

CAMPING ACTIVITY RISK ASSESSMENT

Activity Name and Description	QB Y&YA State Youth Camp Accommodation		
Activity Location:	QCCC Mapleton – Merrin Lodge, Letham Lodge, Harrison Lodge	Activity Date:	16-19/1/2023
Department Responsible:	QBY&YA	Person Responsible:	Aaron Fozzard
Assessors:	Aaron Fozzard	Assessment date:	1/9/22

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>
Transport-	If youth leaders are providing transport, other considerations need to be included such as checking licences, driver restrictions like P plates, vehicle insurance, permission forms.				Transport to this event will be conducted solely by each group. The event itself is the destination for the groups. QBY&YA does not have responsibility for the transport to this event.				
COVID-19 precautions					This event will follow guidelines set out by QCCC Mapleton. Mask wearing, social distancing and, in the unlikely possibility, quarantining for a time until parental/guardian can retrieve the camper.				

Check-in/out procedures	What are the procedures for keeping track of children?				Each child who attends will be checked in by their Youth Ministry Pastor/Key Leader/Coordinator on arrival. All attenders will not be allowed to leave grounds unless emergency. Check out will commence at the end of camp.				
Provide overnight accommodation for students with leaders in separate rooms	Bunks falling over	L2	C3	M	<p>Provide instruction to participants in the correct usage of any equipment.</p> <p>Communicate behavioural expectations to all participants.</p> <p>Actively monitor behaviour of participants through an allocated student leader for each room.</p> <p>Reinforce rules where appropriate.</p> <p>Leaders are in close proximity to students.</p>	L1	C3	L	Aaron Fozzard/All Leaders
	Students falling off bunk	L2	C3	M	<p>Provide instruction to participants in the correct usage of any equipment.</p> <p>Communicate behavioural expectations to all participants.</p>	L1			Aaron Fozzard/All Leaders

					<p>Actively monitor behaviour of participants through an allocated student leader for each room.</p> <p>Reinforce rules where appropriate.</p> <p>Leaders are in close proximity to students.</p>		C3	L	
	Fights	L2	C2	L	<p>Communicate behavioural expectations to all participants.</p> <p>Actively monitor behaviour of participants through an allocated student leader for each room.</p> <p>Reinforce rules where appropriate.</p> <p>Leaders are in close proximity to students.</p>	L1	C2	L	Aaron Fozzard/All Leaders
	Disrespectful behaviour leading to damage or injury	L2	C2	L	<p>Communicate behavioural expectations to all participants.</p> <p>Actively monitor behaviour of participants through an allocated student leader for each room.</p>	L1			Aaron Fozzard/All leaders

					<p>Reinforce rules where appropriate.</p> <p>Render first aid; follow EMERGENCY RESPONSE steps. If suspected, check for any injuries.</p> <p>Leaders are in close proximity to students.</p>		C2	L	
	Dressing/changing clothes	L2	C2	L	<p>Communicate behavioural expectations to all participants.</p> <p>Communicate that dressing/changing clothes should only be conducted in the bathrooms.</p>	L1	C2	L	Aaron Fozzard/All Leaders
	Inappropriate use of phones after lights out	L3	C3	M	<p>Communicate behavioural expectations to all participants.</p> <p>Actively monitor behaviour of participants through an allocated student leader for each room.</p> <p>Reinforce rules where appropriate.</p>	L2	C3	M	

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