

## RISK ASSESSMENT FOR CAMP

Responsibility for risk assessment				
Location of Event				
First Aiders				
People with special health needs				
Start time				
Finish time				
Brief Description of scope of activity				
<b>RISK ASSESSMENT</b>				
Hazard identification <i>(Describe what the hazard is, who it may affect and how)</i>	Likelihood/ Consequence <i>(Refer to table 1 – Risk Rating)</i>	Control Measures	Responsibility	Residual risk rating <i>(after controls applied)</i>
<b>LOGISTICS</b>				
<b>ACCOMMODATION &amp; MEALS</b>				
<b>ACTIVITIES</b>				

### CHILD PROTECTION

Hazard identification	Likelihood/ Consequence	Control Measures	Responsibility	Residual risk rating

If an incident occurs, then an INCIDENT FORM should be filled in. Inform the parent/guardian as soon as possible if there is an incident involving specific individuals. Send the incident form to the AYM Children and JYF Coordinator and Committee so that preventative action can be taken in future events, and to the AYM Secretary for record keeping.

### LIST OF USEFUL PEOPLE FOR CAMP PROGRAM (to be completed)

	Name	Contact phone number
<b>DRIVERS: Cars and minibus</b>		
<b>First aid person/s</b>		

<b>Doctors</b>		
<b>Child Protection Officers</b>		
<b>Location and number of local hospital</b>		

It is important to remember that:

- Both adults and young people on camp will be in ‘holiday’ mode and might not pay proper attention to things that they would otherwise do
- Young people will more likely be focused on talking with each other rather than road rules or what was said about the program so might need repeating
- Even if something is discussed one day, note that not everyone will remember the next day.

**Table 1 – Risk Rating**

Risks	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Rare	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Almost Certain	5	10	15	20	25

**Terminologies**

**Likelihoods**

- Rare May only occur in exceptional circumstances.
- 
- Unlikely Could occur at some time.
- Possible Might occur at some time.
- Likely Will probably occur in most circumstances.
- Almost Certain Is expected to occur in most circumstances.

**Consequences**

- Insignificant No injuries, low financial loss
- Minor First aid treatment, on-site release immediately contained, medium financial loss.
- Moderate Medical treatment required, on-site release contained with outside assistance, high financial loss.
- Major Extensive injuries, loss of production capability, off-site release with no detrimental effects, major financial loss.
- Catastrophic Death, toxic release off-site with detrimental effect, huge financial loss.

Inherent Risk – assumes the absence of controls	Appropriates control response	Approval by
<b>High Risk = 15-20</b>	<b>Requires detailed research, planning and decision making at senior levels of management</b>	<b>Principal and Deputy&amp;Business Manager</b>
<b>Significant risk = 10-12</b>	<b>Senior management attention and action</b>	<b>Principal and Deputy&amp;Business Manager</b>

Moderate risk = 4-9	Management control responsibility must be specified	Heads of School
Low risk = 1-3	No major concern and can be managed by routine controls/procedures	Review by another teaching peer or immediate Supervisor

### Consolidated list of Preventive Measures

#### Pre-camp preparations


### Daily Risk-reduction actions which will be part of general camp awareness

Everyday precautions, such as drivers obeying road rules are not detailed in this list.

<b>Travelling</b>	<p>Coordination of travel arrangements, to minimize any confusions.  Clear briefing when stopping.  Count people in vehicle before re-starting the trip</p>
<b>At camp</b>	<p>Listen to weather forecasts and evacuate if necessary.  Facilities at camp are poor for long-term poor weather. Be prepared to evacuate early.  Medications dispensed appropriately. (P)  Adults inspect how tents are put up. Improve where possible. (P)  Care around oven/cookers. Care with candles.  Landline is operational for emergency calls.  First Aid kits in known place.  Wash hands frequently (P/R)  Ensure proper hygiene for food handling. (P)  Thorough washing up and cleaning.  Transport to doctor/hospital available if needed. Assessed by Coordinator. (R)  All camp organisers to know that a person has an allergy. (P/R)  Avoid immediate safety threats (eg jumping from height, sun hat if necessary) (P)  Minimize likelihood of triggers when there are known medical conditions.  JYFs to carry day packs for their 'things' not just pockets.</p>
<b>Water activities</b>	<p>Boating only with safety boat in attendance. (P)  Supervising leaders watch for cold-looking young people. (P)  Rule that water activities, involving immersion above knees needs to be supervised. (P)</p>
<b>Bush-walking, etc., away from camp</b>	<p>Avoid immediate threats (eg jumping from height, sun hat if necessary) (P)  Prior to activities away from camp, clear briefing about where our transport will be (P/R)  Mobile phones carried by some of the party (R)  On activities away from camp, carry a First Aid kit (P)  All know what our transport arrangements are for any activity away from camp.</p>