

## BCV RISK MANAGEMENT PROCEDURE



### BEACH GAMES - WILKIN

**USE RATING: C**

- 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
Infections	Possible	Major	MEDIUM	<ol style="list-style-type: none"> <li>Participants could get cuts or abrasions from contact with sand, equipment or other participants.</li> <li>Participants enter the water with an open wound</li> </ol>	<ol style="list-style-type: none"> <li>Participants with open cuts or abrasions to be removed from activity</li> <li>Participant should only return if bleeding is controlled</li> <li>All clothing, equipment, and contaminated surfaces treated as infectious</li> <li>Have sufficient and suitable first aid kit, to be administered by qualified Level 2 Apply First Aid</li> <li>Ensure personal items are not shared</li> </ol>	LOW
Stings & Bites	Unlikely	Critical	MEDIUM	<ol style="list-style-type: none"> <li>Participants could be bitten/stung by insects/marine stingers.</li> </ol>	<ol style="list-style-type: none"> <li>Participants are forbidden from entering the water.</li> <li>Supply and provision of insect repellent</li> <li>Ensure staff are aware of any allergies/anaphylaxis and epipen is carried by group</li> <li>Ensure area is clear of stingers, sticks and shells</li> <li>Ensure staff and group are aware and understood any warnings</li> <li>Staff maintain adequate communications</li> </ol>	LOW
Environmental conditions	Unlikely	Moderate	LOW	<ol style="list-style-type: none"> <li>Participant's health/safety could be affected by temperature/storms</li> </ol>	<ol style="list-style-type: none"> <li>Ensure staff are aware and assess weather conditions and warnings before and during activity</li> <li>Ensure participants bring appropriate clothing and footwear</li> <li>Check and assess area for loose items, debris and hazards and suitability of participants</li> <li>Boundaries and safety rules clearly defined at the commencement and modified if required during session</li> <li>Assessment of conditions prior to undertaking water activities and only supervised by qualified instructors</li> <li>Staff maintain adequate communications</li> </ol>	LOW
Exposure to elements	Possible	Minor	LOW	<ol style="list-style-type: none"> <li>Participants may suffer heatstroke or sunstroke in extreme heat, especially children or elderly.</li> <li>Risk of electrocution in storms</li> <li>Risk of hypothermia in cold conditions</li> <li>Risk of slipping in wet conditions.</li> </ol>	<ol style="list-style-type: none"> <li>Wear sun protection in hot weather</li> <li>Do not run activity in temperatures above 34°</li> <li>Do not conduct activity in storms to minimise risk of electrocution</li> <li>Participants should wear clothing appropriate to conditions</li> <li>Do not conduct activity if deemed unsafe due to weather conditions.</li> </ol>	LOW

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Physical Exertion	Possible	Moderate	MEDIUM	<ol style="list-style-type: none"> <li>1. Participants clothing, hair, jewellery may become caught, entangled</li> <li>2. Medical/behavioural incidents causing harm to participants or others</li> <li>3. Isolation/missing participant</li> </ol>	<ol style="list-style-type: none"> <li>1. Activity leader should assess skills, suitability and competency of participants prior to commencement</li> <li>2. No games in which participants need to lift one another should be played</li> <li>3. Constantly monitor participants for fatigue, exhaustion, discontinuing games if they are deemed unsafe</li> <li>4. Clear instruction on use of equipment</li> </ol>	LOW
Special Needs	Possible	Major	MEDIUM	<ol style="list-style-type: none"> <li>1. Participants clothing, hair, jewellery may become caught, entangled</li> <li>2. Medical/behavioural incidents causing harm to participants or others</li> <li>3. Isolation/missing participant</li> </ol>	<ol style="list-style-type: none"> <li>1. Participants should be wearing appropriate clothing, no jewellery and have long haired tied back</li> <li>2. Staff confirm all first aid needs are met by group (medical/emergency plans and medications). Staff also carry an additional first aid kit.</li> <li>3. Staff are aware of relevant medical/behavioural conditions</li> <li>4. Ensure there is adequate supervision in line with Good Practice Guides and Department of Ed</li> <li>5. Participants are briefed on correct procedures</li> <li>6. Staff maintain adequate communications</li> </ol>	
Lost or collision with vehicle	Unlikely	Critical	MEDIUM	<ol style="list-style-type: none"> <li>1. Participants could become isolated from group</li> <li>2. Participants could come into contact with moving or stationary cars/bikes</li> <li>3. Participant sustaining injury while travelling in vehicle</li> </ol>	<ol style="list-style-type: none"> <li>1. Ensure participants are briefed prior to travel</li> <li>2. Ensure staff/participant ratios are adequate in accordance with Good Practice Guide and Department of Ed</li> <li>3. Maintain communication between staff at front and back of group</li> <li>4. Travel on footpaths and nature strips and minimise time on road</li> <li>5. Staff to wear hi-visibility vests and manage road crossings where necessary</li> <li>6. If travel is by bus, then ensure driver is adequately licenced, pre drive inspection has been completed and only travel with permitted number of passengers for registered vehicle</li> </ol>	



### 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