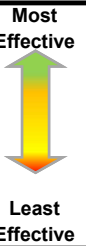




# ADVENTURE ACTIVITIES RISK ASSESSMENT AND CONTROL RECORD

*This Risk Assessment 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 - ACTIVITY DETAILS			
<b>Name of activity:</b>		<b>Risk Assessment Number:</b>	
Camp Warrawee		YMCA-AA-RAW05	
<b>Activity Scope:</b>		<b>ACTIVITY RISK RATING</b>	
Master risk assessment for adventurous activities run at YMCA Camp Warrawee		<b>Overall Risk Level (without Controls)</b>	<b>Overall Risk Level (with Controls)</b>
		Medium	Low
<b>Equipment / Facility Requirements:</b>	<b>Supervision Requirements:</b>		<b>Activity Leader Qualification Requirements:</b>
As per selected adventurous activity	Supervision of active participants	As per selected adventurous activity	
	Supervision of non-active participants	As per selected adventurous activity	
<b>Prepared By:</b>	<b>In Consultation with:</b>		<b>Issue Date:</b>
Lynda Aldridge	Brent Greenfield, Jackie Kelly, Jordan Devine, Graeme Ferguson		1-Dec-2023
<b>WHS Advisor</b>	<b>Group Manager</b>		
Michael Schablon	Michelle Stanton		
<b>Reference Information:</b> (e.g. manufacturer's instructions, operating manuals, industry information, Company Policies, CoP, Standards, Regulations)		<b>Supporting Documentation:</b> (e.g. Work Instruction, SWP, Guidelines, Manuals, Inspection Checklists, Training Records, Signage)	
YMCA Induction and Training Policy, YMCA Manual Task Policy, YMCA Chemical Safety Policy, YMCA Plant and Machinery Policy, YMCA Electrical Safety Policy, YMCA Emergency Preparedness and Response Policy, YMCA First Aid Policy, YMCA Safeguarding Children and Young People Policy, YMCA Childcare Policies <input type="checkbox"/> Work Health and Safety Act & Regulations, Children and Young Workers Code of Practice, Electrical Safety Code of Practice – Managing electrical risks in the workplace, First Aid in the Workplace Code of Practice, How to Manage Work Health and Safety Risks Code of Practice, Managing the Risk of Falls Code of Practice, Managing the Risk of Chemicals in the Workplace Code of Practice, Managing Risks of Plant in the Workplace Code of Practice, Managing Work Environment and Facilities Code of Practice, Building Fire Safety Regulations 2008 <input type="checkbox"/> Education and Care Services National Regulations, Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011		Specific Adventurous Activity Risk Assessment and Control Record Activity specific Standard Operating Procedures Emergency Management iAudit Training records Equipment Inspection, routine Equipment Inspection, annual	

RISK ASSESSMENT MATRIX		Consequences				
		A – Insignificant Near miss or limited harm not requiring first aid	B – Minor Injury or illness requiring no medical treatment with no lost time and minor incidents	C – Moderate Compensable physical or phycological injury with > 7 days off.	D – Major Serious Injury resulting in permanent impairment / long term rehabilitation	E – Extreme Death, multiple serious injuries.
Likelihood	<b>5-Almost Certain</b> Is expected to occur again either immediately or within a short period of time (likely to occur most weeks or months)	MEDIUM	HIGH	HIGH	HIGH	HIGH
	<b>4-Likely</b> Will probably occur in most circumstances (several times a year)	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	<b>3-Possible</b> Probably will occur at some time (may happen every 1-2 years)	LOW	LOW	MEDIUM	MEDIUM	HIGH
	<b>2-Unlikely</b> Possibly to occur at some time in 2-10 years	LOW	LOW	LOW	MEDIUM	MEDIUM
	<b>1-Rare</b> Unlikely to occur only in exceptional circumstances (may happen every 10 – 20 years)	LOW	LOW	LOW	LOW	MEDIUM
RISK CONTROL HEIRARCHY						
Proactive	 <p>Most Effective</p> <p>Least Effective</p>	Level 1	<b>Elimination</b> - Can risks be removed, repaired, outsourced or otherwise eliminated?			
		Level 2	<b>Substitution</b> - Can risks be reduced through substituting the hazard or process with a safer alternative?			
			<b>Isolation</b> - Can risks be reduced through isolating the hazard from possible contact with workers or patrons?			
		Level 3	<b>Engineering</b> - Can risks be controlled through engineering means or structural / equipment modification?			
<b>Administration</b> - Can risks be controlled through training, supervision and / or signage?						
Reactive		Level 4	<b>Personal Protective Equipment</b> - Can risks be controlled through the use of personal protective equipment?			
			<b>Emergency Response</b> - Can risks be reduced through the provision of special / additional emergency response equipment and/or procedures? (measures in addition to standard First Aid kits, First Aid personnel, Fire Safety Installations, Fire and Evacuation Plans, training and drills)?			

**PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL**

Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
			L	C	R			L	C	R
<i>What is the source of the Risk?</i>	<i>How can a person be injured?</i>	<i>What are the expected injuries / illness?</i>				<i>What will reduce the likelihood or consequences?</i>	<i>Who is responsible for implementing the control measure?</i>			

**Environment** – hazards and risks associated with the Environment.

Hot/humid weather	Insufficient fluid intake, overexposure during program	Dehydration, headaches, nausea, fainting	4	C	M	<ul style="list-style-type: none"> <li>• Monitor environmental temperatures, humidity, weather and UV reports on Bureau of Meteorology website</li> <li>• Reassess overall risk if temperature is forecast for 30+°C, depending on the type of programmed activities, location, client age, gender and fitness levels to determine whether the activity should be modified to reduce the risk of over-exposure</li> </ul>	Program Coordinator	3	B	L
						<ul style="list-style-type: none"> <li>• Client provided via VenueLife with 'What to bring to Camp' and 'Teacher &amp; Leader Info Pack' which outlines correct clothing and gear to bring on camp</li> </ul>	Camp Manager			
						<ul style="list-style-type: none"> <li>• Ensure participants have full water bottles and full brim sun hats on prior to starting the activity</li> <li>• Review pre-existing medical conditions of participants which may be exacerbated by extreme temperatures</li> <li>• Encourage participants to maintain water intake</li> <li>• Monitor participants for signs and symptoms of heat-related illness (e.g. heatstroke) and consider stopping activity if environmental conditions exceed the ability of the group</li> <li>• Utilisation of shaded areas whenever appropriate (e.g. while taking breaks)</li> <li>• Ensure participants are drinking water</li> </ul>	Outdoor Leader			

**PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL**

Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
			L	C	R			L	C	R
<i>What is the source of the Risk?</i>	<i>How can a person be injured?</i>	<i>What are the expected injuries / illness?</i>				<i>What will reduce the likelihood or consequences?</i>	<i>Who is responsible for implementing the control measure?</i>			
Sun exposure	Exposure to UV rays from sunlight	Sunburn	4	B	M	<ul style="list-style-type: none"> <li>Client provided via VenueLife with 'What to bring to Camp' and 'Teacher &amp; Leader Info Pack' which outlines correct clothing and gear to bring on camp</li> <li>If the activity area will be in full sun then erect a sun shelters during activity set up for participants to access shade when appropriate</li> <li>Check participants are wearing sun safe clothing, full brim hats and enclosed sturdy shoes prior to activity</li> <li>Encourage participants to use sunscreen (SPF 30+)</li> <li>Utilisation of shaded areas whenever appropriate (e.g. while taking breaks)</li> </ul>	Camp Manager			
							Outdoor Leader	3	B	L
Cold/wet weather	Overexposure during program	Hypothermia	3	C	M	<ul style="list-style-type: none"> <li>Monitor weather reports and alerts on Bureau of Meteorology website</li> <li>Modify activities where possible to suit conditions</li> <li>Advise Outdoor Leaders if modifications occur during program</li> </ul>	Program Coordinator	2	B	L
						<ul style="list-style-type: none"> <li>Check participants are wearing suitable clothing, full brim hats and enclosed sturdy shoes prior to activity</li> <li>Monitor environmental temperature throughout the day</li> <li>Monitor participants for signs and symptoms of cold-related illness (e.g. hypothermia) and consider stopping activity if environmental conditions exceed the ability of the group</li> </ul>	Outdoor Leader	2	B	L
Wet weather	Slips and falls caused by slippery surfaces or reduced visibility	Abrasions, contusions, lacerations, fractures, concussions	3	C	M	<ul style="list-style-type: none"> <li>Monitor weather reports and alerts on Bureau of Meteorology website</li> <li>Reassess overall risk depending on type of programmed activities, location, client age range and ability determine whether the activity should be modified to reduce risk</li> <li>Advise Outdoor Leader as to any modifications to the activity</li> </ul>	Program Coordinator	2	B	L

PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL										
Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
			L	C	R			L	C	R
<i>What is the source of the Risk?</i>	<i>How can a person be injured?</i>	<i>What are the expected injuries / illness?</i>				<i>What will reduce the likelihood or consequences?</i>	<i>Who is responsible for implementing the control measure?</i>			
Strong winds	Overexposure, compromised group management	Abrasions, contusions, lacerations, fractures, concussions	4	B	M	<ul style="list-style-type: none"> <li>Monitor weather reports including wind direction and speed on Bureau of Meteorology website and provide Outdoor Leader with updated alerts where necessary.</li> <li>In event of strong winds (50 km/h +) cease activities</li> <li>Cancel activity if considered unsafe</li> <li>Post storm, once safe to go outside, conduct a visual inspection to ensure ground is not presenting slippery conditions, equipment has not been damaged, no overhanging trees appear unsafe and building fixtures appear safe</li> </ul>	Program Coordinator	3	B	L
Strong winds	Injury from deadfall	Abrasions, contusions, lacerations, fractures, concussions	3	D	M	<ul style="list-style-type: none"> <li>Undertake LandSCAPER check prior to activity, noting any possible deadfall</li> <li>Follow and notify participants of conditions and safety protocols</li> <li>Consider stopping activity if environmental conditions exceed the ability of the group</li> <li>Keep group in close proximity</li> <li>Modify activity to suit conditions where possible, taking into consideration the group size, abilities, what they have already completed and staff qualifications</li> <li>If wind speed exceeds 50 km/h seek shelter</li> <li>Record in register of non-conformance any trees or branches observed to be a hazard</li> </ul>	Outdoor Leader	2	C	L

**PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL**

Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
			L	C	R			L	C	R
<i>What is the source of the Risk?</i>	<i>How can a person be injured?</i>	<i>What are the expected injuries / illness?</i>				<i>What will reduce the likelihood or consequences?</i>	<i>Who is responsible for implementing the control measure?</i>			
Electrical storm	Through lightning strike either direct, contact voltage, side flash or ground current	Muscle pains, confusion burns	3	C	M	<ul style="list-style-type: none"> <li>• Monitor weather reports and warnings, and provide Outdoor Leader with updated alerts where necessary</li> <li>• In the event of weather tracking devices, the storm is 15 kilometres away regardless of the timing of the thunder and lightning. Advise Outdoor Leaders to stop activity</li> </ul>	Program Coordinator	1	B	L
						<ul style="list-style-type: none"> <li>• Stop activities if an electrical storm is within a 15km radius (alerted via tracking device or Program Coordinator)</li> <li>• Ensure you maintain communication within the group</li> <li>• Considerations to wait out thunderstorms are, being on high elements, connected to metal structures, cables or equipment, on the highest ground in the area, near tall trees or structures that may act as lightning rods, water saturated ground, locations where the group is unable to spread out</li> <li>• Brief participants on the Lighting procedure (LP) if necessary. LP is to take off backpacks or similar loads, remove, and stay away from, all metal objects, and spread the group out, approximately 15 metres apart if space allows to reduce the risk of multiple injuries. Then crouch down, feet and knees together, head down, cover ears with hands, minimise contact with the ground. If anyone is struggling to maintain this position, use a rolled-up mat, stuffed sleeping bag or bag of clothes to sit on.</li> </ul>	Outdoor Leader			

PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL										
Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
			L	C	R			L	C	R
<i>What is the source of the Risk?</i>	<i>How can a person be injured?</i>	<i>What are the expected injuries / illness?</i>				<i>What will reduce the likelihood or consequences?</i>	<i>Who is responsible for implementing the control measure?</i>			
Fire	Facility fire, bushfire	Severe burns, inhalation of smoke	3	D	M	<ul style="list-style-type: none"> <li>• Fire Evacuation and Emergency Response Plan kept up to date and followed</li> <li>• Provide fire and instruction training to staff</li> <li>• Maintain fire safety installations</li> </ul>	Camp Manager	2	C	L
						<ul style="list-style-type: none"> <li>• Monitor bush fire alerts on the Queensland Fire and Emergency Services website</li> <li>• Ensure Activity Staff are aware of and understand the communication plan</li> <li>• In extreme alerts evacuate the site</li> <li>• Severe alerts modify procedures to account for heightened fire risks</li> <li>• Contact emergency services should bush fire occur near the site</li> </ul>	Program Coordinator			
						<ul style="list-style-type: none"> <li>• The staff member who first discovers the emergency will sound the alarm (3 blasts of air horn/car horn or whistle)</li> <li>• Know the exit plan</li> <li>• Ensure fire escape routes remain clear and free of any obstructions</li> <li>• Be aware of firefighting equipment and its correct use</li> <li>• Follow instructions given by emergency services / fire warden concerning fire threat</li> <li>• Attempts to extinguish fires will occur only when the building is evacuated if the fire is very small and the person is trained in using the extinguisher and is in no immediate danger</li> <li>• No one to re-enter a building in which there is or has been a fire, until the emergency service advises that it is safe to do so</li> </ul>	All Staff			

**PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL**

Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
			L	C	R			L	C	R
<i>What is the source of the Risk?</i>	<i>How can a person be injured?</i>	<i>What are the expected injuries / illness?</i>				<i>What will reduce the likelihood or consequences?</i>	<i>Who is responsible for implementing the control measure?</i>			
Local fauna hazards	Interaction with snakes, possums, koalas, bees, wasps, ants, ticks, spiders or nesting birds	Irritation requiring first aid only	3	B	L	<ul style="list-style-type: none"> <li>Obtain Medical Summary from the client (via VenueLife)</li> <li>Ensure the client understands their responsibility for carrying and administering appropriate medication at induction</li> <li>Provide client with 'Camp Induction Handbook' section pertaining to Wildlife and boundaries is adhered to</li> </ul>	Customer Service Officer	2	A	L
						<ul style="list-style-type: none"> <li>Provided completed Medical Summaries for participants to Outdoor Leaders</li> </ul>	Program Coordinator			
						<ul style="list-style-type: none"> <li>Complete LandSCAPER check when setting activities</li> <li>Review area for any infestations or nesting birds and set boundaries or use alternative location if necessary</li> <li>Brief participants on how to respond to encounters and to observe wildlife from a safe distance</li> <li>Receive and read Individual Details form for medical condition alerts</li> <li>Manage movement of group through environment, including sticking to cleared pathways</li> <li>Carry fully stocked first-aid kit</li> </ul>	Outdoor Leader			
						<ul style="list-style-type: none"> <li>Maintain well stocked first-aid kits and ensure icepacks are available for treatment</li> </ul>	Logistics Coordinator			
						<ul style="list-style-type: none"> <li>Operations staff to perform routine pest control</li> <li>Operations staff to complete pest treatments as required</li> </ul>	Operations Staff			



**PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL**

Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
			L	C	R			L	C	R
<i>What is the source of the Risk?</i>	<i>How can a person be injured?</i>	<i>What are the expected injuries / illness?</i>				<i>What will reduce the likelihood or consequences?</i>	<i>Who is responsible for implementing the control measure?</i>			
Local flora hazards	Coming into contact with hazardous plants e.g. stinging nettles, lantana, castor oil plant, or grasses	Irritation requiring first aid only	3	A	L	• Review area for any known toxic or hazardous plants and advise Program Coordinator	Camp Manager	2	A	L
						• Advise Outdoor leaders on any known toxic or hazardous plants	Program Coordinator			
						• Inform client staff of their responsibility for carrying and administering appropriate medication at induction • Maintain well stocked first-aid kits and ensure icepacks are available for treatment	Customer Service Officer			
						• Outdoor Leader to review area for any known toxic or hazardous plants and set boundaries • Brief participants on hazardous plant species commonly found in area • Brief participants on potentially irritant plants, namely Foam bark (Jagera pseudorhus) seeds • Carry stocked first-aid kits	Outdoor Leader			
Trees	Injury from deadfall	Abrasions, contusions, lacerations, fractures, concussions	3	C	M	• Arrange annual arborist inspection around 'high traffic; areas and near buildings	Camp Manager	2	C	L
						• Arrange for arborist to remove any dangerous tree limbs as necessary based on non-conformance register	Operations Staff			
						• Assess and report on any high risk deadfall issues	All Staff			
						• Undertake LandSCAPER before any activity set up including walking of track to Canoe launch during setup • Record in register of non-conformance any trees or branches observed to be a hazard				

**PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL**

Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
			L	C	R			L	C	R
<i>What is the source of the Risk?</i>	<i>How can a person be injured?</i>	<i>What are the expected injuries / illness?</i>	L	C	R	<i>What will reduce the likelihood or consequences?</i>	<i>Who is responsible for implementing the control measure?</i>	L	C	R
Irritant substances	Touching or being exposed to irritant substance	Irritation requiring first aid only	3	B	L	<ul style="list-style-type: none"> <li>• Ensure completion of the Hazardous Substances online training as required</li> <li>• Appropriate guidelines for use of materials and chemicals are to be adhered to</li> <li>• Gloves are to be used at all times when using chemicals</li> <li>• Substances transferred to other containers must be clearly marked for easy identification.</li> </ul>	Outdoor Leaders	2	A	L
Uneven ground or obstacles in walkways	Slip trips and falls, collisions, lack of co-ordination	Abrasions, contusions, lacerations, fractures, concussions	4	B	M	<ul style="list-style-type: none"> <li>• Site assessed for slippery conditions and trip hazards before session</li> <li>• Remove non-essential equipment</li> <li>• Remove debris and deadfall from activity site before beginning session</li> <li>• Establish defined activity boundaries</li> <li>• Advise participants to be aware of obstacles when walking on nature trails</li> <li>• Enclosed footwear with slip resistant soles to be worn</li> <li>• Record in register of non-conformance any tracks or trails have degraded and observed to be a hazard</li> </ul>	Outdoor Leader	2	A	L
						<ul style="list-style-type: none"> <li>• Monitor register of non-conformance and undertake work required to minimise hazards on tracks and trails</li> </ul>	Ground Staff			
						<ul style="list-style-type: none"> <li>• Ensure participants bring and wear correct activity clothing and footwear, as per 'What to bring to Camp' document</li> </ul>	Customer Service Officer			

**PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL**

Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
			L	C	R			L	C	R
<i>What is the source of the Risk?</i>	<i>How can a person be injured?</i>	<i>What are the expected injuries / illness?</i>	L	C	R	<i>What will reduce the likelihood or consequences?</i>	<i>Who is responsible for implementing the control measure?</i>	L	C	R
Sharp objects	Needle-stick from disposed needles	Pain, discomfort, puncture wounds, infection	2	B	L	<ul style="list-style-type: none"> <li>Outdoor Leader to survey site and remove any sharps and dispose of in sharps container</li> <li>Enclosed sturdy shoes must be worn</li> <li>Define clear physical boundary for activities</li> <li>Brief participants on sharp objects that can be found in the area</li> </ul>	Outdoor Leader	1	A	L
Hot weather	Environmental damage	Noise pollution, pollution, damage to fauna and flora, repercussions from authorities or residents	4	B	M	<ul style="list-style-type: none"> <li>Monitor site use and program activity locations accordingly</li> </ul>	Program Coordinator	3	A	L
						<ul style="list-style-type: none"> <li>Maintain site appropriately</li> <li>Utilise temporary erosion control or vegetation protection measures in heavy traffic areas</li> <li>Exclusion zone around sensitive habitat and best practices used to prevent contamination of waterways with contaminants</li> </ul>	Operations Staff			
						<ul style="list-style-type: none"> <li>Utilise recognised tracks to approach and move within activity areas</li> <li>Locate waiting areas that have a firm base and can tolerate groups without causing vegetation damage and erosion</li> <li>Actively managing participants to minimise trampling and damage to the surrounding vegetation</li> <li>Encourage quiet communication to minimise the noise</li> <li>Minimize environmental impact by noting changes and responding appropriately to any damage</li> </ul>	Outdoor Leader			
						<ul style="list-style-type: none"> <li>Provide client with Information Handbook which outlines the requirements for general supervision and monitoring of behaviour during the activity session</li> </ul>	Customer Service Officer			

For activity specific risk management please refer to Activity Specific Risk Assessment and Control record

**PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL**

Hazard	Risk Event	Consequences	Initial Risk	Control Measures	Person Responsible	Current Risk
<b>People – List all hazards and risks associated with People.</b>						
Biological material	Contraction of infectious disease between humans	Illness of varying degree (e.g. influenza virus, measles, Covid19)	4	B M	<ul style="list-style-type: none"> <li>• Clients are advised via VenueLife Portal that health checks of participants should be done prior to arrival and participants showing symptoms of illness or recently experiencing gastroenteritis MUST not attend</li> </ul>	Camp Manager
					<ul style="list-style-type: none"> <li>• Ensure staff who show symptoms of having an illness/infectious disease to be sent home</li> </ul>	Program Coordinator
					<ul style="list-style-type: none"> <li>• Ensure toilets are cleaned at least once daily so bodily fluids do not accumulate</li> <li>• Ensure First Aid kits are stocked and have gloves</li> </ul>	Logistics Coordinator
					<ul style="list-style-type: none"> <li>• First Aid kit suitable to activity to be carried</li> <li>• 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 the activity</li> <li>• All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious</li> <li>• If skin exposed to contaminant wash well with soap and water</li> <li>• Ensure any bodily fluid spillages are cleaned up whilst wearing gloves, disposed of accordingly, with the area cleaned and sanitised</li> <li>• Any soiled items to be double bagged and disposed of or arranged to be laundered</li> <li>• Assess and document the risk after every incident of occupational exposure</li> <li>• Ensure personal items (e.g. water bottles) are not shared</li> <li>• Ensure illness policy is followed by participants</li> </ul>	Outdoor Leader
						3 B L

<b>PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL</b>								
Hazard	Risk Event	Consequences	Initial Risk	Control Measures	Person Responsible	Current Risk		
<b>People – List all hazards and risks associated with People.</b>								
Biological material	Contraction of infectious disease between humans	Illness of varying degree (e.g. influenza virus, measles, Covid19)	4	B M	<ul style="list-style-type: none"> <li>Servers with open cuts and abrasions are not permitted to serve food. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious and removed.</li> <li>Safe food handling procedures including washing hands, wearing gloves, sanitised food boards and use of utensils to serve food items.</li> <li>Exclude anyone ill or in contact with someone ill in previous seven days</li> <li>Vetting of servers prior to service to ensure general health and wellbeing</li> </ul>	Outdoor Leader	3	B L
Allergens	Allergic reaction through food consumption or contact with food or similar	Anaphylaxis	3	B L	<ul style="list-style-type: none"> <li>Clients advised via VenueLife Portal to provide participant medical information</li> </ul>	Camp Manager	2	B L
					<ul style="list-style-type: none"> <li>Provide dietary requirements to kitchen staff in order to purchase relevant requirements</li> <li>Follow Food Handling Guidelines</li> <li>Individual Details form (Medical Summary) provided for each participant with allergies</li> <li>Provide dietary requirements form two weeks prior to commencement of camp as per VenueLife</li> <li>Provide information dietary requirement allocations per Activity Group to kitchen staff</li> </ul>	Logistics Coordinator		
Allergens	Participant having an asthma attack	Asthma	3	C M	<ul style="list-style-type: none"> <li>Clients advised via VenueLife Portal to provide medical information of participants prior to commencement of camp</li> <li>Clients advised to bring own EpiPens and asthma medication as required</li> </ul>	Camp Manager	2	B L
					<ul style="list-style-type: none"> <li>Provide available medical information requirement to Outdoor Leaders</li> <li>Ensure all Outdoor Leaders have current first aid qualifications</li> </ul>	Program Coordinator		
					<ul style="list-style-type: none"> <li>Read available medical and dietary requirements for participants</li> <li>Ensure participants have required medication prior to proceeding to activities</li> <li>Monitor participants for signs and symptoms of asthma</li> </ul>	Outdoor Leader		

<b>PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL</b>										
Hazard	Risk Event	Consequences	Initial Risk	Control Measures	Person Responsible	Current Risk				
<b>People – List all hazards and risks associated with People.</b>										
Pre-existing medical conditions	Exacerbation of injury or illness	Sprains, strains, contusions and lacerations	3	B	M	<ul style="list-style-type: none"> <li>• Provide received Individual Details form for medical condition alerts to Outdoor Leaders</li> <li>• Modify programmed activities to suit client abilities</li> <li>• Minimum of two supervising adults at all times</li> </ul>	Program Coordinator	2	A	L
						<ul style="list-style-type: none"> <li>• Read available medical and dietary requirements for participants</li> <li>• Modify programmed activities to suit participant abilities as practicable</li> <li>• Participants who are actively participating in the activity, to be seen by at least one adult at all times</li> <li>• Outdoor Leader to alert Program Coordinator if required</li> <li>• Emergency services to be contacted directly in life threatening situation</li> </ul>	Outdoor Leader			
Manual Handling	Repeated, sustained or high force, sustained awkward posture, repetitive movements, exposure to sustained vibration, loads that are unstable, unbalanced or hard to hold	Sprains, strains, contusions and lacerations	4	C	M	<ul style="list-style-type: none"> <li>• Ensure staff undertake the Y Manual Handling Safety Awareness training</li> </ul>	Camp Manager	3	B	L
						<ul style="list-style-type: none"> <li>• Allocate Outdoor Leader roles to ensure no pre-existing medical conditions can be exacerbated</li> <li>• If possible, limit duration of extended manual handling to less than 20 minutes at a time</li> </ul>	Program Coordinator			
						<ul style="list-style-type: none"> <li>• Complete YMCA Manual Handling Safety Awareness training</li> <li>• Adhere to manual handling guidelines to prevent or minimise the risk of injury</li> <li>• Use mechanical aids where possible to reduce manual handling requirements</li> <li>• Seek assistance from another staff member where required</li> <li>• Loading and unloading of equipment to occur after assessing physical abilities</li> <li>• Supervise participants if carrying out lifting/carrying tasks</li> <li>• Plan manual tasks and consider the environment, load to be carried and route of travel</li> <li>• Never twist whilst lifting</li> <li>• Instruct participants to follow correct manual handling techniques</li> </ul>	Outdoor Leader			

<b>PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL</b>										
Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
<b>People – List all hazards and risks associated with People.</b>										
Physical Exertion	Participants over challenged causing exhaustion and fatigue	Sprains, strains, contusions and lacerations	3	A	L	<ul style="list-style-type: none"> <li>Consider age and abilities of participants when programming activities</li> </ul>	Program Coordinator	2	A	L
						<ul style="list-style-type: none"> <li>Continuously monitor participants for signs of fatigue and exhaustion</li> <li>Continuously monitor participants for fear and/ or hesitancy, or loss of balance</li> </ul>	Outdoor Leader			
						<ul style="list-style-type: none"> <li>Ensure ice packs are available if required</li> </ul>	Logistics Coordinator			
Interpersonal conflict	Breakdown of group cohesion resulting in loss of morale and confidence	Minor psychological injury	3	B	L	<ul style="list-style-type: none"> <li>Adequate briefing on activity with group, to ensure expectations of participants and client staff are established</li> <li>Clearly defined behavioural expectations outlined at induction</li> <li>Consideration of group dynamics when grouping participants</li> <li>Build and maintain positive relationship within the group</li> <li>Client staff has the primary responsibility for dealing with intergroup conflict with any additional assistance required to come from Outdoor Leader</li> <li>Dynamics of the group must be monitored at all times</li> <li>Activity stopped if Outdoor Leader feel it is unsafe to continue</li> </ul>	Outdoor Leader	3	A	L
Participants inability to comprehend instructions	Failure to carry out instructions	Minor psychological or physical injury	3	A	L	<ul style="list-style-type: none"> <li>Program to be developed to ensure it fits with individual group capabilities</li> </ul>	Program Coordinator	2	A	L
						<ul style="list-style-type: none"> <li>Remain vigilant and modify activity where required</li> <li>Check all participants understand what is required of them prior to commencing activity</li> </ul>	Outdoor Leader			
						<ul style="list-style-type: none"> <li>Client is provided with Information Handbook via VenueLife Portal which outlines the requirements for general supervision and monitoring of behaviour during the activity session</li> <li>Ensure Client is aware an interpreter is required for non-English speaking participants</li> </ul>	Camp Manager			

<b>PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL</b>										
Hazard	Risk Event	Consequences	Initial Risk		Control Measures	Person Responsible	Current Risk			
<b>People – List all hazards and risks associated with People.</b>										
Client unauthorised access to activity area	Exposure to hazardous chemicals, vehicle collisions	Abrasions, contusions, lacerations	3	A	M	<ul style="list-style-type: none"> <li>Client induction performed - No access rules</li> <li>Suitable site signage to indicate off limit areas</li> </ul>	Program Coordinator	1	A	L
						<ul style="list-style-type: none"> <li>Follow the correct travel path to the activity area</li> <li>Activity areas to be secured when not in use</li> <li>Ensure equipment locations are locked after setup</li> </ul>	Outdoor Leader			
						<ul style="list-style-type: none"> <li>Client is provided with Information Handbook via VenueLife Portal which outlines the requirements for general supervision and monitoring of behaviour during the activity session</li> </ul>	Camp Manager			
Outdoor Leader	Not fit for duty, not suitably qualified to run activity, not physically capable of running activity safely	Sprains, strains, contusions and/or lacerations	4	B	M	<ul style="list-style-type: none"> <li>Ensure staff has suitable qualifications and experience to run programmed activities</li> <li>Ensure staff is compliant with the Code of Conduct, and Standard Operating Procedures</li> <li>Ensure appropriate allocation of roles and responsibilities</li> <li>Schedule and planning of activity times suitable to the environment and client</li> <li>Ensure control measures for specific tasks, jobs and operations are in place</li> <li>Provide procedures for reporting fatigue hazards and risk</li> <li>Provide procedures for managing those who are fatigued</li> <li>Provide suitable information, instruction, training and supervision</li> <li>Monitor and review procedures and control measures</li> <li>Monitor the skills currency of Outdoor Leaders</li> </ul>	Program Coordinator	1	A	L
Outdoor Leader	Not fit for duty, not suitably qualified to run activity, not physically capable of running activity safely	Sprains, strains, contusions and/or lacerations	4	B	M	<ul style="list-style-type: none"> <li>Ensure fit and able to perform allocated role</li> <li>Ensure compliance with Code of Conduct and Standard Operating Procedures</li> <li>Reporting fatigue hazards and risk</li> <li>Keep up to date with information, instruction, and training</li> <li>Monitor currency of activities and advise Program Coordinator if feels refresher training is required</li> </ul>	Outdoor Leader	1	A	L



<b>PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL</b>										
Hazard	Risk Event	Consequences	Initial Risk		Control Measures	Person Responsible	Current Risk			
<b>People – List all hazards and risks associated with People.</b>										
Outdoor Leader	Failure to facilitate activity following SOP, inappropriate activity selection, failure to set designated boundaries, failure to outline rules	Sprains, strains, contusions and/or lacerations	4	B	M	<ul style="list-style-type: none"> <li>• Ensure all staff have completed YMCA Induction and Code of Conduct training</li> <li>• Allocate programmed activities to suitably qualified Outdoor Leaders who are competent in the use of all equipment</li> <li>• Ensure Standard Operating Procedures training is completed and adhered to</li> <li>• Carry out Quality Assurance checks</li> <li>• Ensure adherence to minimum supervision ratios</li> </ul>	Camp Manager	1	A	L
						<ul style="list-style-type: none"> <li>• Only accept roles within skills, knowledge and experience</li> <li>• Adherence to the Standard Operating Procedures</li> <li>• Ensure activity location boundaries are set and understood by participants</li> <li>• Ensure rules are clearly outlined for participants</li> </ul>	Outdoor Leader			
						<ul style="list-style-type: none"> <li>• the Y staff, contractors and volunteers hold required current First Aid/ CPR and QLD Blue Card (working with children check).</li> <li>• Minimum of two supervising adults at all times</li> <li>• Staff training and adhering to Code of Conduct</li> </ul>	Program Coordinator			
	Failure to adhere to child protection policy	Abuse	3	D	M	<ul style="list-style-type: none"> <li>• Hold a current Blue Card</li> <li>• Brief participants to go in pairs, as a minimum, when moving away from the group</li> <li>• Advise participant to adjust own PPE, if unable to then seek participant consent before fitting or adjusting PPE</li> </ul>	Outdoor Leader	1	C	L
	Perceived abuse due to failure to confirm consent to adjust equipment/PPE	Significant emotional stress	3	B	L		Outdoor Leader	1	A	L

<b>PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL</b>										
Hazard	Risk Event	Consequences	Initial Risk	Control Measures	Person Responsible	Current Risk				
<b>People – List all hazards and risks associated with People.</b>										
the Y clients	Participants becoming violent towards others	Minor physical and/or psychological injury	3	B	L	<ul style="list-style-type: none"> <li>Clearly defined behavioural expectations outlined at induction</li> <li>Build and maintain positive relationship within the group</li> <li>Safety instruction and learning check completed for all participants</li> <li>Zero tolerance of bullying</li> <li>Stop Activity if feel unsafe to continue</li> <li>Ensure client staff are providing general supervision and monitoring of behaviour during the activity session</li> <li>Incident reports lodged for serious breaches</li> </ul>	Outdoor Leader	2	A	L
						<ul style="list-style-type: none"> <li>Client is provided with Information Handbook via VenueLife Portal which outlines the requirements for general supervision and monitoring of behaviour during the activity session</li> </ul>	Camp Manager			
						<ul style="list-style-type: none"> <li>Removal from site due to non-compliance</li> </ul>	Camp Manager			
General public	<ul style="list-style-type: none"> <li>Inappropriate behaviour</li> <li>Unauthorised photography</li> </ul>	Minor physical and/or psychological injury	3	B	L	<ul style="list-style-type: none"> <li>Cease activity if unsafe to continue</li> <li>Incident reports lodged for serious breaches</li> <li>Advise Program Coordinator</li> </ul>	Outdoor Leader	2	A	L
						<ul style="list-style-type: none"> <li>Notify police for further action</li> </ul>	Program Coordinator			
	Workers suffering confrontation or injury when locking up, from members of public	Physical violence, psychological trauma	2	C	L	<ul style="list-style-type: none"> <li>At least two persons to lock-up centre when leaving</li> <li>Report any suspicious behaviour to Police</li> <li>If it appears unsafe to leave, ensure you remain secure in the centre and contact Police</li> </ul>	Program Coordinator	1	B	L
First Aid	Child in care sustaining an injury and not receiving appropriate first-aid treatment	Exacerbation of initial injury	2	B	L	<ul style="list-style-type: none"> <li>All staff to hold current First Aid and CPR qualifications</li> <li>Full first aid kit to be remain with the group at all times</li> </ul>	Outdoor Leader	1	A	L
						<ul style="list-style-type: none"> <li>First aid kit contents to be checked, at least, every six months and restocked as needed</li> </ul>	Logistics Coordinator			
						<ul style="list-style-type: none"> <li>Incident report to be completed and e-mailed to incidents@ymcabrisbane.org each time first-aid is provided – follow policy on incident reporting</li> </ul>	Program Coordinator			

For activity specific risk management please refer to Activity Specific Risk Assessment and Control record

**PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL**

Hazard	Risk Event	Consequences	Initial Risk		Control Measures	Person Responsible	Current Risk			
Activity Structure	Failure of structure during activity session	Abrasions, contusions, lacerations	4	A	L	<ul style="list-style-type: none"> <li>• Biannual inspection by certified provider</li> <li>• 3 Month inspections</li> </ul>	Logistics Coordinator	1	A	L
						<ul style="list-style-type: none"> <li>• Standard and formalised pre-activity inspection (LandSCAPER) to be performed by trained and competent person before every use of the activity</li> <li>• Referral of any issues to Program Coordinator and write up in non-conformance register for action</li> </ul>	Outdoor Leader			
						<ul style="list-style-type: none"> <li>• Structure designed and constructed by a qualified, experienced and professional challenge ropes course vendor</li> </ul>	Program Coordinator			
Incorrect set up or use of equipment	Equipment failure	Abrasions, contusions, lacerations	3	A	L	<ul style="list-style-type: none"> <li>• Set-up performed by qualified instructor</li> <li>• Activity to only be facilitated by qualified instructors who are competent in the use of all equipment and have been instructed in the SOPs</li> <li>• Provide specific (written and verbal) training to instructors in use of equipment and awareness of safety requirements. Instructors a periodically assessed for compliance.</li> <li>• Back up checks by peers and spot checks by supervising staff</li> </ul>	Program Coordinator	2	A	L
						<ul style="list-style-type: none"> <li>• Set up to be checked directly prior to commencing the activity</li> </ul>	Outdoor Leader			
Personal Protective Equipment (PPE)	Not provided or not correctly fitted	Abrasions, contusions, lacerations, asphyxiation	3	D	M	<ul style="list-style-type: none"> <li>• Demonstrate and brief on correct fitting of PPE</li> <li>• Ensure correct fitting of PPE when initially fitted</li> <li>• Double check PPE immediately before participating in activity</li> <li>• Check PPE during activity</li> </ul>	Outdoor Leader	2	B	L

<b>PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL</b>										
Hazard	Risk Event	Consequences	Initial Risk		Control Measures	Person Responsible	Current Risk			
Using damaged equipment	Equipment failure	Abrasions, contusions, lacerations, asphyxiation	4	D	H	<ul style="list-style-type: none"> <li>Roster only qualified instructors who are competent in the use of all equipment and who have been instructed in the Safe Operating Procedures (SOPs)</li> <li>Instructors to be periodically assessed for compliance</li> </ul>	Program Coordinator	2	A	L
						<ul style="list-style-type: none"> <li>Maintain and store equipment according to manufacturer's specifications</li> <li>Quarterly equipment inspections checking for worn or faulty equipment</li> <li>Adhere to manufacturer's guidelines for life of equipment</li> <li>Ensure all safety equipment is in good condition and discard immediately if not suitable</li> <li>Equipment to be retired by manufacturer's nominated expiry date</li> </ul>	Logistics Coordinator			
			3	C	M	<ul style="list-style-type: none"> <li>Use equipment according to manufacturer's specifications</li> <li>Ensure all equipment is in a clean and serviceable condition prior to use</li> <li>Ensure all safety equipment is in place and in good condition</li> <li>Ensure wet equipment is dried before storing</li> <li>Conduct regular equipment checks prior to start of sessions</li> </ul>	Outdoor Leader	2	C	L

For activity specific risk management please refer to Activity Specific Risk Assessment and Control record