risk routine management
	Operations	Activities	Equipment failure	Injury caused by: Broken bow or bow string braking	Unlikely	Minor	Low	NEW	17/6/2020	1. Program staff are trained to recognise worn or faulty equipment 2. Regular equipment checks are completed and recorded by trained site staff 3. Equipment is used, maintained, stored and replaced in accordance with manufacturer guidelines	Manager, staff and clients	Feb-21	Sep-20	Accept the risk routine management
	Operations	Activities	House Keeping	1. Poor appearance as result of rubbish and or activity equipment left out 2. Injury to participant due to lack of maintenance of activity	Possible	Minor	Medium	NEW	17/6/2020	1. Assigned setup and pack up of activity to staff member to ensure cleanliness 2. Scheduled maintenance and inspection of activity	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Unlikely	Minor	Low	NEW	17/6/2020	1. All participants addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2. Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3. Supervisors actively supervise all members of their group, including participants who may be	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Environmental exposure	1. Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2. Inclement weather 3. Lightning and strong winds	Rare	Minor	Low	NEW	17/6/2020	1. Scheduled breaks 2. Access to sun cream, water and appropriate clothing (e.g. hat) 3. Inclement weather policy 4. Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 5. Archery range under cover	Manager and staff			Accept the risk routine management
	Operations	Activities	Unsupervised usage	Injury as a result from using activity equipment unsupervised	Rare	Minor	Medium	NEW	17/6/2020	1. Activity warning sign of supervised activity only - ORANGE 2. Activity equipment not left out unsupervised and stored in locked shed	Manager, staff and clients			Specific responsibility and treatment



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	Operations	Activities	Challenge Course											
	Operations	Activities	Entanglement / Entrapment	1. Tyre Crossing, foot caught in tyre 2. Spiders web climbing through web	Possible	Minor	Medium	NEW	17/6/2020	1.Larger tyre diameter to keep gap open 2.Clear instruction (incl. instruction booklet) 3.Keep spider net hole sizes adequate	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Crushing	Injury from being crushed under Noah's Ark	Possible	Minor	Medium	NEW	17/6/2020	1.Briefing correct use of Noah's Ark activity 2.Stopper blocks preventing main deck reaching the ground	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Cutting	Injury from sharp edges on activity components	Rare	Insignificant	Low	NEW	17/6/2020	All equipment inspected in quarterly checks	Manager, staff and clients	Apr-21	Jan-21	Accept the risk routine management
	Operations	Activities	Stabing, Shearing, Puncture	Injury from sharp edges on activity components	Unlikely	Minor	Low	NEW	17/6/2020	All equipment inspected in quarterly checks	Manager, staff and clients	Apr-21	Jan-21	Accept the risk routine management
	Operations	Activities	Striking	1. Injury from Planks 2. Injury from swinging tyres	Possible	Minor	Medium	NEW	17/6/2020	1.Briefing instructions on safe handling of planks and equipment. (don't throw planks, Be careful when moving with planks to not hit anyone, use two people for manoeuvring of planks) 2. Adequate supervision of activity	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Slip-Trip-Fall	Injury as a result of falling due to uneven ground or from activity equipment	Likely	Insignificant	Medium	NEW	17/6/2020	Adequate supervision of activities, brief step off safely and where this isn't appropriate make sure participants are being spotted.	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Manual Handling / Ergonomics	Handling of planks and tyre	Unlikely	Insignificant	Low	NEW	17/6/2020	Make sure at least two people are carrying planks and care is taken when lifting tyres	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Biological material	Exposure to body fluids (eg. Blood, saliva, sweat)	Rare	Minor	Low	NEW	17/6/2020	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect / animal and/or organism	Rare	Major	Medium	NEW	17/6/2020	1.Check area and equipment for presence of insects and/or animals 2.All participants to wear appropriate footwear 3. Availability of first aid trained staff member 4. EpiPen and first aid equipment readily available 5. Keeping activity area clear to fauna 5. Site wide pest control management contract	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Rare	Moderate	Low	NEW	17/6/2020	1.First aid trained person available 2.First aid equipment readily available and check frequently 3.Emergency Procedures available and up to date	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Structural Failure	Injury caused as result of Structural failure of activity	Rare	Moderate	Low	NEW	17/6/2020	All equipment and activity inspected in quarterly checks	Manager	Apr-21	Jan-21	Accept the risk routine management
	Operations	Activities	Equipment failure	Damaged or worn usage of planks resulting in injury	Unlikely	Minor	Low	NEW	17/6/2020	All equipment and activity inspected in quarterly checks	Manager, staff and clients	Apr-21	Jan-21	Accept the risk routine management
	Operations	Activities	House Keeping	1.Poor appearance as result of rubbish and or activity equipment left out 2.Injury to participant due to lack of maintenance of activity	Possible	Minor	Medium	NEW	17/6/2020	1.Assigned setup and pack up of activity to staff member to ensure cleanliness 2.Scheduled maintenance and inspection of activity	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Unlikely	Minor	Low	NEW	17/6/2020	1.All participants addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2.Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3.Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Environmental exposure	1.Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2.Inclement weather 3.Lightening and strong winds	Rare	Minor	Low	NEW	17/6/2020	1.Scheduled breaks 2.Access to sun cream, water and appropriate clothing (eg. hat) 3.Inclement weather policy 4.Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 5.Archery range under cover	Manager and staff			Accept the risk routine management
	Operations	Activities	Unsupervised usage	Injury as a result from using activity equipment unsupervised	Rare	Minor	Medium	NEW	17/6/2020	1. Activity warning sign of supervised activity only - ORANGE 2. Activity equipment not left out unsupervised and stored out of sight	Manager, staff and clients			Specific responsibility and treatment

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	Operations	Activities												
	Operations	Activities	Outdoor Bouldering Wall											
	Operations	Activities	Entanglement / Entrapment	Fingers stuck in rock holds	Rare	Minor	Low	NEW	17/6/2020	1. Correct and clear instruction 2. Removal of loose clothing, long hair tied back, remove rings	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Crushing	Participant falling onto those below	Rare	Minor	Medium	NEW	17/6/2020	1. Clear area around activity 2. Correct and clear instruction	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Cutting	Sharp edges on rocks and walls	Rare	Minor	Low	NEW	17/6/2020	1. Appropriate footwear 2. Correct instruction participant 3. Quarterly inspection	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Stabbing, Shearing, Puncture	Splinters from wall or platform	Rare	Minor	Medium	NEW	17/6/2020	1. Appropriate footwear 2. Correct instruction participant 3. Quarterly inspection	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Slip-Trip-Fall	1. Objects on ground 2. Fall from wall (NOT on belay)	Rare	Minor	Low	NEW	17/6/2020	1. Soft/Barked area underneath wall 2. Proper technique and instructions	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Biological material	Exposure to body fluids (e.g. Blood, saliva, sweat)	Rare	Minor	Low	NEW	17/6/2020	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect / animal and/or organism	Rare	Major	Medium	NEW	17/6/2020	1. Check area and equipment for presence of insects and/or animals 2. All participants to wear appropriate footwear 3. Availability of first aid trained staff member 4. EpiPen and first aid equipment readily available 5. Keeping activity area clear to fauna 6. Site wide pest control management contract	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Medical	1. Asthma or Anaphylaxis reaction 2. First aid incident	Rare	Moderate	Low	NEW	17/6/2020	1. First aid trained person available 2. First aid equipment readily available and check frequently 3. Emergency Procedures available and up to date	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Structural Failure	Injury caused as result of Structural failure of activity	Rare	Moderate	Low	NEW	17/6/2020	All equipment and activity inspected in quarterly checks	Manager	Apr-21	Jan-21	Accept the risk routine management
	Operations	Activities	House Keeping	1. Poor appearance as result of rubbish and or activity equipment left out 2. Injury to participant due to lack of maintenance of activity	Possible	Minor	Medium	NEW	17/6/2020	1. Assigned setup and pack up of activity to staff member to ensure cleanliness 2. Scheduled maintenance and inspection of activity	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Unlikely	Minor	Low	NEW	17/6/2020	1. All participants addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2. Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3. Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Environmental exposure	1. Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2. Inclement weather 3. Lightning and strong winds	Rare	Minor	Low	NEW	17/6/2020	1. Scheduled breaks 2. Access to sun cream, water and appropriate clothing (e.g. hat) 3. Inclement weather policy 4. Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 5. Archery range under cover	Manager and staff			Accept the risk routine management
	Operations	Activities	Unsupervised usage	Injury as a result from using activity equipment unsupervised	Likely	Minor	Medium	NEW	17/6/2020	1. Activity warning sign of supervised activity only - ORANGE	Manager, staff and clients			Specific responsibility and treatment

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	Operations	Activities												
	Operations	Activities	Team Rescue											
	Operations	Activities	Entanglement / Entrapment	Flying fox rope becoming entangled around participant	Unlikely	Minor	Medium	NEW	17/6/2020	Adequate adult supervision	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Crushing	1. Injury from being crushed under see-saw 2. Falling limb from tree	Possible	Minor	Medium	NEW	17/6/2020	1. Briefing correct use of see-saw activity 2. Bi-annual tree checks, Activity not operated in high winds.	Manager, staff and clients	2021	2019	Specific responsibility and treatment
	Operations	Activities	Cutting	Injury from sharp edges on planks and Gang nail plates	Rare	Insignificant	Low	NEW	17/6/2020	All equipment inspected in quarterly checks	Manager, staff and clients	Feb-21	Sep-20	Accept the risk routine management
	Operations	Activities	Stabbing, Shearing, Puncture	Injury from Gang nail plate	Unlikely	Minor	Low	NEW	17/6/2020	All equipment inspected in quarterly checks	Manager, staff and clients	Feb-21	Sep-20	Accept the risk routine management
	Operations	Activities	Striking	1. Injury from Planks 2. Injury from swinging tyres	Possible	Minor	Medium	NEW	17/6/2020	1. Briefing instructions on safe handling of planks and equipment, (don't throw planks, Be careful when moving with planks to not hit anyone, use two people for manoeuvring of planks) 2. Adequate supervision of activity	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Friction	Rope burn from Flying Fox haul rope	Likely	Minor	Medium	NEW	17/6/2020	Supervision of element to make sure several participants are holding haul rope to maximise grip on haul rope	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Striking	1. Injury from Planks/stretcher 2. Injury from Tyre	Possible	Minor	Medium	NEW	17/6/2020	1. Briefing instructions on safe handling of planks and equipment, (don't throw planks, Be careful when moving with planks to not hit anyone, use two people for manoeuvring of planks) 2. Supervision of flying fox element, ensuring group is sensible in retrieving tyre from one side to the other	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Slip-Trip-Fall	1. Slipping off logs/poles 2. Fall from see-saw 3. Fall from Flying Fox 4. Falling off planks 5. Plank slipping off logs/landing pads 6. Uneven ground	Likely	Insignificant	Medium	NEW	17/6/2020	1. Pre activity briefing with the supervisors of the activity highlighting the safety procedures in the manual 2. Checks on activity setup for trip hazards	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Manual Handling / Ergonomics	1. Handling of planks and stretcher 2. Pulling person across tyre traverse	Unlikely	Insignificant	Low	NEW	17/6/2020	1. make sure at least two people are carrying planks and stretcher 2. Supervision of element to make sure several participants are holding haul rope to maximise grip on haul rope	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Biological material	Exposure to body fluids (eg. Blood, saliva, sweat)	Rare	Minor	Low	NEW	17/6/2020	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect / animal and/or organism	Rare	Major	Medium	NEW	17/6/2020	1. Check area and equipment for presence of insects and/or animals 2. All participants to wear appropriate footwear 3. EpiPen and first aid equipment readily available 4. Keeping activity area clear to fauna 5. Site wide pest control management contract	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Medical	1. Asthma or Anaphylaxis reaction 2. First aid incident	Rare	Moderate	Low	NEW	17/6/2020	1. First aid trained person available 2. First aid equipment readily available and check frequently 3. Emergency Procedures available and up to date	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Structural Failure	Injury caused as result of Structural failure of activity	Rare	Moderate	Low	NEW	17/6/2020	All equipment and activity inspected in quarterly checks	Manager	Feb-21	Sep-20	Accept the risk routine management
	Operations	Activities	Equipment failure	Damaged or worn usage of planks & stretcher resulting in injury	Unlikely	Minor	Low	NEW	17/6/2020	All equipment and activity inspected in quarterly checks	Manager, staff and clients	Feb-21	Sep-20	Accept the risk routine management
	Operations	Activities	House Keeping	1. Poor appearance as result of rubbish and or activity equipment left out 2. Injury to participant due to lack of maintenance of activity	Possible	Minor	Medium	NEW	17/6/2020	1. Assigned setup and pack up of activity to staff member to ensure cleanliness 2. Scheduled maintenance and inspection of activity	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Unlikely	Minor	Low	NEW	17/6/2020	1. All participants addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2. Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow up. If serious or repeated, the participant should be removed from the activity and an incident report written 3. Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Environmental exposure	1. Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2. Inclement weather 3. Lightning and strong winds	Rare	Minor	Low	NEW	17/6/2020	1. Scheduled breaks 2. Access to sun cream, water and appropriate clothing (eg. hat) 3. Inclement weather policy 4. Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 5. Archery range under cover	Manager and staff			Accept the risk routine management
	Operations	Activities	Unsupervised usage	Injury as a result from using activity equipment unsupervised	Rare	Minor	Medium	NEW	17/6/2020	1. Activity warning sign of supervised activity only - ORANGE 2. Activity equipment not left out unsupervised and stored in locked box	Manager, staff and clients			Specific responsibility and treatment

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	Operations	Activities	Gaga Ball											
	Operations	Activities	Stabbing, Shearing, Puncture	1.Injury as a result of hitting the stone ground whilst playing the game 2.Injury as a result of entering and exiting the wooden Gaga Court	Likely	Minor	Medium	NEW	17/6/2020	1.All participant to wear appropriate footwear 2.Clear instructions for participants to "avoid hitting ground" 3.Encourage participants to watch out and to play with care and to "avoid hitting ground" 4.Gaga court edges smooth to reduce risk of a laceration or abrasion 5.Proper scheduled maintenance and inspection of Gaga court	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Striking	1. Participant injured from running into Gaga court walls 2. Participant injured from running into other participants 3. Participant injured from ball striking face or other body part 4. Participant injured from jumping and landing	Likely	Minor	Medium	NEW	17/6/2020	1. Correct and clear instruction and signage of activity - GREEN 2.All participant to wear appropriate footwear 3.Clear instructions for participants to "avoid hitting the ball towards a players head" 4.Encourage participants to watch out and to play with care	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Slip-Trip-Fall	1.Injury as a result of falling when entering and exiting Gaga court 2.Injury as a result of playing the game	Possible	Insignificant	Low	NEW	17/6/2020	1. Correct and clear instruction and signage of activity 2.All participant to wear appropriate footwear	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Biological material	Exposure to body fluids (e.g. Blood, saliva, sweat)	Rare	Minor	Low	NEW	17/6/2020	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect / animal and/or organism	Rare	Major	Medium	NEW	17/6/2020	1.Check area and equipment for presence of insects and/or animals 2.All participants to wear appropriate footwear 2. Availability of first aid trained staff member 3. EpiPen and first aid equipment readily available 4. Keeping activity area clear to fauna 5. Site wide pest control management contract	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Likely	Moderate	High	NEW	17/6/2020	1.First aid trained person available 2.First aid equipment readily available and check frequently 3.Emergency Procedures available and up to date	Manager, staff and clients	Apr-21	Jan-21	Quarterly management review
	Operations	Activities	Structural Failure	Gaga Court damage resulting in injury	Rare	Minor	Low	NEW	17/6/2020	1.Check of court prior to usage 2.Regular check and recording of inspection of Gaga Court	Manager, staff and clients	Apr-21	Jan-21	Accept the risk routine management
	Operations	Activities	House Keeping	1.Poor appearance as result of rubbish and or activity equipment left out 2.Injury to participant due to lack of maintenance of activity	Possible	Minor	Medium	NEW	17/6/2020	1.Assigned setup and pack up of activity to staff member to ensure cleanliness 2.Scheduled maintenance and inspection of activity	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Unlikely	Minor	Low	NEW	17/6/2020	1.All participants addressed at the commencement of camp as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2.Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3.Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Environmental exposure	1.Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2.Inclement weather 3.Lightening and strong winds	Rare	Minor	Low	NEW	17/6/2020	1.Access to sun cream, water and appropriate clothing (e.g. hat) 2.Inclement weather policy 3.Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions	Manager and staff			Accept the risk routine management
	Operations	Activities	Unsupervised usage	Injury as a result from using activity equipment incorrectly or un-sportsmanship like	Rare	Minor	Medium	NEW	17/6/2020	1. Activity warning sign as free to use activity in accordance with game rules - GREEN	Manager, staff and clients			Specific responsibility and treatment

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	Operations	Activities												
	Operations	Activities	Maze											
	Operations	Activities	Cutting	Injury from sharp edges on post	Rare	Insignificant	Low	NEW	17/6/2020	All equipment inspected in quarterly checks	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Stabbing, Shearing, Puncture	Injury from posts, roots, ropes	Unlikely	Minor	Low	NEW	17/6/2020	All equipment inspected in quarterly checks	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Striking	Participant injured from walking into posts and/or other participants	Likely	Insignificant	Medium	NEW	17/6/2020	1. Correct and clear instruction and signage of activity – ORANGE 2. All participant to wear appropriate footwear 3. Clear instructions for participants to be aware of dangers of leading someone who is blindfolded. If working in partners encourage the un-blindfolded person to take responsibility for their partner's wellbeing. 5. No running during activity	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Slip-Trip-Fall	Injury as a result of playing the game	Possible	Insignificant	Low	NEW	17/6/2020	1. Correct and clear instruction and signage of activity – ORANGE 2. Clear instruction to watch out for trip / slip hazards before activity begins 3. Clear instruction how and when to communicate with the blindfolded person about imminent hazards	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Biological material	Exposure to body fluids (e.g. Blood, saliva, sweat)	Rare	Minor	Low	NEW	17/6/2020	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect / animal and/or organism	Rare	Moderate	Low	NEW	17/6/2020	1. Check area and equipment for presence of insects and/or animals 2. All participants to wear appropriate footwear 2. Availability of first aid trained staff member 3. EpiPen and first aid equipment readily available 4. Keeping activity area clear to fauna 5. Site wide pest control management contract	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Medical	1. Asthma or Anaphylaxis reaction 2. First aid incident	Rare	Moderate	Low	NEW	17/6/2020	1. First aid trained person available 2. First aid equipment readily available and check frequently 3. Emergency Procedures available and up to date	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Structural Failure	Maze course damage resulting in injury	Rare	Minor	Low	NEW	17/6/2020	1. Check of course prior to usage 2. Regular check and recording of inspection of Mini golf course	Manager, staff and clients	Jun-21	Dec-20	Accept the risk routine management
	Operations	Activities	House Keeping	1. Poor appearance as result of rubbish and or activity equipment left out 2. Injury to participant due to lack of maintenance of activity	Possible	Insignificant	Low	NEW	17/6/2020	1. Assigned setup and pack up of activity to staff member to ensure cleanliness 2. Scheduled maintenance and inspection of activity	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Possible	Insignificant	Low	NEW	17/6/2020	1. All participants addressed at the commencement of the camp as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2. Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3. Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Environmental exposure	1. Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2. Inclement weather 3. Lightning and strong winds	Rare	Minor	Low	NEW	17/6/2020	1. Access to sun cream, water and appropriate clothing (e.g. hat) 2. Inclement weather policy 3. Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Blindfold	Tying the blindfold too tight	Possible	Insignificant	Low	NEW	17/6/2020	1. Blindfolds to be made from soft materials 2. Leader to check blindfolds before activity begins 3. Blindfolds to be washed after each use 4. Any children with infected eyes will not use blindfolds and will have to close their eyes instead	Manager, staff and clients			Accept the risk routine management



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	Operations	Activities	Mini Golf											
	Operations	Activities	Striking	1.Participant injured from being hit with golf putter and/or golf ball 2.Participant injured from striking/kicking the mini golf course	Possible	Minor	Medium	NEW	17/6/2020	1. Correct and clear instruction and signage of activity – GREEN 2. All participant to wear appropriate footwear 3. Clear instructions for participants to "avoid hitting the golf ball too hard or of the ground" 4. Clear instructions for participants not to swing golf putter to high 5. No running on activity	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Slip-Trip-Fall	1. Injury as a result of falling whilst walking over mini golf course 2. Injury as a result of playing the game	Possible	Insignificant	Low	NEW	17/6/2020	1. Correct and clear instruction and signage of activity – GREEN 2. All participant to wear appropriate footwear 3. No running on activity	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Biological material	Exposure to body fluids (eg. Blood, saliva, sweat)	Rare	Minor	Low	NEW	17/6/2020	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect / animal and/or organism	Rare	Moderate	Low	NEW	17/6/2020	1. Check area and equipment for presence of insects and/or animals 2. All participants to wear appropriate footwear 3. Availability of first aid trained staff member 4. Epipen and first aid equipment readily available 5. Keeping activity area clear to fauna 6. Site wide pest control management contract	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Medical	1. Asthma or Anaphylaxis reaction 2. First aid incident	Rare	Moderate	Low	NEW	17/6/2020	1. First aid trained person available 2. First aid equipment readily available and check frequently 3. Emergency Procedures available and up to date	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Structural Failure	Mini golf course damage resulting in injury	Rare	Minor	Low	NEW	17/6/2020	1. Check of course prior to usage 2. Regular check and recording of inspection of Mini golf course	Manager, staff and clients	Apr-21	Jan-21	Accept the risk routine management
	Operations	Activities	House Keeping	1. Poor appearance as result of rubbish and or activity equipment left out 2. Injury to participant due to lack of maintenance of activity	Possible	Insignificant	Low	NEW	17/6/2020	1. Assigned setup and pack up of activity to staff member to ensure cleanliness 2. Scheduled maintenance and inspection of activity	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Possible	Insignificant	Low	NEW	17/6/2020	1. All participants addressed at the commencement of the camp as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2. Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3. Supervisors actively supervise all members of their group, including participants	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Environmental exposure	1. Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2. Inclement weather 3. Lightning and strong winds	Rare	Minor	Low	NEW	17/6/2020	1. Access to sun cream, water and appropriate clothing (eg. hat) 2. Inclement weather policy 3. Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions	Manager and staff			Accept the risk routine management
	Operations	Activities	Unsupervised usage	Injury as a result from using activity equipment incorrectly or un-sportsmanship like	Rare	Minor	Medium	NEW	17/6/2020	1. Activity warning sign as free to use activity in accordance with game rules - GREEN	Manager, staff and clients			Specific responsibility and treatment



Camp Clayton Risk Assessment

Risk ref No.	Division	Department / Event	Activity/Hazard	What is the harm that the hazard could cause?	Assessment of Likelihood	Assessment of Consequence	Grade (combined Likelihood and Seriousness)	Change	Date of Review	Mitigation Actions (Preventative or Contingency)	Responsibility for mitigation action(s)	Date Due	Date Completed	Maintenance and review
	Operations	Activities												
	Operations	Activities	Beach Volleyball											
	Operations	Activities	Entanglement / entrapment	Injury to participant as result of getting arm caught in volleyball net	Rare	Insignificant	Low	NEW	17/6/2020	Net properly tensioned at all times and holes fixed]	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Cutting	1.Participant cut from object in sand 2.Participant cut from jewellery worn during play	Unlikely	Minor	Low	NEW	17/6/2020	1.Sand checked prior to use 2.Sand regularly raked and cleaned from foreign objects 3.Participants reminded that jewellery should not be worn	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Striking	1.Participant injured from running into posts 2.Participant injured from running into other participants 3.Participant injured from ball striking face or other body part 4.Participant injured from jumping and landing	Unlikely	Moderate	Low	NEW	17/6/2020	1.Posts clearly marked 2.Participants reminded of rules around net play 3.Maximum net heights checked and maintained	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Slip-Trip-Fall	Injury from landing on or falling during game from sand or posts	Unlikely	Insignificant	Low	NEW	17/6/2020	Sand raked prior to use and foreign objects removed	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Biological material	Exposure to body fluids (e.g. Blood, saliva, sweat)	Unlikely	Minor	Low	NEW	17/6/2020	1.Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2.Have sufficient and suitable containment material (bandages etc.) readily available 3.Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect / animal and/or organism	Rare	Major	Medium	NEW	17/6/2020	1.Check area and equipment for presence of insects and/or animals 2.First aid training 3.EpiPen readily available 4.Keeping activity area clear to fauna 5.Pest Control site wide contract	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Structural Failure	Injury caused by; Broken net or court boundary fence	Rare	Moderate	Low	NEW	17/6/2020	1.Thorough periodic in-house maintenance checks are completed by trained program staff 2.If net or posts are unsafe the activity is not to be undertaken until appropriate repairs have been completed	Manager, staff and clients	Feb-21	Sep-20	Accept the risk routine management
	Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Possible	Minor	Medium	NEW	17/6/2020	1.All participants addressed at the commencement of camp as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2.Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3.Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Likely	Moderate	High	NEW	17/6/2020	1.First aid trained person available 2.First aid equipment readily available and check frequently 3.Emergency Procedures available and up to date	Manager, staff and clients	Feb-21	Sep-20	Quarterly management review
	Operations	Activities	Environmental exposure	1.Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2.Inclement weather 3.Lightening and strong winds	Almost Certain	Minor	Medium	NEW	17/6/2020	1.Scheduled breaks 2.Access to sun cream, water and appropriate clothing (e.g. hat) 3.Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 4.Inclement weather policy	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Sand	Sand blowing into eyes	Possible	Insignificant	Low	NEW	17/6/2020	Participant may choose to wear protective glasses	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Unsupervised usage	Injury as a result from using activity equipment incorrectly or un-sportsmanship like	Rare	Minor	Medium	NEW	17/6/2020	1. Activity warning sign as free to use activity in accordance with game rules - GREEN 2. Activity equipment not left out unsupervised and stored in supervisors office	Manager, staff and clients			Specific responsibility and treatment



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Risk ref No.	Division	Department / Event	Activity/Hazard	What is the harm that the hazard could cause?	Assessment of Likelihood	Assessment of Consequence	Grade (combined Likelihood and Seriousness)	Change	Date of Review	Mitigation Actions (Preventative or Contingency)	Responsibility for mitigation action(s)	Date Due	Date Completed	Maintenance and review
	Operations	Activities												
	Operations	Activities	Frisbee Golf											
	Operations	Activities	Cutting	Injury from sharp edges on clipboards/paper or frisbee	Rare	Insignificant	Low	NEW	17/6/2020	1.Safe use of all equipment including clipboards 2.Check of equipment prior to usage 3.Regular check and recording of inspection of frisbee course	Manager, staff and clients	Feb-21	Nov-20	Accept the risk routine management
	Operations	Activities	Stabbing, Shearing, Puncture	Injury of result of making contact with a sharp object	Unlikely	Minor	Low	NEW	17/6/2020	1.Appropriate footwear must be worn during activity 2.Participants instructed to play safely at all times	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Striking	1. Participant injured from colliding with another participant 2. Injury as a result of colliding with object (e.g. Frisbee) or equipment from other activities 3. Students being hit by road users	Likely	Insignificant	Medium	NEW	17/6/2020	1.Clear instructions for participants to be aware of dangers of running games 2.Clear instructions for how to play game safely 3.The group is instructed to walk around, rather than through activities on their search 4.Participants are instructed to be alert and aware when on or near roads within the campsite 5.Road signs are clearly displayed throughout the campsite highlighting the speed limit and that the roads are a shared zone (vehicles and pedestrians) 6.Participants always work in groups and are instructed to look out for each other 7.All participant to wear appropriate footwear	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Slip-Trip-Fall	Injury as a result slipping or falling during the playing of the game	Possible	Insignificant	Low	NEW	17/6/2020	1.Be made aware of any steps or objects on the ground 2.Appropriate footwear must be worn during activity 3.Clear Briefing/Instructions, full understanding. 4.No climbing fences, trees and/or buildings	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Biological material	Exposure to body fluids (e.g. Blood, saliva, sweat)	Rare	Minor	Low	NEW	17/6/2020	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect / animal and/or organism	Rare	Moderate	Low	NEW	17/6/2020	1.Check area and equipment for presence of insects and/or animals 2.All participants to wear appropriate footwear 2. Availability of first aid trained staff member 3. EpiPen and first aid equipment readily available 4. Keeping activity area clear to fauna 5. Site wide pest control management contract	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Possible	Moderate	Medium	NEW	17/6/2020	1.First aid trained person available 2.First aid equipment readily available and check frequently 3.Emergency Procedures available and up to date	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Structural Failure	Frisbee golf course damage resulting in injury	Rare	Minor	Low	NEW	17/6/2020	1.Check of equipment and course prior to usage 2.Regular check and recording of inspection of frisbee golf course	Manager, staff and clients	Feb-21	Nov-20	Accept the risk routine management
	Operations	Activities	House Keeping	1.Poor appearance as result of rubbish and or activity equipment left out 2.Injury to participant due to lack of maintenance of activity	Possible	Insignificant	Low	NEW	17/6/2020	1.Assigned setup and pack up of activity to staff member to ensure cleanliness 2.Scheduled maintenance and inspection of activity	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Possible	Insignificant	Low	NEW	17/6/2020	1.All participants addressed at the commencement of the camp as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2.Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3.Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Environmental exposure	1.Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2.Inclement weather 3.Lightening and strong winds	Rare	Minor	Low	NEW	17/6/2020	1.Access to sun cream, water and appropriate clothing (e.g. hat) 2.Inclement weather policy 3.Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Unsupervised usage	Injury as a result from using activity equipment incorrectly or un-sportsmanship like	Rare	Minor	Medium	NEW	17/6/2020	1. Activity warning sign as free to use activity in accordance with game rules - GREEN 2. Activity equipment not left out unsupervised and stored in supervisors office	Manager, staff and clients			Specific responsibility and treatment

Camp Clayton Risk Assessment



Risk ref No.	Division	Department / Event	Activity/Hazard	What is the harm that the hazard could cause?	Assessment of Likelihood	Assessment of Consequence	Grade (combined Likelihood and Seriousness)	Change	Date of Review	Mitigation Actions (Preventative or Contingency)	Responsibility for mitigation action(s)	Date Due	Date Completed	Maintenance and review
	Operations	Activities												
	Operations	Activities	Photo Hunt											
	Operations	Activities	Cutting	Injury from sharp edges on clipboards/paper	Rare	Insignificant	Low	NEW	17/6/2020	1.Safe use of all equipment including clipboards 2.Check of equipment prior to usage	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Stabbing, Shearing, Puncture	Injury of result of making contact with a sharp object	Unlikely	Minor	Low	NEW	17/6/2020	1.Appropriate footwear must be worn during activity 2.Participants instructed to play safely at all times	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Striking	1. Participant injured from colliding with another participant 2. Injury as a result of colliding with object or equipment from other activities 3. Students being hit by road users	Unlikely	Insignificant	Low	NEW	17/6/2020	1.Clear instructions for participants to be aware of dangers of running games 2.Clear instructions for how to play game safely 3.The group is instructed to walk around, rather than through activities on their search 4.Participants are instructed to be alert and aware when on or near roads within the campsite 5.Road signs are clearly displayed throughout the campsite highlighting the speed limit and that the roads are a shared zone (vehicles and pedestrians) 6.Participants always work in groups and are instructed to look out for each other 7.All participant to wear appropriate footwear	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Slip-Trip-Fall	Injury as a result slipping or falling during the playing of the game	Possible	Insignificant	Low	NEW	17/6/2020	1.Be made aware of any steps or objects on the ground 2.Appropriate footwear must be worn during activity 3.Clear Briefing/Instructions, full understanding. 4.No climbing fences, trees and/or building 5.Participants are instructed not to go on any other activity whilst completing the Photo / Number / Letter Hunt activity	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Biological material	Exposure to body fluids (e.g. Blood, saliva, sweat)	Rare	Minor	Low	NEW	17/6/2020	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect / animal and/or organism	Rare	Moderate	Low	NEW	17/6/2020	1.Check area and equipment for presence of insects and/or animals 2.All participants to wear appropriate footwear 2. Availability of first aid trained staff member 3. EpiPen and first aid equipment readily available 4. Keeping activity area clear to fauna 5. Site wide pest control management contract	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Possible	Moderate	Medium	NEW	17/6/2020	1.First aid trained person available 2.First aid equipment readily available and check frequently 3.Emergency Procedures available and up to date	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Possible	Insignificant	Low	NEW	17/6/2020	1.All participants addressed at the commencement of the camp as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2.Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3.Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Environmental exposure	1.Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2.Inclement weather 3.Lightening and strong winds	Rare	Minor	Low	NEW	17/6/2020	1.Access to sun cream, water and appropriate clothing (e.g. hat) 2.Inclement weather policy 3.Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Unsupervised usage	Injury as a result from using activity equipment incorrectly or un-sportsmanship like	Rare	Minor	Medium	NEW	17/6/2020	1. Activity warning sign as free to use activity in accordance with game rules - GREEN 2. Activity equipment not left out unsupervised and stored in supervisors office	Manager, staff and clients			Specific responsibility and treatment

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Risk ref No.	Division	Department / Event	Activity/Hazard	What is the harm that the hazard could cause?	Assessment of Likelihood	Assessment of Consequence	Grade (combined Likelihood and Seriousness)	Change	Date of Review	Mitigation Actions (Preventative or Contingency)	Responsibility for mitigation action(s)	Date Due	Date Completed	Maintenance and review
	Operations	Activities	Indoor Rock wall											
	Operations	Activities	Entanglement / Entrapment	1.Entanglement in belay ropes 2.Entanglement in basketball frame 3.Fingers stuck in rock holds 4.Belayer becomes entangled in belay device/ropes	Unlikely	Minor	Low	NEW	17/9/2018	1.Correct belay technique 2.Basketball frame retracted 3.Correct instruction 4.Removal of loose clothing, long hair tied back, correct instruction. Remove rings	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Crushing	Participant lowered onto those below	Possible	Minor	Medium	NEW	17/6/2020	1.Non-participants behind yellow line 2.Clear belay area 3.Correct instruction	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Cutting	Sharp edges on walls or window cages	Rare	Minor	Low	NEW	17/6/2020	1. LANDSCAPE pre-activity survey 2. Quarterly inspection	Manager, staff and clients	Feb-21	Dec-20	Accept the risk routine management
	Operations	Activities	Stabbing, Shearing, Puncture	Splinters	Possible	Minor	Medium	NEW	17/6/2020	1. LANDSCAPE pre-activity survey 2. Quarterly inspection	Manager, staff and clients	Feb-21	Dec-20	Specific responsibility and treatment
	Operations	Activities	Friction	1.Participant on belay ropes 2.Ropes on front edge of overhang	Possible	Insignificant	Low	NEW	17/6/2020	1.Good belay technique 2.Correct instruction	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Striking	1.Fall from overhang – swing into wall/rocks 2.Items falling from participant (from pockets etc) 3.Belayer kicked by participant	Possible	Minor	Medium	NEW	17/6/2020	1.Correct belay technique 2.Correct instruction 3.Only trained Camp Clayton staff to belay overhang 4.Have participants remove items from pockets and clothing that is likely to fall 5.Correct instruction to belayers	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Slip-Trip-Fall	1.Trip on ropes, anchor points, mats 2.Fall from wall 3.Equipment failure	Rare	Minor	Low	NEW	17/6/2020	1. Impact mats in place 2.Non-participants behind yellow line 3.Opposite & opposed carabiners Correct belay technique 4.Self locking belay devices 5. Quarterly inspections ABCDEF checks	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Manual Handling / Ergonomics	1.Lifting/lowering protective tarp 2.Belaying	Likely	Minor	Medium	NEW	17/6/2020	1.Use of pulley system 2.Correct belay technique Correct instructions 3.Self locking belay devices 4.Belay devices attached to floor	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Medical	First aid incident	Rare	Moderate	Low	NEW	17/6/2020	First aid training	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Equipment failure	Faulty ropes, harnesses, carabiners, belay device, tarp winch etc.	Rare	Insignificant	Low	NEW	17/6/2020	1.A check of personal equipment (harness, helmet) is completed prior to connecting climber 2.Carabiner connection is checked immediately prior to climbing 3.Regular equipment checks are completed and recorded, and equipment usage is logged 4.Equipment is used, maintained, stored and replaced in accordance with manufacturer guidelines 5.Program staff are trained to recognise worn or faulty equipment 6.Equipment belonging to participants must not be used 7.Rock holds are inspected for damage prior to commencing activity 8.Tarp winch always locked	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Structural Failure	Failure of belay bar and/or supporting structure	Rare	Major	Medium	NEW	17/6/2020	1.Constructed in accordance with Australian Standards 2.LANDSCAPE pre-activity survey 3.ABCDEF activity check 4.Quarterly compliance inspections 5.Annual external audit	Manager	4. 12/2021 5. 12/2021	4. 12/2020 5. 12/2020	Specific responsibility and treatment
	Operations	Activities	Equipment failure	Injury caused by; Incorrect use of, or worn equipment, including; Harness / lanyards / carabiners / pulley / helmet etc.	Unlikely	Minor	Low	NEW	17/6/2020	1. LANDSCAPE pre-activity survey 2. ABCEF pre-activity check 3. Program staff are trained to recognise worn or faulty equipment 4. Regular equipment checks are completed and recorded, and equipment usage is logged 5. Equipment is used, maintained, stored and replaced in accordance with recommended guidelines	Manager, staff and clients	Feb-21	Dec-20	Accept the risk routine management
	Operations	Activities	House Keeping	1.Games and or stadium equipment left out 2.Balls and other equipment hitting participants	Rare	Insignificant	Low	NEW	17/6/2020	1.LANDSCAPE pre-activity survey 2.All other activities in other half of stadium 3.Correct instruction/supervision	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Psychological	Conflict within the group and/or inappropriate student behaviour	Unlikely	Insignificant	Low	NEW	17/6/2020	1.All participants addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2.Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3.Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Environmental exposure	1.Possible injury due to prolonged exposure to heat, cold, or other environmental factors of staff or clients	Possible	Minor	Medium	NEW	17/6/2020	1. Scheduled breaks 2. Access to water and appropriate clothing (e.g. shorts) 3. Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 4. Climbing wall indoor	Manager and staff			Specific responsibility and treatment
	Operations	Activities	Biological material	Exposure to body fluids (e.g. Blood, saliva, sweat)	Unlikely	Minor	Low	NEW	17/6/2020	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Unsupervised usage	Injury as a result from climbing wall unsupervised	Rare	Minor	Medium	NEW	17/6/2020	1.Access to activity restricted by locked tarpaulin and signed accordingly - RED 2.Activity equipment not left out unsupervised	Manager, staff and clients			Specific responsibility and treatment

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	Operations	Activities	Crate Stacking											
	Operations	Activities	Entanglement / Entrapment	1.Entanglement in belay ropes 2.Entanglement in basketball frame 3.Foot stuck in crates 4.Belayer becomes entangled in belay device/ropes	Unlikely	Minor	Low	NEW	17/6/2020	1. Correct and clear instruction 2. Correct belay technique 3. Basketball frame retracted 4. Long hair is to be tied back in a low style so the helmet may be fitted correctly 5. There should be no loose jewellery or objects worn that may become entangled 6. Clothing should be tucked away under the harness 7. Harness ends should be tucked away before commencing climbing 8. Use of suitable crates	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Crushing	1. Participant lowered onto those below 2. Crate dropped onto those below	Possible	Minor	Medium	NEW	17/6/2020	1. Correct and clear instruction of activity 2. Spotter is not allowed to hold onto the stack of crates to support the climber 3. As soon as the spotter passes a crate to the climber they must step away from the climber	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Cutting	Sharp edges on crates	Rare	Minor	Low	NEW	17/6/2020	1. LANDSCAPE pre-activity survey 2. Quarterly inspection	Manager, staff and clients	Apr-21	Dec-20	Accept the risk routine management
	Operations	Activities	Stabbing, Shearing, Puncture	Sharp edges on crates	Possible	Minor	Medium	NEW	17/6/2020	1. LANDSCAPE pre-activity survey 2. Quarterly inspection	Manager, staff and clients	Apr-21	Dec-20	Specific responsibility and treatment
	Operations	Activities	Friction	1. Participant on belay ropes 2. Ropes on top beam	Possible	Insignificant	Low	NEW	17/6/2020	1. LANDSCAPE pre-activity survey 2. Correct and clear instruction 3. Good belay technique	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Striking	1. Falling object (Crate, helmet etc) causing injury to spotter, instructor or bystanders 2. Climber hitting ground or coming into contact with spotters, crates or bystanders	Possible	Minor	Medium	NEW	17/6/2020	1. Boundary area is in place and identified to all participants 2. Spotters must wear helmets when within the 'climbing area' 3. Climbers should remove any loose objects from their pockets 4. Effective group management by instructor 5. When the climber is out of reach of the spotter on the ground, the spotter should use the extension 6. Climber is to begin stacking their crates from directly underneath the anchor point (this will prevent a pendulum effect when falling) 7. Controlled descent from a properly trained and supervised belayer 8. Bystanders should be watching from behind the defined boundary 9. Vigilant supervision by instructor and assisting group leader	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Slip-Trip-Fall	1. Trip on ropes, anchor points, mats 2. Fall from crates 3. Equipment failure	Almost Certain	Minor	Medium	NEW	17/6/2020	1. ABCDEF pre-activity check 2. Only camp program staff or trained leaders who have been assessed as a competent belayer by a camp staff member may belay 3. Spotters are briefed on their roles and responsibilities and are closely monitored at all times 4. Belayers other than camp staff must use an automatic belay device (Gri Gri or similar) 5. The climber is to be attached with an auto locking carabiner	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Manual Handling / Ergonomics	1. Set up and pack up of activity 2. Belaying	Likely	Minor	Low	NEW	17/6/2020	1. Use of pulley system 2. Correct belay technique Correct instructions 3. Self locking belay devices	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Medical	First aid incident	Rare	Moderate	Low	NEW	17/6/2020	First aid training	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Equipment Failure	Faulty ropes, harnesses, carabiners, belay device, crates etc.	Rare	Minor	Low	NEW	17/6/2020	1. A check of personal equipment (harness, helmet) is completed prior to connecting climber 2. Carabiner connection is checked immediately prior to climbing 3. Regular equipment checks are completed and recorded, and equipment usage is logged 4. Equipment is used, maintained, stored and replaced in accordance with manufacturer guidelines 5. Program staff are trained to recognize worn or faulty equipment 6. Equipment belonging to participants must not be used 7. Crates are inspected for damage prior to commencing activity	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Structural Failure	Failure of support beam	Rare	Major	Medium	NEW	17/6/2020	Roof beams are engineered to support loads applied from the activity	Manager			Specific responsibility and treatment
	Operations	Activities	Equipment failure	Injury caused by; incorrect use of, or worn equipment, including; Crates / Harness / lanyards / carabiners / pulley / helmet etc.	Unlikely	Minor	Low	NEW	17/6/2020	1. LANDSCAPE pre-activity survey 2. ABCEF pre-activity check 3. Program staff are trained to recognize worn or faulty equipment 4. Regular equipment checks are completed and recorded, and equipment usage is logged 5. Equipment is used, maintained, stored and replaced in accordance with recommended guidelines	Manager, staff and clients	Apr-21	Dec-20	Accept the risk routine management
	Operations	Activities	House Keeping	1. Games and or stadium equipment left out 2. Balls and other equipment hitting participants	Rare	Insignificant	Low	NEW	17/6/2020	1. LANDSCAPE pre-activity survey 2. All other activities in other half of stadium 3. Correct instruction/supervision	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Psychological	Conflict within the group and/or inappropriate student behaviour	Unlikely	Insignificant	Low	NEW	17/6/2020	1. All participants addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2. Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3. Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Environmental exposure	Possible injury due to prolonged exposure to heat, cold, or other environmental factors of staff or clients	Possible	Minor	Medium	NEW	17/6/2020	1. Scheduled breaks 2. Access to water and appropriate clothing (eg. shorts) 3. Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 4. Climbing wall indoor	Manager and staff			Specific responsibility and treatment
	Operations	Activities	Biological material	Exposure to body fluids (eg. Blood, saliva, sweat)	Unlikely	Minor	Low	NEW	17/6/2020	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Unsupervised usage	Injury as a result from cate stacking unsupervised or on belay	Unlikely	Minor	Low	NEW	17/6/2020	Activity equipment not left out unsupervised	Manager, staff and clients			Accept the risk routine management



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	Operations	Activities	Bush Walking & Camping											
	Operations	Activities	Cutting	Injury from cutting (eg. Rock/branch)	Unlikely	Minor	Low	NEW	17/6/2020	1.Appropriate footwear must be worn at all times 2.Participants instructed to walk safely at all times 3.Trip Hazards are identified to the group on the walk 4.Supervisors to carry first aid kit	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Stabbing, Shearing, Puncture	Injury of result of cutting on sharp object	Rare	Minor	Low	NEW	17/6/2020	1.Appropriate footwear must be worn to and from beach 2.Participants instructed to walk safely at all times 3.Trip Hazards are identified to the group on the walk or in the sea 4.Supervisors to carry first aid kit	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Friction	Injury from prolonged walking (eg. blisters)	Unlikely	Minor	Low	NEW	17/6/2020	1. Appropriate footwear must be worn at all times 2. Supervisors to carry first aid kit	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Slip-Trip-Fall	Injury from landing on or falling during walk	Possible	Minor	Medium	NEW	17/6/2020	1.Appropriate footwear must be worn at all times 2.Participants instructed to walk safely at all times 3.Trip Hazards are identified to the group on the walk 4.Supervisors to carry first aid kit	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Striking	Injury from cutting (eg. Rock/branch)	Likely	Minor	Medium	NEW	17/6/2020	1.Appropriate footwear must be worn at all times 2.Participants instructed to walk safely at all times 3.Trip Hazards are identified to the group on the walk 4.Supervisors to carry first aid kit	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Biological material	Exposure to body fluids (eg. Blood, saliva, sweat)	Unlikely	Minor	Low	NEW	17/6/2020	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect / animal and/or organism	Rare	Major	Medium	NEW	17/6/2020	1.Participants required to stay on designated tracks 2.Participants are required to stay together as a group 3.Supervisors to carry first aid kits with snake bite bandages 4.Insect repellent available "	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Thermal comfort	Exposure to extreme cold or heat	Rare	Major	High	NEW	17/6/2020	1.Clothing checklist for remote areas, mountain areas 2.Gear checklist for overnight walks 3.Leader must confirm that party members are carrying minimum clothing requirements (include day walks if cold condition and off trail) 4.Gear check list includes water bottles 5.Leader to carry extra water 6.Leader to be Emergency Response Trained	Manager, staff and clients	Apr-21	Dec-20	Quarterly management review
	Operations	Activities	Drowning/Near Drowning	1.Inability to swim 2.Overconfidence in own swimming ability 3.Environmental factor of currents or waves	Unlikely	Major	Medium	NEW	17/6/2020	1.Participation in the activity must correspond with participants skills and ability 2.NON swimmers MUST stay in shallows 3.NO rapidly flowing rivers are to be crossed 4.Bridges or natural features are to be used to cross rivers 5.Qualified Bronze Medial Supervisor/Lifeguard must be present during any swimming activities	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Equipment	Injury caused by; 1.Incorrect use of, or worn equipment, including; Backpacks / shoes / cooking equipment / sleeping bag etc. 2.Inadequate equipment for the conditions	Possible	Minor	Medium	NEW	17/6/2020	1.Ensure all equipment is well maintained, ensure participants are aware of the location of emergency and first-aid equipment 2.Ensure suitable communication is available and in working order 3.Consider mobile phone network access, battery and waterproof casing 4.Ensure torches are used at night when moving around site	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Likely	Moderate	High	NEW	17/6/2020	1.EpiPen and puffers to be easily accessible if not present. 2.Instructor or supervisor to be aware of medical conditions among participants 3.Supervisor to hold or have access to someone who holds a first aid qualification, and in remote areas to the level of remote first aid 4.Carrying adequate first aid equipment for the activity	Manager, staff and clients	Apr-21	Dec-20	Quarterly management review
	Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Possible	Minor	Medium	NEW	17/6/2020	1.All participants addressed at the commencement of the walk as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2.Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3.Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Fatigue / Over exertion	Injury due to fatigue or over exertion	Unlikely	Minor	Low	NEW	17/6/2020	1.Review health, maturity, fitness, suitability and competency of participants. 2.Record individual participant medical conditions and brief staff on any student health plans 3.Participants instructed in proper walking technique 4.Bushwalk length amended according to group ability 5.Participants encouraged to carry water bottles, drink plenty of water prior to activity 6.Appropriate breaks and group capability assessments	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Severe weather	Injury due to extreme weather conditions	Rare	Major	Medium	NEW	17/6/2020	1.Proper equipment/clothing is carried for type of walk 2.Risk assessment of walk to include weather forecast check	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Getting Lost	1.Failure to return on time causing locale and or state wide concern / exposure 2.Poorly equipped for unscheduled event of prolonged exposure 3.Injury due to prolonged exposure 4.Physiological consequences participants 5.Customer complaint due to getting lost	Possible	Moderate	Medium	NEW	17/6/2020	1.Activity risk assessment is conducted 2.Participants are required to walk as a group 3.Activity is conducted on clearly marked and defined bush trails 4.Activity is to have a Supervising adult present 5.Supervisor carries map of trails 6.Participants are briefed on what to do if they are separated from group 7.Phone to be carried by supervisor 8.SPOT to be carried by supervisor where no phone reception is expected 9.Brief all participants on the procedure to be followed should a participant become separated or lost from the camp 10.Ensure students are appropriately supervised during unstructured free time	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Bushfire	Exposure/threat of bushfire	Rare	Critical	High	NEW	17/6/2020	1.Walk leader to check with local land manager before starting a walk in a fire prone area during fire season 2.Carry a Mobile phone on extended walks during the fire season to check daily fire status 3.Overnight walkers to take food that doesn't require a stove 4.Research the walk area in terms of fire zone, emergency exit routes and safe places 5.Consider cancellation of the Event 6.No day walks in forest areas on a total fire ban day	Manager, staff and clients	Apr-21	Dec-20	Quarterly management review
	Operations	Activities	Toileting in the bush	Possible injury to participant due to bushfire	Rare	Moderate	Low	NEW	17/6/2020	1.Participants are encouraged to use bathrooms at camp prior to bushwalk 2.Participants are briefed on appropriate toileting procedures in the bush 3.Walk leader carries trowel and paper for toileting in pack 4.Female participants instructed on appropriate toileting procedures in the bush whilst having menstrual period	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Open fires/camp cooking	Extreme temperature sources	Possible	Moderate	Medium	NEW	17/6/2020	Ensure any open flames (e.g.campfires) are positioned, built, monitored and extinguished appropriately.	Manager, staff and clients			Specific responsibility and treatment

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	Operations	Activities	Beach Swimming											
	Operations	Activities	Crushing	Participant being struck from thrown rock or object	Rare	Minor	Low	NEW	17/6/2020	Participants clearly instructed not to throw rocks or objects	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Stabbing, Shearing, Puncture	Injury of result of cutting on sharp object	Rare	Minor	Low	NEW	17/6/2020	1.Appropriate footwear must be worn to and from beach 2.Participants instructed to walk safely at all times 3.Trip Hazards are identified to the group on the walk or in the sea 4.Supervisors to carry first aid kit	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Slip-Trip-Fall	Participant slipping, tripping or falling whilst walking to sea or in sea	Rare	Minor	Low	NEW	17/6/2020	1.Brief participants on rules and behaviour 2.Remain on pedestrian pathways and use pedestrian crossings at all times 3.Instructor/guide to lead walk. Supervision at front and back to keep group together. 4.Wear enclosed footwear suitable for walking, clothing to protect arms and legs and suitable for changing weather conditions	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Biological material	Exposure to body fluids (eg. Blood, saliva, sweat)	Rare	Minor	Low	NEW	17/6/2020	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect / animal and/or organism	Rare	Major	Medium	NEW	17/6/2020	1.Check area and equipment for presence of insects and/or animals 2.All participants to wear appropriate footwear 3. Availability of first aid trained staff member 4. Epipen and first aid equipment readily available 5. Stay on formed paths when walking to and from beach	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Environmental exposure	1.Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2.Inclement weather 3.Lightening and strong winds	Likely	Minor	Medium	NEW	17/6/2020	1.Access to sun cream, water and appropriate clothing for changing weather conditions (eg. hat) 2.Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 3.Inclement weather policy	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Drowning / Near Drowning	Caused by: Inability to swim Overconfidence in own swimming ability Environmental factor of currents or waves	Rare	Major	Medium	NEW	17/6/2020	1.Participation in the activity must correspond with participants skills and ability 2. NON swimmers MUST NOT be allowed in the water 3.Buoyancy aids are available for weaker swimmers (PFD's), and they a.are encouraged to stay in the shallow end of the beach 4.Rescue equipment MUST be readily available , a.and maintained in serviceable condition 5.Qualified Beach Bronze Medial Supervisor/Lifeguard must be present during any swimming activities on the beach (Eq. Surf Life Safe Member)	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Rare	Moderate	Low	NEW	17/6/2020	1.First aid trained person available 2.First aid equipment readily available and check frequently 3.Emergency Procedures available and up to date	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Unlikely	Minor	Low	NEW	17/6/2020	1.All clients addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2.Clients behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the student should be removed from the activity and an incident report written 3.Supervisors actively supervise all members of their group, including students who may be waiting	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Environmental exposure	1.Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2.Inclement weather 3.Lightening and strong winds	Rare	Minor	Low	NEW	17/6/2020	1.Scheduled breaks 2.Access to sun cream, water and appropriate clothing (eg. hat) 3.Inclement weather policy 4.Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 5.Assess weather conditions and obtain advice about local environmental conditions. 6.Select a location considering the depth of water (appropriate to the ability of the students), tidal flow and currents, water visibility/temperature, marine life and watercraft using the location. 7.Define the boundaries of the safe swimming area. (e.g. markers on the beach and outer boundary to be water no deeper than chest height of smallest swimmer) 8.Cease activities when conditions tend towards unfavourable (e.g. impending storm) or where environmental warnings have been issued	Manager and staff			Accept the risk routine management
	Operations	Activities	People - Lifeguard	Injury caused by unsafe practices including: Poor supervision due to visibility issues or poor communication	Rare	Major	Medium	NEW	17/6/2020	1.Lifeguard to be present during all beach swimming activities 2.Lifeguard must be aware of conditions that affect visibility, such as glare from the sun, cloudy water or shadows at different times of the day 3.The most suitable lifeguard positions must be established depending on the conditions 4.Communication strategy should be discussed before participants enter the sea water – ie stop and exit water when you hear the whistle	Manager and staff			Specific responsibility and treatment
	Operations	Activities	People - managing groups	Injury caused by unsafe practices including: Poor supervision due to group size	Likely	Major	Medium	NEW	17/6/2020	1.Limit group sizes due lifeguards ration 2.Assess participants' ability to swim at the specific location. 3.If non- swimmers are involved in the activity, ensure appropriate supervision and risk mitigation strategies are in place. 4.Have all participants wear easily identifiable clothing to assist with identification in the water (e.g. brightly coloured rash vests, sunshirts or bibs). 5.Consider high-visibility wrist bands for medically at-risk participants (asthma, anaphylaxis, epilepsy) as appropriate. 6.Advise participants about the dangers of diving/jumping into the water relevant to the swimming location. 7.Continuously monitor participants for signs of fatigue and exhaustion. 8.Conduct safety checks (e.g. a buddy system or roll checks/head count) during the activity. 9.Implement procedures (e.g roll marking mechanisms) for participants leaving the location	Manager and staff			Specific responsibility and treatment



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	Operations	Activities												
	Operations	Activities	Fishing											
	Operations	Activities	Crushing	Participant being struck from thrown rock or object	Rare	Minor	Low	NEW	17/6/2020	Participants clearly instructed not to throw rocks or objects	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Cutting	Injury from fishing equipment	Rare	Insignificant	Low	NEW	17/6/2020	1.Safe use of all fishing equipment 2.Provide clear instruction in: a.the safe handling of hooks and fishing knives b.safe casting of handlines and fishing rods (e.g. ensure students are aware of their proximity to others) c.safe storage of fishing equipment whilst traveling to and from the fishing location d.how to remove a hooked fish safely	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Stabbing, Shearing, Puncture	Injury of result of making contact with a sharp object	Rare	Minor	Low	NEW	17/6/2020	1.Appropriate footwear must be worn to and from beach 2.Participants instructed to walk safely at all times 3.Trip Hazards are identified to the group on the walk or in the sea 4.Supervisors to carry first aid kit	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Slip-Trip-Fall	Participant slipping, tripping or falling whilst walking to sea or in sea	Rare	Minor	Low	NEW	17/6/2020	1. Brief participants on rules and behaviour 2. Remain on formed paths and use appropriate and designated crossings at all times 3. Instructor/guide to lead walk. Supervision at front and back to keep group together. 4. Wear enclosed footwear suitable for walking, clothing to protect arms and legs and suitable for changing weather conditions	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Biological material	Exposure to body fluids (eg. Blood, saliva, sweat)	Rare	Minor	Low	NEW	17/6/2020	1.Adhere to established hand hygiene practices (e.g. hands and nails should be washed thoroughly with warm running water and liquid soap, and then dried, particularly when eating food after handling bait 2.Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 3.Have sufficient and suitable containment material (bandages etc.) readily available 4.Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect / animal and/or organism	Rare	Major	Medium	NEW	17/6/2020	1.Check area and equipment for presence of insects and/or animals 2.All participants to wear appropriate footwear 3. Availability of first aid trained staff member 4. EpiPen and first aid equipment readily available 5. Stay on formed paths when walking to and from beach	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Rare	Moderate	Low	NEW	17/6/2020	1.First aid trained person available 2.First aid equipment readily available and check frequently 3.Emergency Procedures available and up to date	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Unlikely	Minor	Low	NEW	17/6/2020	1.All clients addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2.Clients behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the student should be removed from the activity and an incident report written 3.Supervisors actively supervise all members of their group, including students who may be waiting	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Environmental exposure	1.Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2.Inclement weather 3.Lightening and strong winds	Rare	Minor	Low	NEW	17/6/2020	1.Scheduled breaks 2.Access to sun cream, water and appropriate clothing (eg. hat) 3.Inclement weather policy 4.Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 5.Assess weather conditions and obtain advice about local environmental conditions. 6.Select a location considering the depth of water (appropriate to the ability of the students), tidal flow and currents, water visibility/temperature, marine life and watercraft using the location. 7.Define the boundaries of the safe swimming area. (e.g. markers on the beach and outer boundary to be water no deeper than chest height of smallest swimmer) 8.Cease activities when conditions tend towards unfavourable (e.g. impending storm) or where environmental warnings have been issued	Manager and staff			Accept the risk routine management
	Operations	Activities	People - Lifeguard	Injury caused by unsafe practices including; Poor supervision due to visibility issues or poor communication	Rare	Major	Medium	NEW	17/6/2020	1.Lifeguard to be considered for all fishing activities 2.Lifeguard must be aware of conditions that affect visibility, such as glare from the sun, cloudy water or shadows at different times of the day 3.The most suitable lifeguard positions must be established depending on the conditions 4.Communication strategy should be discussed before participants enter the sea water – ie stop and exit water when you hear the whistle	Manager and staff			Specific responsibility and treatment
	Operations	Activities	People - managing groups	Injury caused by unsafe practices including; Poor supervision due to group size	Possible	Major	Medium	NEW	17/6/2020	1.Limit group sizes due lifeguards ration and/or availability 2.Assess participants' ability to swim at the specific location. 3.If non-swimmers are involved in the activity, ensure appropriate supervision and risk mitigation strategies are in place. 4.Have all participants wear easily identifiable clothing to assist with identification in the water (e.g. brightly coloured rash vests, sunshirts or bibs). 5.Consider high-visibility wrist bands for medically at-risk participants (asthma, anaphylaxis, epilepsy) as appropriate. 6.Advise participants about the dangers of diving/jumping into the water relevant to the swimming location. 7.Continuously monitor participants for signs of fatigue and exhaustion. 8.Conduct safety checks (e.g. a buddy system or roll checks/head count) during the activity. 9.Implement procedures (e.g roll marking mechanisms) for participants leaving the location	Manager and staff			Specific responsibility and treatment

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

Likelihood	Criteria	Description	Time framed description of frequency
Rare	0 - 5%	The event may occur only in exceptional circumstances	Not expected to occur for years
Unlikely	6 - 25%	The event could occur some time	Expected to occur at least annually
Possible	26 - 50%	The event should occur at some time	Expected to occur at least monthly
Likely	51 - 75%	The event will probably occur in most circumstances	Expected to occur at least weekly
Almost certain	>75%	The event is expected to occur in most circumstances	Expected to occur at least daily

Type of impact	Insignificant	Minor	Moderate	Major	Critical
Business interruption	Negligible impact, brief reduction loss of service 2-12 hours	Brief service interruption	Temporary, recoverable service failure	Service Provider needs to be replaced	Essential service failure, or key revenue generating service removed
Environmental	Brief, non hazardous, transient pollution	Remote, temporary pollution	Residual pollution requiring clean-up work	Harm requiring	Irreversible damage
Financial	Up to \$10,000	Up to \$50,000	Up to \$100,000	Up to \$500,000	Above \$500,000
Human	Minor First Aid	Injury	Single minor disablement / multiple temporary disablement	Single death / multiple long term or critical injuries	Deaths(s) / many critical injuries
Impact to scope	Minor change in ancillary requirements	Change in ancillary requirements	Change in multiple requirements	Change in any of the critical requirements	Major change in any of the critical requirements
Impact to Camp reputation	Little to no impact; control of impact can be managed internally. Resolved in day-today management	Some impact to Camp reputation; control of impact can be managed internally, Customer Complaint	Moderate impact to Camp reputation; control of impact can be managed internally, but risk is high that other parties may need to get involved. Local Community concern	Major impact to Camp reputation; control will require the involvement of a number of agencies. State wide concern / exposure	Significant impact to Camp reputation; media news coverage; CEO or Board Chair involved. National and International concern / exposure