



Mylor Adventure Camp Risk Management Plan

Site/Location:	Mylor Adventure Camp 32 Wingrove Rd, Mylor	Initial Issue Date: December 2019
		Next Review Date: December 2020
Site Description	Mylor Adventure Camp (MAC) is located across 20 acres of natural bushland in the Adelaide Hills. MAC provides a range of services to school, community and church groups, including accommodation, catering and adventure-based activities and programs.	
Risk Assessment Name:	Mylor Adventure Camp Risk Management Plan	
Prepared by:	Operations Manager	
Responsible supervisor/s:	Senior Manager, Adventure	

Emergency Contacts & Information

Fire, Police, Ambulance	000	CFS Bushfire Information Line	1300 362 361
Mylor CFS Station	08 8388 5744	Rapid Response Number	955 173
CFS Website	www.cfs.sa.gov.au	ABC Radio	891 AM
Bureau of Meteorology (BOM)	www.bom.gov.au	DECD Emergency Information Hotline	1800 000 279
Mt Barker Hospital	08 8393 1777	SES	08 8463 4171
Mylor After Hours On Call	0413 701 085	Mylor Operations Manager	Kerry Houston, 0437 802 514



Mylor Adventure Camp Risk Management Plan

Mylor Adventure Camp – General

Task or scenario	Hazard/s	Potential Associated Harm	Existing Risk Controls	Risk Rating
Buildings & Structures	<ul style="list-style-type: none"> WHS compliance Falling equipment Asbestos Fire Building stability 	<ul style="list-style-type: none"> Exposure to harmful asbestos fibres/dirt Building fire Building structure collapse 	<ul style="list-style-type: none"> MAC accredited with TICSA Engage licensed and insured builders Construction meets relevant building codes Internal WHS audit (quarterly) Asbestos register has been documented by licensed service provider. Quarterly checks of fire extinguishers and exit lights. All sleeping areas fitted with interconnected smoke detectors with 24 hour off site monitoring. Staff familiar and experienced in fire and emergency drills Site has after-hours host available and on call in close proximity. Onsite Operations team committed to managing WHS issues 	E4 - Medium
Vehicle access to site/bus turn-around	<ul style="list-style-type: none"> Campsite is located at the end of single public road. There is limited space for coaches to turn around within the campsite facilities Entrance road acts as both vehicle and pedestrian thorough fare to access high ropes course 	<ul style="list-style-type: none"> Pedestrian struck by vehicle Collision 	<ul style="list-style-type: none"> information & instructions sent to all clients signage directing visitors stop and sign in at office prior to entry of campsite clear signage detailing speed limit of 10 speed hump prior to stop sign on camp change over days the entrance to site is monitored and staffed gate forms a barrier to campsite, this is kept closed at all times access to high ropes course (along road) is only through organized staffed activity program direction and feedback given to drivers in breach of speed limit access to adequate wait area, for coaches in close proximity to MAC (Coopers Reserve) 'spotter' when buses are turning around 	D3 - Medium



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Insurances	<ul style="list-style-type: none"> Uninsured loss to property and people 	<ul style="list-style-type: none"> Financial loss 	<ul style="list-style-type: none"> Baptist Care SA holds: <ul style="list-style-type: none"> \$250m General Liability (Public & Products) \$20m Professional Indemnity Certificates of Currency available on request 	E2 - Low
Health & Hygiene	<ul style="list-style-type: none"> Hygiene in accommodation areas Lack of personal hygiene (such as handwashing at meal times) 	<ul style="list-style-type: none"> Bed bugs Mold Bacteria Spread of infection 	<ul style="list-style-type: none"> Beds have fitted mattress protectors. Mold reduction paint used on walls and ceilings Rooms cleaned between clients check in/out following cleaning checklist Wet areas high pressure washed Deep clean and seasonal clean schedules in place Hospital grade disinfection products used Accommodation areas are closed and locked after cleaning Hand sanitizer provided in dining room 	E2 - Low
Drinking Water	<ul style="list-style-type: none"> Water contamination Accidental consumption of non-potable water 	<ul style="list-style-type: none"> Water borne infections (eg e-coli, giardia) 	<ul style="list-style-type: none"> All drinking water pass through filtration and UV filtration Bi annual testing of water across site by Australian Water Quality. Water taps labelled as either drinking or non-potable water 	E2 - Low
Food safety	<ul style="list-style-type: none"> Contamination Unsafe food temperatures Unsafe hygiene practices by self catering groups 	<ul style="list-style-type: none"> Food poisoning 	<ul style="list-style-type: none"> All catering staff trained in food safety handling MAC kitchen undergoes annual Adelaide Hills Council inspection (and passed with flying colours) Authorized access only to food storage areas All food storage clearly labelled with best before dates etc Color coded chopping boards MAC staff monitor Health Dept updates and recalls Comprehensive cleaning schedule procedures in place Hospital grade cleaning products use Staff refreshed in CPR & first aid annually. 	E2 - Low



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Allergies and special dietary requirements	<ul style="list-style-type: none"> Contact with and/or ingestion of allergens 	<ul style="list-style-type: none"> Anaphylactic reaction Aggravation of existing injury/condition Lack of specific information for individual(s) with special needs 	<ul style="list-style-type: none"> MAC Catering staff receive training in allergy-aware catering and can cater to known special diets Group leaders responsible for communicating special dietary needs to MAC Special diet meals are clearly labelled Group leaders responsible for monitoring students and ensuring they manage their dietary needs and allergies. MAC does not use nuts in cooking (but cannot guarantee a nut free environment) Epi pens on hand in kitchen and office areas Activity group facilitators hold Apply First Aid qualifications and carry essential first aid items AED located onsite (on the side of the Cottage) Group leaders manage the medical information and needs 	D3 - Medium
Child Protection	<ul style="list-style-type: none"> Inappropriate interactions between adults and minors 	<ul style="list-style-type: none"> Physical abuse Verbal abuse Sexual abuse Psychological abuse 	<ul style="list-style-type: none"> MAC abides by Baptist Care SA's <i>Child Protection Policy</i> All MAC staff and volunteers have current DHS working with children check and 'Safe Environments for Children and Young People'. MAC staff can be identified by uniform with logo and name MAC staff entering accommodations must call out, knock prior to entry. Rooms must be vacant prior to entry. Sub-Contractors required to have a National Police Check Where there are multiple groups sharing the site, MAC will ensure that groups are compatible (ie age-appropriate). All groups have their own ensuite bathrooms (or dedicated amenities block in the case of the Cottage) and allocated home space/s which are off limits to any other groups on site. 	E3 - Medium



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Task or scenario	Hazard/s	Potential Associated Harm	Existing Risk Controls	Risk Rating
Bushfire	<ul style="list-style-type: none"> Bushfire directly impacting the site Unable/unsafe to leave site due to bushfire in the surrounding area 	<ul style="list-style-type: none"> Personal injury Loss of property 	<ul style="list-style-type: none"> MAC Bushfire Survival Plan in place (available on request), and approved by the Adelaide Hills Building Fire Safety Committee (including the CFS) Approved Bushfire refuge onsite rated to BAL 29 All groups briefed on emergency procedures and muster points. Weekly bushfire readiness procedures and checks of emergency equipment during bushfire season Staff trained in fire drills and fire extinguisher use Site closed on days of "Catastrophic" Fire Danger Rating Site meets Australian Standards in relation to illuminated exit signs, emergency procedures, fire extinguishers, hydrants & hoses. Independent Licensed provider completes bi-annual check of safety equipment. Constant monitoring of BOM during the fire season After-Hours Host on-site 	E4 - Medium
Bush Environment & Wildlife	<ul style="list-style-type: none"> Snakes Bees and wasps Hopper ants Various pollens Reactions to unknown triggers 	<ul style="list-style-type: none"> Reaction to spider or snake bite Reaction to bees and wasp sting Reaction to Hopper ant bites Reaction due to seasonal environment (ie hay fever Oct to Feb) Asthma attack Severe allergic reaction Injury/harm to native wildlife 	<ul style="list-style-type: none"> Groups briefed on snake procedure, closing outside doors, care for native wildlife Regular maintenance of lawns and gardens, footpaths Removal of wasp nests by Council when discovered Supervised interaction with onsite fauna (eg Camp Dog, farm animals, native animals) Participant pre medical information collected by teachers Teachers accompany students to all activity sessions Epi-pens available in kitchen and Admin building Participants to wear enclosed shoes at all times Disclosure of all know allergies Information flyers in common areas start of season 	D2 - Low



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Task or scenario	Hazard/s	Potential Associated Harm	Existing Risk Controls	Risk Rating
Use of machinery and equipment	<ul style="list-style-type: none"> • Unauthorized use of maintenance machinery • Injury from faulty machinery/equipment • Unauthorised roof access 	<ul style="list-style-type: none"> • Injury to self or others by contact with machinery • Electric shock • Caught between moving machinery • Fall from height 	<ul style="list-style-type: none"> • Equipment secured and locked when not in use • Personal protective equipment supplied to appropriate staff • All electrical equipment test and tagged by authorized electrician • 3rd party service providers used for specific plant • Limit use of large machinery to times minimal clients on site • Staff trained and familiar with operational procedures • Pre job tool box discussions/meetings • Organisational Work Directives and Standard Operating Procedures • Radios, duress alarms and phones carried to all jobs • Repairs logged on job register • Keys are removed from vehicle ignition • Retired equipment is disabled and removed from site • 'Working at height' permits required 	E2 - Low



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Mylor Adventure Camp – Adventure Activities

Task or scenario	Hazard/s	Potential Associated Harm	Existing Risk Controls	Risk Rating
Group Program Facilitation	<ul style="list-style-type: none"> Unsafe practices Inadequate supervision Insufficient knowledge and skill Injured by other participant Become separated from group 	<ul style="list-style-type: none"> Physical or psychological injury Behavioral related incident 	<ul style="list-style-type: none"> Facilitator to hold certificate 3 or above in Outdoor Recreation and or equivalent Baptist Care SA has work directives and standard operating procedures in place for all activities Clear facilitator : participant ratios for each activity Staff briefing before each program commences All staff carry radios and duress alarms Emergency response plan in place and practiced by all staff Set up check lists in place Ongoing staff development and update information sessions for all staff membership and representation on Outdoor Committee Member of Christian Venues Association, Australian Camps Association, Recreation SA & OEASA 	D2 - Low
Pool	<ul style="list-style-type: none"> 1.6m deep pool Chemicals in plant room Un-authorized entry/Inadequate supervision 	<ul style="list-style-type: none"> Drowning Contact with and/or ingestion of chemicals 	<ul style="list-style-type: none"> MAC facilitated pool activities supervised by qualified personnel (minimum Pool Lifeguard) Self-facilitated pool activities must be supervised by qualified personnel Pool is enclosed and locked when not in use Signage compliant with SA Health 'Operation of Public Swimming Pool' guidelines SOPs in place for pool activities Type 2 PFD are available Rescue equipment is on hand Activities facilitated within industry standard ratios Chemicals stored in locked plant room and chemical store room Chemical spill facilities in place 	E3 - Medium



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Task or scenario	Hazard/s	Potential Associated Harm	Existing Risk Controls	Risk Rating
High Ropes Elements (including flying fox and giant swing)	<ul style="list-style-type: none"> • Failure of structure or equipment • Incorrect fitting of harness • Incorrect use of hardware 	<ul style="list-style-type: none"> • Injury due to fall from height • Entanglement • Injury from unsupervised access • Physiological harm 	<ul style="list-style-type: none"> • Qualified (<i>High Ropes Facilitator</i>) and experienced staff engaged to facilitate activities • Safety equipment (ropes, harnesses, helmets) checked prior to each use. • Safety Briefing conducted with participants • Construction complies with current Australian standards and relevant building codes • Annual inspection by independent certified engineer • High Ropes course, Giant Swing and Flying Fox are registered with WorkSafe SA as 'Amusement Devices'. • Maintenance Schedule including; <ul style="list-style-type: none"> ▪ Daily use, set up, de-rig, checklist, visual inspection ▪ Quarterly maintenance regime ▪ Annual Inspection by independent certified engineer ▪ Maintenance reporting mechanisms in place • All activities de-rigged daily • Signage and client briefings upon arrival • No self-belay activities • SOP for each high element 	E5 - Medium
Low ropes elements	<ul style="list-style-type: none"> • Failure of structure • Cable ends can be accessed • Assembled around tress and located within tree canopy • Fall from equipment 	<ul style="list-style-type: none"> • Injury due to trip from cable • Collide with other person • Collide with object • Struck by falling limb 	<ul style="list-style-type: none"> • Safety briefing • Soft fall landing area as per Australia Standards • Construction complies with current Australian standards and relevant building codes • Spotting activities precede use of cable • Participants wear helmets • Cable ends are covered • Site has a tree audit, independent service personnel inspect and maintain tree health annually • In extreme temperature changes activities amongst trees are relocated and or substituted • Facilitated by qualified staff only 	D2 - Medium



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Bike riding	<ul style="list-style-type: none"> • Fall off bike • Collide with object • Become lost from group • Damage to property due to improper use of equipment • Inappropriate access to activity area 	<ul style="list-style-type: none"> • Personal injury • Damage to equipment 	<ul style="list-style-type: none"> • Activities facilitated by experienced staff • All participants and staff wear suitable helmets • Industry ratios • Radios carried by staff • Information session precedes riding • Boundaries established • Bike trail designed and built to industry standard by certified builder • Access to activity limited to scheduled program times 	C2 - Medium
Water based activities on river	<ul style="list-style-type: none"> • Moving body of water (Onkaparinga River) • Underwater snags/hazards • Collide with another boat/object • Capsize from boat/craft • Pinned against fixed object • River level rises 	<ul style="list-style-type: none"> • Drowning • Entrapment • Hypothermia 	<ul style="list-style-type: none"> • Activities facilitated by qualified staff (<i>Flatwater Kayak/Canoe</i> minimum) • Minimum of 2 instructors on water with a group • PFD Type 2 worn by all participants • Safety briefing conducted with participants • SOP for each activity • Staff carry rescue equipment in boats • Outdoor heated shower deck • Head count pre and post activities • Water activities facilitated within industry standard participant to staff ratios • Monitoring of BOM data • Program/activities adjusted to suit skill level 	E4 - Medium
Archery	<ul style="list-style-type: none"> • Struck by arrow • Bow recoil • People entering the archery range area whilst in use 	<ul style="list-style-type: none"> • Injury to participant – struck by arrow • Bow string impacting arm • Damage to equipment 	<ul style="list-style-type: none"> • Experienced staff engaged to facilitate activities • SOP for each activity, including safety briefings prior to commencing activity • Staff carry essential First Aid and emergency equipment • Activities facilitated within industry standard ratios • Staff modify activities to match the needs/skills of the participants • Regular maintenance of activity equipment • Archery range inspected by staff for wandering fauna • Programmed activities scheduled to limit access to archery range 	E2 - Low



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Consequence					
People	<i>Injuries not requiring First Aid</i>	<i>First Aid required</i>	<i>Medical treatment required</i>	<i>Hospital admission required</i>	<i>Death or permanent disability to one or more persons</i>

			<i>Insignificant 1</i>	<i>Minor 2</i>	<i>Moderate 3</i>	<i>Major 4</i>	<i>Severe 5</i>
L i k e l y h o o d	<i>Is expected to occur in most circumstances</i>	Almost Certain A	Medium	High	High	Very High	Very High
	<i>Will probably happen in most circumstances</i>	Likely B	Medium	Medium	High	High	Very High
	<i>Could occur at some time</i>	Possible C	Low	Medium	High	High	Very High
	<i>Not likely to occur in normal circumstances</i>	Unlikely D	Low	Low	Medium	Medium	High
	<i>May occur only in exceptional circumstances</i>	Rare E	Low	Low	Medium	Medium	Medium

Risk Matrix