



## Camp Elim – Site Risk Management Plan

		<ul style="list-style-type: none"> <li>Falling Window</li> </ul>		<ul style="list-style-type: none"> <li>supervision</li> <li>Windows have been known on occasions to drop rapidly - fingers etc could be damaged</li> </ul>		
6	Adventure Tower and Giant Swing	<ul style="list-style-type: none"> <li>Faulty Equipment causes injury</li> <li>Fall off equipment</li> <li>Accessing tower base</li> </ul>	3 3 6	<ul style="list-style-type: none"> <li>Tower is inspected annually</li> <li>Tower equipment is removed to first level when not in use</li> <li>Tower base is fenced off when not in use</li> <li>Sporting equipment is kept in good repair</li> <li>Group Leaders have access to sports equipment</li> <li>Camp Elim encourages adult supervision of all recreational activities</li> </ul>	Maintenance	Ongoing site management
7	Maintenance Sheds & Work areas	<ul style="list-style-type: none"> <li>Injury due to unsupervised access</li> <li>Tripping over tools or maintenance area</li> <li>Faulty equipment</li> <li>Hazardous material incident</li> </ul>	5 6 5 4	<ul style="list-style-type: none"> <li>The area has signage advising "No Entry – Authorised Persons Only"</li> <li>Tools are stored in maintenance sheds</li> <li>During major construction, areas are fully fenced</li> <li>During maintenance, areas are identified by road barriers, safety tape or appropriate barricade</li> <li>Camp Elim promotes a safe working environment</li> <li>Mower fuel is stored in an area signed "DANGER, No smoking, no matches, no naked flames"</li> </ul>	Maintenance	Ongoing site management
8	Sites Hazards (rare occurrences)	<ul style="list-style-type: none"> <li>Falling Windows</li> <li>Collapsing tables</li> <li>Lightning Strikes</li> <li>Wild animals</li> </ul>	5 5 5 5	<ul style="list-style-type: none"> <li>Included in Site welcome &amp; orientation</li> <li>Included in Risk management sign in accommodation</li> <li>Signage on window frames says "CAUTION - KEEP BODY PARTS FROM UNDER WINDOWS"</li> </ul>	Front of house	Ongoing site management
9	Site Hazards (environment)	<ul style="list-style-type: none"> <li>Fallen &amp; falling Palm fronds</li> <li>Tripping on paths</li> <li>Uneven ground</li> </ul>	6 6 6	<ul style="list-style-type: none"> <li>Fronds are collected from foreshore &amp; removed</li> <li>Included in Risk management sign in accommodation.</li> <li>Site is largely illuminated at night</li> <li>General Maintenance conducted to reduce risks</li> </ul>	Maintenance	Ongoing site management

### ACTIVITIES (Consider planned on the programme)

	Activity/Location	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
10	Activity Structures & hardware	<ul style="list-style-type: none"> <li>Failure of Structure or equipment</li> </ul>	5	<ul style="list-style-type: none"> <li>Annual checks &amp; maintenance conducted</li> <li>Equipment is used, stored and retired in accordance with manufacturer guidelines</li> </ul>	Vertical Innovations Instructor	Ongoing site management After activity
11	Activity specific (Tower & swing)	<ul style="list-style-type: none"> <li>Unsafe practices</li> <li>Injured whilst on activity</li> <li>Injured by other participant</li> <li>Inadequate supervision</li> </ul>	5 3 6 6	<ul style="list-style-type: none"> <li>Elim has developed Standard Operating Procedures to manage known &amp; potential risks and ensure safe operation of activities</li> <li>Instructor to participant ratios controlled by available equipment</li> <li>Instructors undertake work that is in line with their level of training or experience on each activity</li> <li>Ensure one Leader allocated to each group</li> <li>Activity areas are inspected to identify any hazards</li> <li>Groups given instructions on boundaries and behaviour</li> </ul>	Elim Instructors  Group Organiser Elim Instructors	Ongoing management  Prior to activity During activity

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				<ul style="list-style-type: none"> <li>Supervision of group during activity session</li> <li>Participants must attend briefing to undertake activity</li> <li>Vehicle access to all activities onsite</li> <li>Accident Report Form completed for any incidents</li> </ul>		
12	Activity specific (Canoeing)	<ul style="list-style-type: none"> <li>Unsafe practices</li> <li>Injured whilst on activity</li> <li>Inclement weather</li> <li>Fatigue</li> <li>Drowning</li> <li>Inadequate supervision</li> </ul>	6 5 3	<ul style="list-style-type: none"> <li>Camp Elim has developed an individual Risk Assessment to manage known &amp; potential risks and ensure safe operation of canoeing activities</li> <li>Correctly fitted PFD or Life jacket to be worn at all times during the activity.</li> <li>Ensure sufficient leaders for each group</li> <li>Groups given safety briefing (Camp Elim document ACG-001)</li> <li>Participants must attend briefing to undertake activity</li> <li>Check weather reports before activity.</li> <li>Supervision of group during activity session (Binoculars available from Office)</li> <li>Rescue boat, equipment and emergency kit to be checked before commencement of activity</li> <li>One responsible adult leader must be present who can perform CPR</li> <li>Accident Report Form completed for any incidents</li> </ul>	Elim Staff  Group Organiser  Elim Staff/Group Organiser Group Organiser Elim Staff  Group Organiser	Ongoing management  Prior to activity  During activity  If required During activity  As required
13	Activity specific (Raft making)	<ul style="list-style-type: none"> <li>Equipment handling</li> <li>Change in weather conditions.</li> <li></li> </ul>		<ul style="list-style-type: none"> <li>Instruct users to be aware of others when moving equipment during the construction process.</li> <li>Wear hats, shirts with sleeves and/or sunscreen while outdoors.</li> <li>Instruct users to make sure no ropes are dangling before shifting rafts to the lake.</li> <li>Correctly fitted PFD or Life jacket to be worn at all times while on the water.</li> <li>Brief participants on possible wind conditions and options available if not able to paddle back.</li> <li>Rescue boat, equipment and emergency kit to be checked before commencement of activity.</li> <li>One responsible adult leader must be present who can perform CPR</li> <li>Accident Report Form completed for any incidents</li> </ul>	Group Organiser " " " Elim Staff " Group Organiser "	Prior to activity " During activity Prior to activity " During activity " As required
14	Activity specific (Bush walk)	<ul style="list-style-type: none"> <li>uneven ground surfaces, bites and stings, exposure to sun, wind, rain and dehydration.</li> <li>Allergies to insects, reptiles and plants.</li> <li>Becoming lost or isolated from the group</li> <li>Change in weather conditions.</li> </ul>		<ul style="list-style-type: none"> <li>Identify participants with known medical conditions and ensure appropriate medication/treatment is available</li> <li>Ensure participation of children with known allergies has been considered, implement appropriate risk controls, e.g. trained staff member is available to provide appropriate first aid (e.g. epipen for walker with anaphylaxis)</li> <li>Participants briefed on meeting places &amp; expected times (see Map)</li> <li>Adult supervision at front and back to keep group together.</li> <li>Wear enclosed footwear suitable for walking, clothing to protect arms and legs and suitable for changing weather conditions</li> </ul>	Camp Organiser  Group Leader  All "	Prior to walk " " During activity "

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			<ul style="list-style-type: none"> <li>• Wear hats, shirts with sleeves and sunscreen while outdoors.</li> <li>• Ensure participants carry water bottles.</li> <li>• Adults carry insect repellent, additional sunscreen and ensure rest breaks are taken in the shade</li> <li>• Adults to carry whistles to assemble group as required.</li> <li>• Ensure adults and children are aware of emergency response procedures</li> <li>• Check weather forecast on day of walk.</li> <li>• Carry map</li> <li>• Emergency plans communicated for dealing with potential incidents</li> <li>• Carry first aid kit.</li> <li>• Group Leader will conduct regular head count</li> </ul>	<p>Adults</p> <p>“</p> <p>“</p> <p>“</p> <p>Group Leader</p> <p>“</p> <p>Adults</p> <p>Group Leaders</p>	<p>“</p> <p>“</p> <p>“</p> <p>Prior to Activity During Activity</p> <p>“</p> <p>“</p>
	Activity specific (Heath & Beach Walk. 60 to 90 minutes & 2.5kms approx)	<ul style="list-style-type: none"> <li>• uneven ground surfaces, bites and stings, exposure to sun, wind, rain and dehydration.</li> <li>• Allergies to insects, reptiles and plants.</li> <li>• Becoming lost or isolated from the group</li> <li>• Change in weather conditions.</li> <li>• Struck by vehicle on road</li> </ul>	<ul style="list-style-type: none"> <li>• Identify participants with known medical conditions and ensure appropriate medication/treatment is available</li> <li>• Ensure participation of children with known allergies has been considered, implement appropriate risk controls, e.g. trained staff member is available to provide appropriate first aid (e.g. epipen for walker with anaphylaxis)</li> <li>• Participants briefed on meeting places &amp; expected times.(see Map)</li> <li>• Participants briefed on regrouping and waiting for adult supervision before crossing roads.</li> <li>• Participants briefed on water boundaries for lake &amp; ocean.</li> <li>• Adult supervision at front and back to keep group together.</li> <li>• Wear enclosed footwear suitable for walking, clothing to protect arms and legs and suitable for changing weather conditions</li> <li>• Wear hats, shirts with sleeves and sunscreen while outdoors.</li> <li>• Ensure participants carry water bottles.</li> <li>• Adults carry insect repellent, additional sunscreen and ensure rest breaks are taken in the shade</li> <li>• Adults to carry whistles to assemble group as required.</li> <li>• Ensure adults and children are aware of emergency response procedures.</li> <li>• Check weather forecast on day of walk.</li> <li>• Carry map and check for track details, beach exits etc.</li> <li>• Emergency plans communicated for dealing with potential incidents</li> <li>• Carry first aid kit.</li> <li>• Group Leader will conduct regular head count</li> </ul>	<p>Camp Organiser</p> <p>Group Leader</p> <p>Adults All</p> <p>“</p> <p>Adults “</p> <p>Group Leader</p> <p>Adults</p> <p>Adults Group Leader</p>	
15	Activity specific (Beach walk on 7 mile beach)	<ul style="list-style-type: none"> <li>• uneven ground surfaces, bites and stings, exposure to sun, wind, rain and dehydration.</li> <li>• Allergies to insects, reptiles and plants.</li> <li>• Becoming lost or isolated</li> </ul>	<ul style="list-style-type: none"> <li>• Identify participants with known medical conditions and ensure appropriate medication/treatment is available</li> <li>• Ensure participation of children with known allergies has been considered, implement appropriate risk controls, e.g. trained staff member is available to provide appropriate first aid (e.g. epipen for walker with anaphylaxis)</li> <li>• Participants briefed on regrouping and waiting for adult supervision</li> </ul>	<p>Activity Organiser</p> <p>Group Leader</p>	

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		<ul style="list-style-type: none"> <li>from the group</li> <li>Change in weather conditions.</li> <li>Struck by vehicle on road</li> </ul>		<ul style="list-style-type: none"> <li>before crossing roads.</li> <li>Participants briefed on water boundaries for lake &amp; ocean.</li> <li>Wear enclosed footwear suitable for walking, clothing to protect arms and legs and suitable for changing weather conditions</li> <li>Wear hats, shirts with sleeves and sunscreen while outdoors.</li> <li>Ensure participants carry water bottles.</li> <li>Fruit and drink breaks (dependant on length of activity)</li> <li>Adults carry insect repellent, additional sunscreen and ensure rest breaks are taken in the shade</li> <li>Adults to carry whistles to assemble group as required.</li> <li>Ensure adults and children are aware of emergency response procedures.</li> <li>Check weather forecast on day of walk.</li> <li>Carry map detailing roads and beach exits etc.</li> <li>Emergency plans communicated for dealing with potential incidents</li> <li>Carry first aid kit.</li> <li>Group Leader will conduct regular head count</li> </ul>	<p style="text-align: center;">All “ Adults “ Activity Organiser Adults  Group Leader  “ Adults “ “ Group Leader</p>	
16	Staff	<ul style="list-style-type: none"> <li>Unsafe practices</li> <li>Insufficient knowledge &amp; skills</li> </ul>	3 3	<ul style="list-style-type: none"> <li>Instructors have Certificate III qualifications in Outdoor Recreation and/or have been specifically trained on individual activities by Camp Elim</li> <li>Instructors have current First Aid qualifications</li> <li>Instructors are required to follow Standard Operating Procedures</li> </ul>	<p style="text-align: center;">Elim Instructors  Elim Staff</p>	Ongoing management
17	Access to activities	<ul style="list-style-type: none"> <li>Injury due to unsupervised access</li> </ul>	3	<ul style="list-style-type: none"> <li>Activities are de-rigged at the end of each day</li> <li>Access to activities is restricted between scheduled activity sessions (i.e. ladders locked, harnesses stored or instructor remains at site, paddles &amp; lifejackets locked away)</li> </ul>	<p style="text-align: center;">Elim Instructors</p>	Throughout stay
18	Missing person	<ul style="list-style-type: none"> <li>Participant separated from group during activity</li> </ul>	5	<ul style="list-style-type: none"> <li>Participants briefed on meeting places &amp; times</li> <li>Group Leaders will conduct regular head count</li> <li>Group will only walk as fast as the slowest person</li> <li>Second leader to be “tail end Charlie” &amp; group remain in visual range</li> </ul>	<p style="text-align: center;">Group Leaders</p>	<p style="text-align: center;">Prior to activity During activity</p>

### EQUIPMENT (Consider resources that impact on the activity such as appropriate & sufficient clothing, shoes, protection from environment, activity specific equipment)

	Activity/Location	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
19	Personal Safety Equipment	<ul style="list-style-type: none"> <li>Failure of equipment</li> <li>Unsafe practices</li> <li>Inadequate equipment</li> </ul>	3 3 5	<ul style="list-style-type: none"> <li>Equipment complies with industry standards</li> <li>Equipment is used for its express purpose, stored &amp; retired in accordance with manufacturer guidelines</li> <li>Participants briefed on correct fitting &amp; usage of equipment for activity</li> <li>Log sheets are maintained to track equipment use.</li> </ul>	<p style="text-align: center;">Elim Instructors  Office Supervisor</p>	<p style="text-align: center;">Ongoing site management  During activity After activity</p>

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<b>20</b>	Appropriate Clothing/Footwear	<ul style="list-style-type: none"> <li>• Tripping or foot injury</li> <li>• Harness chaffing</li> <li>• Sunburn</li> <li>• Exposure</li> </ul>	<b>6</b> <b>6</b> <b>5</b> <b>4</b>	<ul style="list-style-type: none"> <li>• Checklist provided outlining clothing requirements</li> <li>• Group leaders brief participants prior to activities</li> <li>• Participants asked to change clothing</li> <li>• Bureau of Meteorology site checked for weather updates &amp; Leaders advised changing weather conditions</li> </ul>	Office Supervisor Group Leaders Elim Instructors Office Supervisor/Elim Instructors	Prior to stay Prior to activity Prior to activity Prior to activity
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### ENVIRONMENT (Consider environmental hazards such as weather, natural hazards, terrain, plants & animals)

	Activity/Location	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
<b>21</b>	Extreme weather conditions	<ul style="list-style-type: none"> <li>• Change in weather conditions</li> <li>• Exposure</li> <li>• Sunburn</li> <li>• Lightning</li> <li>• Dehydration</li> </ul>	<b>5</b> <b>4</b> <b>5</b> <b>4</b> <b>4</b>	<ul style="list-style-type: none"> <li>• Checklist provided to group organiser outlining clothing requirements</li> <li>• Bureau of Meteorology site checked for weather updates &amp; Leaders briefed on arrival &amp; advised changing weather conditions during stay</li> <li>• Participants briefed to wear hats, apply sunscreen &amp; carry water</li> <li>• Water is readily accessible</li> <li>• Elim Instructors in radio contact throughout activity</li> <li>• Monitor group throughout activity &amp; administer First Aid if required</li> <li>• Activity stopped if conditions considered unsafe</li> <li>• Alternate activities arranged after discussion with Group Leader</li> </ul>	Office Supervisor  Office Supervisor/Elim Instructors  Group Leaders  Elim Instructors  Group Leader	Prior to stay  On arrival Throughout stay  Prior to activity  During activity
<b>22</b>	Fire (including bushfire)	<ul style="list-style-type: none"> <li>• Personal injury</li> <li>• Participant separated from group</li> <li>• Loss of property</li> </ul>	<b>4</b> <b>5</b> <b>6</b>	<ul style="list-style-type: none"> <li>• Hoses &amp; extinguishers &amp; illuminated exit signs in all buildings (6 month check by licensed provider)</li> <li>• Camp Elim has a pro-active process to manage associated risks</li> <li>• Smoke alarms are installed in all accommodation</li> <li>• Fire zones are maintained &amp; fire hydrant/hose protection for all sites</li> <li>• Signage identifies Emergency Assembly Area &amp; fire extinguishers</li> <li>• Emergency Assembly Area clearly identified</li> <li>• Emergency procedures explained to Group Leader (and provided in Induction Book)</li> <li>• Groups briefed on evacuation procedures</li> <li>• Groups to move to evacuation point if required</li> <li>• Check group against participant list</li> </ul>	Maintenance         Guest Liaison  All Group Leader	Ongoing site management         On arrival  During emergency
<b>23</b>	Native flora & fauna	<ul style="list-style-type: none"> <li>• Reaction due to known triggers</li> <li>• Mild reaction due to natural environment</li> </ul>	<b>4</b> <b>5</b>	<ul style="list-style-type: none"> <li>• Ensure medical info obtained from participants &amp; summary produced</li> <li>• Advise instructor of any potential allergic risks, triggers &amp; severity (see under Medical)</li> <li>• Participant to carry any personal medication</li> <li>• Participants to wear closed in shoes for all activities</li> <li>• First Aid kit carried at all times</li> <li>• Mobile phone to be carried for emergency contact</li> </ul>	Group Organiser  Group Leader  Group Leader	Prior to stay  Prior to activity Throughout stay During activity

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24	Native flora & fauna	<ul style="list-style-type: none"> <li>Injury due to bite or sting (e.g. snake or water creature)</li> </ul>	4	<ul style="list-style-type: none"> <li>Group briefed on level of risk &amp; emergency response if requested</li> <li>Participants to wear closed in shoes for all activities</li> <li>Group leader to walk at head of group</li> <li>First Aid kit carried at all times</li> <li>Mobile phone to be carried for emergency contact</li> </ul>	Guest Liaison Group Leader	On arrival During activity
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**PEOPLE** (Consider nature of participants such as maturity, skill, behaviour, child protection issues, ratios, fitness, medical conditions & disabilities)

	Activity/Location	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
25	Child Protection	<ul style="list-style-type: none"> <li>Child Protection related incident</li> <li>Identification of child at risk</li> </ul>	4	<ul style="list-style-type: none"> <li>Camp Elim is registered with the Dept of Sport &amp; Recreation for the purpose of conducting Working with Children checks on all employees</li> <li>Camp Elim employees have completed a Prohibited Employment Declaration &amp; have been screened</li> <li>Staff easily identified by uniform shirts with logo</li> </ul>	Operations	Ongoing site management
			5		All	Ongoing site management
26	Privacy of Information	<ul style="list-style-type: none"> <li>Unauthorised disclosure of info</li> <li>Inadequate process</li> </ul>	5	<ul style="list-style-type: none"> <li>Information obtained is used only for express purpose</li> <li>Access &amp; storage of information meets Privacy Act requirements</li> <li>Info retained as required under the Freedom of Information Act</li> </ul>	All	Throughout stay Ongoing site management
			5			
27	Medical	<ul style="list-style-type: none"> <li>Aggravation of existing medical condition or injury</li> <li>Access to First Aid &amp; equipment</li> <li>Inappropriate medical attention</li> </ul>	4	<ul style="list-style-type: none"> <li>Information obtained identifying allergies, special needs &amp; other health related issues</li> <li>Group to provide first aid kit and first aid person.</li> <li>Ensure a group medical summary is available</li> <li>Ensure that participants have medication</li> <li>First Aid kits are available</li> <li>Camp Elim has a policy of not administering anything ingestible, injectable or topical</li> <li>Vehicle access to all activities on site</li> <li>Current First Aider available</li> <li>Instructors carry a First Aid kit on site to all activities</li> </ul>	Group Organiser	Prior to stay
			5		Group Leader	On arrival
			5		Elim Manager	Throughout stay Ongoing site management
28	Special Needs	<ul style="list-style-type: none"> <li>Incident due to inadequate special needs considerations</li> </ul>	5	<ul style="list-style-type: none"> <li>Wheel chair access to common rooms by arrangement.</li> <li>Safety bars in disabled amenities</li> <li>Ability to participate in specific activities decided after discussion with Group Leader &amp; participant</li> </ul>	Group Organiser	Prior to stay
					Elim Instructor	Prior to stay
29	Client behaviour	<ul style="list-style-type: none"> <li>Injury due to other participant</li> <li>Injury to self through inappropriate actions</li> <li>Ingestion of non-prescription drugs or alcohol</li> </ul>	6	<ul style="list-style-type: none"> <li>Camp Elim promotes a smoke free environment. Smoking is not permitted in any building or designated work area</li> <li>Camp Elim has a drug free &amp; alcohol policy</li> <li>Information is detailed in the Induction Book &amp; Group Leader should brief group</li> <li>Signage in all accommodation &amp; meeting area sets out Camp Elim rules</li> <li>Action will be taken for infringements of these policies</li> </ul>	Elim Manager	Ongoing site management
			5		Group Leader	On arrival
			5		All Elim Manager	Throughout stay Throughout stay

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### ACCOMMODATION (Consider standards of accommodation & amenities, security, supervision, food allergies)

	Activity/Location	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
30	Security	<ul style="list-style-type: none"> <li>Intruder</li> <li>Loss of property</li> <li>Assault</li> </ul>	5 6 5	<ul style="list-style-type: none"> <li>Group leader given keys to site meeting rooms</li> <li>Access to a locked cupboard is provided</li> <li>All Elim staff easily identified by uniform shirts with logo</li> </ul>	Guest Liaison Group Leader All Staff	On arrival Throughout stay Throughout stay
31	Accommodation	<ul style="list-style-type: none"> <li>Injury due to inappropriate actions</li> <li>Scalding</li> <li>Inadequate supervision</li> <li>Unserviceable fittings</li> <li>Unforeseen emergency</li> </ul>	5 5 5 6 5	<ul style="list-style-type: none"> <li>Ensure adequate sleeping accommodation for each participant</li> <li>Ensure separate accommodation for males &amp; females</li> <li>Ensure Group Leader accommodation is within easy access for participants if required</li> <li>Procedures details in Induction Book provided to Group Leader</li> <li>Group briefed on appropriate behaviour, rules &amp; out of bounds areas</li> <li>Group to advise any maintenance required during stay</li> <li>Group Leader to advise any maintenance on Evaluation Form</li> <li>Action in the Event of Procedures signage in each room</li> <li>Fly screens are installed in all rooms</li> <li>Gas taps in unit accommodation turned off &amp; tap &amp; pantry cupboard locked when Elim caters for groups</li> </ul>	Administration  Group Organiser  Guest Liaison Elim Staff  Group Leader	Prior to stay   On arrival On arrival  Throughout stay
32	Housekeeping	<ul style="list-style-type: none"> <li>Slip in wet area</li> <li>Child Protection related incident</li> <li>Trip hazard</li> <li>Ingestion of cleaning chemical</li> </ul>	5 4 5 4	<ul style="list-style-type: none"> <li>Chemicals are stored appropriately for their use</li> <li>All cleaning materials (e.g. buckets, mops) stored when not in use</li> <li>All electrical cords are wound up when not in use</li> <li>"Cleaning in Progress" &amp; "Wet Floor" signs utilised</li> <li>Bathroom floors are mopped after group has vacated</li> <li>Bedroom doors are locked after cleaning</li> <li>Elim Staff are not to be alone with a participant, i.e. when room cleaning staff knock, call out &amp; only enter if room is unlocked &amp; vacant</li> <li>Mattresses &amp; bedding are checked &amp; replaced (if required) after every camp</li> <li>Toilets in amenities are cleaned during minimum or unlikely use times to minimise guest contact with wet floors</li> </ul>	Cleaners	Ongoing site management
33	Kitchen	<ul style="list-style-type: none"> <li>Food poisoning</li> <li>Injury due to unsupervised access</li> </ul>	4 5	<ul style="list-style-type: none"> <li>Camp Elim proactively manages all aspects of food safety &amp; hygiene</li> <li>Camp Elim cooks have the relevant knowledge regarding food safety &amp; safe food handling practices</li> <li>Camp Elim staff have appropriate training, knowledge &amp; skills required for their area of responsibility</li> <li>Dietary requirements are taken into account (see detailed info below)</li> </ul>	Kitchen	Ongoing site management

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34	Dietary requirements	<ul style="list-style-type: none"> <li>Religious or ethical</li> <li>Anaphylaxis</li> <li>Allergic reaction to known trigger</li> <li>Reaction due to medical requirement</li> </ul>	4	<ul style="list-style-type: none"> <li>Information obtained identifying food allergies &amp; special dietary needs &amp; other health related issues</li> <li>Camp Elim advises defined dietary categories</li> <li>Camp Elim advises where participant will need to supply own food</li> <li>Summary of dietary requirements supplied to Group Leader for verification</li> <li>Foods which are a known trigger factor, e.g. peanut butter are removed from use by group</li> <li>Participants with dietary requirements collect individual meals from front of house</li> </ul>	Group Organiser	Prior to stay
			2		Office Supervisor/Kitchen	Prior to stay Prior to stay
			3		Front of house	Prior to first meal
			3		Group Leader/Participant	Throughout stay
35	Servery & Dining Room	<ul style="list-style-type: none"> <li>Incident due to incorrect food handling &amp; storage</li> <li>Burning/scalding</li> <li>Slip on wet floor</li> <li>Injury due to unsupervised access</li> <li>Cuts</li> </ul>	5	<ul style="list-style-type: none"> <li>Group briefed on appropriate &amp; expectations</li> <li>Food service runs for 45 minutes after which food is removed to meet food safety &amp; hygiene laws</li> <li>Food handling hygiene implemented during food preparation and serving (front of house staff, leaders or participants)</li> <li>Participants verbally alerted to heat/danger/space</li> <li>All meals to be consumed in the dining room</li> <li>Signage reinforces that footwear must be worn in the dining room</li> <li>Appropriate warning signs used where necessary</li> <li>Immediate area of broken glass/crockery is cleared, guests verbally alerted to danger, sign put out if required, breakage cleared</li> <li>Fluid spills immediately cleaned</li> </ul>	Elim Staff	On arrival Ongoing site management
			5			
			5			
			5			
			5			

### OTHER (Consider other hazards specific to related stay)

	Activity/Location	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
36	Emergencies	<ul style="list-style-type: none"> <li>Personal injury</li> <li>Loss of property</li> <li>Missing person</li> </ul>	5	<ul style="list-style-type: none"> <li>Camp Elim has Emergency procedures in place</li> <li>Standard operating hours are 7am to 7.30pm, 24 hour emergency assistance is available</li> <li>Emergency procedures detailed in Induction Book</li> <li>Contact details for local facilities (e.g. doctors, chemist) available and detailed in Induction book</li> <li>Group briefed on evacuation procedures</li> </ul>	Administration	Ongoing site management
			6		Guest Liaison	On arrival
			5		Group Leader	On arrival
37	Transportation of participant in Elim Staff vehicle	<ul style="list-style-type: none"> <li>Child Protection related incident</li> <li>Vehicle faulty</li> <li>Vehicles accidents</li> </ul>	4	<ul style="list-style-type: none"> <li>Only to occur in circumstances where there is no other feasible option</li> <li>Permission obtained from parent, caregiver or Group Leader</li> <li>Vehicle is insured &amp; registered &amp; employee licensed</li> <li>Employee screened for Working with Children</li> </ul>	Group Leader	Throughout stay
			5		Elim Manager	
			4			

## Camp Elim – Site Risk Management Plan

### RISK ASSESSMENT LEGEND

How serious could the injury be?	How likely is it to be that serious?			
	Very likely	Likely	Unlikely	Very unlikely
Death or permanent disability	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and days off	2	3	4	5
First aid required	3	4	5	6

**Severity:** Is a measure of an injury, illness or disease occurring. When assessing severity, the most severe category that would be most reasonably expected to occur should be selected.

**Likelihood:** Is defined as the potential that an accident will happen that may cause injury or harm to a person. When making assessment of likelihood, you must establish which of the categories most closely describes the probably of the hazardous incident occurring.

**Legend:**

- 1 and 2 Extreme risk; consider elimination of the activity. Otherwise determine controls that are reasonably practicable to minimise the risk.
- 3 and 4 Moderate risk; determine controls that are reasonably practicable to minimise the risk.
- 5 and 6 Low risk; manage by routine procedures.