

BCV RISK MANAGEMENT PROCEDURE

BLACKSMITH SHOP – MILL VALLEY RANCH

USE RATING: B



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 trip over equipment on floor.	1. Ensure walkways are clear of tripping hazards 2. Clearly define safe access zones	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.Do not run activity in temperatures above 34°C 2.Ensure adequate ventilation 3.Participants should wear clothing appropriate to conditions 4.Do not conduct activity if deemed unsafe due to weather conditions 5. Encourage adequate fluid intake. 6.Rotate participants pumping bellows	LOW
Bites & Stings	Possible	Major	MEDIUM	1.Participants may be bitten by wildlife	1.Warn participants of potential risk. 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
Cut or Stabbed	Possible	Moderate	MEDIUM	1.Participants are injured by hanging objects 2.Participants are injured by sharp equipment	1. Ensure appropriate footwear is worn at all times 2.Clearly define what can be touched and what cannot 3.Clearly identify potential hazards and instruct accordingly.	LOW
Struck, crushed or entangled	Possible	Moderate	MEDIUM	1.Hitting hands with hammer 2.Dropping equipment on foot	1.Instruct safe handling techniques	LOW
Ergonomic Injury	Possible	Minor	LOW	1.Straining muscles when lifting or manoeuvring equipment	1.Instruct which items can be lifted or touched 2.Instruct which items are just for looking. 3.Instruct which items are not permitted to be played with.	LOW
Infectious agent/material	Possible	Minor	LOW	1.Touching toxic substance on metals	1.Ensure items being touched are non-toxic. 2.Ensure hands are washed before heading to meal or next activity.	LOW
Burns	Possible	Major	MEDIUM	1.Touching hot metals, forge or tongs	1.Ensure hot items are not within reach of participants	LOW

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					2. Clearly define safe standing zones	
Vapour/dust inhalation	Possible	Moderate	MEDIUM	1. Participants inhale dust or fumes from tempering the steel in oil	1. Ensure adequate ventilation	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

