

BCV RISK MANAGEMENT PROCEDURE

SCHOOLHOUSE TOUR – 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.Falling up or down the stairs entering or exiting the building	1. Ensure students remain in a single file 2. Maintain slow access to stairs	LOW
Struck, crushed or entangled	Possible	Minor	LOW	1.Participant gets hit by heavy door	1.Ensure door is securely open or closed 2.Ensure entry of all students before closing to maintain temperature	LOW
Ergonomic Injury	Unlikely	Minor	LOW	1.Getting in and out of the school benches	1.Encourage students not to rush, moving slowly around the room.	LOW
Dust inhalation	Unlikely	Minor	LOW	1.Breathing in chalk dust	1.Avoid excessive use of chalkboard duster.	LOW

Reviewed by: C. Rogers



28th May, 2025



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

