

## BCV RISK MANAGEMENT PROCEDURE



**USE RATING: A/B**

### INITIATIVES - MVR

- 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
Manual handling	Unlikely	Moderate	LOW	1.Activity leaders may get injured from manual handling of equipment 2. Participants lifting each other to complete task	1.Use correct heavy lifting techniques 2.When required activity leaders should work in groups when moving equipment 3.Supervise appropriate participation	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.Do not conduct activity in storms to minimise risk of electrocution 4.Participants should wear clothing appropriate to conditions 5.Do not conduct activity if deemed unsafe due to weather conditions	LOW
Bites & Stings	Possible	Major	MEDIUM	1.Participants may be bitten by animals or insects around the course	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
Entanglement	Possible	Moderate	MEDIUM	1.Participant may become entangled in rope elements	1.Participants should be warned during briefing of risks 2.Participants must have their long hair tied up and discourage loose clothing	LOW
Slip, Trip, Fall	Likely	Minor	MEDIUM	1.Risk of slipping on wood if it becomes wet or damaged 2.Participant may be wearing shoes without appropriate grip to prevent slipping 3.Participants may trip over roots and debris when walking from one to the next 4. Falls off small platforms	1.Ensure all participants have appropriate footwear with grip prior to participation. 2.If elements are wet and slippery, do not use until safe to do so 3.If elements show excessive wear and have become slippery, do not use until safe to do so. 4.Instruct participants to walk, not run around activity elements. 5.Provide instruction to avoid hazards.	LOW
Frays on cables	Rare	Major	LOW	1.Frays on cables may show signs of weakness, under pressure or force they may snap causing element to break and participant to fall. 2.Cable may hit participant if snapped.	1.Check all cables daily, record this on CHILs form 2.Have cables checked by outside company yearly	LOW

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Falling	Possible	Moderate	MEDIUM	<ol style="list-style-type: none"> <li>1. Participants may drop one another from height if being passed through elements</li> <li>2. Fall from height</li> </ol>	<ol style="list-style-type: none"> <li>1. Activity leader should monitor closely and assist where appropriate if participants are being passed around at height</li> <li>2. Activity leader should assess group skill before participation in some elements to reduce risk of fall</li> </ol>	LOW
Crushing	Possible	Minor	LOW	<ol style="list-style-type: none"> <li>1. Participant may fall on <i>spotters</i> during course causing injury to <i>spotters</i> if they both hit the ground.</li> <li>2. Participant may land on <i>spotters</i> causing arm or wrist injury as they try to assist</li> <li>3. Branch may fall on participants</li> </ol>	<ol style="list-style-type: none"> <li>1. Ensure <i>spotters</i> know correct spotting technique prior to participation to minimise risk and ensure best practice is being adhered to.</li> <li>2. Participants should not have pre-existing wrist/arm injuries when spotting, leader should check this with each participant prior to commencement</li> <li>3. Where possible consider size of spotters in comparison to participants</li> <li>4. Visually inspect trees periodically</li> </ol>	LOW
Cut or Stabbed	Possible	Minor	LOW	<ol style="list-style-type: none"> <li>1. Use of sticks to complete tasks</li> <li>2. Low branches</li> </ol>	<ol style="list-style-type: none"> <li>1. Only use if necessary</li> <li>2. Instruct awareness and safe use.</li> </ol>	LOW
Traffic	Possible	Major	MEDIUM	<ol style="list-style-type: none"> <li>1. Collision with vehicle when crossing road to get to course</li> </ol>	<ol style="list-style-type: none"> <li>1. Supervise crossing</li> <li>2. Complete crossing as a group before moving on.</li> </ol>	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
<b>Health and Safety</b>	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
<b>Almost certain</b>	Is expected to occur; almost inevitable
<b>Likely</b>	Will occur in most circumstances; not surprising if it happens
<b>Possible</b>	Possible or likely to occur in some circumstance
<b>Unlikely</b>	Could occur in some circumstances; surprised if it happens
<b>Rare</b>	May occur only in rare or exceptional circumstances, but would be highly unexpected