

Risk management plan

Work Health and Safety Directorate

AGH CAMPS
SOUTH WEST SYDNEY

Name of workplace: AGH – SYDNEY			Address: 71 DREDGE RD, DOUGLAS PARK, NSW			
Location / Activity / Field	Hazard Identification Type / Cause	Current Controls	<u>Risk matrix score</u>	Elimination or Control Measures	Who	When
Access to site	Unauthorised access to site	Child Protection Policies	5	All staff aware of the need to report any vehicle driving on the property.	All staff	Always
		Night time Security	5	Night time staff to patrol the area at night time to ensure students remain safely in their rooms	Night time Staff	Daily
Access to activity areas	Student access to activity areas	Equipment locked away when not in use	3	Students briefed on the dangers of unsupervised activity use. Ladders and equipment locked away after each session	Instructing staff	Always
Harnessed Activities	Poor Supervision	Lower ratios on activities at heights	3	Strict procedures in place making sure students are checked off before doing an activity. Ratios lowered from 1 to 15 to 1 to 10 Adults to Students	Instructing staff	Always
	Fatigue	Regular breaks	4	Adequate food and water during activity breaks	All staff	Always
	Lack of Interest	Regular breaks	5	Adequate food and water during activity breaks	All staff	Always
	Pre-existing injuries	Documentation prior to arrival at camp	5	Teachers given template notes and group sheets prompting detailed information on students	Teachers	Prior to arrival at camp

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	Vehicles moving around area	Suspend the courses and move students out of the path of the vehicles	2	Vehicles moving around the High Ropes structure during activities. Operations are suspended and students managed out of the path of vehicles	Teachers and Instructing staff	During activity sessions
	Damaged equipment	Daily checks for broken and damaged equipment	2	Daily checks on setup of each activity. Quarterly detailed checks of entire activity. Yearly inspections by an outsourced engineering company. S.K.Y.S.C.R.A.P.E.R daily checks	Instructing staff	Daily, Quarterly and Yearly
	Falls when ascending platforms	Hand railings and anti-slip construction material	3	Hand railings to hold on to have been installed on all stairs that ascend platforms. Students are briefed to hold on to railings when ascending or descending. Anti-slip material has been used in the platforms construction to ensure a gripping surface even when wet.	External engineering controls	Ongoing
	Incorrect use of equipment	Detailed training	3	All damaged / broken equipment is immediately removed and repaired	Instructing staff	Daily
	Not following safety instructions	Exclusion from activity	1	All instructing staff taken through a detailed training program with regular assessments.	Instructing staff	At start of employment and then regularly.
	Site correctly setup	Daily set ups and checks	4	Staff often work in pairs to check each other's work and then the instructing staff arriving at an activity do an overview before beginning	Instructing staff	Daily

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	Participant slipping out of harness	Instructor checks harnesses after they have been put on/ before participant starts activity	3	Staff often work in pairs to check each other's work and then the instructing staff arriving at an activity do an overview before beginning	Instructing staff	Before each participant starts the activity
	Loose items falling	Participants instructed to remove loose items before activity	2	Instructors during their briefings instruct participants that they must remove all loose items from their pockets before starting the activity. Instructors stationed at each level check with participants again before allowing them on to the activity. All participants walking underneath the activity must wear a helmet to protect themselves from any loose items that are not removed. Participants are briefed on the "ROCK" call procedure as per the site's SOPs.	Instructing and Visiting Staff	Before and during the activity session
	Obstacle and Critical Line Failures	S.K.Y.S.C.R.A.P.E.R daily checks	1	S.K.Y.S.C.R.A.P.E.R checks are carried out by staff daily. This process provides daily reporting on the condition of the structure. Allowing any abnormalities to be picked up and addressed immediately	Instructing Staff	Start of each day
	Participant hitting head	Helmets worn for all harnessed activities (exception Gorge Swing as per advice by external engineer)	3	Participants are required to wear helmets during harnessed activities (exception Gorge Swing). Participants who do not wear helmets are excluded from the session	Instructing staff	Before and during the activity

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	Incorrect attachment	Staff complete a check to ensure students are connected safely	2	Before a participant can begin an activity, the instructor must complete a full A - F safety check.	Instructing staff	Before each participant starts the activity
Environment	Accommodation (smoke alarms, secure sites)	Smoke detectors Structurally sound	4	Smoke detectors are installed in all student and staff accommodation to provide early warning of fire. All accommodation is inspected regularly to ensure compliance with fire safety requirements (exits clear, fire extinguishers present). All accommodation built is accredited by a licensed builder to ensure it is structurally sound.	Management	Ongoing
	Trees	Regular checks of trees	4	Removal of any trees deemed dangerous or fallen.	Maintenance staff	When needed
	Weather conditions (extremes of temperature, wind, and rain)	Appropriate clothing Weather checks	4	Students briefed on importance of hat, sunscreen, and water bottle. Weather procedures and instructor and visiting teacher's judgement to cancel activities if appropriate. Management to override all staff in extreme conditions or if potential danger is present.	Instructing staff Management	Daily When needed
	Lightning	Weather checks	3	15 minute stop all heights and water activities rule without exception. Lightning must be greater than 30km away before resuming activities.	All staff	When needed

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	Trip Hazards	Removal or repair	5	Possible trip hazards are identified and either removed, repaired, or reported to management to be addressed	Management	When needed
	Damage to feet	Appropriate footwear	5	All participants are required to always wear enclosed footwear around the site. During water activities footwear is still required, however, appropriate water shoes may be worn. Grounds are well kept with paths and free of debris within reason.	All staff Maintenance Staff	When needed
	Animals (Snakes, spiders, insects)	First Aid Training	5	All instructing staff to obtain and renew their first aid certificates every 3 years	Instructing Staff	As required
	Cliff Face	Fence	3	Fence surrounding the property on the cliff face side is checked regularly	Maintenance Staff	Weekly
Qualifications	Injured participants	Training and awareness	2	All new staff are required to undertake an intense hard skills training program run by qualified senior staff members which allows them to be able to assist all activities at camp. First Aid qualifications are renewed and provided by the employee as required. Management ensures that staff hold current Provide First Aid, Bronze Medallion and CPR training during the recruitment process. Once employed, the individual instructor must ensure they renew their qualifications as required.	Instructing Staff Management	When needed

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	Assisting / Instructing	Training	3	All new staff, once completed hard skills training, are invited to attempt their soft skills delivery training and assessment. Once they have completed a set criterion, they are deemed suitable to take a group of participants on their own.	Senior Training Staff Training Staff and Management	When Needed
	Logging	Training log	3	A record of each staff members training is maintained detailing the hard skill areas that the instructor is proficient in.	Management	As required
	Reassessment	Training	3	At any time, a current instructing staff member may have their activity session assessed to ensure they are maintaining the standard of delivery and safety in line with the companies Standard Operating Procedures. Reassessments on hard skill activities must be completed every 6 months to ensure currency.	Management	When Needed
Water Sports	Drowning	Pool Fence Supervision Instructor Qualifications	4	Swimming Pool is fenced with a secure gate. Supervision by a Bronze medallion trained instructor OR a responsible supervising teacher always maintained.	Maintenance Instructing staff	Always
	Poor or non-swimmers	Signage Safety equipment	3	Pool area has signage relating to pool safety rules. Participants are not allowed to go near the water's edge at the river without a Personal Flotation Device (PFD) Teachers are requested to supply medical and activity restrictions which includes poor and non-swimmers.	Instructing and visiting staff	During the activity session

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	High Winds	Weather reports	5	Weather reports are checked each morning and monitored throughout the day if conditions change.	Management and instructing staff	Prior to and during the activity session
Food and Hygiene	Cleanliness	Regular cleaning	4	Cleaning rosters and structures to ensure a level of consistency and standard of cleaning is achieved. Kitchen and equipment are cleaned daily to ensure clean food preparation areas.	Cleaning staff Kitchen staff	Daily
	Dietary requirements	Awareness and documentation	5	Regular contact with kitchen staff about dietary needs and requirements.	Management Kitchen Staff	Prior to arrival at camp
	Allergies/Anaphylaxis	Awareness and documentation	2	Contact with participants on arrival to ensure the information given is correct. Briefing teachers on the importance of obtaining and passing on the dietary and medical concerns for all participants at camp. EpiPen's are kept onsite in case of anaphylactic reactions.	Office administration All kitchen staff	Prior to arrival of participants Daily
	Standards	Awareness and documentation	4	All kitchen staff briefed and responsible for maintaining the OH & S standards in the kitchen. Industry recognised food handling processes are implemented within the kitchen to ensure food safety. Such as: labelling food with date of production, throwing away expired goods.	Kitchen staff	Daily

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Accidents & Incidents	Medical Aid	Trained staff	3	All instructing staff to have a minimum level of Senior First Aid qualifications	All Staff	When needed
	Insurance	Insurance cover	3	Public liability insurance certificate up to date	Management	Annually
	Reporting	Accident and incident reports	3	Each incident that occurs onsite must be recorded using either the AGH Accident or Incident reports. These reports will then be handed to management who will scan them in the cloud and then file them in a safe place.	Instructing staff Management	When needed
	Communication	Documentation Procedures for injury treatment	3	All accidents and incidents to be documented and copies given to the schools on request. A local doctor in Douglas Park, however, last minute bookings can be difficult Campbelltown Hospital Emergency department (Approx. 30 mins drive)	All Staff	When required
Communication	Mobile Coverage Internet	Own providers Office Internet	5	Good coverage with all mobile providers Internet is only available in the main office	All staff	When needed
Emergency Services	Police	Emergency 000	3	Nearest police station Picton	Management	When needed
	Fire	Local stations	3	Nearest fire station in Picton	Management	When needed

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	Ambulance Hospital	Emergency department	3	Nearest Hospital is 30 mins away at Campbelltown	Management	When needed
Special Needs	Accessibility	Ramps	5	All areas around the buildings are accessible via several ramps and pathways. The grounds leading down to some activity areas can be undulating making it more difficult to access with a wheelchair or low mobility	N/A	N/A
	Facilities	Disabled bathrooms and wheelchair accessible rooms	5	Disabled bathrooms available in the Dorm accommodation	N/A	When required
	Activities	Equipment and training	5	Instructing staff briefed on ways to assist less mobile students & clients to be able to participate in most activities	All instructing staff	When required
Child Protection	Safety of participants and staff	Qualifications Awareness Reporting	3	All staff required to obtain a Working With Children license from www.kidsguardian.nsw.gov.au and the RMS. Staff briefed on the importance of child protection issues including recognising possible victims Chain of command for reporting incidents and possible victims	All staff Management	Before being employed During training and ongoing

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	Staff education	SOP's created to support Child Protection Principles	2	New staff members are provided practical context to their day-to-day duties regarding child protection. The SOP's are created and reviewed to ensure compliance to child protection principles.	All staff Management	During training and ongoing
Swimming Pool	Drowning	Enclosed Fence	3	Pool area is always fenced off	N / A	Always
		Supervision		During pool session times an adult must be present		All staff
	Staff CPR training	It is an operational requirement for all staff to hold a current CPR and Bronze Medallion.				
	Concussion/Head/Spinal Injuries	Supervision Briefing	3	Staff brief students on not flipping into the pool. Staff brief students on not diving into the shallow end Suspected spinal injuries are treated as confirmed until it has been cleared by a medical professional.	Instructing staff Teachers	During the activity session
	Slips, trips, and falls	No running policy	3	Staff brief students on not running around the edge of the pool due to wet/slippy surfaces. Staff and teachers enforce this rule whilst supervising	Instructing staff Teachers	During the activity session
Maintenance	Non licensed construction	Using licensed trades	4	All maintenance work performed onsite is by licensed trades with current qualifications	Management	When needed
	Unsecured power tools	Maintenance staff keep tools locked in storage areas until needed	3	All power tools and maintenance equipment are kept locked up inside maintenance only storage areas until they are required. No tools are left unsupervised reducing the risk of participants using them unsupervised.	Maintenance staff	At all times

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	Falling branches	Tree assessments	3	All tree branches around common and activity areas are assessed, as necessary, to identify potential hazards to participants. Any fallen or damaged tree branches are assessed and removed as soon as practically possible. Communication between instructing staff and maintenance staff is critical to keeping participants out of dangerous areas once identified.	Maintenance staff Instructing staff	When needed
Transport including Internal Buses	Accident	Insurance	6	All buses owned and operated by AGH are fully insured and operated by correctly licensed drivers	Management	Annually
	License	RTA Inspections	6	All buses are operated by licensed drivers	Management	During onboarding Ongoing
	Child Protection	Working With Children Check	4	All bus drivers are required to hold a current Working With Children Check upon employment with AGH.	Management	During onboarding Ongoing
	Maintenance	Regular Maintenance	6	As well as daily checks all vehicles are subject to biannual mechanical checks by the RTA	Management	Annually When needed
Health / Hygiene	Covid - 19	Safety Plan	2	All staff trained on Covid Safe procedures as per the Covid Safety Plan All teachers and students briefed on arrival as per the Covid Safety Plan All staff and clients feeling unwell are directed to not attend camp	Management	When Required

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				Anyone feeling unwell during camp will follow the Covid Safety Plan All areas are cleaned as per the Covid Safety Plan		

Relevant additional information reviewed and attached:

Yes

No

Plan prepared by:

Position:

Date:

Prepared in consultation with:

Communicated to:

**This plan has been prepared by AGH Camps Pty Ltd and can be used as a guide when conducting your own risk assessment

Monitor and Review: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.

*Note: assessments of risk vary with the particular circumstances (eg nature of the workplace, student group)

Risk Assessment Matrix

How serious could the injury be?	How likely is it to be that serious			
	Very Likely	Likely	Unlikely	Very Unlikely
Death or permanent injury	1	1	2	3
Long term illness or injury	1	2	3	4
Medical attention & several days off	2	3	4	5
First aid needed	3	4	5	6
Severity – is how seriously a person could be harmed	Likelihood – is an estimate of how probable it is for the hazard to cause harm.			
Legend (as a guide only) 1 Extreme risk; action to rectify the hazard should commence immediately 2 High risk; action to rectify the hazard should occur within 48 hours 3 Medium risk, action to rectify hazard should occur within 7 days 4 Low risk; action to rectify hazard should occur within 14 days 5 & 6 Minimal risk, action to rectify hazard should occur within 21 days				