

Halls Gap Baptist Centre Management Plan		Overall Camp Site												
<p><b>Coordinator:</b> Geoff Caldwell</p> <p><b>Location:</b> 69-71 Grampians Road, Halls Gap 3381</p> <p><b>Date(s):</b> November 2009, revised January 2012</p> <p><b>This RMP covers use of Halls Gap Baptist Centre</b></p> <p><b>This activity must be supervised by an adult</b></p>		<p><b>Staff:</b> Caretaker Volunteers</p> <p><b>Management Team:</b> Baptist Camping Victoria, Staff, Committee of Management</p> <p><b>Visitors:</b> All people using the Centre</p> <p><b>Contact Numbers:</b> Caretakers: 0439001547 Halls Gap Baptist Centre Ph: 03 52633222</p>												
<p><b>Hazard/Risk Identification</b> Type/Cause</p> <p>Buildings, work shed, office activities, kitchen and cleaning of camp.</p>	<p><b>Priority</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Likelihood</th> </tr> </thead> <tbody> <tr> <td>N-Negligible</td> <td>AC–Almost Certain</td> </tr> <tr> <td>FA-First Aid</td> <td>L - Likely</td> </tr> <tr> <td>M-Moderate</td> <td>P-Possible</td> </tr> <tr> <td>M+ - Major</td> <td>U-Unlikely</td> </tr> <tr> <td>C-Catastrophic</td> <td>R-Rare</td> </tr> </tbody> </table>	Severity	Likelihood	N-Negligible	AC–Almost Certain	FA-First Aid	L - Likely	M-Moderate	P-Possible	M+ - Major	U-Unlikely	C-Catastrophic	R-Rare	<p><b>Risk Management Plan - Elimination or Control Measures</b></p> <p><b>Elimination Substitution Isolation Engineering Administration</b></p> <p><b>PPE Who When</b></p>
Severity	Likelihood													
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<p><b>1. Equipment failure</b></p> <p><b>2. Falling. Slipping</b></p> <p><b>3. Injury caused by burns</b></p> <p><b>4. Injury caused by cutting, piercing.</b></p> <p><b>5. Injury by crushing.</b></p> <p><b>6. Injury by striking.</b></p> <p><b>7. Injury caused by high pressure liquid or fluids.</b></p> <p><b>8. Fuel lines.</b></p>	<p>1. M+ P = Medium</p> <p>2. M+ P = Medium</p> <p>3. FA + P = Medium</p> <p>4. M+ P = Medium</p> <p>5. M + U = Medium</p> <p>6. FA+ P = Medium</p> <p>7. M+ +U = Medium</p> <p>8. M+ + u = Medium</p> <p>9. FA + P = Medium</p> <p>10. M + U = Medium</p> <p>11. M+ + U = Medium</p>	<p>13. Safety shoes worn when working.</p> <p>14. Being aware of opening doors and who is around when opening doors.</p> <p>15. Kitchen equipment used as per risk management guidelines.</p> <p>16. Be aware when bending down and or moving objects..</p> <p>17. Fire extinguishers. Fire system in place. Check 3</p>	<p>As all of the risks identified are in the <b>Low, and Medium</b> Risk Matrix categories, this activity may be supervised by an adult who is competent to perform ALL the tasks indicated in this plan.</p> <p>This may be a Teacher, Group Leader or Halls Gap</p>	<p>Prior to commencing the activity, and with constant supervision during the activity and with review at the conclusion of the activity (including final care as required). All treatment for injury – even minor – is to be recorded appropriately</p>
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<p><b>9. Fire or explosion</b>  <b>10. Entanglement, entrapment. Loose clothing.</b>  <b>11. Manual Handling,</b>  <b>12. Ergonomics</b>  <b>13. Electrocutation, Radiation</b>  <b>14. Biological, Hep B, HIV.</b>  <b>15. Food poisoning</b>  <b>16. Thermal Comfort.</b>  <b>17. Noise, dust, chemicals</b>  <b>18. Gas Leaks</b>  <b>19. House Keeping</b></p>	<p>12. M+ + U = Medium  13. FA + U = low  14. FA + U + low  15. FA + P = Medium  16. FA + P = Medium  17. FA + P = Medium  18. FA + P = Medium  19. FA + P = Medium</p> <ol style="list-style-type: none"> <li>1. Reduction by visual check prior to every use. 3 monthly services. Worn and damaged equipment replaced.</li> <li>2. Mitigate possibility by Appropriate footwear worn at all times. No thongs</li> <li>3. Care taken in wet weather. Appropriate use of vehicles at all times.</li> <li>4. No running or pushing Working at height training</li> <li>5. Adequate and safe ladders and step ladders</li> <li>6. Repair all areas requiring maintenance as per site checks</li> <li>7. Mitigate possibility by correct use of equipment. Training before use.</li> <li>8. Gloves and safety clothing worn. Look out for hot areas on equipment. Follow instructions and rules. Care taken when maintaining the equipment around hot surfaces. Mitigate by Using gloves and other</li> </ol>	<p>monthly.  18. Gas tanks locked. Chemicals stored correctly.  19. Be knowledgeable of total fire bans and fire procedures. Fire blanket  20. Doors opened completely before embarking or disembarking vehicles. loose flowing clothing not to be worn when working with the vehicles or in other areas. 10  21. Setting up of seat positions important, Correct seat positioning. Adequate rest periods between driving or work.  22. Electrical testing done on site  23. Checking points weekly and before use.  24. All equipment checked and maintained.  25. Treat all bodily fluids as contaminated. Use of gloves at all times.  26. Gloves when Cleaning. Food handling temperature and care systems.  27. Bleach for cleaning up of blood.  28. Dress for weather comfort. Heating and cooling in appropriate rooms.  29. Uniform supplied for all conditions.</p>	<p>Baptist Centre  Staff member, however MUST indicate that they meet this criteria to Halls Gap Baptist Centre Management prior to commencing supervision.</p>	
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	<p>safety clothing. Instruction in correct use, cleaning and servicing of vehicles. Use professionals when needed. First aid kit nearby and first aid trained staff.</p> <p>9. All safety procedures adhered to.</p> <p>10. Kitchen equipment used as per risk management guidelines.</p> <p>11. Be alert when driving. Do not be distracted by phones etc to reduce risk of accidents.</p> <p>12. Be alert and not distracted to reduce risk of accidents. Use of mirrors to see pedestrians. Correct unloading procedures when moving loads or luggage. Loads to be firmly tied and attached. 2 people used to unload heavy loads. Speed signs on roads adhered to.</p>	<p>30. Sun screen and hats worn when working outdoors</p> <p>31. Adequate hydration. Breaks supplied. Ear muffs when working with high noise equipment.</p> <p>32. Chemicals handled using all safety procedures and clothing.</p> <p>33. Ventilation and face masks.</p>		
<p><b>Excursion Coordinator:</b></p> <p><b>Principal:</b></p>	<p><b>Date:</b></p>	<p><b>Plan developed by Burnside Camp staff in conjunction with the plan on CCI website to meet the OHS standards set by Work care.</b></p> <p><b>Risk Management Plan communicated to:</b></p>		
<p>Monitor &amp; Review:</p> <ul style="list-style-type: none"> <li>• Were the controls effective?</li> <li>• Were all those involved in the excursion aware of the controls?</li> <li>• Were new hazards identified?</li> <li>• What further actions are required at camp?</li> </ul>		<p><b>Signature:</b></p> <p><b>Review Date:</b></p>	<p><b>Who ?</b></p> <p><b>Where?</b></p>	