

Naamaroo - 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 Vehicle parking, embarking & disembarking area is signed and is separate from pedestrian routes between site accommodation & facilities. 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> On arrival & departure
Using a Conference Centre vehicle to transport a sick or injured member of a group	Vehicle faulty Vehicle accident Child protection	5 4 4	<ul style="list-style-type: none"> All UV vehicles are registered, insured & serviced as per manufactures recommendations. UV staff approved to drive UV vehicles are NSW licensed drivers. All UV employees undergo Working with Children Check. Policies & Procedures require 2 persons to accompany a person under 18 years, one to be the same gender as the person being transported. Consent of group leader to be obtained. Group Leader to obtain consent of parent or guardian if possible. 	<ul style="list-style-type: none"> Centre Management <ul style="list-style-type: none"> Centre Management <ul style="list-style-type: none"> Centre Management Centre Management <ul style="list-style-type: none"> Centre Management Group Leader 	<ul style="list-style-type: none"> Ongoing management <ul style="list-style-type: none"> Ongoing management <ul style="list-style-type: none"> Ongoing management Ongoing management <ul style="list-style-type: none"> As necessary As necessary

BUILDINGS & FACILITY 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
Walking around the Centre, crossing internal roads etc.	Injury from being hit by a vehicle	6	<ul style="list-style-type: none"> Signage indicates speed limit of 10 kilometres per hour. 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 Group Leaders All members of the group 	<ul style="list-style-type: none"> 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 eight chairs in a stack Tables to be 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. 	<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"> Tiles are treated to be slip resistant 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 Signs indicating CPR technique are provided. 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 Centre Management Group Leaders Group Leaders 	<ul style="list-style-type: none"> Ongoing management Ongoing management Duration of stay Ongoing management Ongoing management Duration of stay Duration of stay
Using Basketball Court	Injury due to faulty equipment Falling over	15 5	<ul style="list-style-type: none"> Fixed equipment constructed in accordance with building codes & local council requirements Equipment maintained in good repair Information on use of equipment given in Group Leaders booklet Group leaders control access to sports equipment All activities must be appropriately controlled & supervised by Group Leaders 	<ul style="list-style-type: none"> Centre Management Centre Management Centre Management Group Leaders Group Leaders 	<ul style="list-style-type: none"> Ongoing management Ongoing management On arrival 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

BUILDINGS & FACILITY ENVIRONMENT OF SITE (continued)					
Activity	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
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 • Verandas' & pathways are illuminated at night • The site is generally maintained to reduce risk, fallen or dangerous trees are removed as required • 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 	<ul style="list-style-type: none"> • Ongoing management • Ongoing management • Ongoing management • Ongoing management • Ongoing management • Ongoing management • Ongoing management • Ongoing management
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 Scalding due to inappropriate water temperature Injury due to broken or defective equipment	6 5 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. 	<ul style="list-style-type: none"> • Centre Management • Centre Management • Centre Management • Group Leaders • Group Leaders • Centre Management 	<ul style="list-style-type: none"> • Duration of stay • Duration of stay • Duration of stay • Duration of stay • Duration of stay • 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, is not included in menus • Group Leaders will be advised of where / how members with individual dietary requirements will be a 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. 	<ul style="list-style-type: none"> • Group Organiser • Centre Management • Centre Management • Centre Management • Centre Management • Centre Management • Centre Management • Group Organiser • 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 • Duration of camp • As required • As required

BUILDINGS & FACILITY ENVIRONMENT OF SITE (continued)

Activity	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
Dining & Food Service (continued)			<ul style="list-style-type: none"> • 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 fully trained 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 if advised & requested. 	<ul style="list-style-type: none"> • Centre Management • Centre Management • Centre Management • Centre Management • Centre Management 	<ul style="list-style-type: none"> • As required • Ongoing management • Ongoing management • Ongoing management • Ongoing management
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					
Activity	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
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
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 within the site is restricted due to the topography of the site and the standards required when the existing facilities were first constructed. UV has plans to provide for some wheelchair appropriate accommodation with the required level of access between this accommodation and other site facilities including set-down areas. Contact Centre Management to ascertain the current situation in regard to wheelchair accessibility. 	<ul style="list-style-type: none"> Centre Management 	<ul style="list-style-type: none"> 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 Centre Management Centre Management Group Leaders 	<ul style="list-style-type: none"> Ongoing Duration of stay Duration of stay Duration of stay

PERSONAL ENVIRONMENT OF SITE (continued)

Activity	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
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

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

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