



# 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*

<b>PART A - ACTIVITY DETAILS</b>			
<b>Name of activity:</b>		<b>Risk Assessment Number:</b>	
Open Fire Cooking		YMCA-AA-RAL13	
<b>Activity Scope:</b>		<b>ACTIVITY RISK RATING</b>	
This procedure covers the participant's use of gas and open wood fires for recreation or cooking.		<b>Overall Risk Level (without Controls)</b>	<b>Overall Risk Level (with Controls)</b>
		Moderate	Low
<b>Equipment / Facility Requirements:</b>	<b>Group Size and Supervision Requirements:</b>	<b>Activity Leader Qualification Requirements:</b>	
Program staff safety equipment and fire lighting kit, cooking ingredients	Recommended Group Size: 15 Minimum number of Leaders: 1 Maximum ratio: 1 Supervising Adult :15 Participants	Internal YMCA Training and current first aid	
<b>Prepared By:</b>	<b>In Consultation with:</b>	<b>Issue Date:</b>	<b>Next Review Date:</b>
Lynda Aldridge	Brent Greenfield, David Bailey, Angela Byrne	June 2021	June 2023
<b>WHS Advisor</b>	<b>Group Manager</b>		
Angela Byrne	Will Sambrook		
<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)	
Australian Adventure Activity Standard Core Good Practice Guide (GPG)		Activity specific Standard Operating Procedures Activity Equipment Checklist Equipment Inspection, routine Equipment Inspection, annual	

<b>PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL</b>												
Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible			Current Risk		
			L	C	R		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
<b>Environment</b> – hazards and risks associated with the Environment.												
Fire	<ul style="list-style-type: none"> <li>Facility Fire</li> <li>Bushfire</li> </ul>	Severe burns Inhalation of smoke	3	D	E	<ul style="list-style-type: none"> <li>Check Fire bans prior to program</li> <li>Check wind direction and intensity prior to program</li> <li>Modify activity to account for heightened fire risk and advise Outdoor Leaders</li> </ul>	Program Coordinator	1	D	M		
						<ul style="list-style-type: none"> <li>Provide client with 'Campfire Information instructions' prior to attending camp</li> </ul>	Guest Services Coordinator					
						<ul style="list-style-type: none"> <li>Ensure means of extinguishing fire appropriately</li> <li>Ensure open campfires are positioned and monitored to ensure they stay contained in the fire circle</li> <li>General supervision and monitoring of behaviour during the activity session</li> <li>Follow Campfire SOP</li> </ul>	Outdoor Leader					
Hot surfaces	<ul style="list-style-type: none"> <li>Touching hot surfaces or food items</li> </ul>	Minor burns	3	A	M	<ul style="list-style-type: none"> <li>Brief participants on safety aspects and exclusion zones for activity</li> <li>Brief participants on safe handling of cooking sticks and to wait until food has cooled before touching or eating</li> </ul>	Activity Leader	2	A	L		

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Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
<b>People – List all hazards and risks associated with People.</b>										
Allergens	Allergic reaction through food consumption or contact with food or similar	Anaphylaxis	3	C	M	• Menu limited to low risk food, such as pizza, damper, marshmallows	Program Coordinator	2	A	L
						• Ensure activity is set up to ensure no cross contamination • Ensure servers only use utensils provided for one item only. • Read Individual Details form and identify allergen alerts • Separation between high risk allergens	Outdoor Leader			

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Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk
<b>Logistics &amp; Equipment – List all risks associated with Logistics and Equipment.</b>								
Camp fires	<ul style="list-style-type: none"> <li>• Touching hot objects</li> <li>• Causing fire hazard</li> <li>• Inhaling smoke</li> </ul>	Burns, asphyxiation	3	A	M	<ul style="list-style-type: none"> <li>• Use existing campfire circle locations</li> <li>• Brief participants to only walk in campfire area and not to step over the fire</li> <li>• Brief participants to check food it sufficiently cool prior to touching or consuming</li> <li>• Provide suitable equipment to hold and manipulate hot food</li> <li>• Ensure hot equipment, water, or food is not passed over another person</li> <li>• Situate participants so they are able to quickly move away from hazards that might burn them</li> <li>• Ensure fires are set in suitable location with clearly defined fire circle clear of flammable debris</li> <li>• Ensure close supervision and monitoring of behaviour during the activity session by Client staff</li> </ul>	Outdoor Leader	2 B M