

BCV RISK MANAGEMENT PROCEDURE



USE RATING: C

BUSHWALKING AND DAY WALK - BURNSIDE

- Use:
- A Must be operated by Baptist Camping Victoria qualified staff
 - B In house training at Baptist Camping Victoria required before using this equipment
 - C Safe operating procedures must be read and adhered to by all users of this equipment
 - D Does not apply

Risk	Likelihood	Consequences	Initial Level of Risk	Description of risk	Risk management strategy	Revised level of risk
Slip, Trip, Fall	Possible	Moderate	MEDIUM	1.Participants falling over due to wet or uneven ground or tripping over branches etc. 2.Participants running into each other	1.Scan to identify tripping hazards throughout the walk and inform group. 2.Reduction by instruction, participants should always walk on designated paths. 3. Participants must wear appropriate footwear. 4. Do not walk if wind exceeds 40km/h. 5. Keep to well-lit areas and times. 6. Maintain 1:10 ratio to ensure adequate supervision. 7.Activity leader should have adequately supplied first aid kit	LOW
Bites and Stings	Possible	Critical	HIGH	Participants are bitten by a snake or stung by dangerous insects	1.Ensure a well-stocked first aid kit is carried at all times with snake bite bandages and stingo spray. 2. Ensure all participants stick to designated paths where the ground can be clearly seen. 3. Ensure all participants walk together in a group. 4. Ensure all participants are warned of the risk and informed of what to do if it does occur. 5. Ensure a charged radio and phone are carried at all times. Regular communication must be made with someone at camp. 6. Ensure someone is on standby in case of emergencies.	LOW
Getting lost	Possible	Catastrophic	HIGH	1.Leader takes a wrong turn and gets disoriented. 2. Participant gets separated from the group and misplaced	1.Leader must make sure the group never separates but always walk together. 2.Ensure all leaders and at least 2 teachers carry a charged radio and phone and maintain regular communication. 3. The leader must use the All Trails app (or equivalent) to navigate the walk. 4. Leaders must be familiar with the walk before leading a group.	LOW
Exposure to elements	Possible	Moderate	MEDIUM	1.Participants may suffer heatstroke or sunstroke in extreme heat, especially children or elderly 2.Risk of electrocution in storms 3.Risk of hypothermia in cold conditions 4.Risk of slipping in wet conditions	1.Wear sun protection in hot weather 2.Do not run activity in temperatures above 34°C 3.Cease activity when thunder is audible. 4.Participants should wear clothing appropriate to conditions 5.Do not conduct activity if deemed unsafe due to weather conditions 6. Encourage adequate fluid intake.	LOW
Road accident	Unlikely	Critical	MEDIUM	1.Participants may come into contact with cars or bikes when crossing or walking along roads.	1. Ensure all leaders and teachers are wearing Hi-Vis vests. 2. Always position two leaders with Hi-Vis vests on the road for participants to walk between whenever crossing the road.	LOW



BCV RISK MANAGEMENT PROCEDURE

BUSHWALKING AND DAY WALK - BURNSIDE

USE RATING: C

					3. Ensure all participants stop at a safe distance on the other side of the road to ensure the whole group has safely crossed. 4. Limit walking on roads.	
						LOW



RISK ASSESSMENT MATRIX

Baptist Camping Victoria prioritises safety for all activities and uses this Risk Matrix as a tool to assess and manage risk effectively.

		Consequence				
		Minor	Moderate	Major	Critical	Catastrophic
Likelihood	Rare	Low	Low	Low	Low	Medium
	Unlikely	Low	Low	Medium	Medium	Medium
	Possible	Low	Medium	Medium	High	High
	Likely	Medium	Medium	High	High	Extreme
	Almost Certain	Medium	High	High	Extreme	Extreme

Consequence	Minor	Moderate	Major	Critical	Catastrophic
Health and Safety	Injury treatable in workplace (First aid)	Minor injury requiring professional medical attention or lost time from workplace	Injury requiring hospitalisation	Major Injury requiring prolonged hospitalisation and rehabilitation.	Injury causing significant permanent disability or death

Likelihood	Definition
Almost certain	Is expected to occur; almost inevitable
Likely	Will occur in most circumstances; not surprising if it happens
Possible	Possible or likely to occur in some circumstance
Unlikely	Could occur in some circumstances; surprised if it happens
Rare	May occur only in rare or exceptional circumstances, but would be highly unexpected