

SÖRVE SÖBRAD – CAMP RISK MANAGEMENT PLAN

TRAVEL (Consider transport to the venue)

	Activity/Location	Hazard Identification	Risk Assessment	Elimination or Control Measure	Who	When
1	Transportation to camp via private vehicles	<ul style="list-style-type: none"> 80 km/h zone at highway turnoff 	6	<ul style="list-style-type: none"> Ensure drivers are aware of turn off point on highway. Issue map & clear travel directions as part of camp registration instructions. Include map & directions in Parent's Handbook. 	Registrar Communications Officer	On registration Prior to registrations opening/ camp opening
2	COVID Check-in on arrival	<ul style="list-style-type: none"> Vehicle and pedestrian congestion outside camp entry boom gate during COVID Check-in Injury from boom gate operations 	6 5	<ul style="list-style-type: none"> Ensure arrival times are scheduled & communicated to avoid congestion. Ensure a COVID Marshall assigned to direct vehicles waiting for COVID Check-in, and assist Camp Doctor as required. Supervise entry of vehicles 	Registrar Camp Leader & Camp Doctor COVID Marshall	Prior to camp opening On arrival Following COVID Check

VENUE (Consider potential hazards such as location, trips, slippery floors)

	Activity/Location	Hazard Identification	Risk Assessment	Elimination or Control Measure	Who	When
3	General	<ul style="list-style-type: none"> Injury due to WH&S issue 	6	<ul style="list-style-type: none"> Sörve has a commitment to managing WH/S issues 	All Leaders	Ongoing camp operations
4	Camp attendees walking/crossing roads within camp grounds	<ul style="list-style-type: none"> Struck by vehicle whilst crossing road 	6	<ul style="list-style-type: none"> Speed limit signage & speed humps Include general warning in Attendees & Parent's Handbooks. 	Office of Sport Camp Manager Communications Officer	Ongoing site management Prior to camp opening
5	Dining Room	<ul style="list-style-type: none"> Struck by falling equipment. Hot Water Burn 	6 5	<ul style="list-style-type: none"> Chairs to be stacked to maximum of 8. Urns only to be used by adults and placed well above floor level 	All Leaders All Leaders/ Office of Sport Camp Manager	Throughout stay Ongoing site management

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		<ul style="list-style-type: none"> Slips from food/ liquid spills 	5	<ul style="list-style-type: none"> General awareness/ immediate clean-up policy 	All Leaders/ Office of Sport Camp Manager	Ongoing site management
6	Recreation Hall	<ul style="list-style-type: none"> Struck by falling equipment. 	6	<ul style="list-style-type: none"> Chairs to be stacked to maximum of 8. 	All Leaders	Throughout stay
7	Sleeping Huts	<ul style="list-style-type: none"> Falling off bunk beds Slips on wet Bathroom Floors 	5 4	<ul style="list-style-type: none"> Include general warning in Attendees & Parent's Handbooks 	Communications Officer	Prior to camp
8	Campfire Place	<ul style="list-style-type: none"> Burns to body from campfire, flying sparks Smoke hazard to eyes, lungs 	4	<ul style="list-style-type: none"> Awareness Maintain safe distance to audience Ensure fire extinguisher is nearby Erect campfire in safe manner Wear covered shoes - include general warning in Attendees & Parent's Handbooks. 	All Leaders Communications Officer	During activity Prior to camp
9.	Adventure Area - Flying Fox & Climbing Ropes	<ul style="list-style-type: none"> Falls from height Faulty equipment 	3	<ul style="list-style-type: none"> Activity is supervised by Office of Staff Instructors only Equipment is regularly inspected & maintained 	Office of Sport	During activity
10.	Site Generally	<ul style="list-style-type: none"> Fallen branches Tripping on paths Uneven ground Long grass/snakes 	6	<ul style="list-style-type: none"> Site grounds are maintained by Office of Sport staff Wear covered shoes if possible - include general warning in Attendees & Parent's Handbooks. Warnings given at daily Flag Raising Ceremony 	Office of Sport Camp Manager Communications Officer Camp Leader	Ongoing site maintenance Prior to camp Regularly

ACTIVITY (Consider potential hazards in programmed activities)

	Activity/Location	Hazard Identification	Risk Assessment	Elimination or Control Measure	Who	When
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11.	Activity Structures	<ul style="list-style-type: none"> ● Failure of Structure or equipment 	5	<ul style="list-style-type: none"> ● Annual checks & maintenance conducted 	Office of Sport Camp Manager	Ongoing site management
12	Specific Hazardous Activity (Canoeing, Archery, Ropes)	<ul style="list-style-type: none"> ● Unsafe practices ● Injured whilst on Activity ● Injured by another participant ● Inclement weather ● Fatigue ● Drowning ● Inadequate supervision 	5 3 3 3	<ul style="list-style-type: none"> ● Office of Sport Instructors undertake supervision that is line with their level of training ● Participant/Instructor ratios maintained at all times ● Activity areas are inspected before use to identify any hazards ● Participants given instructions on acceptable behaviour ● Supervision of group during activity session ● Correctly fitted PPE (including hats, shoes & sunscreen) where applicable ● Check weather report before activity 	Office of Sport Instructor	Prior to/ during activity
13.	Bush walk, Beach walk	<ul style="list-style-type: none"> ● Uneven ground surfaces ● Bites & stings ● Exposure to sun wind rain & dehydration ● Allergies to insects, reptiles and plants ● Becoming lost or isolated from group ● Change in weather conditions 	4	<ul style="list-style-type: none"> ● Identify participants with known medical conditions and ensure appropriate medication/ treatment is available. ● Participants briefed on meeting places & expected times (carry maps). ● Adult supervision front & back to keep group together ● Wear suitable enclosed footwear & clothing to suit changing weather conditions ● Wear hat, sunscreen when outdoors ● Carry water bottles ● Carry insect repellent ● Ensure regular rest breaks. ● Carry First Aid Kit ● Conduct regular headcount 	Camp Leader, Group Leader Group Leader	Prior to walk During activity
14.	NSW Office of Sport Instructors	<ul style="list-style-type: none"> ● Unsafe practices ● Insufficient knowledge & skills 	3 3	<ul style="list-style-type: none"> ● Ensure instructors are suitably trained & qualified (Minimum – Certificate III in Outdoor Recreation) and/or have been specifically trained on individual activities by NSW Office of Sport ● Instructors to have current First Aid qualifications including CPR ● Instructors to following NSW Sport's Standard Operating Procedures 	NSW Office of Sport	Ongoing management

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15.	Sörve Leaders	<ul style="list-style-type: none"> • Unsafe practices • Insufficient knowledge & skills 	3 3	<ul style="list-style-type: none"> • (Melissa to advise what our minimum training requirements are) • Working with Children Check (WWC) 	Camp Leader	Ongoing management
16.	Sörve Leaders with children (LWC)	<ul style="list-style-type: none"> • LWC are likely to prioritise their own children over others • Could leave children in an unsafe environment to prioritise own children 	3 3	<ul style="list-style-type: none"> • LWC will be selected on a case by case basis, at the jurisdiction of camp leader • LWC will be placed into roles that have constant backup leaders, (Kasitoo, roster leader, etc.) • LWC will have a backup person, who does not have any camp responsibility, to take on childcare responsibilities where necessary. 	Camp Leader	Ongoing management

EQUIPMENT (Consider resources that impact on the activity, such as appropriate clothing, protection, activity specific equipment)

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17.	Unauthorised access to equipment	<ul style="list-style-type: none"> • Injury due to unsupervised access 	5	<ul style="list-style-type: none"> • Activities requiring equipment are de-enabled at the end of each day, eg. stored away or locked. 	Office of Sport	Ongoing site management
18.	Personal Safety Equipment	<ul style="list-style-type: none"> • Failure of equipment • Unsafe practices • Inadequate equipment 	3 3 5	<ul style="list-style-type: none"> • All safety gear complies with industry standards • Safety gear is used for its express purpose, stored & retired in accordance with manufacturer's requirements • Participants briefed on the correct fitting & use of personal safety equipment 	Office of Sport	Ongoing site management

ENVIRONMENT (Consider environmental hazards such as weather, natural hazards, terrain, plants, insects & animals)

	Activity/Location	Hazard Identification	Risk Assessment	Elimination or Control Measure	Who	When
19.	Extreme weather event	<ul style="list-style-type: none"> • Change in weather conditions • Exposure • Sunburn 	5 4 5	<ul style="list-style-type: none"> • BOM site checked for weather updates & Leaders briefed on any changing weather conditions. • Participants briefed to wear appropriate clothing, hats, apply sunscreen, & carry water bottles. 	Camp Leader Group Leaders Sport Leader	Prior to activity During activity

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				<ul style="list-style-type: none"> A procedure has been developed for appropriate management of any issues arising. 		
23.	Privacy of Information	<ul style="list-style-type: none"> Unauthorised disclosure of privacy information Inadequate processes 	5 5	<ul style="list-style-type: none"> Information obtained is only used and stored for the express purpose under which it was collected. Storage and access to information meets Privacy Act requirements Information retained as required under Freedom of Information Act. 	All	Always
24.	Medical	<ul style="list-style-type: none"> Aggravation of existing medical condition or injury Access to First Aid & equipment COVID-19 infections 	4 5 3	<ul style="list-style-type: none"> Information obtained from registered participants identifying allergies, special needs & other health related issues. Medical requirements recorded during registration process are confirmed with Camp Nurse/ Doctor and Hut Leaders Sörve Söbrad to organise a dedicated First Aid Person, trained Nurse or Doctor for duration of camp. Sufficient First Aid kits are to be made available and carried during activities external to camp. COVID-19 Protocols to be developed and followed by all camp attendees as condition of registration. 	Registrar First Aid Person/ Nurse/Camp Doctor/ Hut Leaders Camp Leader, Sports Leader Camp Nurse/ Doctor	At registration Duration of camp For duration of camp For duration of camp
25.	Special Needs	<ul style="list-style-type: none"> Incident arising from inadequate consideration of special needs 	5	<ul style="list-style-type: none"> Adequacy of disabled access provisions to be determined in conjunction with NSW Office of Sport & Centre Manager Access to camp activities to be coordinated with Camp Leadership Team/Sports Leader 	Camp Leader/Registrar Camp Leader/ Sports Leader	Prior to camp During camp.
26.	Attendee Behaviour	<ul style="list-style-type: none"> Impact to other camp attendees Injury to self by inappropriate actions Ingestion of non-prescription drugs or excessive consumption of alcohol 	6 5 5	<ul style="list-style-type: none"> Smoking is not permitted within any building or designated work area. Sörve has a Drug & Alcohol Policy Attendee behaviour rules are detailed in the Attendee & Parents Handbooks, also Leader's Handbook. Action is taken for infringements of these policies 	Camp Leader/ Leadership Group	For entire duration of camp.
27.	Security	<ul style="list-style-type: none"> Intruder Loss of Property 	5 6	<ul style="list-style-type: none"> All Sörve leaders wear distinctive coloured polo shirts with logo. 	Camp leaders Registrar	For duration of camp

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		<ul style="list-style-type: none"> Assault 	5	<ul style="list-style-type: none"> General awareness. All visitors are challenged on arrival, once checked in receive identity wristband. Rooms are kept locked during campfire events. Vehicle entry boomgate code is kept restricted. 		On arrival
28.	Accommodation	<ul style="list-style-type: none"> Unsatisfactory sleeping arrangements Injury due to inappropriate accommodation Injury due to unsafe personal behaviour Unserviceable fittings 	5 5 5 6	<ul style="list-style-type: none"> Ensure adequate sleeping accommodation for each attendee. Ensure allocation of beds/ rooms is appropriate to any special requirements (eg. snorers, medical conditions, babies, elderly, disabled). Camp Rules and procedures are explained to each attendee and a copy of relevant Camp Handbook is provided to each attendee. Any maintenance issues to be identified and recorded on Evaluation Form on departure, or notified to Office of Sport Camp Manager 	Registrar Camp Leader/Hut Leader Hut Leader/ Office of Sport Camp Manager	Prior to camp, during camp On arrival When required
29.	Housekeeping & safety	<ul style="list-style-type: none"> Slips in wet areas Trip Hazards Ingestion of cleaning chemicals Scalds/ burns in Kitchenette Child Protection related incident 	5 5 4 4 4	<ul style="list-style-type: none"> Room users to monitor & maintain bathrooms during stay. Safety reminder in Camp Handbook Chemicals are stored appropriately for their use. Water boiling jugs & toaster to be appropriately stored in Kitchenette All leaders to maintain WWC registration. 	Hut leader Communications Officer Leaders	For duration of camp
30.	Camp Kitchen	<ul style="list-style-type: none"> Food poisoning Religious or ethnic issues with inappropriate food. Anaphylaxis Allergic reaction to food Medical requirements 	4 5 2 3 3	<ul style="list-style-type: none"> NSW Office of Sport cooks are appropriately trained & qualified. Food is stored & cooked in safe manner. Dietary requirements are taken into account during registration process and confirmed with Head Cook. Attendees with dietary requirements collect meals in agreed manner Medical supplements to be taken during meals to be monitored. 	NSW Office Sport Camp Manager Registrar Hut Leader/ Head Cook Hut Leader	Ongoing Prior to arrival & during camp For duration of camp.

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31.	Servery/ Dining Room	<ul style="list-style-type: none"> Incidents due to incorrect food handling/ serving 	5	<ul style="list-style-type: none"> Food to be served & consumed in age groups (ie parents with toddlers/child/adult) at staggered times to maximise control & supervision Adequate warnings to be provided in Camp Handbook Food/fluid spills & broken crockery is cleared, cleaned in safe manner 	Camp Leader/ All Leaders Communications Officer Hut Leaders/ Camp Leader/All leaders	All meals
		<ul style="list-style-type: none"> Scalds from hot food or drinks 	5			
		<ul style="list-style-type: none"> Slip hazards from food or liquid spills 	5			
32.	Emergencies	<ul style="list-style-type: none"> Personal injury/ medical issue 	5	<ul style="list-style-type: none"> Ensure Emergency procedures in place Emergency procedures and contact details to local police, hospital, chemist, doctors are detailed in Handbooks. All attendees are briefed on emergency evacuation procedures. Hold practice drill if required 	Camp Leader/All Leaders Communications Officer Hut Leaders Camp leader	Prior to camp On arrival & during camp as required
		<ul style="list-style-type: none"> Missing person 	5			
		<ul style="list-style-type: none"> Loss of property 	6			

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 the 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.

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.