A group of planes flying in formation

Description automatically generated with medium confidence

**TPC Men’s Overnight Camp and Bushwalk - Hazard Analysis**

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| **Event Description:** Men’s Overnight Camp and Bushwalk  **Dates: xxx** | | | |
| **Address and telephone number:**  Woods Reserve Campground and Square Rock Walk, Corin Rd, Paddys River, ACT | **Prepared by:**  Organiser | **Reviewed and Accepted by:**  TPC Committee of Management | |
| **Contact Numbers:**  xxx | **Other:**  Safety Officers – xxx, parents/adults  First aid officer – xxx, parents/adults | | **Poisons Information: 131126**  **Emergency: 000** |

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| --- | --- | --- | --- | --- |
|  | **Relevant Activity/Procedure** | **Possible Hazards** | **Risk**  **L,M,H** | **Safety Control / Mitigation strategies / Residual Risk** |
| 1 | Preparation and Registration | Adults or Youth attending without all forms of approval | Low | - Adult participants and Parental permission for under 18’s (Form A Higher Hazard Risk Event and Form B Risk Warning Form) to be obtained prior to the start of activities. No signed forms – no participation.  - Person Responsible – xxx  - Residual Risk – Low |
| 2 | Transport | Vehicle Accident  Leaving people behind. | Low | -Consider transportation, including license requirements, insurance, vehicle maintenance.  -Never have more passengers than there are functioning seat belts.  -You will not drive a child or young person unaccompanied, unless they are a parent or guardian of that child or young person.  -All drivers must be licensed preferably with their full license. Provisional licensed drivers will be clearly stated on the permission note so that parents can make an informed decision.  -Drivers must be aware of their responsibility to provide safe transport and take every precaution to ensure passengers are safe. No mobile phone when driving.  -Head count of passengers before and after stopping.  - Person Responsible – Organiser / Parents  - Residual Risk – Low |
| 3 | General Risk | Safety / youth getting lost or separated | Medium | - Youth will use a buddy system (pairs) and each parent/adult will look after part of the group.  - Age of participants (young men) would mitigate against this possibility.  - Participants told to bring head lights for night time  - Torch provided for participants to go to and from the toilet if they forget a head light  - Person Responsible – Parents/adults  - Residual Risk – Low |
| 4 | General Risk | Abduction / safety of youth and/or potential sexual abuse | Low | - Age of participants (young men) would mitigate against this possibility.  - Youth closely supervised at all times and leaders have WWVP.  - Youth to ask permission of parent/adult to go to the toilets so that parent/adult are aware of youth’s location.  - Person Responsible – Parents/adults  - Residual Risk – Low |
| 5 | Safety Induction by Leaders | Incident/injury because leaders not aware of what is expected of them. | Low | - Leaders to tour the facilities, including nearby off-limit areas, hazardous areas, prior to event.  - Discuss Safe Ministry guidelines  - Discuss responsibility and management of first aid, medications.  - Discuss how to report incidents, injuries, near misses and hazards  - Person Responsible – Organiser/adults  - Residual Risk – Low |
| 6 | Campfire | Burns and splinters | Medium | - Don’t light with or throw anything flammable or explosive into fire.  - Fire pit in defined area  - Keep Youth back from fire  - Adult supervision at all times when fire is on.  - Fire wood sacked on site and cut to length  - Fire Extinguisher and fire Blanket on site  - Water available nearby to treat burns, first aid kit available  - Adults to closely monitor participant behaviour around the fire  - trip hazards to be removed around the base of the fire  - no running rule enforced near the fire  - Extinguish fire at the end of the night.  - Person Responsible – Parents/adults  - Residual Risk – Low |
| 7 | Outdoor games and general activities | Injury due to collisions, falling over, twisting ankles, broken bones, bee stings | Medium | - Warn youth of potential risks and to be aware of others.  - Remove potential trip hazards from game play area.  - Keep first aid kit available  - Ensure leaders are aware of first aid procedures  - Person Responsible – Organiser/Parents/adults  - Residual Risk – Medium |
| 8 | Bush walking | Falling on unlevel ground, abrasions, getting lost | Medium | - Stay in group and carry mobile phone and Personal Locator Beacon.  - Tell third party when leaving for bush walk and general area of walk.  - Participants required to wear appropriate clothing and footwear and participate safely.  - Brief youth on expectations of not going off alone. Always be in groups of minimum of 2. Not go out of sight from supervising adult without permission.  - Ensure roll is checked before and after activities.  - Appropriate supervision will happen to minimise these risks.  - Implement emergency response if a participants is unable to be located after 30 mins of searching, emergency services are to be notified to assist with a missing person.  - Person Responsible – Organiser/Parents/adults  - Residual Risk – Low |
| 9 | Swimming | Drowning, cuts and abrasions, | Medium | - Swimming is not to occur during this event, however, details are provided from Church template.  - Give special attention to swimming and other water-related activities. These present the greatest danger.  - Know youth swimming ability before camp (form for all campers).  - Nominate a Waterfront Supervisor in charge of the swim area. This person should ideally have qualifications in lifesaving and First Aid/CPR.  - Youth will not be allowed to enter water without Supervisor first checking it is safe. Youth will be appropriately briefed and watched very carefully in and near water and must stay within allocated boundaries.  - Youth will be warned of the possibility of serious injury in and near water.  - Youth to be warned of the danger of submerged rocks and other obstacles. Youth not allowed beyond waist deep in the water. Youth required to wear water appropriate footwear when in water.  - No swimming after dark or before sunrise.  - Person Responsible – Organiser/Parents/adults  - Residual Risk – Low |
| 10 | Biting insects, swooping birds and exposure to the elements | Allergic reaction, bites/scratch from nesting birds, exposure | Medium | - If a person is bitten by an insect and has an allergic reaction, phone 000 immediately. Provide the participant with an Antihistamine (parental permission required)  - If a person is attacked by a bird, clean and dress the wound. If serious, consider taking them to a Walk in Medical Centre.  - Take and use sunhats and sunscreen.  - Person Responsible – Parents/Adults/Youth (All)  - Residual Risk - Low |
| 11 | Snakes | Bite | High | - Instruct participants regarding how to be “snake-safe”: walking loudly in a group; watching carefully when walking.  - Minimise people walking into long grass.  - Person is not move (except slowly away from snake).  - Phone 000 immediately.  - Use a snake bite compression bandage as per the instructions on the packaging.  - Cover the person with a blanket or foil blanket, if they start shivering.  - Commence CPR if they lose consciousness and stop breathing.  - Person Responsible – Organiser/Parents/adults  - Residual Risk - Medium |
| 12 | First Aid | Accident/injury to a child or leader without someone competent to provide first aid and no first aid supplies | Medium | - Have first aid kit fully stocked and access to ice/ice pack.  - Person Responsible – Organiser/Parents/adults  - Residual Risk - Low |
| 13 | Cooking BBQ | Burns, cuts, food poisoning | Medium | - Ensure adults involved in cooking and youth aware of potential dangers  - Have first aid kit available  - Adult supervision for food preparation  - All food to be appropriately stored and refrigerated.  - Person Responsible – Organiser/Parents/adults  - Residual Risk - Low |
| 14 | Exposure to the elements | Sickness, Dehydration, sunburn, sun stroke | Medium | - Ensure people have access to sunscreen and reapply  - Provide drinking water on site  - Participants who show signs of sun burn, heat exhaustion, heat stroke, or hypothermia are to be treated as per resuscitation council guidelines.  - Person Responsible – Organiser/Parents/adults  - Residual Risk - Low |
| 15 | Allergic Reaction | Sickness | Medium | - All parents to fill out allergies on permission form  - Be aware of youth with potential allergies  - If youth present with allergies ensure they manage allergy by avoiding allergens and carry own EpiPen, Ventolin, etc for self-administration.  - Leaders be aware of allergic reactions to food, bee sting, smoke, and dust.  - Person Responsible – Organiser  - Residual Risk - Low |
| 16 | Going to outside toilet at night | Getting lost or vulnerable to abuser | Medium | - Ensure youth inform a leader when they go to the toilet at night  - Create a buddy system where youth travel to and from the toilet together  - Person Responsible – Organiser/Adults  - Residual Risk – Low |
| 17 | Bushfire, severe weather, gas leak, etc. | Harm to leaders and youth if they were to stay at campsite | Medium | - Ensure both youth and leaders are aware of emergency evacuation procedures and evacuation points both for fire/other emergency within the camp and for bush fire situations.  - Weather forecast will be closely monitored as well as visible signs.  - Camp will be cancelled if severe thunderstorm happens.  - Person Responsible – Organiser  - Residual Risk – Low |
| 18 | Safe ministry | Abuse | High | - Supervisors to have completed BTS training and annual top-up training and have current WWVP.  - A strict segregation by sex in accommodation.  - No adult to share accommodation with one child or young person, unless family.  - No child or young person will be driven unaccompanied, unless by parent.  - No condoning or participation in bullying behaviour or any kind of abuse  - Person Responsible – Organiser/Parents/adults  - Residual Risk - Low |
| 19 | Reporting incident, accident, near miss and hazard | Lack of reporting leads to poor follow up and liability. Fail to learn from incidents | Low | - All incidents, injuries, near misses and hazards will be reported to Church Offices.  - Small first aid uses e.g., minor cut requiring Band-Aid etc may be separately reported on a first aid usage sheet. If in doubt complete full incident report.  - Note a serious injury e.g., requiring immediate treatment as an in-patient in a hospital or immediate treatment for serious head injury, eye injury, burn, spinal injury, lacerations, separation of skin from underlying tissue, snake bite, magpie injury, etc must be reported immediately (within 48 hours).  - Risk assessment to be reviewed by activity leaders within 1 week of the activity running to determine if the controls were adequate.  - Person Responsible – Organiser  - Residual Risk - Low |

**Risk Assessment Matrix**

Use this risk matrix below to consider the likelihood of an incident or injury occurring and the severity (or consequence) of harm that could be caused. This risk assessment process has been developed in accordance with *AS NZS ISO 13,000:2018 Risk Management.*

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| --- | --- | --- | --- | --- | --- | --- |
|  | | Severity (or Consequence) | | | | |
| **Severe** | **Major** | | **Moderate** | **Minor** |
| Likelihood | **A** | **E** | **E** | | **H** | **M** |
| **B** | **E** | **H** | | **M** | **M** |
| **C** | **H** | **M** | | **M** | **L** |
| **D** | **M** | **M** | | **L** | **N** |
|  | | | | | | |
| **Severity (or Consequence) : Amount of harm** | | | | **Likelihood: Injury or illness** | | |
| **Severe:** Death/ extensive injuries | | | | **A:** Event is expected to occur | | |
| **Major:** Medical treatment | | | | **B:** Event is likely to occur | | |
| **Moderate:** First aid | | | | **C:** Event could occur | | |
| **Minor:** No treatment | | | | **D:** Event is unlikely to occur | | |
| **Risk Rating: Determine where the two columns meet on matrix:** | | | | | | |
| **E =** **Extreme -** must action immediately | | | | | | |
| **H = High** - must action within 48 hours | | | | | | |
| **M = Medium -** must action within 1 month | | | | | | |
| **L = Low -** must action within 3 months | | | | | | |
| **N = Negligible –**general monitoring, no action required | | | | | | |

*NB: A documented risk assessment is not required for an identified hazard that can be eliminated easily and safely or where the likelihood and consequence of the identified hazard is low or negligible.*

All identified hazards must be risk assessed by the Committee of Management member/Site Manager/Work Coordinator to determine what control should be implemented or how the risk will be eliminated. These will be completed on the Hazard and Incident Notification Form.

Conduct a risk assessment using this risk matrix for each identified hazard.