


Christian Youth Camps Ltd - Site Risk Management Plan

1. TRAVEL (Consider transport to the venue)

Activity/ Location	Risk description or Hazard Identification	Rating or Risk Assessment	Control Measures or Elimination	Responsibility	Timing
Bus transportation to CYC Site	<ul style="list-style-type: none"> Vehicle faulty Vehicle accidents Struck by vehicle during boarding 	2	<ul style="list-style-type: none"> Book vehicle appropriate for group. Ensure vehicle operators hold appropriate licenses & insurance. Ensure participants stay seated throughout travel Ensure seat belts are worn where fitted. Enforce rules & monitor behaviour. Brief participants on emergency procedures. Ensure site has designated Bus Loading Zones with signage. Ensure participants enter & exit vehicle in a safe manner. 	Program Dept. Vehicle Operator	Prior to booking
		2		Group Leaders	During transportation
		2		Maintenance Group Leaders	Ongoing On arrival

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

Activity/ Location	Risk description or Hazard Identification	Rating or Risk Assessment	Control Measures or Elimination	Responsibility	Timing
General	<ul style="list-style-type: none"> Buildings unstable Site uninsured Injury due to OH&S issue 	2	<ul style="list-style-type: none"> Each site holds all licenses required to operate. Each site maintains Public Liability insurance. Certificate of Currency provided on request. Construction meets relevant building codes. Construction is undertaken by licensed, insured builders. Site has a commitment to managing OH&S issues. 	Site Manager	Ongoing
		2		Maintenance	Ongoing
Participants walking/crossing roads	<ul style="list-style-type: none"> Struck by vehicle whilst crossing road 	2	<ul style="list-style-type: none"> Signage identifies "children at play" & a speed limit of 15k. Speed humps on main roads. Signage encourages vehicles to be parked in designated areas. Provide group with rules & monitor. Walk on roads only when absolutely necessary. 	Maintenance All Group Leader / Instructor All	Ongoing During stay
Meeting rooms	<ul style="list-style-type: none"> Struck by falling equipment Hot water burn 	2	<ul style="list-style-type: none"> Chairs are to be stacked to a maximum of eight high. Tables are not moved by guests. Hot Water units are over sinks at a height to discourage access & with warning signage. 	Group Leader	Throughout stay
		2		Maintenance	Ongoing

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Swimming pool (where applicable)	<ul style="list-style-type: none"> Slip on wet tiles or pool edge Unsupervised access Drowning 	2 4 16	<ul style="list-style-type: none"> Pool is fenced, signage showing depth is in place & edging tiles are slip resistant. CPR signage & flotation rescue devices are in place. Each pool has a child proof latch/ locking system installed to approved standards. Rules for pool operation included in the Induction Book. Appropriate water qualifications 	Maintenance Group Leader	Ongoing site maintenance Throughout stay
Sporting Equipment & Areas (including swings, volleyball & tennis courts)	<ul style="list-style-type: none"> Faulty equipment causes injury Fall off equipment 	2 2	<ul style="list-style-type: none"> Fixed equipment meets building codes, engineering & council requirements. Equipment is visually checked before use, maintained and logged through a monthly schedule. Soft fall areas are in place & maintained. Sporting equipment is kept in good repair. Detailed information is outlined in the Induction book Group leaders have access to sports equipment. Each Site encourages adult supervision of all recreational activities. 	Maintenance Program Dept	Ongoing site management Ongoing Throughout stay
Maintenance	<ul style="list-style-type: none"> Injury due to unsupervised access Tripping over tools or maintenance area Faulty equipment Hazardous material incident 	2 2 2 2	<ul style="list-style-type: none"> The area has signage advising "Staff Entry Only". Tools are stored in maintenance sheds or in locked vehicles. During major construction, areas are fully fenced. During maintenance areas are identified by road barriers, wickets hats, safety tape or appropriate barricade. Each site promotes a safe working environment. Each site has a designated chemical store. Material Safety Data Sheets are maintained. Risk Assessments are performed on all chemicals 	Maintenance	Ongoing site maintenance
Site Hazards (inc cliff edges, trip hazards and environment.	<ul style="list-style-type: none"> Tripping on paths/tracks Uneven ground Fallen trees Lakes/Rivers 	2 2 2 4	<ul style="list-style-type: none"> At night external pathways are illuminated wherever possible Trees are cut back, tracks cleared & general maintenance conducted to reduce risks. Designated guest activity locations display appropriate warning signs. 	Maintenance	Ongoing site management

3. ACTIVITIES (Consider activities planned on the program)


Activity/ Location	Risk description or Hazard Identification	Rating or Risk Assessment	Control Measures or Elimination	Responsibility	Timing
Activity Structures & Hardware	<ul style="list-style-type: none"> Failure of structure or equipment 	2	<ul style="list-style-type: none"> Construction complies with current Aust Standards or relevant building codes and annual checks & maintenance conducted. Equipment is used, stored & retired in accordance with manufacturer guidelines. Logs are maintained to track equipment usage. 	Program Dept.	Ongoing site management After activity
Activity specific	<ul style="list-style-type: none"> Unsafe practices Injured whilst on activity Injured by other participant Inadequate supervision 	2 4 2 2	<ul style="list-style-type: none"> Each Site has developed Standard Operating Procedures that meet or exceed industry standards to manage known & potential risks and ensure safe operation of activities. CYC is accredited by the Australian Camping Association and the National Accommodation, Recreation & Tourism Association. The industries peak bodies. Minimum practical instructor to participant ratios are required but will vary depending on activity & group. Instructors undertake work that is in line with their level of training or experience on each activity. 	Program Dept. Management Group Leader Program Dept.	Ongoing management On arrival Prior to activity
Activity specific			<ul style="list-style-type: none"> Each site ensure one Leader allocated to each high risk activity group Activity areas are inspected to identify any hazards. Groups given instructions on boundaries & behaviour. Supervision of group during activity session. Participants must attend briefing to undertake activity. Vehicle access to all activities onsite. Accident/Incident Report & Investigation Form completed for any incidents. 	Group Organiser Program Dept.	Prior to activity During activity
Staff	<ul style="list-style-type: none"> Unsafe practices Insufficient knowledge & skills 	4 4	<ul style="list-style-type: none"> High Risk activity Instructors have Certificate III or IV qualifications in outdoor recreation and / or have been specifically trained on individual activities by the site. Instructors have current First Aid qualifications. Instructors are required to follow Standard Operating Procedures. 	Program Dept. All	Ongoing management
Access to activity	<ul style="list-style-type: none"> Injury due to unsupervised access 	4	<ul style="list-style-type: none"> Activities are de-rigged at the end of each day Access to activities is restricted between scheduled activity sessions (ie. ladders locked, harnesses stored or instructor remains at site). 	Program Dept. Instructors	Throughout stay
Missing person	<ul style="list-style-type: none"> Participant separated from group during activity 	2	<ul style="list-style-type: none"> Participants briefed on meeting place & times. Confirm group numbers with Leaders & conduct head count. Group will only walk as fast as the slowest person. Second instructor / Leader to be "last follower" & group remain in visual range 	Group Leaders Instructor / Group Leaders	Prior to activity During activity

4. EQUIPMENT (Consider resources that impact on the activity such as appropriate & sufficient clothing, shoes, protection from environment, activity specific equipment)

Activity/ Location	Risk description or Hazard Identification	Rating or Risk Assessment	Control Measures or Elimination	Responsibility	Timing
Personal Safety Equipment	<ul style="list-style-type: none"> Failure of equipment Unsafe practices Inadequate equipment 	4	<ul style="list-style-type: none"> Equipment complies with industry standards. Equipment is used for its express purpose, stored & retired in accordance with manufacturer guidelines. Participants briefed on correct fitting & usage of equipment for activity. Log sheets are maintained to track equipment usage. 	Program Dept.	Ongoing site management
		4 2		Program Dept.	During activity After activity
Appropriate Clothing / Footwear	<ul style="list-style-type: none"> Tripping / foot injury Harness chaffing Sunburn Exposure 	2 2 2 4	<ul style="list-style-type: none"> Activity leaders provide outline of clothing requirements. Group Leaders brief participants prior to activities. Participants asked to change clothing if inappropriate for activity Bureau of Meteorology site checked for weather updates & Leaders advised changing weather conditions. 	Program Dept./Organiser Group Leaders Instructors Program Dept.	Prior to Stay Prior to activity

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

Activity/ Location	Risk description or Hazard Identification	Rating or Risk Assessment	Control Measures or Elimination	Responsibility	Timing
Extreme weather conditions	<ul style="list-style-type: none"> Change in weather conditions Exposure Lightning Sunburn Dehydration 	2	<ul style="list-style-type: none"> Group organizer is requested to ensure participants bring clothing appropriate to activity and climatic requirements. Bureau of Meteorology site checked for weather updates & Leaders briefed on arrival & advised changing weather conditions during stay. Participants briefed to wear hats, apply sunscreen & carry water. Water is readily accessible. Program Instructors in radio contact with Program Dept. throughout activity. Monitor group throughout activity & administer First Aid if required. Activity stopped if conditions considered unsafe. Alternate activities arranged after discussion with Group Leader. 	Group leader	Prior to stay On arrival
		4 4		Group Leaders	Throughout stay Prior to activity
		2 4		Program Dept.	During activity

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Fire including bush fire)	<ul style="list-style-type: none"> • Personal injury • Participant separated from group • Loss of property 	4 2 2	<ul style="list-style-type: none"> • Each Site meets Australian Standards in relation to number of hydrants, hoses and extinguishers, illuminated exit signs, Emergency Procedure signs & equipment maintenance (six month check by licensed provider). • Each Site has a pro-active process to manage associated risks. • Smoke alarms are installed in every room. • Fire blankets available in every kitchen with cooking facilities. • Fire hydrant protection for all sites. • Signage identifies marshalling areas & fire extinguishers. • Marshalling areas clearly identified. • Some sites have onsite Fire Units. • Emergency procedures & fire alarms explained to Group Leader and provided in Induction Book. • Groups briefed on evacuation procedures. • Groups to move to evacuation points if required. • Check group against participant list. 	Maintenance Group Host All Group Leader	Ongoing site management On arrival During emergency
Native flora & fauna	<ul style="list-style-type: none"> • Reaction due to known triggers • Mild reaction due to natural environment 	4 2	<ul style="list-style-type: none"> • Ensure medical info obtained from participants & summary produced. • Advise Instructor of any potential allergic risks, triggers & severity (see under Medical) • Participant to carry any personal medication. • Participants to wear closed in shoes for all activities. • First Aid kit carried at all times. • Instructors in radio contact with Program Dept. 	Group Organiser Group Leader Group Leader / Instructor Programmer	Prior to stay Prior to activity Throughout stay During activity
Native flora & fauna	<ul style="list-style-type: none"> • Injury due to bite or sting (eg snake or spider) 	4	<ul style="list-style-type: none"> • Group briefed on level of risk & emergency response if requested. • Participants to wear closed in shoes for all activities. • Programmer to walk at head of group • First Aid kit carried at all times. • Programmer in radio contact with Program Dept. 	Group Host Leader / Instructor Programmer	On arrival During activity

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

Activity/ Location	Risk description or Hazard Identification	Rating or Risk Assessment	Control Measures or Elimination	Responsibility	Timing
Child Protection	<ul style="list-style-type: none"> Child Protection related incident Identification of child at risk 	4 2	<ul style="list-style-type: none"> Child Protection Policy in place and complied with by all sites Child Protection Code of Conduct in place and complied with by all sites. Reporting Procedure in place for management of an allegation. Compliance with Victorian Child Safe Standards Compliance with Reportable Conduct Scheme All staff hold current Working With Children Checks. CYC Ltd has an appointed Child Protection Officer. Staff have completed a Statutory Declaration and have been screened and completed Child Protection training prior to commencement of employment, Staff easily identified by uniform shirts with logo and/or name tags. 	Management All	Ongoing site management Ongoing management
Privacy of Information	<ul style="list-style-type: none"> Unauthorised disclosure of info Inadequate process 	2 2	<ul style="list-style-type: none"> Information obtained is used only for express purpose of business use only. Relevant Staff sign Confidentiality Agreement Access & storage of information meets Privacy Act requirements. Info retained as required under the Freedom of Information Act. 	All	Throughout stay Ongoing site management
Medical	<ul style="list-style-type: none"> Aggravation of existing medical condition or injury Access to First Aid & equipment Inappropriate medical attention 	4 2 2	<ul style="list-style-type: none"> Information obtained identifying allergies, special needs & other health related issues. Ensure a group medical summary is available. Ensure that participants have medication. First Aid boxes are available at each site. Each Site has policy of not administering anything ingestible, injectable or topical. Vehicle access to all activities onsite. All Programmers hold current First Aid qualifications. . 	Group Organiser Group Leader Management All Program Dept	Prior to stay On arrival Throughout stay Ongoing site management Throughout stay Ongoing
Special Needs	<ul style="list-style-type: none"> Incident due to inadequate special needs considerations 	2	<ul style="list-style-type: none"> Each site identifies wheelchair access throughout site. Wheel chair access to majority of onsite areas & at least one ramp to each building is wheel chair compliant. Safety bars in disabled bathrooms at all sites. Ability to participate in specific activities decided after discussion with Group Leader & participant. 	Maintenance Program Dept	Ongoing site management Prior to activity

Client Behaviour	<ul style="list-style-type: none"> Injury due to other participant s 	2	<ul style="list-style-type: none"> Each Site promotes a smoke free environment. Smoking is not permitted in any building or designated work area. CYC has a drug free & alcohol policy. Action will be taken for infringements of these policies. 	Management All Management	Ongoing site management
	<ul style="list-style-type: none"> Ingestion of non-prescription drugs or alcohol. 	2			

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

Activity/ Location	Risk description or Hazard Identification	Rating or Risk Assessment	Control Measures or Elimination	Responsibility	Timing
Security	<ul style="list-style-type: none"> Intruder Loss of property Assault 	2	<ul style="list-style-type: none"> Group Leader has access to each bedroom & meeting rooms. Group to keep facilities locked at night & when not onsite (eg. at activities) All staff easily identified by uniform shirts with logo and/or name tag. Staff & other groups asked to limit their access to their own area. 	Guest Host Leaders	On arrival Throughout stay
		2		All Staff All	Throughout stay Throughout stay
		2			
Accommodation	<ul style="list-style-type: none"> Injury due to inappropriate actions Inadequate supervision Unserviceable fittings Scalding Unforeseen emergency Insect Irritation 	2	<ul style="list-style-type: none"> Ensure adequate sleeping accommodation for each participant. Ensure separate accommodation for males & females. Ensure Group Leader accommodation is within easy access for participants if required. Procedures detailed in Induction Book provided to Group Leader. Groups briefed on appropriate behaviour, rules & out of bounds areas. Group to advise any maintenance required during stay Leader to advise any maintenance on Evaluation Form. Hot water units have restricted water temperatures in all accommodation. Evacuation Procedures signage in each room. Fly screens are installed in all rooms. 	Administration	Prior to stay
		2		Guest Host Group Leader	On arrival On arrival Throughout stay
		2			
		2		Maintenance	Ongoing site management
		2			

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Housekeeping	<ul style="list-style-type: none"> Slip in wet area Child Protection related incident Trip hazard Ingestion of cleaning chemical 	2 4 2 4	<ul style="list-style-type: none"> Chemicals are stored appropriately for their use. All cleaning materials (eg. buckets, mops) stored when not in use. All electrical cords are wound up when not in use. "Cleaning in Progress" signs utilised. Bathroom floors are mopped after group has vacated. Bedroom doors are locked after cleaning. Staff are not to be alone with a participant, ie. When room cleaning staff knock, call out and only enter if room is unlocked & vacant. Mattresses & bedding are checked and replaced (if required) after every camp. Toilets in meeting rooms & dining area are cleaned during minimum or unlikely use times to minimise guest contact with wet floors. 	Housekeeping	Ongoing site management
Kitchen	<ul style="list-style-type: none"> Food poisoning Injury due to unsupervised access 	4 2	<ul style="list-style-type: none"> Each site proactively manages all aspects of food safety & hygiene according to the FoodSmart Food Safety Program. Chefs are qualified and have the relevant knowledge regarding food safety and safe food handling practices. All sites have a staff member qualified as a Food Safety Supervisor Staff are trained on both the knowledge & skills required for their area of responsibility. Dietary requirements are prepared according to procedures.(see detailed info below). 	Kitchen	Ongoing site management
Dietary Requirements	<ul style="list-style-type: none"> Religious or ethical Anaphylaxis Allergic reaction to known trigger Reaction due to medical requirement 	4 16 8 8	<ul style="list-style-type: none"> Information obtained identifying food allergies & special dietary needs and other health related issues. Each site advises defined dietary categories. Each site advises where participant will need to supply own food. Summary of dietary requirements supplied to Group Leader for verification. Participants with dietary requirements collect individual meals from front of house. 	Group Organiser Admin / Kitchen Group Leader Group Leader/Participant	Prior to stay Prior to stay Prior to stay Prior to first meal Throughout stay

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Servery & Dining Area	<ul style="list-style-type: none"> Incident due to incorrect food handling & storage 	2	<ul style="list-style-type: none"> Procedures detailed in Induction Book provided to Group Leader. Groups briefed on appropriate behaviour & expectations. Food service runs for approximately 45mins after which food is removed to meet food, safety & hygiene laws. Gloves to be worn when serving (front of house staff, leaders or participants). Participants verbally alerted to heat / danger / space. All meals to be consumed in the dining room. Signage reinforces that footwear must be worn in the dining area. Appropriate warning signs used where necessary. Immediate area of broken glass / crockery is cleared, guests verbally alerted to danger, sign put out if required, breakage cleared. "Do Not Enter" & "Cleaning in Progress" signs limit access as required. Fluid spills immediately cleaned. 	Guest Host Group Leader Front of House	On arrival Ongoing management
	<ul style="list-style-type: none"> Burning / scalding 	2			
	<ul style="list-style-type: none"> Slip on wet floor 	2			
	<ul style="list-style-type: none"> Injury due to unsupervised access 	2			
	<ul style="list-style-type: none"> Cuts 	2			

8. OTHER (Consider other hazards specific to related stay)

Activity/ Location	Risk description or Hazard Identification	Rating or Risk Assessment	Control Measures or Elimination	Responsibility	Timing
Emergencies	<ul style="list-style-type: none"> Personal injury Loss of property Missing person 	2	<ul style="list-style-type: none"> Each Site has Emergency procedures in place. Standard operating hours are 8am to 6pm, 24 hour emergency assistance is available Emergency procedures explained to Group Organiser and provided in Induction Book. Contact details for local facilities (eg. doctors, chemist) available. Groups briefed on evacuation procedures. 	Management	Ongoing site management
		2		Guest Host	On arrival
		2			On arrival
Transportation of participant in site vehicle	<ul style="list-style-type: none"> Child Protection related incident Vehicle faulty Vehicle accidents 	4	<ul style="list-style-type: none"> Only to occur in circumstances where there is no other feasible option. Permission obtained from parent, caregiver or Group Leader. Vehicle is insured & registered & employee licensed. 	Group Leader	Throughout stay
		2		Management	
		4			

Risk Matrix

This document provides an explanation of risk management terminology and identifies how the rating/grading system for risks is tabled. This document should be read prior to reading any Risk Management Plans.

Consequence Ratings

The outcome of an event or situation expressed qualitatively or quantitatively, being the human impact, damage to infrastructure, disruption to public or financial loss.

Score/Description	Consequence
16	Catastrophic
8	Major
4	Moderate
2	Minor
1	Insignificant

Likelihood Ratings

Likelihood is the description of the probability and frequency.

Score/Description	Likelihood
5	Almost Certain
4	Likely
3	Possible
2	Unlikely
1	Rare

Risk Ratings

The risk score is calculated by multiplying the Likelihood with the Consequence.

Risk Calculation Matrix		LIKELIHOOD				
		Almost Certain 5	Likely 4	Possible 3	Unlikely 2	Rare 1
CONSEQUENCE	Catastrophic 16	80 High	64 High	48 High	32 High	16 Medium
	Major 8	40 High	32 High	24 High	16 Medium	8 Low
	Moderate 4	20 High	16 Medium	12 Medium	8 Low	4 Low
	Minor 2	10 Medium	8 Low	6 Low	4 Low	2 Low
	Insignificant 1	5 Low	4 Low	3 Low	2 Low	1 Low

HIGH 20-80	Medium 10-16	Low 1-8
Unacceptable risk which requires immediate action to reduce or remove the hazard. Senior Management must be notified. Item should be TAKEN OFF LINE until risk reduced.	Conditionally acceptable requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.