

Activity Description & Location
Overnight campout – Camp Wilkin

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	Risk Factor	Likelihood	Consequences	Initial Level of Risk	Description of risk	Risk management strategy	Revised Level of Risk
Falling over (HIKE ASPECT)	Participants falling over on uneven terrain	Possible	Minor	LOW	1.Participants may fall over when walking on uneven terrain 2.Mud, low branches, tripping hazards present on walk, ocean, sand	1.Keep to well-lit areas whilst walking where possible 2.Leader should check proposed walk prior to conducting it to ensure no hazards are present and provide proper supervision 3.Leader should have adequately stocked first aid equipment prior to walk 4.Participants should have appropriate footwear on including no open toe shoes 5.Participants should not walk through water or in ocean to prevent risk of chaffing	LOW
Participants running into each other (HIKE ASPECT)	Participants may collide with one another if running	Possible	Minor	LOW	1.If running or walking fast, participants may run into each other	1.Reduction by instruction, ensure participants are not running by maintaining appropriate speed during night walk 2.Provide 1:10 ratio when walking to ensure participants are appropriately supervised	LOW
Exposure to elements (HIKE ASPECT)	Exposure to heat, rain, cold, storms	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
Traffic (HIKE ASPECT)	Crossing roads in town participants may come into contact with traffic	Unlikely	Critical	MEDIUM	1.Participants may come into contact with both moving and stationary cars or bikes whilst walking offsite	1.Activity leader should ensure participants are aware of road hazards prior to leaving campsite 2.Appropriate supervision by leaders should be maintained at all times 3.Where possible, plan the walk to be on footpaths or on nature strip to limit walking on the road 4.Leaders should have Hi-Vis on to ensure traffic can see the group	LOW
Participants getting lost (HIKE ASPECT)	Participants may get lost if separated from the group	Unlikely	Major	MEDIUM	1.Participants may become lost if separated from the group whilst offsite	1.Ensure 1:10 ratio at all times when walking 2.Activity leader must be able to contact the back of the group at all times through phone or radio 3.When crossing major intersections care should be taken to ensure group is not too spaced out 4.A count of all participants should be conducted prior to	LOW

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						conducting the walk, during the walk, and upon return to camp	
Carrying Pack (HIKE ASPECT)	Participants may hurt their backs or bodies carrying packs	Possible	Moderate	MEDIUM	1.If pack is too heavy it will hurt participants 2.Incorrectly fitting pack will cause injury to participant	1.Ensure participants do not carry more than 10-20% of their body weight on hike 2.Activity leader to instruct participants on how to fit pack correctly to them to minimise risk of injury	LOW
Fatigue (HIKE ASPECT)	Participants may become injured due to fatigue	Possible	Moderate	MEDIUM	1.Participants may become careless due to fatigue causing injury	1.Ensure participants have adequate sleep prior to commencing walk 2.All participants should have water with them and appropriate food for activity level 3.Hike should include regular breaks to minimise risk of fatigue to participants 4.Assessment of skill level should be conducted prior to hike and then adjusted accordingly to suit groups skills	LOW
Injury from loose firewood around campfire (CAMPFIRE)	Injury to participants or leaders from firewood in fire or around	Likely	Moderate	MEDIUM	1.Participants may fall over loose wood on ground around campfire 2.If wood is not placed into fire pit correctly there is a risk of participants becoming caught on wood as they go past	1.Activity leader should ensure no loose wood is around fire pit that poses tripping hazard 2.Participants must be instructed to walk around campfire pit, not run 3.Activity leader must be the only one to put wood on the fire & should do so in a safe manner that does not leave wood sticking out	LOW
Tripping in the dark (CAMPFIRE)	Injury to participant if they fall into pit, or near pit in dark	Rare	Major	LOW	1.Exposure to heat/flames if participant trips in the dark causing mild to severe injury	1.Turn on all lighting available around campfire pit at night 2.Participants should have independent light source with them when going to campfire pit at night 3.Activity leader should instruct participants to walk around campfire pit 4.Adequately stocked first aid kit should be available at all times 5.Participants should all have appropriate footwear on	LOW
Flying sparks (CAMPFIRE)	Injury to participants from sparks, sparks causing secondary blazes nearby	Possible	Moderate	MEDIUM	1.Participants becoming burnt from sparks flying off main blaze 2.Secondary fires starting from sparks catching nearby fuel on fire	1.Ensure participants maintain distance from campfire pit to prevent flying sparks hitting them 2.Participants should all be wearing appropriate footwear 3.Activity leader should ensure there is no fuel within 2m of campfire pit that may catch alight from sparks	LOW
Exposure to elements (CAMPFIRE)	Exposure to heat, rain, cold, storms	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
Campfire blaze	Sudden change of	Possible	Moderate	MEDIUM	1.Sudden wind change may cause fire	1.Ensure water source nearby to quickly extinguish fire	LOW

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out of control (CAMPFIRE)	wind or strong wind, too much fuel, inappropriate lighting place				to become out of control and spread 2. Too much fuel on fire may cause fire to become large and out of control 3. If fire is lit outside of fire pit it may cause secondary fires and become out of control	2. Monitor weather conditions prior to lighting fire & during campfire 3. Limit and monitor wood on fire to ensure it stays small and in control 4. Only light fires in designated fire pit	
Smoke inhalation (CAMPFIRE)	Smoke from fire	Possible	Minor	LOW	1. Risk of asthma or respiratory conditions to both leaders and participants from breathing in smoke from campfire	1. Ensure all participants with asthma have preventers with them 2. Do not put green wood, leaves or anything that smokes a lot when participants are at campfire 3. Monitor wind direction and conditions to prevent risk of smoke inhalation	LOW
Food allergies (COOKING)	Allergic reaction to foods cooked	Rare	Critical	LOW	1. Risk of allergic reaction from cross contamination	1. Ensure participants do not share food 2. Activity leader should monitor all foods eaten by participants and be aware of all potential allergies	LOW
Trangia cooking (COOKING)	Burns to participants, spilled fuel	Possible	Major	MEDIUM	1. Participants may burn themselves on Trangia 2. Fuel spilled around Trangia may cause out of control fire as it spreads	1. Ensure rope is around each Trangia to mark where it is 2. No one should walk in rope 3. Ensure adequate lighting around Trangia (natural or artificial) 4. All fuel should be stored away from Trangia to prevent spills nearby 5. Let Trangia burn out, do not try to extinguish when cooking is finished	LOW
Animals (SLEEPOVER)	Stings by ants, snakes, spiders, bees, dogs	Possible	Minor	LOW	1. Participants may be bitten by animals whilst walking 2. Animals sting in tent	1. Reduction by instruction 2. Staff must have first aid kit with them at activity 3. Inform participants to not go near or touch dogs during walk 4. Check area of tent set up for animals prior to setting up 5. Reduction by instruction with snakes, activity leader should carry snake bandage with them throughout overnight campout	LOW
Tent	Injury setting up tent	Unlikely	Minor	LOW	1. Participants may injure themselves bending over to set up tent 2. Injury from use of hammers when putting in tent pegs 3. Risk of impalement on tent pegs	1. Activity leader should show all participants safest way to set up tent, and offer assistance if needed to groups with pre-existing injuries 2. All participants should be briefed on safely using hammers 3. All tent pegs should be placed in ground completely, and pointed down if participants are walking around with them 4. Do not run around tents	LOW
Tent	Branches or trees falling on tent whilst sleeping	Rare	Critical	LOW	1. Participants may become injured or killed if tree or branch falls on tent whilst inside	1. Do not set up tents underneath branches or trees 2. Check area and structure of tree prior to setting up campsite 3. Do not campout on especially windy conditions	LOW
Tent	Exposure to elements	Possible	Major	MEDIUM	1. Participants may become exposed to extreme heat inside tent 2. Participants may become exposed to	1. Ensure participants have appropriate sleeping equipment and clothing on to prevent risk from extreme heat or cold 2. Tents should have appropriate rating for conditions of the	LOW

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					extreme cold inside tent 3.Suffocation inside tent 4.Overcrowding of participants inside tent	campsite temperature 3.Do not overcrowd tent 4.All tents should have ventilation and safety exit to prevent risk of suffocation to participants	
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