

Elanora – Uniting Venues Excursion Risk Management Plan Proforma

<p>Name of school:</p> <p>Name of principal:</p> <p>Description and location of excursion:</p> <p>Date(s) of excursion:</p>	<p>Group/class: Number in group/class:</p> <p>Name of excursion coordinator:</p> <p>Contact number:</p> <p>Accompanying staff, parents, caregivers, volunteers:</p>
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TRAVEL ENVIRONMENT

Activity	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
Travel to the Centre by Bus or Coach	Vehicle breakdown Vehicle accidents Struck by vehicle upon arrival at Centre	6 5 6	<ul style="list-style-type: none"> Book vehicle appropriate for group Ensure vehicle operators hold appropriate licences & insurance. Ensure participants stay seated throughout travel Ensure seat belts are worn at all times Enforce rules and monitor behaviour <ul style="list-style-type: none"> Brief participants on emergency procedures Centre has Coach/Bus Loading Zones, contact Centre Management to arrange. Ensure participants enter & exit vehicle in a safe manner. 	<ul style="list-style-type: none"> Group Organiser Group Organiser Vehicle Operator Vehicle Operator Group Leader <ul style="list-style-type: none"> Centre Management Centre Management & Group Leader Group Leader 	<ul style="list-style-type: none"> Prior to booking Prior to booking During trip During trip During trip, on arrival and ongoing throughout duration of stay On arrival Ongoing management On arrival & departure
Transporting a sick or injured member of a group	Vehicle faulty Vehicle accident Child protection	5 4 4	<ul style="list-style-type: none"> Centre Management does not have a vehicle suitable for transporting sick or injured guests. Contact details for Ambulance & Taxi services are provided in the client site folder. 	<ul style="list-style-type: none"> Group Leader Centre Management 	<ul style="list-style-type: none"> As necessary Ongoing management

BUILDINGS & FACILITIES ENVIRONMENT OF SITE

Activity	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
General	Buildings unstable Site uninsured Sickness or injury due to OHS issue	6 6 6	<ul style="list-style-type: none"> The Centre holds all licences required to operate Buildings & structures constructed in accordance with relevant building codes The Centre holds Public & Products Liability, Personal Accident & Industrial Special Risks insurance. Certificate of Currency can be provided upon request. UV operations policies & procedures incorporate risk management considerations, staff receive appropriate training & facilities are maintained to eliminate or minimise risk. 	<ul style="list-style-type: none"> Centre Management Centre Management Uniting Church NSW Synod Centre Management 	<ul style="list-style-type: none"> Ongoing management Ongoing management Ongoing management Ongoing management

BUILDINGS & FACILITIES ENVIRONMENT OF SITE (continued)					
Activity	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
Walking around the Centre, crossing internal roads etc.	Injury from being hit by a vehicle	6	<ul style="list-style-type: none"> Signage on access road includes the symbol for children and indicates maximum speed limit of 10 kilometres per hour. Speed humps on main access road Parking areas are defined and appropriately signed Groups are given site rules regarding safety Individuals & groups should walk on, and cross over, roads only when necessary; and should exercise care appropriate to the situation. 	<ul style="list-style-type: none"> Centre Management Centre Management Centre Management Group Leaders All members of the group 	<ul style="list-style-type: none"> Ongoing management Ongoing management Ongoing management On arrival Duration of stay
Activities in meeting rooms	Insecure or falling equipment Scalding when pouring hot water	6 5	<ul style="list-style-type: none"> Signs prescribe a maximum of seven chairs in a stack Tables to be folded & moved by not less than two people. Hot / Boiling water dispensers are over a sink and at a height to discourage use by younger children. Signs are displayed warning of the presence of hot & boiling water, and there are safety switches on some newer water heaters (in William Arnott Lodge & George Wheen Hall). 	<ul style="list-style-type: none"> Group Leader Group Leader Centre Management Centre Management 	<ul style="list-style-type: none"> Duration of stay Duration of stay Ongoing management Ongoing management
Swimming in pool	Slip on tiles Drowning	5 3	<ul style="list-style-type: none"> Area immediately adjacent to pool edge is textured brick paving and the pool coping (edge) is 'pebblecrete'. Pool is fenced and the access gate has a standard locking device Rules for use of pool are included in the Group Leaders pack & welcome-in talk Signs show the depth of the pool at appropriate distances There must be a group leader present when the pool is being used who can provide first-aid (CPR etc) if required. There must be at least two people in the pool area when the pool is being used. 	<ul style="list-style-type: none"> Centre Management Centre Management Group Leaders Centre Management Group Leaders Group Leaders 	<ul style="list-style-type: none"> Ongoing management Ongoing management Duration of stay Ongoing management Duration of stay Duration of stay
Other Outdoor Activities <ul style="list-style-type: none"> Sporting oval Sand volley ball 	Falling or tripping due to uneven ground etc. Injury from faulty or broken equipment	5 5	<ul style="list-style-type: none"> Grounds are regularly maintained & inspected Equipment is checked regularly 	<ul style="list-style-type: none"> Centre Management Centre Management 	<ul style="list-style-type: none"> Ongoing management Ongoing management
Site hazards - General	Tripping on uneven surfaces Fallen trees Steep slopes Hazards in maintenance works, areas & storage Hazard materials incident	6 5 4 5 5	<ul style="list-style-type: none"> Pathways and tracks are maintained and regularly inspected Verandah's and pathways are illuminated at night The site is generally maintained to reduce risk, fallen or dangerous trees are removed as required Signs provide warnings of edges to steep slopes During major construction works affected areas are fenced off During maintenance, affected areas are delineated with barricades, witches hats, safety tape or other appropriate devices. Tools are stored in maintenance stores or locked in vehicles Deliveries are confined to a designated area Material Safety Data Sheets are maintained 	<ul style="list-style-type: none"> Centre Management Centre Management Centre Management Centre Management Centre Management Centre Management Centre Management Centre Management Centre Management 	<ul style="list-style-type: none"> Ongoing management Ongoing management Ongoing management Ongoing management Ongoing management Ongoing management Ongoing management Ongoing management Ongoing management

BUILDINGS & FACILITIES ENVIRONMENT OF SITE (continued)					
Activity	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
Security	Intruder Loss of property Assault	5 6 5	<ul style="list-style-type: none"> Group leader provide with dormitory & meeting room keys Storage of small items in a safe can be arranged Group to keep rooms locked at night & when off site Staff identifiable by uniform with UV logo Staff & other groups to limit their access to own areas 	<ul style="list-style-type: none"> Group Leaders Centre Management Group Leaders All Staff All staff & Groups 	<ul style="list-style-type: none"> Duration of stay Duration of stay Duration of stay At all times Duration of stay
Cabins	Injury due to inappropriate behaviour Injury due to broken or defective equipment	6 5	<ul style="list-style-type: none"> Provision of adequate sleeping accommodation for each person Provision of separate accommodation for each gender Group leaders accommodation to be close to the rest of the group Group leaders responsible for the supervision & behaviour of the group Centre staff to be advised of any maintenance issues during stay Procedures for Evacuation to be posted in each room. Insect screens provided and maintained to all rooms 	<ul style="list-style-type: none"> Centre Management Centre Management Centre Management Group Leaders Group Leaders Group Leaders Centre Management Centre Management Centre Management 	<ul style="list-style-type: none"> Duration of stay Duration of stay Duration of stay Duration of stay Duration of stay Duration of stay Ongoing Ongoing Ongoing
Dining & Food Service	Incident due to food allergy Dietary restriction because of belief / ethical considerations Incident due to food intolerance because of a medical condition Incident as a result of incorrect food handling & storage Burn or scalding Slip on wet floor Cuts Food poisoning	2 4 3 2 3 4 4 2	<ul style="list-style-type: none"> Existing dietary restrictions to be provided by group Centre to advise of restrictions on food to be provided & where a group member should provide their own food. Common food allergy trigger, peanut butter, will not be included in menus Group Leaders will be advised of where / how members with individual dietary requirements will be served. Group to be briefed on dining room protocols Food service runs for 45 minutes after which the food is removed to meet food safety & hygiene standards & laws Staff serving food wear chef's jackets, gloves & hats All meals must be consumed in the dining room Any broken glass or crockery will be cleaned up immediately by kitchen staff & guests verbally advised to remain clear until clean-up is completed. Fluid spills will be cleaned up immediately by kitchen staff & guests verbally advised to remain clear until clean-up is completed. Temporary signs will be used as necessary to indicate areas of potential hazard. Policies & Procedures are used by staff to manage all aspects of food hygiene & safety Kitchen Manager is a qualified chef having the relevant knowledge & expertise regarding food safety & safe food handling. Kitchen staff undertake food handling training Special dietary requirements are provided for in planning menus. 	<ul style="list-style-type: none"> Group Organiser Centre Management Centre Management Centre Management Centre Management Centre Management Group Leaders Centre Management Centre Management Centre Management Centre Management Centre Management Centre Management Centre Management Centre Management Centre Management Centre Management 	<ul style="list-style-type: none"> Prior to arrival of group Prior to arrival of group Duration of camp Duration of camp Welcome-in Talk Duration of camp Duration of camp As required As required As required As required Ongoing management Ongoing management Ongoing management Ongoing management

BUILDINGS & FACILITIES ENVIRONMENT OF SITE (continued)					
Activity	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
Amenities General	Slip on wet floors etc. Tripping Incident due to inappropriate use or treatment of cleaning chemicals Child protection incidents	5 5 4	<ul style="list-style-type: none"> Bathroom & ensuite floors are cleaned & mopped when group involved elsewhere To minimise contact with wet floors, toilets serving meeting rooms & accommodation are cleaned when guests are unlikely to be using them. All cleaning materials are stored away when not in use. Cleaning chemicals are used only for their designated purpose and in accordance with the suppliers / manufacturers instructions. Electrical cords are wound up and stored away when not in use. 'Cleaning in Progress' signs are used when amenities are being cleaned. Bedroom doors are locked after cleaning. Mattresses. Mattress protectors and pillows are checked after every camp; & replaced if necessary. No staff member is permitted to be alone with a group member in a dormitory or amenity area. 	<ul style="list-style-type: none"> Centre Management Centre Management Centre Management Centre Management Centre Management Centre Management Centre Management 	<ul style="list-style-type: none"> As required As required As required As required As required As required As required
NATURAL ENVIRONMENT OF SITE					
Native & introduced Flora	Allergic reaction to particular species	4	<ul style="list-style-type: none"> Existing Medical information provided by group Staff advised of information provided by group Affected individuals should have necessary medication Appropriate footwear to be worn on tracks or otherwise in bush environment. 	<ul style="list-style-type: none"> Group Organiser Centre Management Group Leaders Group Leaders 	<ul style="list-style-type: none"> Prior to arrival of group Welcome-in Talk Duration of stay When in that environment
Native Fauna	Insect & Spider bite Snake bite	4	<ul style="list-style-type: none"> Group required to include First-Aider & equipment Group is briefed on the level of risk Information regarding medical, ambulance & hospital availability is provided 	<ul style="list-style-type: none"> Group Organiser Centre Management Centre Management 	<ul style="list-style-type: none"> Duration of stay Welcome-in Talk Welcome-in Talk
PERSONAL ENVIRONMENT OF SITE					
Child Protection Requirements	Inappropriate behaviour with children or young people	4	<ul style="list-style-type: none"> All employees complete a Prohibited Employment Declaration prior to appointment All employees undergo a Children's check with the NSW Commission for Children & Young People There is a policy and procedure in place for due consideration of any allegation All staff wear distinctive UV uniforms with the UV logo & their name badge, 	<ul style="list-style-type: none"> UV Management UV Management Uniting Church NSW Synod All staff 	<ul style="list-style-type: none"> Prior to employment Prior to employment Ongoing management At all times

NATURAL ENVIRONMENT OF SITE (continued)					
Activity	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
Personal Information	Unauthorised disclosure of personal information	5	<ul style="list-style-type: none"> Information obtained is only used for purposes of meeting the needs & requirements of the group and its members while using the facility. All information is kept in accordance with the Privacy Act and as required by the Freedom of Information legislation 	<ul style="list-style-type: none"> UV Management UV Management 	<ul style="list-style-type: none"> As required As required
Personal Medical Situation	Aggravation of an existing medical condition or injury	5	<ul style="list-style-type: none"> Existing Medical information provided by group Group members to bring necessary medication for their condition with them Centre staff <u>will not</u> administer anything that is ingestible, injectable or topical Access is available to all buildings & facilities by vehicle. Centre management staff have First-Aid qualifications 	<ul style="list-style-type: none"> Group Organiser Group Leaders Centre Management Centre Management Centre Management 	<ul style="list-style-type: none"> Prior to arrival of group Duration of stay Duration of stay Duration of stay Ongoing management
Special Personal Needs	Incident resulting from inadequate response to special needs	5	<ul style="list-style-type: none"> Wheel chair access available to / between designated accommodation & associated meeting rooms, dining room & other facilities. Designated accommodation & ramps comply with relevant Australian Standards. Safety rails and wheelchair accessibility incorporated in nominated accommodation units 	<ul style="list-style-type: none"> Centre Management Centre Management Centre Management 	<ul style="list-style-type: none"> Ongoing management Ongoing management Ongoing management
Personal Behaviours	Harm resulting from alcohol, smoking or non-prescription drugs Inappropriate actions of others causing injury or harm Inappropriate actions of individual causing self harm or injury	5 6 6	<ul style="list-style-type: none"> Smoking is restricted to areas outside of buildings & maintenance areas, and not within 5 metres of a doorway , window. Smoking is prohibited in, or in proximity to the bush. UV Policies & Procedures prohibit alcohol and non-prescribed drug use. Group leaders are responsible for the behaviour of individual in the group 	<ul style="list-style-type: none"> UV Management UV Management UV Management Group Leaders 	<ul style="list-style-type: none"> Ongoing Ongoing Ongoing Duration of stay
Emergencies	Personal injury Missing person Loss of property	5 6 5	<ul style="list-style-type: none"> Policies & Procedures are in place for various critical incidents including fire, bushfire, injury or illness, bomb threat, missing person, severe storm or earthquake, hazardous or toxic emission, electrical incident, sexual misconduct, unwelcome intrusion, infectious disease epidemic. Staff available between 7:00 am & 9:00 pm and an emergency telephone number available for other times. Contact details for emergency services, medical services, hospital are provided in group leaders material Evacuation procedure explained in Welcome-In talk 	<ul style="list-style-type: none"> UV Management UV Management UV Management UV Management 	<ul style="list-style-type: none"> Ongoing management Ongoing management On arrival On arrival

<i>Venue and safety information reviewed and attached: Yes / No</i>		
<i>Plan prepared by:</i>	<i>Position:</i>	<i>Date:</i>
<i>Prepared in consultation with:</i>		
<i>Communicated to:</i>		

Monitor and Review - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.