

BCV RISK MANAGEMENT PROCEDURE



USE RATING: C

ORIENTEERING - 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	Minor	LOW	1.Participants lose footing on loose rock 2. Participants trip on objects around the course.	1. Remove any obvious tripping hazards 2. Warn participants of apparent risk areas.	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
Bites & Stings	Possible	Major	MEDIUM	1.Participants may be bitten by wildlife	1.Reduction by instruction 2.Staff must have first aid kit with them at activity 3.Reduce risk by filling in ant holes 4.Reduce leaf litter and ground coverage that may attract snakes	LOW
Collision	Unlikely	Major	MEDIUM	1.Participants collide with golf buggy or other vehicles onsite.	1.All vehicles must adhere to the 5km/h speed limit. 2. Participants should be alerted to the risk of vehicles used onsite. 3. Participants should work in small groups.	
Collision	Possible	Minor	LOW	1.Collision with participants on Flying Fox when crossing its path 2.Participants are hit by arrows if fired away from the target 3. Collision with participants on Bikes 4. Collision with frisbees from disk golf.	1.All activities should have defined boundaries that are not to be crossed. 2. Map should be provided at beginning of activity to ensure participants are aware of boundaries and location of targets. 3.Active supervision must be maintained at all times	
Missing participants	Possible	Major	MEDIUM	1.Participants may leave campsite during activity. 2.Participants may become separated from the group and get disorientated.	1. Activity leader must ensure participants know boundaries of activity prior to starting. 2. Map should be provided at beginning of activity to ensure participants know boundaries and location of targets. 3. Head count should be conducted prior to starting activity and upon completion to account for all participants.	



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					4. Active supervision must be maintained throughout the duration of activity. 5. Group sizes should aim to be between 3-5 participants.	
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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