

BCV RISK MANAGEMENT PROCEDURE



USE RATING: B

ROGAINING – MILL VALLEY RANCH

- 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.Uneven surface causes participant to fall 2.Slippery surface causing participants to slip 3.Roots and branches causing participants to trip.	1. Encourage awareness of surroundings. 2.Alert participants to potential hazards. 3.Assess and change route if necessary.	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. 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	Minor	LOW	1.Low branches and fences	1. Inspect the surrounds prior to activity and remove hazards 2.Encourage awareness of surroundings	LOW
Struck, crushed or entangled	Possible	Minor	LOW	1.Participant gets entangled in fence	1.Encourage awareness of surrounding. 2.Avoid climbing over/through/under fences, especially boundary fences	LOW
Electric Shock	Unlikely	Major	MEDIUM	1.Touching electric fencing on boundaries	1.Alert participants to the electric fences and confirm where they are 2.Instruct not to touch or get close.	LOW
Lost Participant	Possible	Moderate	MEDIUM	1.Participant gets separated from the group and wanders off.	1.Instruct participants to remain with the group at all times 2.Ensure group leaders are spread throughout the group 3.Give instructions for what to do if lost. 4.Conduct regular headcounts 5.Give clear instructions of each segment of the route to reduce disorientation. 6.Ensure the route has been communicated to the office to assist in case of an emergency.	LOW

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Limited Access in emergency	Possible	Major	HIGH	1. Access to back area of camp is reduced	1. Ensure roads are open and vehicle access is possible.	
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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