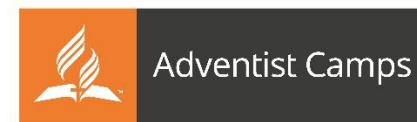




COVID/Omicron Risk Assessment

Written 25th June 2020. Reviewed 11 February 2022



Tasmania

Risk	Outcome if risk occurred	Risk Assessment With Controls			Camp Risk Control Actions	Group Leader Required Risk Control Actions
		Likelihood	Consequence	Risk Rating		
Accommodation and Clients						
Unvaccinated Guests attend the venue	Sick guests	1	3	L	With the high vaccination rate in Tasmania and the majority of our clients coming from Tasmania we have not mandated that guests must be vaccinated as we see this risk now as low.	Ensure safe Covid practises
Guests attend venue whilst COVID-19 positive	Staff, teachers, carers and other guests become infected (could result in serious illness or death)	3	2	M	Groups co-ordinator informed of symptoms of Covid-19 and asked to confirm to their knowledge that all participants meet the requirements for attendance Hand sanitiser readily available on entering the building and inside the building Prominent display of posters outlining Covid-19 Symptoms	Read and know the symptoms of Covid-19 and confirm with managers that all participants qualify to attend. Participants cannot attend if they: - Have had a temperature above the normal range within the last 24 hours - Are a close contact - Have exhibited any Covid-19 symptoms in the last two days All participants and leaders must sanitize their hands and wear a mask when entering the facility
Staff attend workplace COVID-19 positive		1	2	L	Staff training and involvement in developing and implementing workplace COVID Safety Plan. Staff have been briefed on symptoms of COVID-19 and have been told to stay home if they aren't feeling well. If staff become unwell at work, a process is in place to isolate and go home or receive medical attention. If diagnosed positive, contact Public Health Services on their Hotline 1800 671 738 and follow their procedures and advice on what action should be taken. Inform staff and Clients. Staff meetings will enforce social distancing. Personal sanitiser and alcohol wipes available to staff Masks are available to staff to wear indoors if clients are still in the building	May effect camp dates and attendance.

Risk	Outcome if Risk Occurred	Risk Assessment With Controls			Camp Risk Control Actions	Group Leader Required Risk Control Actions
		Likelihood	Consequence	Risk Rating		
Transmission from delivery drivers, Contractors or day visitors		1	2	L	Contactless delivery of goods. Electronically completed paperwork Visitors must verbally sign in and respond to Covid-19 symptom questions. If they display any flu like symptoms must be isolated until they can go home. Social distancing must be maintained and good hygiene practised Contractors to provide their Covid-19 policy during site induction	Ensure all day visitors are safe to be on site.
Spread of COVID-19 within the venue		2	2	L	Automatic Hand sanitisers are at all entrance doors and servery Cleaning and disinfecting in accordance with guidance from Safe Work Australia, Work Safe Tasmania, and Public Health Authority referencing school cleaning guidelines. Frequently touched surfaces cleaned and sanitised every day Physical distancing – where appropriate and practical and good hygiene practised. Handwashing facilities are provided and kept clean, properly stocked and in good working order. Waste bins emptied regularly. Posters on handwashing displayed in toilets and bathrooms. Masks are worn inside while others are there	Ensure everyone sanitisers their hands and wears a mask on entering the building and when leaving and as required while in the building
Poor Hygiene		2	2	L	Hand Hygiene Practices: - Hand washing facilities with soap and hot water in place. - Posters on handwashing and Stopping the Spread are prominent in all public places, toilets and bathrooms - Avoid touching face, eyes, nose or mouth with hands Initial Briefing reminding students of safe hygiene practices Daily clean and disinfect frequently used surfaces such as doorknobs, light switches and handrails	Ensure safe hygiene practices occur. These include - cover your coughs and sneezes with your elbow or a tissue - put used tissues straight into the bin – Catch It, Bin It, Kill It - wash your hands often with soap and water, including before and after eating and after going to the toilet - use alcohol-based hand sanitisers or suitable equivalent - avoid touching your eyes, nose and mouth - increase the amount of fresh air available by opening windows or adjusting air conditioning - sanitise frequently used surfaces such as doorknobs, light switches and handrails

Risk	Outcome if Risk Occurred	Risk Assessment With Controls			Camp Risk Control Actions	Group Leader Required Risk Control Actions
		Likelihood	Consequence	Risk Rating		
Lack of social distancing		2	3	M	Physical distancing – where appropriate, floor has markings to keep staff and guests at least 1 m apart from each other. The capacity of indoor areas is clearly displayed Keeping your Distance Posters displayed	Ensure social distancing requirements are met Wearing a mask indoors if not participating in physical activity or eating
Persistent Use of Hand Sanitiser	Dermatitis	1	1	L	Staff encouraged to wash hands with soap and water for 20 secs where possible.	Encourage washing hands with soap and water for 20 seconds where possible
Infection due to sleeping arrangements - students	Staff, teachers, carers and other guests become infected (could result in serious illness or death)	2	3	M	Ratios in rooms are 1 bed for every 2 square metres. All guests must bring their own bed linen including a fitted sheet and pillow. Mattress covers cleaned with soapy water at the end of each camp. If no fitted sheet this will be provided at an extra cost.	No student is permitted on camp if they display symptoms of Covid-19. Any student who displays symptoms during camp must be immediately isolated and Covid-19 quarantine procedures put in place. Ensure all students and staff have own bed linen including a fitted sheet.
Infection due to sleeping arrangements – teachers/carers		2	3	M	All staff to have at least 4 sqm of space between them for sleeping arrangements Any staff deemed high risk due to existing underlying medical conditions are to be given separate sleeping quarters Mattress covers cleaned with soapy water at the end of each camp	To ensure safe distancing measures are practised during the camp. Staff to use disinfectant to clean ensuite after use
Communal Amenities		2	3	M	Set toilets and showers to set cabins to reduce chance of exposure Sanitizers provided in all cubicles Bathrooms cleaned daily	Ensure students use the assigned toilets and showers for their cabin and use sanitizers provided
Contamination between groups		1	3	M	Deeper clean between groups Extra Cleaning Staff employed to help with this Closed if covid-19 Case occurs at camp for a deep clean and Public Health notified on 1800 671 738	Must be out of bunk and ensuite rooms by 9am on day of departure to allow for a deeper clean before next group
Vulnerable Staff contacting COVID-19		2	3	M	Limit contact with clients Carry out Safe Hygiene Practices	
Staff Fatigue from working longer hours to meet higher demand	Accidents and illness are more likely.	3	3	H	Employ more cleaning staff for Changeover days Employ Kitchen staff to reduce current load on staff Ensure staff have adequate breaks.	
Future Covid-19 Clusters and Government Restrictions Tightening	No business income	3	5	E	Camp will close until restrictions ease to allow reopening Groups will be asked to reschedule or postpone camp to following year. Change of Cancellation policy and introduction of Postponement Policy.	Camp may be cancelled or postponed. Have contingency plans.

Risk	Outcome if Risk Occurred	Risk Assessment With Controls			Camp Risk Control Actions	Group Leader Required Risk Control Actions
		Likelihood	Consequence	Risk Rating		
Catering						
Spreading of infection due to serving of food	Staff, teachers, carers and other guests become infected (could result in serious illness or death)	1	3	L	Self-Catered camps – must abide by all health and safety rules All food is appropriately covered, this includes the use of the sneeze guard in front of the bain maire Guests may self-serve but must be seated while eating All plates, cutlery, and cups etc must go through the dishwasher and be allowed to air dry. Servery and Kitchen areas to be sanitised before and after each meal. Kitchen Staff to wear masks	Provide extra staff to assist Kitchen Extras may be needed to assist with serving. If Self-Catered, camp guidelines and Covid-19 Safe Plan must be followed. Servery and Kitchen areas, including tables and chairs to be sanitised before and after each meal.
Lack of social distancing		1	3	L	Places marked on floor to help with social distancing while lining up at servery and putting dishes on washup trolley. Teachers have separate dining space to students with 1.5m per teacher Family Camps – families may eat together others need to maintain social distancing	Teachers to manage table set up and number of students coming to servery/washup trolley at one time to ensure social distancing is maintained. Hands must be sanitised prior to table set up. Teachers manage table clearing and cleaning/sanitising of tables and chairs at end of meal Staff sit in separate eating area. 2 adults per table Students/Families can have up to six per table.
Poor Hygiene		1	3	L	Hand sanitiser available prior to lining up at the servery.	Ensure all students sanitise their hands prior to being served and practise safe hygiene while eating at their tables
Activities						
Transmission of Covid-19 via use of outdoor equipment	Staff, teachers, carers and other guests become infected (could result in serious illness or death)	1	3	L	Instructor Run Activities Staff to wash hands with soap for 20 secs or sanitise hands All equipment wiped down with disinfectant between uses. Equipment is not shared between guests unless it has been sanitized first. Group Run Activities Group leader provided with sanitiser to clean equipment between uses.	Participants must sanitise their hands on arrival to activity. Make sure students do not share equipment during a session without it being sanitised first. Group Run Activities Group leader provided with sanitiser to clean equipment between uses. Avoid close contact activities

Please note that these are controlled documents and as such remain the property of Spring Beach Youth Camp. They may only be used for the purposes of planning your camp (at Spring Beach Youth Camp) and may not be copied or distributed to any third party without written consent from Spring Beach Youth Camp Management.

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, taking into account where the risk is and how often people go there. – Choose the likelihood from the top of the table.

The risk level (extreme, high, tolerable, 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
5: Critical (Fatality or Permanent Disability) Loss of life, permanent disability or injury or multiple serious injuries, Financial impact on >10% of budget	HIGH (H) ACT NOW! Temporary corrective actions taken immediately. Permanent corrective action within 24 hours of notification to manager.		EXTREME (E) ACT NOW! Temporary corrective actions taken immediately. Permanent corrective action within 24 hours of notification to manager.		
4: Major (Major injury – Illness) Serious injury (injuries) requiring specialist medical treatment or hospitalisation or lost time of greater than four days. Financial impact on 5% - 10% budget	MEDIUM (M) May be tolerated. Manage risk with detailed Risk Management Plan to elevate all risks. Committee/Principal/Manager approval required.		HIGH (H) ACT NOW! Temporary corrective actions taken immediately. Permanent corrective action within 24 hours of notification to manager.	EXTREME (E) ACT NOW! Temporary corrective actions taken immediately. Permanent corrective action within 24 hours of notification to manager.	
3: Moderate (Medical Treatment) Injury requiring medical treatment or lost time of four or fewer days. Financial impact on 2% - 5% of budget	LOW (L) Record and review if conditions change	MEDIUM (M) May be tolerated. Manage risk with detailed Risk Management Plan to elevate all risks. Committee/Principal/Manager approval required.		HIGH (H) ACT NOW! Temporary corrective actions taken immediately. Permanent corrective action within 24 hours of notification to manager.	
2: Minor (First Aid Treatment) Minor injury requiring first aid treatment (e.g. minor cuts, bruises bumps). Financial impact on 1% - 2% of budget	VERY LOW (VL) Monitor and review at the specified time	LOW (L) Record and review if conditions change		MEDIUM (M) May be tolerated. Manage risk with detailed Risk Management Plan to elevate all risks. Committee/Principal/Manager approval required.	
1: Insignificant (Near hit) An event, the consequences of which can be absorbed through normal activity. No treatment required. Financial impact on less than 1% of budget	VERY LOW (VL) Monitor and review at the specified time			LOW (L) Record and review if conditions change	