

## Purpose

Anglesea Baptist Camp ensures that a risk management approach is undertaken within all aspects of the camps activities or programs. Recognising that risks exist within human resource management and camp activities, decision making is critical. The purpose of this policy is to recognise the inherent presence of risk and to develop clear procedures aimed at preventing and reducing risks associated with achieving camp aims and objectives.

## Scope

This policy applies to Anglesea Baptist Camps and should be adhered to in any situation that may result in an elevated level of risk to Anglesea Baptist Camp staff, clients, students and visitors and or general day to day operations.

### Sporting Recreation and Outdoor Activities

For all activities involving clients and staff in sporting, recreation and outdoor activities please refer to the Outdoor Education Guidelines and Risk Assessment Form.

## Definition

For the purpose of this policy risk will be defined as any situation that may expose staff, clients, students, visitors or the camp committee to:

1. The chance of injury, damage or loss
2. The potential opportunity for growth and development

A formal Risk Assessment should factor in the probability of loss or gain to the consumer or camp and be measured in terms of consequence and likely outcome.

## Policy Statement

Anglesea Baptist Camping is committed to developing and delivering safe and challenging activities which promote leadership, problem solving and team work. The management of potential and actual risks is within accordance of outdoor education and other relevant standards, guidelines and legislation.

It is the responsibility of management and all camping staff and camp users to ensure that these procedures are adhered to and that policy is monitored to address changing needs within camping and other relevant service sectors.

## Procedure

The Anglesea Baptist Camp Risk Management approach should include the following steps:

- Identification of possible risk factors associated with an activity. All staff participating in activities that pose a potential risk should assess the severity of the risk using the Risk Assessment Form and develop an appropriate response which minimises adverse effects.
- Complete Risk Management Assessment Form to document risks and intended actions and delivered to the Manager and Executive for approval.
- The program staff is responsible for ensuring intended actions are implemented to minimize risks and communicating actions with the Executive, Management Team and Camp Committee.

### **Documents/Resources**

Risk Management Statement  
Risk Management Assessment Form  
Adventure Activities Form  
Medical Form  
Outdoor Adventure and Camping Guidelines  
Department of Human Services Guidelines

### **Responsibility**

The Executive is responsible for ensuring the Risk Management Policy is implemented accordingly.

### **Review**

The Anglesea Baptist Camp Risk Management Policy will be reviewed at the start of each financial year by the Executive, Management and Program Staff.