A group of planes flying in formation

Description automatically generated with medium confidence

**TPC Men’s Campfire & BBQ - Hazard Analysis**

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| --- | --- | --- | --- |
| **Event Description:** Men’s Campfire & BBQ  **Dates: xxx** | | | |
| **Address and telephone number:**  xxx | **Prepared by:**  xxx | **Reviewed and Accepted by:**  TPC Committee of Management | |
| **Contact Numbers:**  xxx | **Other:**  Safety Officers – xxx, all parents/adults  First aid officer – TBC | | **Poisons Information: 131126**  **Emergency: 000** |

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|  | **Relevant Activity/Procedure** | **Possible Hazards** | **Risk**  **L,M,H** | **Safety Control / Mitigation strategies** |
| 1 | Preparation and Registration | Adults or Youth attending without all forms of approval | Low | - Parental permission (Form A Higher Hazard Risk Event and Form B Risk Warning Form) are not required for this low risk activity.  - Person Responsible – Organiser  - 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 – 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.  - Person Responsible – Parents/adults  - Residual Risk – Low |
| 4 | General Risk | Abduction / safety of youth and/or potential sexual abuse | Low | - Age of students 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 Check by Organiser | Incident/injury because leaders not aware of what is expected of them. | Low | - Organiser to tour the facilities, including 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 | Bonfire | Cuts and burns |  | -Don’t light with or throw anything flammable or explosive into fire.  -Keep Youth back from fire  -Adult supervision at all times when fire is on.  -Extinguish fire at the end of the night.  - Person Responsible – Organiser/Parents/adults  - Residual Risk – Low |
| 7 | Outdoor games | Collisions, falling over, twisting ankles, broken bones, bee stings |  | -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 – Low |
| 8 | Bush walking | Falling on unlevel ground, abrasions, getting lost |  | -Stay in group and carry mobile phone.  -Tell third party when leaving for bush walk and general area of walk.  - Person Responsible – Organiser/Parents/adults  - Residual Risk – Low |

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| 9 | 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.  - 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 |
| 10 | Snakes | Bite | High | - Minimise people walking into long grass.  - Do not move to the person (except 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.  - Do CPR if they lose consciousness.  - Person Responsible – Organiser/Parents/adults  - Residual Risk - Low |
| 11 | 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 |
| 12 | 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 |
| 13 | Dehydration, sunburn, sun stroke | Sickness | Medium | -Provide and ensure reapplication of sunscreen  -Drink plenty of fluids throughout the day  - Person Responsible – Organiser/Parents/adults  - Residual Risk - Low |
| 14 | Safe ministry | Abuse | High | - Supervisors to have completed BTS training and annual top-up training and have current WWVP.  -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 |
| 14 | 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).  - 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.