

CAMPING ACTIVITY RISK ASSESSMENT

Activity Name and Description	QB Y&YA State Youth Camp		
Activity Location:	QCCC Mapleton – Entire Site	Activity Date:	18/01/2021 – 21/01/2021
Department Responsible:		Person Responsible:	Aaron Fozzard
Assessors:		Assessment date:	

Tasks	Risks/Hazards	Likelihood	Consequence	Risk Rating	Proposed Control Measures	Ratings with Control Measures			Responsibility
						Likelihood	Consequence	Risk Rating	
<i>List each of the tasks for the activity</i>	<i>List the risks/hazards associated with each task</i>	<i>(L1-L5)</i>	<i>(C1-C5)</i>	<i>(L/M/H)</i>	<i>Nominate Control Measures</i>	<i>(L1-L5)</i>	<i>(C1-C5)</i>	<i>(L/M/H)</i>	<i>Nominate the person responsible</i>
Provide a space where boardgames and consoles can be played	Fire	L3	C3	M	QCCC fire evacuation plan.	L1	C2	L	QCCC
	Trip hazards	L2	C1	L	All cables will be covered.	L1	C1	L	QBMTL and Leaders
	Electrical hazards	L2	C3	M	All equipment used is tested and tagged	L1	C1	L	Chris Cookson (Electrician)
	Boardgames/consoles	L2	C2	L	Communicate expectations to all participants. Leaders actively monitor behaviour of participants.	L1	C1	L	QBMTL and Brayden Mulkhearns

					All activities will abide by the manufacturer's guidelines and recommendations				
	Chairs – tripping or falling	L3	C2	M	Communicate expectations to all participants. Leaders actively monitor behaviour of participants. Reinforce rules where appropriate.	L1	C1	L	QBMTL and Production team
Provide spaces for each elective session	Fire	L2	C3	M	QCCC fire evacuation plan.	L1	C1	L	QCCC
	Trip hazards	L2	C2	L	All cables will be covered.	L1	C1	L	QBMTL and Production team
	Electrical hazards	L2	C2	L	All equipment used is tested and tagged.	L1	C2	L	Chris Cookson (Electrician)
	Chairs – tripping or falling	L2	C2	L	Communicate expectations to all participants. Leaders actively monitor behaviour of participants. Reinforce rules where appropriate.	L1	C1	L	QBMTL and Production team
	Environmental factors: Building hazards that increase risk of injury, e.g. Steps	L3	C2	M	Inspect the site and remedy hazards, prepare instructions for participants.	L1	C1	L	QBMTL and Leaders

	Extreme weather conditions Wildlife				On day of activity check venue for hazards, eg. Holes and tree roots for outside venue Monitor weather. Arrange shade for sun protection. Have wet/poor weather alternative plans in place.				
Arrange all attendees of SYC 2021 into a space for a group photo	Fire	L2	C3	M	QCCC fire evacuation plan.	L1	C2	L	QCCC
	Trip hazards	L2	C2	L	All cables will be covered.	L1	C1	L	QBMTL and Production team
	Electrical hazards	L2	C2	L	All equipment used is tested and tagged.	L1	C1	L	Chris Cookson (Electrician)
	Chairs – tripping or falling	L2	C2	L	Communicate expectations to all participants. Leaders actively monitor behaviour of participants. Reinforce rules where appropriate.	L1	C1	L	QBMTL and Production team
	Environmental factors: Building hazards that increase risk of injury, e.g. Steps	L3	C2	M	Inspect the site and remedy hazards, prepare instructions for participants.	L1	C1	L	QBMTL, leaders and Production team

	Extreme weather conditions Wildlife				On day of activity check venue for hazards, eg. Holes and tree roots for outside venue Monitor weather. Arrange shade for sun protection. Have wet/poor weather alternative plans in place.				
Provide a worship space for reflection and singing	Fire	L2	C3	M	QCCC fire evacuation plan.	L1	C2	L	QCCC
	Trip hazards	L2	C2	L	All cables will be covered.	L1	C1	L	QBMTL and Production team
	Electrical hazards	L2	C2	L	All equipment used is tested and tagged.	L1	C1	L	Chris Cookson (Electrician)
	Chairs – tripping or falling	L2	C2	L	Communicate expectations to all participants. Leaders actively monitor behaviour of participants. Reinforce rules where appropriate.	L1	C1	L	QBMTL and Production team
	Partitions/Portable Dividers	L2	C2	L	Will be installed appropriately and moved within the guidelines of manual handling.	L1	C1	L	QBMTL and Production team

Provide spaces for each individual small group	Fire	L2	C3	M	QCCC fire evacuation plan.	L1	C2	L	QCCC
	Trip hazards	L2	C2	L	All cables will be covered.	L1	C1	L	QBMTL and Production team
	Electrical hazards	L2	C2	L	All equipment used is tested and tagged.	L1	C1	L	Chris Cookson (Electrician)
	Chairs – tripping or falling	L2	C2	L	Communicate expectations to all participants. Leaders actively monitor behaviour of participants. Reinforce rules where appropriate.	L1	C1	L	QBMTL and Production team
	Environmental factors: Building hazards that increase risk of injury, e.g. Steps Extreme weather conditions Wildlife	L2	C2	L	Inspect the site and remedy hazards, prepare instructions for participants. On day of activity check venue for hazards, eg. Holes and tree roots for outside venue Monitor weather. Arrange shade for sun protection. Have wet/poor weather alternative plans in place.	L1	C1	L	QBMTL, leaders and Production team

Worship Time: Sitting, standing and singing	Trip hazards Poor/Bad behaviour of participants	L2	C2	L	All cables will be covered Communicate expectations to all participants. Leaders actively monitor behaviour of participants. Reinforce rules where appropriate.	L1	C1	L	QBMTL and Production team
	Fire	L2	C3	M	QCCC fire evacuation plan.	L1	C2	L	QCCC
	Electrical hazards	L2	C2	L	All equipment used is tested and tagged.	L1	C1	L	Chris Cookson (Electrician)

Activity Risk Assessment

Risk Likelihood & Consequence Factors and Values

Likelihood Factors

<i>Factors</i>		<i>Values</i>
L5	Almost certain	The hazard / risk is expected to occur in most circumstances.
L4	Likely	The hazard / risk will probably occur in most circumstances (more than 50% of time).
L3	Possible	The hazard / risk should occur at some time (less than 50% of time).
L2	Unlikely	The hazard / risk could occur at some time, usually in exceptional circumstances.
L1	Rare	The hazard / risk is possible but is not expected to occur.

Consequence Factors

<i>Factors</i>		<i>Values</i>
C5	Extreme	Death; high financial loss; sustained national media coverage
C4	Major	Extreme / permanent Injuries (significant hospitalisation); major financial loss; major negative state media
C3	Moderate	Medical treatment required (may involve hospitalisation); moderate financial loss; some state media, sustained local media
C2	Minor	First Aid treatment on site; minor financial loss; one off digital media, TV or newspaper coverage
C1	Insignificant	No injuries or treatment; low or no financial loss; one off local media coverage

Risk Analysis & Escalation

Risk Matrix

		Consequence				
		C1 Insignificant	C2 Minor	C3 Moderate	C4 Major	C5 Extreme
Likelihood	L5 Almost certain	Medium	Medium	High	High	High
	L4 Likely	Low	Medium	Medium	High	High
	L3 Possible	Low	Medium	Medium	High	High
	L2 Unlikely	Low	Low	Medium	Medium	High
	L1 Rare	Low	Low	Low	Medium	Medium

Risk Escalation & Communication Options

<i>Risk Rating</i>	<i>Escalation and Communication</i>
High	Immediate escalation to campsite governing body (Board); active remediation activities in place; regular frequent (weekly) monitoring
Medium	Senior management team advised; active mitigation plans in place; regular (monthly) monitoring as part of existing meetings
Low	Local management team monitoring; lower priority remediation activities