

Risk Assessment for Accommodation



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Reviews

Complete By	Revision Date	Approved By	Approval Date
P Bebb	13/09/2018	A Daykin	13/09/2018

Risk level	Action required/approval
Low Little chance of incident or injury	✓ Obtaining parental permission is recommended

Description

Apex Camps offers a variety of accommodation options for school's and groups whilst staying onsite. All student accommodation is provided in bunk bed style and supervisors accommodation in single beds.

Bunk Bed Recommendation

Top bunks and elevated beds are dangerous and are NOT recommended for children under nine years old.

Catering

Apex Camps catering team is responsible for all meals provided to visiting groups. Self catering is not permissible at any Apex Camps site unless prior approval is given by the Camp Manager. All meals are prepared fresh onsite by qualified kitchen staff. Catering for special diets is provided.

Group Supervision

All groups/schools staying with Apex Camps must be accompanied by responsible adults for the duration of their stay. Teachers/Supervisors are responsible for controlling all behavioural issues from the camp attendees at all times, including during activities.

First Aid/Accident/Incidents/Injuries

Supervisors/Teachers are responsible for supplying all first aid items required during their stay. It is mandatory that all accidents/incidents and injuries be reported to APEX staff and the appropriate paperwork be completed as required by APEX staff whilst on camp.

In assessing the level of risk, considerations such as the likelihood of an incident happening in combination with the seriousness of a consequence are used to gauge the overall risk level for an activity. The matrix below has been used as a guide to assist with developing the risk assessment:

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
5 Almost Certain	Medium	Medium	High	Extreme	Extreme
4 Likely	Low	Medium	High	High	Extreme
3 Possible	Low	Medium	High	High	High
2 Unlikely	Low	Low	Medium	Medium	High
1 Rare	Low	Low	Low	Low	Medium

Risk Level	
Low	Little chance of incident or serious injury.
Medium	Some chance of an incident and injury requiring first aid.
High	Likely chance of a serious incident and injury requiring medical treatment.
Extreme	High chance of a serious incident resulting in highly debilitating injury.

Hazards and control measures

Listed below are the indicative hazards/risks and the control measures.

Hazards/Risks	Control Measures
Fire <ul style="list-style-type: none">• Burns• Scalds• Smoke Inhalation	<ul style="list-style-type: none">• No open flames are allowed on site• Smoking is to be conducted in the designated smoking area off site• No gas stoves/cooktops allowed on site• No self catering allowed on site, unless with Camp Managers approval• Camp fire is only allowed as an APEX activity and will not be used in windy/dangerous conditions or as advised by QLD Rural Fire Service• In the event that there is a fire, all people on site are to evacuate to the Emergency Evacuation Area. Alert Apex staff of the fire and APEX Fire wardens will assess the situation and commence appropriate action.• All smoke alarms are functionally tested as per AS3786-2014• All fire fighting equipment is tested as per AS1851• All Emergency/Exit lights tested as per AS2293.2:1995• Fire fighting equipment is readily available and is only to be used in an emergency• Evacuation procedure is describe during the induction of every group
Slips & Trips <ul style="list-style-type: none">• Injuries	<ul style="list-style-type: none">• All standing water is to be mopped up by the camp attendees. APEX supplies mops, brooms and dustpans for self cleaning as required• Accommodation walkways are to be kept clear of objects, bags and belongings• Supervisors/Teachers are responsible for maintaining a safe environment for people within their care.• All accidents/injuries/incidents are to be reported to an APEX staff member ASAP.• No running is allowed in the accommodation buildings• Care is to be taken when traversing staircases, maintain 3 points of contact.
Electrical safety <ul style="list-style-type: none">• Electrocutation• Burns	<ul style="list-style-type: none">• All electrical circuits are protected by an RCD (Residual Current Device)• All RCD's are tested as per AS3760:2010• All APEX electrical equipment is tested as per Section 26 of the Electrical Safety Regulations 2013• All electrical equipment brought to the camp is to be certified electrically safe (Test and Tag) as per S26 of the Electrical Safety Regulations 2013
Bunk Beds	<ul style="list-style-type: none">• Top Bunks are not recommended for children under the age of nine years old• Do not stand up in the bunkbeds• Do not rock the bunkbeds