



RISK ASSESSMENT AND CONTROL RECORD

This Risk Assessment is intended to identify hazards, assess risks and detail control measures to be implemented in YMCA of Brisbane programs and activities. Consideration must be given to all parties whom may suffer injury or illness as a result of this program / service, including workers, contractors, participants, and members of the public. This record shall be reviewed at least every 2 years, upon identification of any new risks or whenever there is a related incident or change in a the task, process or activity which may alter risks.

PART A. PROGRAM / ACTIVITY

Name of Program / Activity:	Risk Assessment Number:
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Camping Accommodation and Kitchen	YMCA – RA – 23
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Description of Program / Activity: Housekeeping staff preparing and cleaning of camping accommodation. Kitchen staff operating the commercial kitchen.	Overall Risk Level (without Controls)	Overall Risk Level (with Controls)
	MODERATE	MODERATE

Specific Reference Information: (e.g. industry guidelines, Regulations, Codes of Practice, Standards, manufacturer operating manuals)

Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Hazardous manual tasks Code of Practice 2011	Managing risks of plant in the workplace Code of Practice 2013 Managing the work environment and Code of Practice 2011 First aid in the workplace Code of practice 2014
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WHS Advisor:	Child Protection Advisor:	Group Manager:	Issue Date:	Last Review Date:
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RISK ASSESSMENT MATRIX		Consequences				
		A – Minor <small>Injury requiring first aid treatment only (e.g. cuts, bruises, minor sprain / strain, minor burn).</small>	B – Moderate <small>Injury requiring short term medical treatment (e.g. laceration requiring stitches, fractures)</small>	C – Substantial <small>Serious injury requiring overnight hospitalization and / or short term rehabilitation.</small>	D – Major <small>Serious Injury resulting in permanent impairment and / or long term rehabilitation.</small>	E – Disaster <small>Death, multiple serious injuries.</small>
Likelihood	5 – Almost Certain <small>Is expected to occur in most circumstances.</small>	HIGH	HIGH	EXTREME	EXTREME	EXTREME
	4 – Likely <small>Would probably occur in many circumstances.</small>	Moderate	HIGH	HIGH	EXTREME	EXTREME
	3 – Possible <small>Might occur occasionally.</small>	Moderate	Moderate	HIGH	HIGH	EXTREME
	2 – Unlikely <small>Could occur at some time.</small>	Low	Moderate	Moderate	HIGH	HIGH
	1 – Rare <small>May only occur in exceptional circumstances.</small>	Low	Low	Moderate	Moderate	Moderate

PART B. HAZARD IDENTIFICATION

Identified Hazards – What are the key hazards that pose a risk of injury or illness with Moderate or greater level of Consequences? Details of associated Risks to be provided in Part C.

Examples:

- *Animal / Biological – wild animals, swooping birds, insect bites / stings*
- *Hazardous Chemicals & Substances – cleaning chemicals, flammable / combustible materials, pool chemicals*
- *Manual Tasks – sustained / awkward postures, forceful exertion, repetitive tasks,*
- *Food Safety – chemical / biological / physical contamination,*
- *Machinery, Tools & Equipment – powered machinery & tools, sporting / recreational equipment, playground structures,*
- *Excessive Noise – loud machinery / equipment, amplified music,*
- *Electrical – electrically powered equipment, extension cords / powerboards*
- *Fire / Flames – gas cooktops, BBQ’s, camp fires, candles,*
- *Falls from Height – unguarded edges, work from roofs / elevated platforms*
- *Workplace Environment – slippery / loose / uneven surfaces,*
- *Work Systems – organisation of work activities, busy periods.*
- *Human Factors/Psychosocial – human behaviors, medical conditions, young or inexperienced workers,*
- *Child Protection – potential interaction with abusive individual on YMCA premises, child using toilet facilities (on-site or off-site), Interaction with public on YMCA premises, staff travelling in vehicle with children, isolated work spaces, child leaving program on their own.*

Animal / Biological <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <ul style="list-style-type: none"> • Syringe • Fecal matter / vomit / bodily fluids • Mosquitos / wasps / bees • Pests • Mold 	Food Safety <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <ul style="list-style-type: none"> • Provision of meals • Contamination 	Excessive Noise <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <ul style="list-style-type: none"> • Smoke alarms
Hazardous Chemicals & Substances <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <ul style="list-style-type: none"> • Cleaning chemicals • Natural gas • Pest control poisons 	Falls from Height <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <ul style="list-style-type: none"> • Use of Ladder • Accessing bunk beds – Workers / Student 	Machinery, Tools & Equipment <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <ul style="list-style-type: none"> • Knives • Trolley • Hot surfaces – cooking trays, pots / pans, heating units • Cleaners buggy • Meat slicer
Electrical <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <ul style="list-style-type: none"> • Vacuum cleaner • Blender / toaster / sandwich press / kettle • Bain marie • Generator • Dishwasher 	Human Factors/Psychosocial <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <ul style="list-style-type: none"> • Campers – teachers, students, others – behaviour • Smoking 	Workplace Environment <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <ul style="list-style-type: none"> • Cabins – heat • Kitchen - heat
Fire / Flames <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <ul style="list-style-type: none"> • Gas cooktop • Combination oven 	Manual Tasks <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <ul style="list-style-type: none"> • Heavy / bulky items • Ergonomics – sustained / awkward / repetitive postures 	Work Systems <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <ul style="list-style-type: none"> • Slippery (bathroom / wet floor) / uneven surfaces (path, carpet) • Split shifts • Isolated work • Work pressures – incoming groups

Child Protection <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <ul style="list-style-type: none"> • Campers – students 	Other Hazards or Factors which present a risk: <ul style="list-style-type: none"> • Worker - English is second language
Have there been any previous serious incidents or near misses relating to this program / activity?	<input type="checkbox"/> N/A - New Activity / Task <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (provide summary below): Touching hot surfaces (tray, heating unit), trip on uneven surfaces, slip on wet surface (shower), slip and fall from top bunk bed

PART C. RISK ASSESSMENT AND CONTROL

Risk Event <i>How can a person be injured? What happens to cause injury / illness?</i>	Consequences <i>What are the expected injuries / illness?</i>	Initial Risk Assessment			Control Measures <i>How can the likelihood of injury / illness be reduced? How can the severity of the injury / illness be reduced?</i>	Person Responsible <i>Who is responsible for undertaking the control measure?</i>	Current Risk Assessment		
		L	C	R			L	C	R
Animal / Biological									
1. Collection of syringe – needle prick	Infectious disease – Hepatitis	2	C	M	Sharps Disposal and Injury Protocol located with sharps container Sharps container to store/dispose needles available	Camp Manager Staff Camp Manager Staff	1	C	M
2. Clean up of fecal matter / vomit / bodily fluids	Infectious disease	2	B	M	PPE worn – gloves Safe Work Procedure Cleaning, Staff training on Induction and refreshed every two years Bodily fluids response kit Disposal process included in Safe Work Procedure	Staff Camp Manager Staff Camp Manager Camp Manager	1	B	L
3. Mosquito / wasp / bee sting	Rash Bite Allergic reaction	2	A	M	Mosquito repellent available and encouraged to be worn Area around cabins are kept free from excess leaf litter / mulch / leaf matter Areas around cabins are regularly inspected and maintained as per camp maintenance plan	Camp Manager Staff Camp Manager Staff Camp Manager Staff	3	A	M
4. Pest infestation	Rash Bite Allergic reaction	3	A	M	Pest control is conducted every four months	Camp Manager	1	A	L
5. Exposure to mold	Rash Skin irritation Difficulty breathing	3	A	M	Cabins are cleaned prior to new groups arriving Appropriate cleaning chemicals selected and used Areas prone to mould eg showers / bathrooms are well ventilated	Camp Manager Staff Camp Manager Staff Camp Manager	1	A	L

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		L	C	R			L	C	R
Hazardous chemicals & substances									
6. Use of cleaning chemicals – contact with skin, eye, inhalation of vapors	Irritation Rash Burn Nausea	3	C	H	Safety Data Sheet located near any substance identified as hazardous (valid within five years of issue date)	Camp Manager Staff	1	A	L
	Hazardous Substance Register located near hazardous substance storage areas				Camp Manager Staff				
	Staff undertake YMCA Safety Awareness Training in Hazardous Substances Training completed on Induction and refreshed every two years				Camp Manager Staff				
	Decanted substances are clearly labelled				Camp Manager Staff				
	Safe Work Procedure developed for any high risk hazardous substances, Staff trained on Induction and every two years				Camp Manager Staff				
	PPE in line the safety data sheets easily accessible to Staff and usage monitored				Camp Manager Staff				
	Chemical storage areas are locked when not being accessed by Staff				Camp Manager Staff				
	Signage displayed identifying location of chemicals				Camp Manager Staff				
	Chemicals are disposed of in line with safety data sheet				Camp Manager Staff				
7. Exposure to pest control baits/poisons	Vomiting Illness Nausea	1	B	M	Pest control baits installed by licensed professional	Camp Manager	1	B	M
					Pest control spraying completed when no staff or guests onsite	Camp Manager			
Electrical									
8. Use of electrical cleaning equipment such as vacuum cleaner, extension cords	Burn Electric shock Electrocution	3	B	M	Residual Current Devices in place, push button tested 6 monthly and annual performance test	Camp Manager	1	A	L
					Vacuums tested and tagged 12 monthly.	Camp Manager			
					All electrical equipment is listed on the Equipment Register, regular inspections completed and actions required noted on the Maintenance Register	Camp Manager Staff			
9. Use of electrical kitchen equipment such as blender /	Burn Electric shock	3	B	M	Residual Current Devices in place, push button tested 6 monthly and annual performance test	Camp Manager	1	A	L

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		L	C	R			L	C	R
toaster / sandwich press / kettle /dishwasher	Electrocution				All electrical equipment is listed on the Equipment Register, regular inspections completed and actions required noted on the Maintenance Register	Camp Manager Staff			
10. Use of generator	Burn Electric shock Electrocution	3	B	M	Residual Current Devices in place, push button tested 6 monthly and annual performance test	Camp Manager	1	A	L
					All electrical equipment is listed on the Equipment Register, regular inspections completed and actions required noted on the Maintenance Register	Camp Manager Staff			
Fire / flames									
11. Use of gas cooktop /stored gas/combination oven – gas left on, flames catching combustible material, leak, ignition	Burn Difficulty breathing Aspiration	3	B	M	Staff trained in safe use		1	B	L
					Emergency Response and Evacuation Plan in place, all Staff trained on commencement and at least annually	Camp Manager Staff			
					Practice Evacuations conducted at least annually	Camp Manager Staff			
					Staff undertake YMCA Safety Awareness Training Hazardous Substances on commencement and refreshed every two years	Camp Manager Staff			
					Ensure cylinders area stored upright in a secure location	Camp Manager Staff			
					Gas bottles are stored / located away from an ignition sources	Camp Manager			
Child protection									
12. Staff contact / interaction with children (campers, vacation care)	Physical or psychological trauma / illness; Loss of reputation; Financial loss; Loss of accreditation (ACF).	3	D	H	SC&YP Policy and Procedures; Recruitment, screening and reference checks; Police Check	Camp Manager Staff	1	D	M
					Staff training; Code of Conduct	Camp Manager Staff			
					Safeguarding Children and Young People Risk Management Strategy	Camp Manager			
Food safety									
13. Consumption of prepared meals	Food Poisoning Nausea Vomiting Diarrhea Norovirus	3	A	M	Current food license held	Camp Manager Food Safety Supervisor	2	A	L
					Food Safety Program developed, maintained and complied with (food temperature checks, cleaning and sanitation program, pest control etc)	Camp Manager Food Safety Supervisor Staff			

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		L	C	R			L	C	R
					Qualified Food Safety Supervisor available / contactable during kitchen operation Visiting groups encouraged to vet children/guests prior to attending camp for signs of illness.	Camp Manager Food Safety Supervisor			
Falls from height									
14. Use of Ladder – fall from, failure	Bruise Sprain / strain	3	B	M	Work at height should be avoided where possible All ladders are listed on the Equipment Register, regular inspections completed and actions required noted on the Maintenance Register Staff are trained in Ladder SOP	Camp Manager Staff Camp Manager Staff Camp Manager Staff	2	A	L
15. Accessing bunk beds – Staff / Student	Bruise Sprain / strain Laceration Musculoskeletal disorder	3	B	M	All bunk beds are listed on the Maintenance Register, regular inspections completed and actions required noted Staff undertake YMCA Safety Awareness Training in Manual Tasks on commencement and refreshed every two years Bunk beds to have edge protection which meets Australian standards	Camp Manager Staff Camp Manager Staff Camp Manager	2	A	L
Human factors									
16. Campers – teachers, students, others – aggressive behaviour, hit, push, punch Staff	Bruise Laceration	2	B	M	Camper Behaviour Policies in place Campers given induction talk upon arrival to outline expected behaviours	Camp Manager Camp Manager Staff	1	B	L
17. Campers smoking, combustible material catching fire	Burn	3	B	M	Smoking only permitted in designated smoking zone located at entry to Camp Adult Campers are advised on induction re smoking / no smoking rules	Camp Manager Staff Camp Manager Staff	1	B	L
Manual tasks									
18. Lifting / carrying / moving heavy / bulky items	Bruise Sprain Strain Musculoskeletal disorder	3	B	M	YMCA Safety Awareness Training Manual Tasks completed on Induction and refreshed every two years Mechanical aids available and used by Staff	Camp Manager Staff Camp Manager Staff	2	B	M

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		L	C	R			L	C	R
					Staff are selected appropriate for the task	Camp Manager			
19. Ergonomics – sustained / awkward / repetitive postures	Bruise Sprain Strain Musculoskeletal disorder	3	B	M	YMCA Safety Awareness Training Manual Tasks completed on Induction and refreshed every two years	Camp Manager Staff	2	B	M
					Work is structured in a way to allow for rotation between tasks	Camp Manager Staff			
					Staff are selected appropriate for the task	Camp Manager			
Machinery, tools and equipment									
20. Use of sharp knives	Laceration	3	B	M	Knife skills are a requirement of the role of Kitchen Staff and as such Staff are hired with demonstrated experience	Camp Manager Staff	1	B	L
21. Use of trolleys- pushing around camp	Bruise Laceration Sprain Strain	3	B	M	All equipment is listed on the Equipment Register, regular inspections completed and actions required noted on the Maintenance Register	Camp Manager Staff	1	A	L
22. Working near hot surfaces / contact with scalding water (dishwasher) – cooking trays, pots / pans, heating units	Burn	3	B	M	Staff and guests trained in safe use of dishwasher	Camp Manager Staff	1	B	L
					“Hot Surface” signage displayed on surfaces with public access	Camp Manager Staff			
					Bain-maries have a safety rail installed to stop people touching the element when serving	Camp Manager Staff			
					Oven mits provided for moving cooking trays, pots/pans etc	Camp Manager Staff			
Work environment									
23. Working in enclosed space of cabin – exposure to heat	Dehydration Heat stroke	3	B	M	Regular breaks / rotation of work	Camp Manager	1	B	L
					During summer Staff provided with hydrolite ice-blocks	Camp Manager Staff			
					Staff encouraged to avoid physically demanding tasks in the heat of the day	Camp Manager Staff			
					Cleaning staff generally rostered early morning to avoid the heat of the day	Camp Manager Staff			
					Staff area encouraged to carry cold water with them	Camp Manager Staff			
					Where possible staff are encouraged to turn on fans and open windows	Camp Manager Staff			

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		L	C	R			L	C	R
Work systems									
24. Slippery (bathroom / wet floor) / uneven surfaces (path, carpet)	Bruise Laceration Sprain Strain	3	B	M	Uneven concrete surfaces removed where possible or if not possible painted a bright yellow	Camp Manager Staff	2	B	M
					Ramps used for transitions between floor heights	Camp Manager			
					'Slippery When Wet' signage used when wet floors are identified eg rain, cleaning	Camp Manager Staff			
					Non-slip tiles used in wet areas	Camp Manager			
25. Split shifts resulting in fatigue, lack of centration	Bruise Laceration Sprain Strain Musculoskeletal disorder	3	B	M	Staff on split shifts (ie kitchen & cleaning staff) work maximum of 6 – 7hrs per day (ie 2 x 3 to 3.5hr shifts)	Camp Manager Staff	1	B	L
					Maintain a pool of casual staff to avoid excessive work shifts in 24hr period	Camp Manager			
26. Isolated work, unable to raise alarm in emergency – delayed first aid / medical treatment	Bleeding Psychological	2	B	M	Periodic check on staff working in isolation	Camp Manager	1	A	L
					Management aware of works performed in isolation prior to work commencing	Camp Manager			
					Staff carry mobile phone / radios	Camp Manager Staff			
27. Work pressures – incoming groups – shortcuts / errors	Bruise Laceration Sprain Strain	3	A	M	Work is structured in a way to avoid added work pressures	Camp Manager	1	A	L
					Additional staff will be called in to assist if needed	Camp Manager			
Other									
28. English is second language, unable to understand instructions / induction / training therefore unable to perform tasks / activities safely	Bruise Laceration Sprain Strain	3	B	M	Staff paired up with an experienced staff member for on-the-job training, then under direct supervision to ensure competency	Camp Manager Staff	1	B	L
					Clients from non-English speaking backgrounds – ensure that someone is available to explain/interpret. Use of hand gestures and physically instruction.	Camp Manager Staff			