

BCV RISK MANAGEMENT PROCEDURE



BARK HUT – MILL VALLEY RANCH

USE RATING: A

- 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 fall over travelling to/from hut.	1. Check road prior to activity to ensure safety 2. Instruct participants of any potential risks 3. Encourage awareness of surroundings	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.Warn participants of potential risk, particularly when picking up items from the ground. 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
Struck, crushed or entangled	Possible	Moderate	MEDIUM	1.Falling branches	1.Stay alert to changing weather conditions. 2.Observe branches to assess risk and change activity accordingly	LOW
Cut or stabbed	Possible	Moderate	MEDIUM	1.Participant is injured by a branch at or enroute to hut. 2.Participant is injured by sharp equipment.	1.Check road prior to activity and remove obvious risk factors if possible 2. Instruct safe handling of all equipment 3. Inform participants of potential risks.	LOW
Burns	Possible	Major	MEDIUM	1.Participants burn themselves on the fire in the hut.	1.Ensure adequate adult supervision of fire at all times 2.Instruct safe handling techniques for safety around the fire.	LOW
Injury	Possible	Minor	LOW	1.Injury to participants or chickens	1. Ensure maximum of 4 participants with a leader in chicken pen at any one time.	LOW

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Restricted access in an emergency	Possible	Major	MEDIUM	1. Access to Bark Hut is blocked	1. Ensure easy access to hut and inform office of alternate route if necessary	LOW
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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

