

### CAMPING ACTIVITY RISK ASSESSMENT

<b>Activity Name and Description</b>	QB Y&YA State Youth Camp		
<b>Activity Location:</b>	QCCC Mapleton – Entire Site	<b>Activity Date:</b>	16-19/1/2023
<b>Department Responsible:</b>	QBY&YA	<b>Person Responsible:</b>	Aaron Fozzard
<b>Assessors:</b>	Aaron Fozzard	<b>Assessment date:</b>	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. Queensland Baptists does not have responsibility for the transport to and from 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.				

Provide a space where boardgames and consoles can be played	Fire	L1	C3	L	QCCC fire evacuation plan.	L1	C3	L	Aaron Fozzard
	Trip hazards	L2	C2	L	All cables will be covered.	L1	C2	L	Aaron Fozzard/ Admin Team
	Electrical hazards	L2	C2	L	All equipment used is tested and tagged	L1	C2	L	Chris Cookson
	Boardgames/consoles	L1	C1	L	Communicate expectations to all participants. Leaders actively monitor behaviour of participants.  All activities will abide by the manufacturer's guidelines and recommendations	L1	C1	L	Aaron Fozzard/Admin Team
	Chairs – tripping or falling	L2	C2	L	Communicate expectations to all participants. Leaders actively monitor behaviour of participants.  Reinforce rules where appropriate.	L1	C2	L	Aaron Fozzard/Admin Team
Video Games-	Ensure monitoring of video games for age appropriateness. No games will be used that have a rating of 15+ or above.	L2	C2	L	All video games will be supplied by Aaron Fozzard who has limited the games to the appropriate age group.	L1	C2	L	QBSYC Admin Team

Provide a worship space for reflection and singing	Fire	L1	C3	L	QCCC fire evacuation plan.	L1	C3	L	Aaron Fozzard/QCCC
	Trip hazards	L2	C2	L	All cables will be covered.	L1	C2	L	Aaron Fozzard
	Electrical hazards	L2	C2	L	All equipment used is tested and tagged.	L1	C2	L	Chris Cookson/Billy Williams
	Chairs – tripping or falling	L1	C1	L	Communicate expectations to all participants. Leaders actively monitor behaviour of participants.  Reinforce rules where appropriate.	L1	C1	L	Aaron Fozzard/Chris Knott
	Partitions/Portable Dividers	L2	C2	L	Will be installed appropriately and moved within the guidelines of manual handling.	L1	C2	L	Aaron Fozzard/Rowan Baldwin
Provide spaces for each individual small group	Fire	L1	C3	L	QCCC fire evacuation plan.	L1	C3	L	Aaron Fozzard
	Trip hazards	L2	C2	L	All cables will be covered.	L1	C2	L	All Leaders
	Electrical hazards	L2	C2	L	All equipment used is tested and tagged.	L1	C2	L	Chris Cookson

	Chairs – tripping or falling	L1	C1	L	<p>Communicate expectations to all participants. Leaders actively monitor behaviour of participants.</p> <p>Reinforce rules where appropriate.</p>	L1	C1	L	All Leaders
	<p>Environmental factors:</p> <p>Building hazards that increase risk of injury, e.g. Steps</p> <p>Extreme weather conditions</p> <p>Wildlife</p>	L2	C2	L	<p>Inspect the site and remedy hazards, prepare instructions for participants.</p> <p>On day of activity check venue for hazards, eg. Holes and tree roots for outside venue</p> <p>Monitor weather.</p> <p>Arrange shade for sun protection.</p> <p>Have wet/poor weather alternative plans in place.</p>	L1	C2	L	All Leaders
Worship Time: Sitting, standing and singing	<p>Trip hazards</p> <p>Poor/Bad behaviour of participants</p>	L2	C2	L	<p>All cables will be covered</p> <p>Communicate expectations to all participants. Leaders actively monitor behaviour of participants.</p> <p>Reinforce rules where appropriate.</p>	L1	C2	L	

	Fire	L1	C3		QCCC fire evacuation plan.	L1	C3	L	Aaron Fozzard/QCCC
	Electrical hazards	L1	L2		All equipment used is tested and tagged.	L1	C2	L	Chris Cookson
Arrange all attendees of SYC 2023 into a space for a group photo	Fire	L2	C3	M	QCCC fire evacuation plan.	L1	C3	L	Aaron/QCCC
	Trip hazards	L2	C1	L	All cables will be covered.	L1	C1	L	Aaron/Everyone
	Electrical hazards	L2	C2	L	All equipment used is tested and tagged.	L1	C2	L	Aaron/Chris Cookson
	Chairs – tripping or falling	L3	C3	M	Communicate expectations to all participants. Leaders actively monitor behaviour of participants.  Reinforce rules where appropriate.	L1	C3	L	Everyone
	Environmental factors:  Building hazards that increase risk of injury, e.g. Steps  Extreme weather conditions	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	L1	C2	L	Everyone

	Wildlife				<p>Monitor weather.</p> <p>Arrange shade for sun protection.</p> <p>Have wet/poor weather alternative plans in place.</p>				
First Aid/current CPR-	There should be a leader present that has current first aid and current CPR and correct first aid procedures should be followed for all injuries, including parental communication.				All groups will have at least one First Aid certified person. Where they cannot a first aid certified person will be allocated.				
	<p>Environmental Hazards: Wildlife</p> <p>Following first aid procedures for animal bites etc. and avoiding areas known to have certain wildlife e.g. snakes.</p>				All leaders to be aware of wildlife and choose locations based on safety. If an animal bite occurs, leaders are to commence adequate first aid and contact the correct people for assistance.				
Medical conditions or Allergies	Medical and Dietary requirements information will be provided by parent/guardians and leaders through the ticketing portal. This				After retrieving required information from the registration process – medical management plans, EpiPen, dietary requirements. The medical and allergy information will be given to QCCC and the				

	information will be handled appropriately and carried out with care and diligence.				youth group who is responsible for the care of the child.				
Working with children/Blue card Checks-					Each leader is required to give details of their current blue card, or they are not allowed to attend.				
Activities Risk assessments-  EG: swimming, bushwalking, etc					All of these, if done, is covered by QCCC.				

## Activity Risk Assessment

### Risk Likelihood & Consequence Factors and Values

#### Likelihood Factors

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



### Consequence Factors

<i>Factors</i>		<i>Values</i>
<b>C5</b>	<b>Extreme</b>	Death; high financial loss; sustained national media coverage
<b>C4</b>	<b>Major</b>	Extreme / permanent Injuries (significant hospitalisation); major financial loss; major negative state media
<b>C3</b>	<b>Moderate</b>	Medical treatment required (may involve hospitalisation); moderate financial loss; some state media, sustained local media
<b>C2</b>	<b>Minor</b>	First Aid treatment on site; minor financial loss; one off digital media, TV or newspaper coverage
<b>C1</b>	<b>Insignificant</b>	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