

Baden-Powell Activity Centre Site Risk Management Plan

RISK ASSESSMENT LEGEND

How serious could the injury be?	How likely is it to be that serious?			
	Very likely	Likely	Unlikely	Very unlikely
Death of 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 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. When making assessment of like hood, you must establish which of categories most closely describes the probability of the hazardous incident occurring.

Legend:

1 & 2: Extreme risk; consider elimination of the activity. Otherwise determine controls that are reasonably practical to minimise the risk

3 & 4: Moderate risk; determine controls that are reasonably practical minimise the risk

5 & 6: Low risk; manage by routine procedure

RISK ASSESSMENT POLICY

Venue Name	Baden-Powell Scout Centre
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Location	Pomona St, Pennant Hills. NSW 2120
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Phone Number	02 9484 2278
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Email Address	bpscbookings@nsw.scouts.com.au
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Insurance	Does the venue have public liability? Yes ✓ Are hirers required to have their own public liability? Yes ✓
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Activities	Is all of the equipment checked regularly?	Yes ✓
	Are rope activity instructors qualified?	Yes ✓
	Does each rope activity have its own standard operating procedure?	Yes ✓

Child Protection	Are Employees or your Organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998 and the Child Protection (prohibited employment) Act 1998?	Yes ✓
	If yes, which Approval screening Agency in NSW registered your Organisation as a child-related employer for employment screening?	Office of the Children's Guardian

RISK ASSESSMENT POLICY – Continued

Amenities/Facilities	Are the amenities/facilities cleaned regularly?	Yes ✓
	Is there public access to the amenities/facilities?	No ✓

Kitchen	Does the kitchen comply with OH & S standards?	Yes ✓
	Can the kitchen cater for specific dietary needs?	Yes ✓

Special Needs	Does the venue have wheelchair access?	In the John Hill Building
	Are there disabled toilets?	Only in the John Hill Building

Emergencies	Are emergency procedures in place?	Yes ✓
	If yes, are all visitors and participants informed of these procedures?	Yes ✓

Construction/ Maintenance/Repairs	Are licensed personnel used for all construction? maintenance and repair work?	Yes ✓
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First Aid	Are all Staff first aid trained?	Yes ✓
	Is a first aid room available?	Upon request
	Are Groups responsible for their own first aid and first aid kits?	Yes ✓
	Is there a hospital nearby?	Yes ✓
	If yes, which one?	Hornsby Hospital Public Hospital
	Is there a medical centre nearby?	Yes ✓
	If yes, which one?	Edgeworth David Medical, Hornsby
<u>RISK ASSESSMENT POLICY – Continued</u>		
	Are first kits located onsite (for emergencies)	Yes ✓
		In John Hill and the Top Dining
	Is there a Defibrillator located onsite	Yes ✓
		On John Hill veranda east side (closest to the Rover Den) annex

Environment	Are there indoor facilities available for wet weather?	Subject to availability
	Does the Centre practise recycling and composting?	Yes ✓
	Are there procedures for various weather conditions?	Yes ✓

Activity/Location Travel	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
Coach and car transportation to Centre	<ul style="list-style-type: none"> Vehicle faulty Vehicle accidents Struck by vehicle during boarding 	6	<ul style="list-style-type: none"> Book vehicle appropriate for group Ensure vehicle operators hold appropriate licences & insurance Ensure participants stay seated throughout travel Ensure seat belts are worn during travel Ensure designated drop off person parks in designated car parking area Bus loading zone at the front gate Ensure Guests enter & exit in safe manner 	Leader in charge	Prior to booking
		5		Vehicle operator	Prior to booking
		6		Group Leaders	During transportation
				Group Leaders	During transportation
				Leader in Charge	Group Leaders
				BPSC	Onsite Management
				Group Leaders	On arrival

Activity/Location Venue:	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
General	<ul style="list-style-type: none"> Buildings unstable Site uninsured Injury due to WHS issue 	6 5 6	<ul style="list-style-type: none"> The centre holds all licences required to operate Centre maintains Public Liability insurance. Certificate of Currency provided on request Construction meets relevant building codes Construction is undertaken by licensed, insured builders Centre has a commitment to managing WHS issues Incidents are reported and reviewed by management 	Operations Operations Maintenance Maintenance BPSC management	Ongoing site management Ongoing site management Ongoing site management
Meeting rooms	<ul style="list-style-type: none"> Struck by falling equipment Hot water burn Trip Hazards 	6 5 5	<ul style="list-style-type: none"> Chairs only to be stacked to a max of 6 stack Tables to be stacked against walls Mini boils at heights not easily accessed 'Wet floor' signage in use. Cables and cords rolled up or taped down during use. Floors clean. 	Group Leaders Group Leaders BPSC BPSC staff	Throughout stay Throughout stay Ongoing site management Ongoing site management
Maintenance	<ul style="list-style-type: none"> Tripping over tools Faulty equipment Hazardous materials 	6 6 5	<ul style="list-style-type: none"> Tools stored in shed or workshop During major construction, areas fully fenced During maintenance, areas are identified by barriers, witches hats, safety tape or barricade The Centre promotes a safe working environment Centre has a designated chemical storage room Material Safety data sheets are maintained 	Maintenance Maintenance Maintenance Maintenance Maintenance Maintenance Milestone Chemicals	Ongoing site maintenance Ongoing site maintenance Ongoing site maintenance Ongoing site maintenance Ongoing site maintenance Ongoing site maintenance
Site Hazards (incl trip hazards, environment)	<ul style="list-style-type: none"> Tripping on paths/tracks Uneven ground Fallen trees 	6 6 5	<ul style="list-style-type: none"> At night paths are illuminated Trees are cut back and dead wooded on a regular basis Designated guest activities display appropriate warning signs 	Maintenance Tradesman Maintenance	Ongoing site maintenance Ongoing site maintenance
Coronavirus Pandemic	<ul style="list-style-type: none"> Exposure to confirmed case Suspected case 	3	<ul style="list-style-type: none"> Site specific COVID-19 Safety Plan prepared 	BPSC management	Prior to accepting guests

Activity/Location Activities:	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
Activity Structure & hardware	<ul style="list-style-type: none"> Failure of structure or equipment 	5	<ul style="list-style-type: none"> Construction complies with current Aust Standards or building codes. Annual checks & maintenance conducted Equipment is used, stored & retired in accordance with manufacturer guidelines Logs are maintained to track equipment usage 	Activities Manager	Ongoing site management
				Instructor	After activity
				Activities Manager	Ongoing site maintenance
Activity specific	<ul style="list-style-type: none"> Unsafe practises Injured whilst on activity Injured by another participant Inadequate supervision 	5	<ul style="list-style-type: none"> Centre has developed Safe Operating Procedures that meet industry standards to manage known & potential risks and ensure safe operation of activities Leader supplies Activity risk form completed by each participant Instructor to participant ratios dependant on activity Instructors undertake work in line with their level of training /experience for each activity Activity area are inspected to identify any hazards Groups given safety briefing prior to activity (contd) 	Activity Manager	Ongoing management
		5		Leader	Prior to arrival
		6		Activities staff	Prior to arrival
		5		Activities staff	Prior to arrival
Staff	<ul style="list-style-type: none"> Unsafe work practises Insufficient knowledge/skills 	4	<ul style="list-style-type: none"> Instructors have Cert III or above qualifications in outdoor recreation and/or have been specifically trained on individual activities by the Centre Instructors have current fist aid qualifications Instructors required to follow SOP's 	Group organiser	Prior to arrival
		4		Activity Leader	During activity
				Activity Leader	During activity
Access to activity	<ul style="list-style-type: none"> Injury to unsupervised access to activity 	4	<ul style="list-style-type: none"> Activities are de-rigged at end of day Access to activities is restricted between scheduled activity sessions Warning signs placed at each activity 	Activities Manager	Ongoing management
				All	Ongoing management
				All	Ongoing management
Missing person	<ul style="list-style-type: none"> Participant separated from 	5	<ul style="list-style-type: none"> Participant briefed on meeting place & time Instructor will confirm group numbers with Leaders & perform regular head counts 	Activity Leader	Throughout stay
				Instructors	Throughout stay
				Activity manager	Ongoing management

	group during activity		<ul style="list-style-type: none"> Group remain in constant visual range or in groups of 3 or more if not with a leader 	Group leader	During activity
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Activity/Location Equipment:	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
Personal Safety Equipment	<ul style="list-style-type: none"> Failure of equipment 	4	<ul style="list-style-type: none"> Equipment complies with industry standards Equipment is used for its express, purpose, stored & retired in accordance with manufacturers guidelines Participants are briefed on correct fitting & usage of equipment for activity Log sheets are maintained to track equipment usage 	Activities manager	Ongoing site management
	<ul style="list-style-type: none"> Unsafe work practises 	4		Instructor	During activity
	<ul style="list-style-type: none"> Inadequate equipment 	5		Activities Manager	After activity
Appropriate clothing/footwear	<ul style="list-style-type: none"> Tripping or foot injury 	6	<ul style="list-style-type: none"> Checklist provided outlining clothing requirements Group leaders brief participants prior to activity Participants asked to change clothing Bureau of Meteorology check for weather updates/warnings & Leaders advised of changing weather conditions 	BPSC	Prior to stay
	<ul style="list-style-type: none"> Harness chaffing 	6		Group leaders	Prior to activity
	<ul style="list-style-type: none"> Sunburn 	5		Instructors	Prior to activity
	<ul style="list-style-type: none"> Exposure 	4		Activities Manager	Prior to activity

Activity/Location Environment:	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
Extreme weather conditions	<ul style="list-style-type: none"> Change in weather conditions 	5	<ul style="list-style-type: none"> Checklist provided to group organiser outlining clothing requirements Bureau of Meteorology site checked for weather updates & Leaders briefed upon arrival & advised of changing weather conditions during stay Participants to wear hats, sunscreen & carry water Water is readily accessible Activity instructors in contact by radio or phone Monitor group throughout activity & administer first aid if required Activity stopped if conditions unsafe 	Activities Manager	Prior to stay
	<ul style="list-style-type: none"> Exposure 	4		Group Leaders	Throughout stay
	<ul style="list-style-type: none"> Sunburn 	5		Instructor	Upon arrival
	<ul style="list-style-type: none"> Lightening 	4		ALL	All times
	<ul style="list-style-type: none"> Dehydration 	4		Instructor	All times
				Instructor	During activity

			<ul style="list-style-type: none"> Alterative activities arranged 	Groups leaders	Prior to activity
Fire (including bush fire)	<ul style="list-style-type: none"> Personal injury Participant separated from group Loss of property 	4 5 6	<ul style="list-style-type: none"> Centre meets Standards in relation to number of hydrants, hoses, extinguishers, illuminated exit signs, emergency procedure signs & equipment maintenance Smoke alarms in every room Fire blankets in every kitchen Signage identifies evacuation point & fire extinguishers Staff member part of local community fire unit Emergency procedures & siren explained to group leader & provided in site handbook Groups briefed on emergency evacuation procedures 	Celtic Fire Ongoing maintenance Ongoing maintenance BPSC BPSC BPSC	Every 6 months All times All times All times All times Upon arrival Upon arrival Upon arrival
Flora or fauna	<ul style="list-style-type: none"> Reaction due to known triggers Mild reaction due to environment Injury due to bite or sting 		<ul style="list-style-type: none"> Ensure medical info obtained from participants & summary produced Advise instructor of any potential allergic risks, triggers, severity Teacher to carry participant medication Participants to wear closed shos for activities First aid carried at all times Instructors in contact with HQ Group briefed on level of rick and emergency response if requested 	Organiser Group leader Leader Instructor Instructor Instructor Instructor	On arrival During activity Prior to activity starting Prior to activity starting Prior to activity starting

Activity/Location People:	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
Child protection	<ul style="list-style-type: none"> Child protection related to incident Identification of child at risk 	4 5	<ul style="list-style-type: none"> All employees must provide a current working with children number as well as a prohibited employment declaration screen prior to employment Procedure in place for management of allegations 	SCOUTS NSW/Office of the Children's Guardian	Ongoing site management

			<ul style="list-style-type: none"> Staff easily identified by uniform shirts with logos 	BPSC management	Ongoing site management
Privacy of Information	<ul style="list-style-type: none"> Unauthorised disclosure of info 	5	<ul style="list-style-type: none"> Information obtained is only used for express purpose Access and storage of information meets privacy act requirements Info retained as required under the Freedom of Information Act 	BPSC management	Ongoing site management
	<ul style="list-style-type: none"> Inadequate process 	5		BPSC management	Ongoing site management
Medical	<ul style="list-style-type: none"> Aggravation of existing medical condition or injury 	4	<ul style="list-style-type: none"> Information obtained identifying allergies, special needs & health related issues Ensure medical summary is available Ensure participants have medication First aid boxes easily accessible (located in main kitchen, John Hill building & camp office) Defibrillator located onsite (box is in east side annex of John Hill veranda) All instructors hold current first aid qualifications Instructors to carry first aid kits 	Group organiser	Prior to stay
	<ul style="list-style-type: none"> Access to first aid equipment 	5		Group leader Group leader BPSC	On arrival Throughout stay Ongoing site management
	<ul style="list-style-type: none"> Inappropriate medical attention 	5		BPSC BPSC management	Ongoing Throughout activity
Special Needs	<ul style="list-style-type: none"> Incident due to inadequate special needs consider 	5	<ul style="list-style-type: none"> Wheelchair access only available to John Hill building Participation in activity decided after discussion with Group leader & participant 	Ongoing Activities Manager	Ongoing site management Prior to activity
Client behaviour	<ul style="list-style-type: none"> Injury due to other participant 	6	<ul style="list-style-type: none"> Centre promotes a smoke free environment. Only allowed in designated smoking area The Centre has a drug free & alcohol policy Information is detailed in site handbook Action will be taken for infringement of these policies 	BPSC management SCOUTS NSW BPSC management	Ongoing site management Throughout stay Upon arrival Throughout stay
	<ul style="list-style-type: none"> Injury to self through inappropriate actions 	5			
	<ul style="list-style-type: none"> Ingestion of non-prescription drugs or alcohol 	5			

Activity/Location Accommodation:	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
Security	<ul style="list-style-type: none"> Intruder Loss of property Assault 	5 6 5	<ul style="list-style-type: none"> Group Leader given a set of keys for their rooms Access to a safe is available Group to keep facilities locked when not in use or lock door after last person in at night All staff easily identifiable by uniform shirts with logo 	BPSC Group leader Leaders BPSC	On arrival On arrival Throughout stay All times
Accommodation	<ul style="list-style-type: none"> Injury due to inappropriate actions Inadequate supervision Unserviceable fittings Unforeseen emergency 	5 5 6 5	<ul style="list-style-type: none"> Ensure adequate sleeping accommodation for each participant Ensure separate accommodation for males & females Ensure group leader accommodation is within easy distance to participants Procedures/rules set at in site handbook Groups briefed on appropriate behaviour, rules & out of bounds areas upon arrival Groups to advise of any maintenance issues that arise during stay Top bunks not permitted by age 9 or under Evacuation procedures in every room 	BPSC BPSC BPSC BPSC staff Group leader All BPSC	Prior to stay Prior to stay Prior to stay Ongoing site maintenance Throughout stay At all times At all times
Housekeeping	<ul style="list-style-type: none"> Slip in wet area (cont.) Child protection related incident Trip hazard Ingestion of cleaning chemical 	5 4 5 4	<ul style="list-style-type: none"> Chemicals stored appropriately All cleaning materials (eg mops, buckets) stored when not in use All electrical cords wound up when not in use Floors mopped when rooms not in use 'wet floor' signage utilised Bedroom doors are locked after cleaning Staff are not alone with a participant i.e.: when room cleaning – staff knock, call out and only enter if vacant or if with one other staff member 	BPSC staff BPSC staff BPSC staff BPSC staff BPSC staff BPSC staff BPSC staff BPSC staff	Ongoing site management Ongoing site management Ongoing site management Ongoing site management Ongoing site management Ongoing site management
Kitchen	<ul style="list-style-type: none"> Food poisoning 	4 5	<ul style="list-style-type: none"> Chefs are qualified and have relevant knowledge regarding food safety & skills regarding food safety and safe food handling practises 	Catered for you ALL	Ongoing site management

	<ul style="list-style-type: none"> Injury due to unsupervised access 		<ul style="list-style-type: none"> No unauthorised kitchen access past black line on floor 		Throughout stay
Dietary requirements	<ul style="list-style-type: none"> Religious or ethical Anaphylaxis Allergic reaction Reaction due to medical requirement 	4 2 3 3	<ul style="list-style-type: none"> Information obtained identifying food allergies, special dietary needs & other health related issues Summary of dietary requirements supplied to group leader for verification Nut free policy Participants with dietary requirement are introduced to kitchen staff and served meals first 	Group organiser BPSC BPSC Group leader/ participant	Prior to stay Prior to stay Ongoing management Throughout stay
Dining area	<ul style="list-style-type: none"> Burning / scalding Slip on wet floor Injury due to unsupervised access 	5 5 5	<ul style="list-style-type: none"> Groups briefed on meal expectations Appropriate warning signs Immediate area of broken glass is cleared, alerted to danger – cleared instantly No entry unauthorised kitchen area – marked with black tape on ground Fluid spills immediately cleaned 	BPSC staff BPSC staff Kitchen staff Kitchen staff Kitchen staff	On arrival Ongoing site management Ongoing site management Throughout stay

Activity/Location Other:	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
Emergencies	<ul style="list-style-type: none"> Personal injury Loss of property Missing person 	5 6 5	<ul style="list-style-type: none"> Centre has Emergency procedures in place Caretaker on site in case of after hours emergencies Emergency procedures contained in site handbook and on walls in rooms Contact details for local facilities available Groups briefed on evacuation procedures 	SCOUTS NSW BPSC staff BPSC management BPSC BPSC staff	Ongoing site management Ongoing site management Throughout stay Upon arrival
Transportation of participant in vehicle	<ul style="list-style-type: none"> Child protection related incident Vehicle faulty Vehicle accident 	4 5 4	<ul style="list-style-type: none"> Only to occur in circumstances where no other option is feasible Permission obtained from parent, caregiver or group leader Vehicle in insures & registered & employee licensed Employee screened for working with children check 	BPSC management BPSC management BPSC management	Throughout stay Throughout stay Throughout stay Throughout stay

SITE RISK ASSESSMENT POINTS and SITE RULES

- In an emergency follow the instructions of the Centre Staff.
- Report any danger or emergency to Centre Staff immediately in person if possible or on 0294842278 (this number is diverted to the Centre mobile after hours)
- In the event of a bush fire, safely and carefully, evacuate to the nominated assembly area on the lawn opposite front gates of the Centre.
- The Centre siren switch is located in an emergency break glass red box outside the office main door
- In the event of a building fire, safely and carefully, evacuate to the nominated assembly area on the lawn opposite front gates of the Centre.
- The Centre is a bush site; paths, tracks and steps are uneven so please take care and walk only on the paths.
- Snakes and spiders may be present. Exercise caution when walking around the Centre. Appropriate shoes to be worn always.
- In the event of storms or strong winds stop outdoor activities and take cover inside buildings
- After heavy rain creek areas are out of bounds.
- Total Fire Bans must be observed.
- Camp fires/cooking fires must only be lit in specified areas with prior notice to the Centre Staff.
- Smoking is not permitted onsite. Please see BPSC Management for designated smoking area.
- Illegal drugs and alcohol are not permitted on the site.
- Lists of participants for each group and their special needs should be given to the Centre Manager before arrival at the Centre.
- Leader in Charge of each group is responsible for the management of medication required by members of their group.
- Leader in Charge of each group is responsible for the management of First Aid for their group and supplying a First Aid Kit.
- Onsite first aid kits are located in the top kitchen and the John Hill building
- Defibrillator machine is located on the John Hill veranda eastern side (closest to the Rover Den)
- Fire extinguishers are located in each building – Misuse of an extinguisher will incur a fee. Locations of Fire Hydrants & Hose Reels are displayed on the Emergency Procedure Map.
- The Centre quiet times are from 9pm-6am weekdays and 10pm-7am weekends. PA systems only to be used in main hall.
- Please do not cross grey line into working kitchen area
- No child under 9 to sleep on a top bunk.
- Please obey bunkroom rules when in the rooms.
- No pets allowed onsite - Guide Dogs are allowed onsite.

