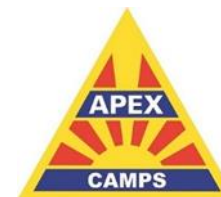


Risk Assessment for Camp Grounds



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Reviews

Complete By	Revision Date	Approved By	Approval Date
R Shanks	23/07/2018	A Daykin	23/07/2018

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

Description

Apex Camps is set on 10 acres of maintained bushland and gardens. The Camp ground includes the multi use basketball/tennis court, outdoor chapel, outdoor seating areas, open play grass areas, cricket pitch and field, bus shelter and all other areas not listed in a separate Risk Assessment. The Camp grounds and gardens are maintained to facilitate the use of the open play areas for camps and groups

Mandatory

All people on the Camp must wear enclosed shoes and appropriate clothing for the elements.
All “no entry” and “out of bounds” signs must be adhered to whilst on the camp grounds.
The carpark is out of bounds to children whilst at the Camp
Obey all directions from Apex staff at all times
Do not enter any areas that are fenced off
Do not enter/use any obstacles in the Mud Pit challenge course unless it is as an Apex led activity

Group Supervision

All groups staying with Apex Camps must be accompanied by responsible adult/s for the duration of their stay. Teachers/Supervisors are responsible for controlling all behavioural issues from the camp attendees at all times.

First Aid/Accidents/Incidents/Injuries/Near Miss

Supervisors/Teachers are responsible for supplying all first aid items required during their stay. It is mandatory that all accidents/incident/injuries/near misses 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/Risks	Control Measures
<p>Fire</p> <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 management 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. • Evacuation procedure is describe during the induction of every group
<p>Slips & Trips</p> <ul style="list-style-type: none"> • Injuries 	<ul style="list-style-type: none"> • Enclosed shoes are to worn at all times whilst on the camp grounds and during activities • Care is to be taken to prevent falls and trips whilst on the camp ground • Torches are recommended to use whilst engaging in night activities on the camp grounds
<p>Environmental conditions</p> <ul style="list-style-type: none"> • Weather • Surfaces • Surrounds 	<ul style="list-style-type: none"> • Assess forecasted weather conditions before and during your stay on camp (e.g. temperature, storms) • Appropriate clothing is to be worn whilst on camp as per the weather conditions • Check and assess surrounds for loose items, debris and hazards and suitability for participants. • Ensure adequate sun protection during outside activities • Hats and sunscreen is to be worn when outside during daylight hours
<p>Bunk Beds</p> <ul style="list-style-type: none"> • Falls 	<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
<p>Out of bounds areas</p> <ul style="list-style-type: none"> • Carpark • Mud Pit course • Sheds • Pool • Fenced areas 	<ul style="list-style-type: none"> • Children are not allowed in the carpark whilst attending the camp • The Mud Pit challenge course is not to be used outside of the scheduled activities. • Children are not to use the camp pool unless under the direct supervision of Activity staff/Teachers/Supervisors (refer pool Risk Assessment) • All fenced areas are not for use outside of the designated activity time • All “No Entry” and “Out of Bounds” signed areas are to be observed