

PENINSULA OUTDOORS - SITE RISK ASSESSMENT

Assessment Date: Nov 2023	Review Date: Nov 2024	Authorised by: Matt Gee
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RISK ASSESSMENT LOCATION AND THE PEOPLE COMPLETING THE RISK ASSESSMENT

<p>Risk Assessment for</p> <p>Merricks Lodge 3670 Frankston Flinders Rd MERRICKS VIC</p> <p>Off Site activities and programs:</p> <ul style="list-style-type: none"> Balnarring Foreshore Camp Ground, Point Leo Foreshore Reserve, Shoreham Foreshore Reserve & Camp Ground Parks Victoria Managed Reserves 	<p>Assessed by: Matt Gee – Managing Director</p>
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RISK ASSESSMENT SUPPORTING DOCUMENTATION, SOURCES & ACCREDITATION

The following list identifies supporting documentation, sources and accreditation that are part of the risk mitigation controls:		
<p>Documentation</p> <p>ML Policies & Procedures Site Emergency Management Plans (EMP's) Food Safety Plan</p>	<p>Sources</p> <p>DET Adventure Activity Guidelines Australian Adventure Activity Standards (AAAS) & associated Good Practice Guides (GPG's) Fire Danger Ratings (FDR's)</p>	<p>Accreditation / Registration</p> <p>ACA VTIC Prescribed Accommodation Registration Food Premise Registration</p>

STEP 2 – RISK RATING – RISK MATRIX AND DEFINITIONS

The Risk Matrix provides a **guide** to assist in objectively assessing the risk potential and subsequent Control Measures to be put in place to adequately manage the risk.

It is suggested that the use of this risk matrix is undertaken by at least 2 persons and the resultant risk ratings are based on the **current control measures you have put in place**.

1st What is the **most probable** consequence of **the unwanted event, incident or circumstance occurring?**

2nd What is the **realistic** likelihood of **the unwanted event, incident or circumstance occurring?**

3rd Use the Matrix below to see where the criteria from the Consequence and the Likelihood tables intersect

Risk Rating Matrix and Definitions

		Consequence				
		1 - Insignificant	2 - Minor	3 - Moderate	4 - Major	5 - Severe
Likelihood	A - Almost certain	Medium	High	High	Extreme	Extreme
	B - Likely	Medium	Medium	High	Extreme	Extreme
	C - Possible	Low	Medium	Medium	High	Extreme
	D - Unlikely	Low	Low	Medium	High	High
	E - Rare	Low	Low	Low	Medium	High

Likelihood		
Descriptor	Level	Definition
Almost certain	A	Will occur in most circumstances (greater than 90% chance of occurring)
Likely	B	Will probably occur in most circumstances (51 to 90% chance of occurring)
Possible	C	Might occur at some time (21 to 50% chance of occurring)
Unlikely	D	Could occur at some time (1 –to 20 % chance of occurring)
Rare	E	May happen only in exceptional circumstances when the activity is undertaken (less than 1% chance of occurring)

Consequence		
Descriptor	Level	Definition
Severe	5	Fatality or permanent disability
Major	4	Lost time injury or illness
Moderate	3	Medical treatment injury or illness
Minor	2	First Aid injury or illness
Insignificant	1	Injury or illness not needing First Aid

Descriptor	Risk acceptance guide	Action
Extreme	Not acceptable	Notify Church Contact Person / Synod Manager, Synod Safety Team and Risk and Insurance Services immediately. Corrective actions should be taken immediately. Cease or isolate source of risk.
High	Generally (in most circumstances) not acceptable	Notify Church Contact Person / Synod Manager, Synod Safety Team and Risk and Insurance Services immediately. Corrective actions should be taken within 48 hours of notification.
Medium	Generally (in most circumstances) acceptable	Notify Church Contact Person in Congregation and/or HSR. Contact Person and/or HSR to follow up that corrective action is taken within 7 days.
Low	Acceptable	Notify Church Contact Person in Congregation and/or HSR. Contact Person and/or HSR to follow up that corrective action is taken within a reasonable time.

1.VENUE

Task / Category	Hazards and risks	Inherent Risk Score (before risk controls are applied)			Comments / Risk control / Control description	Residual Risk Score (after risk controls are applied)		
		L	C	RS		L	C	RS
General	<ul style="list-style-type: none"> Injury or accident due to Health and Safety issue Site uninsured Infrastructure not at an appropriate standard 	D	4	H	<ul style="list-style-type: none"> Organisation commitment to managing OH&S Workcover Insurance current All sites maintain Public Liability insurance and a current Certificate of Currency can be provided on request Construction meets relevant codes Maintenance and construction work is performed by licenced and qualified contractors All sites maintain current licences required to operate e.g., Prescribed Accommodation and Food Premises. 	D	3	M
		E	4	M		E	2	L
		D	2	L		D	2	L
Emergency / Critical Incident	<ul style="list-style-type: none"> Serious injury or fatality to an individual or multiple victims (staff, guests or visitors/ contractors) Natural disaster in Vic emergency watch zone Damage or loss of property (buildings, vehicles, plant & equipment) 	C	5	E	<ul style="list-style-type: none"> Emergency Management Plan (EMP) made available to group on or before arrival EMP has up to date contact information for all emergency services EMP has accurate location details for emergency services Site management actively monitor Vic Emergency ap in their watch zone during natural disasters All groups receive group briefing on arrival that covers emergency and critical incident management Site infrastructure and grounds are routinely maintained 	E	3	L
		C	4	H		E	2	L
		C	4	H		E	2	L
Maintenance & Workshop Areas	<ul style="list-style-type: none"> Accident or injury due to accessing out of bounds areas (maintenance and works areas) Injury due to untidy maintenance areas (trips& falls) Hazardous material incident (e.g., fuels, pesticides) 	C	3	M	<ul style="list-style-type: none"> Maintenance & workshop areas are kept locked when not in use Groups are briefed on out of -bounds areas on arrival Signage is prominently displayed identifying 'No Entry' areas. Maintenance & workshop areas are kept clean and tidy Hazardous materials are stored securely 	D	2	L
		C	3	M		D	2	L
		C	4	H		E	2	L

1.VENUE cont'd

Task / Category	Hazards and risks	Inherent Risk			Comments / Risk control / Control description	Residual Risk		
		L	C	RS		L	C	RS
Pedestrian and vehicle traffic	<ul style="list-style-type: none"> Person struck by a vehicle on site Faulty vehicle/ breakdown Program activities using driveways (e.g., cycling or accessing between activities) leading to accidents 	D	4	H	<ul style="list-style-type: none"> Walking pace (5km/h) speed limit on site for all vehicles Signage identifying that pedestrians and bikes will be using driveways Staff trained to drive appropriately onsite UCC vehicles a regularly serviced and maintained. 	E	3	L
		C	2	M		D	1	L
		C	3	M		D	2	L
Swimming pools	<ul style="list-style-type: none"> Drowning Contact with and/or ingestion of chemicals Trip or fall on slippery surface Unsupervised use of pools by minors or weak swimmers 	D	5	E	<ul style="list-style-type: none"> Self-facilitated pool activities must be supervised by a competent adult Pool area is fenced, self-closing gates with child proof latch – compliant to regulations Pool is enclosed and locked when not in use Signage compliant with Victorian Health 'Operation of Public Swimming Pool' guidelines Signage indicating pool rules, depth and rescue equipment Rescue equipment is clearly visible and inspected for serviceability Chemicals stored in locked space or chemical storeroom SDS's available at chemical store & PPE Regular testing of pool water to ensure within appropriate limits Pool will be closed to any group or individual who is putting themselves or other at risk. 	E	4	M
		D	3	M		E	2	L
		C	3	M		D	2	L
		C	4	H		D	2	L
Recreation areas including ovals, basketball, tennis & volleyball courts, playgrounds and associated equipment	<ul style="list-style-type: none"> Trip or fall Equipment misused causing injury (e.g., hanging from basketball ring) Faulty equipment 	C	3	M	<ul style="list-style-type: none"> Supervision of minors by a competent adult is always required Signage is erected to identify risks, restrictions or 'out of -bounds' areas Recreation areas will be regularly checked and maintained Recreation areas will be closed to any group or individual who is putting themselves or other at risk or causing damage. 	D	2	L
		C	3	M		D	2	L
		D	3	M		E	2	L
Site Hazards (e.g., dams, lakes, cliff areas, settling ponds)	<ul style="list-style-type: none"> Drowning Trips or falls – uneven ground Fallen trees / branches 	D	5	E	<ul style="list-style-type: none"> Signage is erected to identify risks, restrictions or 'out of -bounds' areas Regular checks and tree risk mitigation works concentrated on high traffic areas Identification and management of hazards will occur regularly as part of the site checks and maintenance. Hazard & Maintenance Identification forms are available to all staff to report any issues 	E	4	M
		C	3	M		D	2	L
		C	3	M		D	2	L

2.ACCOMMODATION

Task / Category	Hazards and risks	Inherent Risk Score (before risk controls are applied)			Comments / Risk control / Control description	Residual Risk Score (after risk controls are applied)		
		L	C	RS		L	C	RS
Accommodation – sleeping areas, meeting rooms	• Injury due to misbehaviour	C	3	M	<ul style="list-style-type: none"> • Ensure adequate sleeping accommodation for each guest • Flyscreens installed in all rooms & pest management in place • Evacuation procedures signage in each room • Group to advise of any maintenance required during stay • Weekly checks are completed on all accommodation areas • Bunks meet accreditation standards • Accommodations cleaning and maintenance records are completed and retained • Visiting leader ratios are checked 	D	3	M
	• Visiting Group Leader supervision is poor	C	3	M		D	3	M
	• Faulty fixtures or fittings	D	3	M		D	2	L
	• Faulty appliances	D	4	H		E	2	L
	• Pest infestation	C	3	M		D	2	L
	• Guests trapped in rooms	D	3	M		E	2	L
Housekeeping and cleaning	• Trips and falls	C	3	M	<ul style="list-style-type: none"> • Chemicals are stored appropriately for their use • All cleaning materials (e.g., buckets, mops) stored when not in use • “Cleaning in Progress” & “Wet Floor” signs utilised • SDS’s are readily available • All areas are fully cleaned after a group has vacated and during stay (i.e., service cleans) • Cleaning records are retained • Bedroom doors are locked after cleaning • Peninsula Outdoors Staff are not to be alone with a participant, i.e., when room cleaning staff knock, call out and only enter if room is unlocked and vacant • Mattresses, mattress protectors & bedding are checked and replaced (if required) after every camp • Amenities are cleaned regularly (service cleans) to minimise wet floors and check facilities for damage 	D	2	L
	• Wet floors- slip hazard	C	3	M		D	2	L
	• Chemical incidents	D	4	H		E	3	L
	• Child Safe incident	D	4	H		E	3	L
Security	• Intruder / trespassers	C	4	H	<ul style="list-style-type: none"> • All staff identified by wearing a uniform when groups are on site. • Groups are limited to specific areas identified in their booking and reinforced during briefing • 24 hours on call managers • Signage • Visiting Group Leader supervision • Site visits and contractors must make an appointment, sign in and sign out 	D	3	M
	• Loss or stolen of property	C	3	M		D	2	L
	• Assault	D	4	H		E	3	L

3. ACTIVITIES

Task / Category	Hazards and risks	Inherent Risk Score (before risk controls are applied)			Comments / Risk control / Control description	Residual Risk Score (after risk controls are applied)		
		L	C	RS		L	C	RS
Activity areas, infrastructure and equipment	• Environmental damage – e.g., tree fall leading to injury or infrastructure damage	C	4	H	<ul style="list-style-type: none"> • Routine inspection for potential tree hazards • Annual external safety and maintenance audit and report on all high rope's elements • Equipment is used, stored, maintained, and retired in accordance with manufacturers guidelines • Where appropriate equipment logs will record equipment usage 	D	2	M
	• Failure of activity infrastructure or equipment leading to injury	D	4	H		E	2	L
Staff / Activity Leaders / Guides	• Not following procedures leading to accident / injury	C	4	H	<ul style="list-style-type: none"> • Guide/ leaders will only conduct activity programs within their qualification, skill and experience level • Guide / leader ratios are maintained at an appropriate level • Training and professional development will be provided for leaders • All sessions will include a safety briefing • Visiting leader briefings will highlight that the visiting group has responsibility for behaviour management and pastoral care • Following the relevant UCC Policy & Procedure 	E	2	L
	• Staff lacking in qualifications, skill, experience, and knowledge leading to injury	C	4	H		D	2	L
Activity access & egress	• Activity area accessed without permission and supervision	C	4	H	<ul style="list-style-type: none"> • Groups will be briefed on 'out of bounds' areas. This includes some activity areas when not in use with UCC leader. • Signage will be clearly displayed warning of danger (e.g., 'deep water') or prohibiting access unless under supervision. • Procedures for set up and pack up activities will ensure activity infrastructure and equipment is not accessible after normal use. 	D	2	L
	• Activities left accessible (e.g., ladder or ropes still in place and stored securely)	E	4	M		E	3	L

4.CATERING / FOOD SERVICE

Task / Category	Hazards and risks	Inherent Risk Score (before risk controls are applied)			Comments / Risk control / Control description	Residual Risk Score (after risk controls are applied)		
		L	C	RS		L	C	RS
Kitchen Operation & Cleaning of food preparation & service areas	• Allergic reaction to food being served	C	4	H	<ul style="list-style-type: none"> • All sites have a staff member qualified as a Food Safety Supervisor • Staff are trained on both the knowledge and skills required for their area of responsibility • Food safety Plan current, complied and records are kept appropriately • Special diets are prepared according to Peninsula Outdoors procedures • Flooring is anti-slip commercial flooring in kitchens and sculleries • Appropriate PPE (including footwear) & PPC • Following the relevant UCC Policy & Procedure • Follow all procedures in use of chemicals & SDS's are available 	D	3	M
	• Food poisoning	D	4	H		E	3	L
	• Injury/ illness due to not following procedures	C	3	M		E	2	L
	• Burning / scalding	B	3	H		D	3	M
	• Slip on wet floor	C	3	M		D	2	L
	• Incident due to use of chemicals	D	3	M		E	2	L
Serving areas & dining areas	• Incident due to incorrect food handling & storage	C	3	M	<ul style="list-style-type: none"> • Guests briefed on appropriate behaviour and expectations • Food to be stored according to manufacturer's recommendations • Gloves to be worn when serving (front of house staff) • Caution signage in case of fluid spills and wet floors • Flooring is anti-slip commercial flooring in kitchens and sculleries 	E	2	L
	• Burning / scalding	C	3	M		D	2	L
	• Slip on wet floor	C	3	M		D	2	L
	• Injury due to unsupervised access	C	3	M		E	2	L
Scullery	• Incident due to use of chemicals	D	3	M	<ul style="list-style-type: none"> • Staff to follow all procedures in use of chemicals • Appliances to be turned off when not in use • Visiting groups are provided a briefing on duty group and scullery operation • Cleaning in process signs to limit access in case of fluid spills • Flooring is anti-slip commercial flooring in kitchens and sculleries 	E	2	L
	• Burning / scalding	C	3	M		D	2	L
	• Slip or fall on wet floor	C	3	M		D	2	L
Special diets	• Allergic reaction to known trigger	C	4	H	<ul style="list-style-type: none"> • Catering staff receive training in allergy-aware catering and cater to known special diets & follow relevant Policy & Procedures • Visiting groups are responsible for providing accurate special dietary needs, including religious or ethical dietary requirements prior to camp · Specials diets received at least one week prior to arrival will be catered for • Special diets received late (i.e., less than one week prior) may not be able to be catered for safely (i.e., self cater) • Visiting Guest Leaders are responsible for monitoring students and ensuring they manage their dietary needs and allergies • Visiting group to bring first aid kits, prescription medication for allergies, especially 'EpiPens' for management of Anaphylaxis • An Emergency First Aid Kit is available at all sites including an AED. 	D	3	M
	• Anaphylaxis	C	5	E		E	4	M
	• Religious or ethical preferences not appropriately catered for	C	3	M		E	1	L

5. EQUIPMENT

Task / Category	Hazards and risks	Inherent Risk Score (before risk controls are applied)			Comments / Risk control / Control description	Residual Risk Score (after risk controls are applied)		
		L	C	RS		L	C	RS
Machinery, Power tools, General Equipment and Kitchen / Catering Equipment	<ul style="list-style-type: none"> Injury due to inappropriate use Lack of training leading to injury Staff member does not have formal qualifications (e.g., chainsaw users) Damage to plant and equipment due to inappropriate use 	C	4	H	<ul style="list-style-type: none"> Follow instructions on appliances and equipment Follow training guidelines delivered by Peninsula Outdoors Staff must be certified with recognised training (e.g., chainsaw operator) Provide professional development for staff where required Understanding of how equipment is to be used, maintained, and managed. Report any damages to the Site Manager 	D	2	L
		C	4	H		D	3	M
		D	4	H		E	3	L
		C	3	M		E	1	L
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> Injury from falling objects Injury from falls Damage to vision & hearing Injury during machinery/ tool use 	D	5	H	<ul style="list-style-type: none"> Staff and guests engaged in activities that require helmets always wear appropriately fitted helmets. Equipment complies with industry and Australian standards Staff and guests are briefed and/ or trained in the appropriate fitting and use of PPE All PPE is appropriately; stored, maintained and retired as per manufacturers recommendations Where required use of PPE is logged. 	E	3	L
		B	4	E		D	2	L
		C	3	M		D	2	L
		C	3	M		D	2	L
Personal Protective Clothing (PPC)	<ul style="list-style-type: none"> Hypothermia or Hyperthermia Sunburn, Heat Stroke, Heat Exhaustion Dehydration Trips & falls 	C	4	H	<ul style="list-style-type: none"> Ensure staff have appropriate PPC for the program activity or other task they are undertaking Guests are provided recommendations for PPC for their activity program as part of the booking procedure Visiting Groups Leaders ensure participants bring appropriate PPC for the activities and program they are participating in, especially Sun Smart actions. Weather is monitored and updates provided to staff and visiting groups · SunSmart actions are followed by all staff and modelled for groups. Close toe shoes always worn for activities 	D	2	L
		C	3	M		D	2	L
		C	4	H		D	2	L
		B	3	H		D	2	L

6. TRANSPORT / TRAVEL

Task / Category	Hazards and risks	Inherent Risk Score (before risk controls are applied)			Comments / Risk control / Control description	Residual Risk Score (after risk controls are applied)		
		L	C	RS		L	C	RS
Transport to UCC sites & transport for activity programs	• Vehicle faulty	C	2	M	<ul style="list-style-type: none"> • Transport is fitted with seat belts. • Bus turnaround for drop off and pick up area appropriate • On camp change over days, staff monitor the arrival and departure of vehicles and buses • Speed limits, parking and clear speed restriction and safety signs displayed • Vehicles must come to a complete stop, apply park brake before students/staff alight • Driver and teachers to distribute all bags and equipment safely • Visiting group leaders to actively supervise groups around vehicles 	E	1	L
	• Transport involved in accident leading to injured guests or staff	C	4	H		D	3	M
	• Arrival / departure of vehicles while pedestrians are present leading to impact injury	C	4	H		E	3	M
	• Alighting on and off a large bus, minibus or car leading to injury	C	3	M		D	2	L
UCC vehicles	• Vehicle faulty	C	2	M	<ul style="list-style-type: none"> • All vehicles will be maintained and serviced regularly · All staff will complete a 'Register of Authorised Driver' form. • Only staff who are qualified and approved to drive can use vehicles (including trailers) • Vehicles are registered with VicRoads and have roadside assist and have full comprehensive insurance • Staff training on how to load and secure loads on roof racks and trailers 	E	1	L
	• Vehicle involved in accident leading to injury	C	4	H		D	3	M
	• Loading and unloading vehicles and trailers causing injury	C	3	M		D	2	L
	• Items not secured to roof racks or on trailers cause an accident and/ or injury	C	4	H		E	3	L
Transport of guests in UCC vehicles	• Child Protection related incident	D	4	M	<ul style="list-style-type: none"> • Only to occur in circumstances where there is no other feasible transport option • Visiting Group must obtain parental or guardian approval for all transport arrangements prior to camp; including the potential use of UCC vehicles, rental vehicles (e.g., minibus) and transport companies. • UCC employees are not to travel with minors alone, a visiting group leader must accompany a minor • Vehicle is insured & registered & employee licensed • Working with Children Check & Criminal History Check compulsory for all UCC employees • Regular maintenance undertaken on vehicles. • Follow vehicle incident protocols in the event of an accident 	E	3	L
	• Vehicle faulty	C	2	M		E	1	L
	• Vehicles involved in accident leading to injury	C	4	H		D	3	M

7. NATURAL ENVIRONMENT

Task / Category	Hazards and risks	Inherent Risk Score (before risk controls are applied)			Comments / Risk control / Control description	Residual Risk Score (after risk controls are applied)		
		L	C	RS		L	C	RS
Fire (including bushfire)	<ul style="list-style-type: none"> Personal Injury to staff or guests Loss of property Trapped at site Post Traumatic Stress Disorder 	C	5	E	<ul style="list-style-type: none"> Weather & Fire Danger assessment prior to group arrival EMP is provided to groups and has accurate location details for emergency services Signage identifies Emergency Assembly Area and fire extinguishers Hoses & extinguishers & illuminated exit signs located across sites Regular check of fire equipment and monitors (e.g., extinguishers, heat and smoke detectors) by licensed provider Smoke alarms installed in all accommodation and buildings Groups briefed on evacuation procedures UCC staff trained in response to Critical and Emergency incidents including fire. Monitoring of BOM & Vic Emergency Ap during fire season Grounds maintenance to mitigate fire risk UCC Bushfire rating policy in place – cancellation of camps as required · 24 hours contact available Referral to support services for people impacted by critical incidents 	E	3	L
		B	4	E		D	1	L
		C	4	H		E	3	L
		C	3	M		D	3	M
Flora	<ul style="list-style-type: none"> Tree falling leading to injury or damage to property Reaction due to interaction with flora Asthma attack due to seasonal environment Anaphylaxis to allergen Hay fever 	C	4	H	<ul style="list-style-type: none"> Regular audits and tree risk mitigation works Regular maintenance and mowing, pathways and undergrowth Guests briefed on site specific flora risks (e.g., tree risk in high winds) Visiting group to bring first aid kits, prescription medication for allergies, especially 'EpiPens' for management of Anaphylaxis Peninsula Outdoors will supply emergency first aid kits and supplementary first aid kits for activity programs 	E	3	L
		C	3	M		D	2	L
		A	4	E		B	2	M
		C	5	E		E	4	M
		A	3	H	A	1	M	

NATURAL ENVIRONMENT cont'd

Task / Category	Hazards and risks	Inherent Risk			Comments / Risk control / Control description	Residual Risk		
		L	C	RS		L	C	RS
Fauna	<ul style="list-style-type: none"> Injury due to bite or sting Anaphylaxis to allergen (e.g., bee sting) Damage to infrastructure from animal infestation 	C	3	M	<ul style="list-style-type: none"> Guests briefed on site specific fauna risks (e.g., snakes) Group required to have a nominated first aid person and supply their own first aid kits Visiting group to bring prescription medication for allergies, especially 'EpiPens' for management of Anaphylaxis Peninsula Outdoors will supply emergency first aid kits and supplementary first aid kits for activity programs Mobile phone to be carried for emergency contact Supervised interaction with onsite fauna (farm animals, native animals camp dogs) 	D	2	L
		C	5	E		E	4	M
		C	3	M		E	1	L
Extreme weather events / conditions	<ul style="list-style-type: none"> Change in weather conditions leading to injury or incidents Sunburn Dehydration Cold Water immersion Exposure - Hypothermia / Hyperthermia 	B	3	H	<ul style="list-style-type: none"> Checklist provided to group organiser outlining clothing requirements on journey programs Brief guests on slips, trips and falls on wet ground Ensure guests stay on marked trails and pathways and maintain a safe walking pace Monitoring of BOM & Vic Emergency Ap for weather & emergency updates Briefing on arrival and advised of any potential changing weather conditions during stay Participants briefed to wear hats, apply sunscreen, and carry water Extra water is accessible Monitor group throughout activities Activity stopped if conditions considered unsafe Groups have appropriate PPE & PPC 	D	2	L
		B	3	H		D	1	L
		C	3	M		D	2	L
		C	3	M		D	2	L
		C	4	H		E	3	L

Medical	<ul style="list-style-type: none"> • Activity program participation leads to aggravation of existing medical condition or injury • Lack of access to appropriate First Aid and equipment • Inappropriate medical attention • Infectious disease outbreak amongst visiting group 	C	3	M	<ul style="list-style-type: none"> • Visiting group to obtain Information identifying allergies, special needs & other health related issues that may impact on participation are provided to UCC. • Group to provide first aid kit and first aid person. • UPeninsula Outdoors leaders will have First Aid Kits and will provide additional first aid assistance if required • Emergency First Aid kits including AED are available at each site • Key UCC staff have first aid and CPR training • Cleaning procedures in place for managing infectious diseases • Mandatory reporting of reportable infectious diseases will occur to the appropriate body. 	D	2	L
		C	3	M		E	2	L
		D	3	M				
		C	4	H		E	3	L

PEOPLE cont'd

Task / Category	Hazards and risks	Inherent Risk			Comments / Risk control / Control description	Residual Risk		
		L	C	RS		L	C	RS
Privacy of information	<ul style="list-style-type: none"> • Unauthorised disclosure of information • Photos or film taken of guests, especially minors without prior written parental or guardian consent 	C	3	M	<ul style="list-style-type: none"> • Information obtained is used only for express purpose • Access & storage of information meets Privacy Act requirements • Information retained as required under the Freedom of Information Act • No photos of participants used without express permission from parents or guardian • All staff must complete Child Safe training and sign a UCC Code of Conduct 	E	2	L
		C	4	H		E	2	L
Special needs / disability access	<ul style="list-style-type: none"> • Incident due to inadequate special needs infrastructure • Lack of access leading to discrimination 	C	4	H	<ul style="list-style-type: none"> • Wheelchair access to common rooms by arrangement. • Disability access facilities built to code • Ability to participate in specific activities decided after discussion with Site Manager, Activity Leader and participant • Infrastructure improvements aimed to address disability access limitations - UCC actively working to comply with the UCA Disability Action Plan. 	D	3	M
		C	4	H		D	3	M

Guest behaviour	<ul style="list-style-type: none"> • Injury to self through inappropriate actions • Ingestion of non-prescription medication • Drugs or alcohol leading to injury or anti-social behaviour 	C	3	M	<ul style="list-style-type: none"> • Peninsula Outdoors promotes a smoke free environment. Smoking is not permitted within any rooms or indoor spaces. • Illicit drugs are prohibited at Peninsula Outdoors sites • Limited alcohol is permitted for appropriate groups who have signed an 'Alcohol Agreement' • Action will be taken for infringements of these policies including immediate termination of booking 	D	2	L
		C	4	H		D	3	M
		C	4	H		D	3	M
Missing person	<ul style="list-style-type: none"> • Person separated from group during activity • Person wanders away from site • Missing person while participating in an off-site activity 	C	3	M	<ul style="list-style-type: none"> • Participants briefed on meeting places & times • Peninsula Outdoors and Visiting Group Leader will conduct regular head count • Peninsula Outdoor and Visiting Group Leader will manage groups appropriately for the activity and conditions • Emergency Management Plans (EMP's) are available to groups and provide procedure guidance for missing person 	D	2	L
		D	3	M		E	3	L
		C	4	H		D	3	M
Language / Communication	<ul style="list-style-type: none"> • Person does not speak, comprehend, or read English • Sensory impairment that may impact on safety (vision impairment, auditory impairment) • Intellectual disability that may impact on comprehension of safety instructions 	C	3	M	<ul style="list-style-type: none"> • Visiting Group Leader to ensure there is a way information is relayed effectively, including translating critical safety information • Visiting groups leaders have sufficient skills and ratio to manage special needs guests • Alternative media is used to augment safety briefings like PowerPoint • Activity programs may be modified to accommodate special needs if possible to do so safely. 	E	2	L
		C	3	M		D	2	L
		C	3	M		D	3	M