



# Overnight Accommodation Risk Management Plan

## for Clients and Schools



Camp Managers:	Edwin and Loretta Beard	Phone: 0498 000 110 or 0407761140	Last Updated:	19 February 2024	
Emergency:	Dial 000 or 112 from mobile without coverage	Nearest Emergency Hospital – Hobart Royal: 6222 8308	East Coast Medical Centre Triabunna: 6256 4747	Poison's Information Centre 13 11 26	Orford Police Station: 13 14 44

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Risk	Outcome if risk occurred	Spring Beach Youth Camp Existing Risk Control Actions	Residual Risk Assessment			Group Leader Required Risk Control Actions
			Likelihood	Consequence	Risk Rating	
<b>Building/Equipment Dangers</b>						
Open Fireplace/Flue	Burns	Fire screen is provided Children are not to lean out to touch the flue from the mezzanine floor	1	4	M	Fire Screen must be in place if fire is lit Adequate supervision of children at all times Qualified First Aid person to be available with each group along with an adequate first aid kit
Mezzanine Floor	Falls, Injury, Death	Appropriate Banister Railing all the way around	1	4	M	Adequate supervision of children at all times Children are not to lean out over railing
Tables	Dropping on feet in initial set up Back injury	Tables are placed on trolleys for easy moving to place of set up Regular maintenance checks	1	3	L	Tables are to be lifted by two people under adult supervision. Correct lifting techniques to be used (bend the knees with back straight etc)
Heaters in Ensuite Rooms	Fire	Tested and Tagged every year	1	3	L	Room user to ensure nothing is put directly on the heater or have it in a position where it could get knocked over
Stairs	Falls, injury	Handrails are fitted to all stairways Initial briefing outlines rules and regulations - No running up and down stairs and to use handrails	1	2	L	Adequate supervision of children at all times
Windows/Glass	Cuts, Bleeding	We endeavour to have safety glass on all windows	1	2	L	Adequate supervision of children at all times
Bunks	Injury	Bunks comply with Australian Safety Standards Ladders to climb up and down from top bunks	2	2	L	Adequate supervision of children at all times
Rock Climbing Wall	Falls, injury	Regular Maintenance and pre use checks. Back of wall out of bounds to groups and mats put against front to stop access	1	1	L	This is an instructor run activity and must not be accessed or used without prior permission from camp management

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Chairs	Stacks toppling causing personal injury	Regular maintenance checks	3	2	L	Chairs to be stacked to a maximum of 10 chairs in designated area and placed facing the wall
Boiling Water Tap	Burns	Hot Water Sign above tap	2	2	L	Birko for adult use only. Hot drinks for children to be made by adults.
Slippery Wet Floors	Slips, injury	Bathrooms have non slip lino floors, clients still advised that care is needed Wet Floor signs are available to use.	3	2	L	Washup room – enclosed shoes must be worn, Slippery floor sign must be used to warn that extra care is needed if floor is wet.
Kitchen - Hot stoves/ovens - Sharp knives - Poor hygiene and food handling - Food storage - Slippery floors - Hot water taps - Broken Crockery/Dishes - Oil Fire	Cuts, Burns, Injury	If group is catered for, children are not permitted in the kitchen area unless by prior arrangement Kitchen staff all have Food Safety Certificates/Supervisor Oven mitts are provided Colour coded chopping boards for different foods Care and correct technique is required with use of knives Hand wash basin and anti-bacterial soap is provided Anti-bacterial Cloths are provided (blue for kitchen, Salmon for tables) along with cleaning equipment Enclosed anti-slip shoes only should be worn in the kitchen Fire blanket and Fire extinguisher available Maintenance program for kitchen appliances and equipment	2	2	L	<b>Catered Camp</b> Catering Requirements Form must be completed and Action Plans provided for all serious/Fatal Allergies <b>Self-catering Camp</b> Kitchen Usage Agreement must be completed. Kitchen staff should have a Food Safety Certificate (available on-line for free) The groups cook is responsible for managing kitchen risks Kitchen guidelines should be followed Clean-up Procedures for groups must be followed or extra cleaning will be charged
<b>People Dangers</b>						
Covid-19/Infectious Illnesses	Illness or death	Covid -19 Safety Plan Hand sanitizers at all entrance doors and round the building	2	4	M	Leader to ensure people coming are to best of their knowledge well with no signs of COVID/Illness Clients must hand sanitize when entering building and prior to commencement of any activities and practise social distancing where appropriate
Behavioural Issues by students, staff and other clients	Injury Legal action Damage to property	Expectations and safety rules discussed on arrival Prior agreement by user to pay for property damage	3	3	M	Group leader to provide adequate supervision to head off incidents. Visiting schools to have transport on site
Interference by third parties	Property damage Injury	Emergency phone numbers displayed on notice board Private property sign at the gate <i>(Future Boom Gate entry to Campground)</i>	2	4	M	If concerned ring 000 and ask for police
Medical Conditions	Allergic Reactions Medication not taken Special Needs	For Spring Beach Catering, groups must complete the <b>Catering Requirements Form</b> outlining dietary requirements and allergies	3	3	M	Groups must supply suitable First-aid kit for their stay Groups to collect medical information about their participants to ensure relevant medical/emergency/support plans are in place and medications are readily available (i.e. insulin, Ventolin, EpiPen etc)

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Infection Control	Contact with Body Fluids (e.g. Blood, Saliva, vomit) Hygiene - Sickness	Soap is provided for washing hands in bathrooms, ensuites and prior to eating Vomit powder is available to help with containment as well as disinfectant and cleaner Cleaning processes to reduce risk of bacterial/viral infections Kitchen processes in food preparation and storage	3	3	M	Groups not to bring unwell participants and are prepared to deal with participant injuries/accidents involving bodily fluids with sufficient and suitable containment material (e.g. bandages) available Group leader to establish processes to maintain safe hygiene standards (no sharing of personal items, covid safe practices) Sick participants separated and sent home
Absconding/ disappearance of students	Injury/Death Legal action	Expectations and boundaries discussed in initial briefing Emergency phone numbers displayed on notice board	1	3	L	Group leader responsible for routine head counts and accountability of all children
<b>Environmental Dangers</b>						
Dam - Someone falling in	Drowning	Clients warned of dangers around dam in initial briefing	1	5	H	Group leader is to provide adequate adult supervision of children at all times.
Fire (bushfire or building fire)	Injury or death Loss of property	Fire alarms are fitted as required by Tas Fire. Exits are clearly marked and lit where required. Appropriate range of firefighting devices available: Extinguishers, Hose, Blanket Fire evacuation plan discussed on arrival.	1	5	M	Group leader is to provide adequate adult supervision of children at all times. Group leader to assign wardens from their group and ensure they know emergency requirements.
Weather - Cold/Wind Chill - Rain - Sun	cold/sick children Slippery Floors causing falls/injuries Sunburn	Groups supplied with 'What to Bring' list Building has two fireplaces for warmth Staffrooms have heaters	2	3	M	Group leader is to provide adequate supervision of children at all times and ensure they are appropriately equipped for activities
Uneven Ground	Trips, falls, twisted ankles, splinters, cuts	During initial briefing all clients are advised to wear appropriate footwear in outdoor areas.	3	2	L	Group leader to monitor
Bites (ants, insects, snake)	Swelling/Pain Allergic Reaction Death	Insect Screens on windows	2	2	L	Group has participants medical records on file Known severe reaction clients are advised to have an epipen with them at all times. First Aid person is to be available with each group.
Tank Water Supply - Health Standards - Short supply	Sick participants Purchase water	All water is filtered and tested annually Water levels checked regularly, daily when groups in and water purchased if required	1	2	L	Group leader is to provide adequate adult supervision of children at all times to ensure water is not wasted
Wood stack	Falling wood could cause injury, splinters	Wood is stacked no higher than an adult's shoulder height Initial briefing - Participants are advised not to climb on the wood stacks or in the wood shed and warned of dangers.	2	2	L	Group leader is to provide adequate adult supervision of children at all times.

## Risk Rating Reference Chart:

Ask yourself the following questions when using the risk matrix below:

1. What could happen as a result of a person coming into contact with this risk? – Choose the matching consequence from the left hand side of the table.
2. How likely is it that injury will result from contact with the risk, considering where the risk is and how often people go there. – Choose the likelihood from the top of the table.

The risk level (extreme, high, medium, low or very low) is determined based on where consequences and likelihood intersect on the risk.

CONSEQUENCES (Rating 1-5)	LIKELIHOOD (Rating 1-5)				
	1: Rare (<5%) Could happen, but probably never will	2: Unlikely (5-24%) Small chance of occurring at some time	3: Possible (25-75%) Might occur at some time	4: Likely (76-95%) Will probably occur	5: Almost Certain (>95%) Could happen at any time
<b>5: Critical</b> Loss of life, permanent disability or injury or multiple serious injuries, Financial impact on >10% of budget	<b>HIGH (H)</b> ACT NOW! Temporary corrective actions taken immediately. Permanent corrective action within 24 hours of notification to manager.		<b>EXTREME (E)</b> ACT NOW! Temporary corrective actions taken immediately. Permanent corrective action within 24 hours of notification to manager.		
<b>4: Major</b> Serious injury (injuries) requiring specialist medical treatment or hospitalisation or lost time of greater than four days. Financial impact on 5% - 10% budget	<b>MEDIUM (M)</b> May be tolerated. Manage risk with detailed Risk Management Plan to elevate all risks. Committee/Principal/Manager approval required.		<b>HIGH (H)</b> ACT NOW! Temporary corrective actions taken immediately. Permanent corrective action within 24 hours of notification to manager.	<b>EXTREME (E)</b> ACT NOW! Temporary corrective actions taken immediately. Permanent corrective action within 24 hours of notification to manager.	
<b>3: Moderate</b> Injury requiring medical treatment or lost time of four or fewer days. Financial impact on 2% - 5% of budget	<b>LOW (L)</b> Record and review if conditions change	<b>MEDIUM (M)</b> May be tolerated. Manage risk with detailed Risk Management Plan to elevate all risks. Committee/Principal/Manager approval required.		<b>HIGH (H)</b> ACT NOW! Temporary corrective actions taken immediately. Permanent corrective action within 24 hours of notification to manager.	
<b>2: Minor</b> Minor injury requiring first aid treatment (e.g. minor cuts, bruises bumps). Financial impact on 1% - 2% of budget	<b>VERY LOW (VL)</b> Monitor and review at the specified time	<b>LOW (L)</b> Record and review if conditions change		<b>MEDIUM (M)</b> May be tolerated. Manage risk with detailed Risk Management Plan to elevate all risks. Committee/Principal/Manager approval required.	
<b>1: Insignificant</b> An event, the consequences of which can be absorbed through normal activity. No treatment required. Financial impact on less than 1% of budget	<b>VERY LOW (VL)</b> Monitor and review at the specified time			<b>LOW (L)</b> Record and review if conditions change	

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