

# HEALTH AND SAFETY RISK ASSESSMENT

Activity	Site Operation Overview
Assessed by	Management
Date	March 2024

## Step 1 – Identify the Hazards

Blood, Bodily Fluid, Virus/disease, Food Handling, Chemicals, Critical Incident, Electrical, Gas, Sun Exposure, Noise, Weather, Buildings, Bedding, Pathways, Driving, Machinery, Manual Tasks, Students, Staff, Parents, Psychological, etc.

## Step 2 – Assess the Level of Risk

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Level	Description	Actions
Low	Little likelihood of injury or adverse consequence	No further controls required
Medium	Some chance of first aid required if incident occurred.	Additional controls may be needed
High	If an incident occurred, it is likely medical attention would be required	Controls needed before activity takes place.
Extreme	If an incident occurred, severe injury or death would occur.	Consider alternatives or implement significant controls.

### Step 3 – Control the Risk

Hazard/Risk	Risk Level without further controls	Control measures
Movement of vehicles around site.	Medium	All vehicles are asked to use the carparking area provided.  If vehicles or busses need to drive outside this area, we ask that all campers be asked to leave the required area before using it with a vehicle.  Traffic control devices used to demarcate no-drive areas where appropriate.
Security of campers	Low	A keypad security gate is installed at the site. All adults will be given a PIN for the duration of the camp.
Management of Slip/Trip/Fall Hazards	Low	6 monthly slips/trips/falls inspections done and appropriate action taken on each occasion.
Asbestos contamination	Medium	Site holds the required Asbestos Management Plan and register for inspection by relevant contractors, etc.
Food Handling	Medium/High	All food handling is done in accordance with the Campialba Food Safety Plan and Qld & Local Government regulations.
Somebody requires first aid.	Medium	All groups are asked to bring their own first aider and first aid equipment suitable to the program they wish to run. Campialba supplies ice packs in the guest freezer.
Bunk Bed use	High	Bunk Beds all meet the AS4220 standard for bunk beds in Australia. It is advised that children under 9 years of age use the bottom bunk.
Bedding	Medium	All campers are required to bring a fitted sheet for their bed as well as other bedding. Nobody is permitted to use a mattress without a fitted sheet.  Mattresses are all covered in waterproof material. Inspected and cleaned as required.  If the group has booked linen, linen (except a pillow) will be supplied for the stay.
Fire Safety	Very High	Briefing given to all groups upon arrival about fire safety procedures.  Regular periodic fire safety inspection by Queensland Fire and Rescue Service.  All rooms fitted with compliant, photoelectric, interconnected smoke alarms and exit diagrams.
Electrical Safety	Very High	All circuits are fitted with compliant RCDs which are tested 6 monthly.