

BCV RISK MANAGEMENT PROCEDURE



USE RATING: C

CRAFT - WILKIN

- 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 Injury	Unlikely	Moderate	LOW	1.Activity leaders may get injured from manual handling of equipment	1.Use correct heavy lifting techniques 2.When required activity leaders should work in groups when moving equipment	LOW
Exposure to elements (Outdoor craft)	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.Encourage adequate water consumption. 3.Cease activity in temperatures above 34°C 4.Cease activity when thunder is audible. 5.Participants should wear clothing appropriate to conditions 6.Do not conduct activity if deemed unsafe due to weather conditions	LOW
Stings & Bites	Possible	Major	MEDIUM	1.Participants may be bitten by insects in the outdoors	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
Cuts from scissors	Unlikely	Moderate	LOW	1.Participant cut themselves using scissors 2. Participants cut others with scissors.	1.Reduction by instruction for correct scissor use. 2. Participants should be spaced appropriately and warned of risk. 3. Use safety scissors for younger age groups. 4. Participants should walk when carrying scissors, sharp end pointing down.	LOW
Toxicity & injury	Possible	Major	MEDIUM	1.Participants may consume glue causing illness. 2. Injury from gluing body parts to each other or objects.	1.Use non-toxic glue for all craft. 2. Inform participants of risks of glue and instruct not to glue body parts. 3. Do not use superglue.	LOW
Cuts and impalements	Rare	Moderate	LOW	1.Participants may fall on sharp objects or stab themselves with it.	1.Reduction by instruction for safe use of all products 2.Participants should always walk when carrying items 3.Leaders should assess skills and plan accordingly.	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
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				