

Camp Clayton Risk Assessment



Risk ref No.	Division	Department / Event	Activity/Hazard	What is the harm that the hazard could cause?	Assessment of Likelihood	Assessment of Consequence	Grade (combined Likelihood and Seriousness)	Change	Date of Review	Mitigation Actions (Preventative or Contingency)	Responsibility for mitigation action(s)	Date Due	Date Completed	Maintenance and review
	Operations	Activities												
	Operations	Activities	Trampoline											
	Operations	Activities	Stabbing, Shearing, Puncture	Foot injury from tanbark, prickle, sticks, splinters and grasses	Likely	Minor	Medium	No Change	Apr-26	1. Footwear to be worn at all times when participants are not jumping on the trampoline 2. Area to be cleared of all debris, large sticks, etc. prior to commencing activity 3. Socks to be worn where possible on trampoline to prevent grazing	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Striking	Interference from other participants causing injury to the participant jumping or waiting	Unlikely	Moderate	Low	No Change	Apr-26	1. Only one person per trampoline at any given time (eg. No double bouncing) 2. No shoes to be worn when on the trampoline 3. Stay within your limits to avoid injury 4. Adult supervisor present to control participant behaviour and interactions 5. No participants who are waiting are to be on the trampoline or frame to prevent interference with the person jumping	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Slip-Trip-Fall	1. Injury from landing on or falling of trampoline and onto hard surface 2. Injury from inadvertently walking or driving onto trampoline	Possible	Moderate	Medium	Updated	Apr-26	1. Mats to cover the springs and frame to prevent limbs slipping through 2. Mats and turf is placed around edge of trampoline to create a softer fall environment 3. Trampolines are at ground level to reduce potential fall height 4. Fences and lockable gate around trampolines 5. Only one person per trampoline at any given time (eg. no walking, sitting or standing on mat by others) 6. No shoes to be worn when on trampoline 7. Stay within your limits to avoid injury 8. Adult supervisor present to control participant behaviour and interactions 9. No participants who are waiting are to be on the trampoline or frame to prevent interference with the person jumping 10. Debris to be cleared from area prior to activity commencing 11. Activity warning sign	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Biological material	Exposure to body fluids (e.g. Blood, saliva, sweat)	Unlikely	Minor	Low	No Change	Apr-26	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect, animal and/or organism	Rare	Major	Medium	No Change	Apr-26	1. Check area and equipment for presence of insects and/or animals 2. First aid training 3. EpiPen readily available 4. Keeping activity area clear to fauna 5. Pest Control site wide contract	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Structural Failure	Damage to equipment through accidental use or misuse	Rare	Moderate	Low	No Change	Apr-26	1. All equipment is regularly checked and recorded for damage and removed from use until appropriate repairs are carried out 2. Do not use if excessive wear or damage is evident 3. Shoes are not to be worn on trampolines	Manager, staff and clients			Accept the risk routine management
	Operations	Activities	Medical	1. Asthma or Anaphylaxis reaction 2. First aid incident	Likely	Moderate	High	No Change	Apr-26	1. EpiPen and puffers to be easily accessible if not present 2. Instructor or supervisor to be aware of medical conditions among participants 3. Supervisor to hold or have access to someone who holds a first aid qualification	Manager, staff and clients	Jun-26	Apr-26	Quarterly management review
	Operations	Activities	Environmental exposure	1. Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or clients 2. Inclement weather 3. Lightning and strong winds	Likely	Minor	Medium	No Change	Apr-26	1. Scheduled breaks 2. Access to sun cream, water and appropriate clothing 3. Inclement weather policy	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Possible	Minor	Medium	No Change	Apr-26	1. All participants addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2. Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3. Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Specific responsibility and treatment
	Operations	Activities	Unsupervised usage	Injury as a result from using activity equipment unsupervised	Possible	Minor	Medium	No Change	Apr-26	1. Activity warning sign of supervised activity only - ORANGE 2. Adult supervisor present to control participant behaviour and interactions	Manager, staff and clients			Specific responsibility and treatment

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Operations	Activities												
Operations	Activities	Tower - Rockwall											
Activity Classification	This activity is classified as a high-risk aerial activity involving fall-from-height hazards during vertical climbing on an engineered structure.												
Core Hazard Statement	Primary risks include fall from height, incorrect belay or lowering, equipment misuse, and falling objects from climbers or platform.												
Operations	Activities	Entanglement / Entrapment	1. Injury from entanglement in belay ropes and/or device 2. Injury from getting fingers stuck in rock holds	Unlikely	Minor	Low	No Change	Apr-26	1. Correct belay technique 2. Correct and clear instruction 3. Removal of loose clothing, long hair tied back, remove jewellery	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Crushing	Injury from participant lowered onto those below	Possible	Minor	Medium	No Change	Apr-26	1. Non-participants of soft fall area 2. Clear belay area 3. Correct instruction	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Cutting	1. Cut from sharp edges on rocks and walls 2. Injury from placing hand on pulley when rope running through it 3. Cut from broken frayed wires 4. Cut from barb wire farm fences	Rare	Minor	Low	No Change	Apr-26	1. LANDSCAPE pre-activity survey 2. ABCDEF pre-activity check 3. Clear and correct activity instruction 4. Appropriate footwear and clothing during activity 5. Quarterly compliance inspection 6. Annual external audit	Manager, staff and clients	Jun-26	Mar-26	Accept the risk routine management
Operations	Activities	Stabbing, Shearing, Puncture	1. Splinters from wall or platform 2. Injury from broken frayed wires	Possible	Minor	Medium	No Change	Apr-26	1. LANDSCAPE pre-activity survey 2. ABCDEF pre-activity check 3. Correct instruction participant 4. Quarterly compliance inspection	Manager, staff and clients	Jun-26	Mar-26	Specific responsibility and treatment
Operations	Activities	Friction	1. Rope burn from participant on belay ropes and/or device 2. Damage ropes on front edge of overhang due to friction	Possible	Insignificant	Low	No Change	Apr-26	1. Good belay technique 2. Correct instruction	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Striking	1. Fall from wall – swing into wall/rocks 2. Items falling from participant (from pockets etc) 3. Items falling from platform (from equipment etc) 4. Participant striking belayer 5. Unsafe situation due too much belay rope out 6. Hitting ground on decent	Possible	Moderate	Medium	Updated	Apr-26	1. Correct belay technique 2. Correct instruction participant 3. Exclusion area under activity 4. Clear belay area 5. Have participants remove items from pockets and clothing that is likely to fall 6. Have all equipment secured, trained Camp Clayton staff to be on platform if in use 7. Correct instruction to belayers 8. Belay ropes to be kept taught 9. Correct lowering technique	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Slip-Trip-Fall	1. Falling or tripping over objects on ground (i.e. ropes) 2. Fall from wall (on belay)	Rare	Moderate	Low	Updated	Apr-26	1. LANDSCAPE pre-activity survey 2. Correct belay technique 3. Use of belay line 4. Correct belay technique 5. Correct belay calls 6. Personal protective equipment 7. Soft/Barked area underneath wall 8. ABCDEF activity checks 9. Opposite & opposed carabiners 10. Self locking belay devices 11. Quarterly compliance inspections	Manager, staff and clients	Jun-26	Mar-26	Accept the risk routine management
Operations	Activities	Manual Handling / Ergonomics	1. Injury from setting or packing up equipment 2. Injury from belaying participants 3. Repetitive movement belaying 4. Repetitive movement carabiners	Likely	Insignificant	Low	No Change	Apr-26	1. Correct lifting technique 2. Correct belay technique 3. Belayer assess & observe 4. Correct belay technique 5. Designated breaks 6. Self assess – instructor to only lift what they are comfortable lifting 7. Use of tri-lock carabiners	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Medical	1. Asthma or Anaphylaxis reaction 2. First aid incident	Rare	Moderate	Low	No Change	Apr-26	1. First aid trained person available 2. First aid equipment readily available and check frequently 3. Emergency Procedures available and up to date	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Structural Failure	1. Failure of Tower infrastructure 2. Failure of belay infrastructure 3. Harness/devices/ropes	Rare	Major	Medium	No Change	Apr-26	1. Constructed in accordance with Australian Standards 2. LANDSCAPE pre-activity survey 3. ABCDEF activity check 4. Quarterly compliance inspections 5. Annual external audit	Manager	4. 7/2026 5. 10/2026	4. 3/2026 5. 10/2025	Specific responsibility and treatment
Operations	Activities	Equipment failure	Injury caused by; Incorrect use of, or worn equipment, including; Harness / lanyards / carabiners / pulley / helmet etc.	Unlikely	Minor	Low	No Change	Apr-26	1. LANDSCAPE pre-activity survey 2. ABCDEF pre-activity check 3. Participants are attached to two independent rope lanyards 4. Program staff are trained to recognize worn or faulty equipment 5. Regular equipment checks are completed and recorded, and equipment usage is logged 6. Equipment is used, maintained, stored and replaced in accordance with recommended guidelines	Manager, staff and clients			Accept the risk routine management
Operations	Activities	House Keeping	Unsafe situation from farm equipment being left out	Rare	Insignificant	Low	No Change	Apr-26	LANDSCAPE inspection	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Unlikely	Insignificant	Low	No Change	Apr-26	1. All participants addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2. Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3. Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Biological material	Exposure to body fluids (e.g. Blood, saliva, sweat)	Possible	Minor	Medium	No Change	Apr-26	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect, animal and/or organism	Rare	Major	Medium	No Change	Apr-26	1. Check area and equipment for presence of insects and/or animals 2. All participants to wear appropriate footwear 3. Availability of first aid trained staff member 4. EpiPen and first aid equipment readily available 5. Stay on formed paths when walking to and from beach	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Environmental exposure	1. Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2. Inclement weather 3. Lightning and strong winds	Likely	Minor	Medium	No Change	Apr-26	1. Access to sun cream, water and appropriate clothing for changing weather conditions (e.g. hat) 2. Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 3. Inclement weather policy	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Unsupervised usage	1. Injury as a result from entering platform unsupervised 2. Injury from climbing wall unsupervised or without safety equipment	Rare	Minor	Medium	Updated	Apr-26	1. Access to activity restricted by gate and signed accordingly - RED 2. Activity equipment not left out unsupervised 3. Activity is only to be operated or supervised by staff who are trained and assessed as competent in accordance with Camp Clayton's policies and procedures	Manager, staff and clients			Specific responsibility and treatment

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Operations	Activities												
Operations	Activities	Abseil - off site											
Activity Classification	This activity is classified as a high-risk aerial activity involving controlled descent from height using rope and belay systems.												
Core Hazard Statement	Primary risks include fall from height, uncontrolled descent, incorrect use of equipment, rope or anchor failure, and environmental hazards such as loose rock.												
Operations	Activities	Entanglement / Entrapment	1. Injury from entanglement in belay ropes and/or device 2. Injury from getting fingers stuck in abseil wall	Unlikely	Minor	Low	No Change	Apr-26	1. Top managed belay system allows immediate intervention participant is hoisted up or main line is un-loaded to release tension 2. Correct and clear instruction on how to use figure eight descent device 3. Removal of loose clothing, long hair tied back, remove jewellery 4. Rescue equipment to be readily available and staff trained to rescue participants	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Crushing	Injury from participant lowered onto those below	Possible	Minor	Medium	No Change	Apr-26	1. Non-participants away from landing area 2. Correct and clear instruction	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Cutting	Cut from sharp edges on rocks and wall	Rare	Minor	Low	No Change	Apr-26	1. Pre-activity survey 2. ABCDEF pre-activity check 3. Clear and correct activity instruction 4. Appropriate footwear and clothing during activity	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Stabbing, Shearing, Puncture	Splinters from vegetation and wall	Possible	Minor	Medium	No Change	Apr-26	1. Pre-activity survey 2. ABCDEF pre-activity check 3. Correct and clear instruction	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Friction	1. Rope burn from participant on belay ropes and/or device 2. Damage ropes on front edge due to friction	Possible	Insignificant	Low	No Change	Apr-26	1. Good belay technique 2. Correct and clear instruction 3. Use of edge protection on sharp rocks 4. Use of gloves where rope burn is possible 5. Correct body positioning included in brief 6. Speed of descend controlled with safety rope	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Striking	1. Fall from wall – swing into wall/rocks 2. Items falling from participant (from pockets etc) 3. Items falling from ledge (from equipment, rocks etc) 4. Unsafe situation due too much belay rope out 5. Hitting ground on decent	Possible	Moderate	Medium	Updated	Apr-26	1. Correct belay technique 2. Correct and clear instruction 3. Brief all participant on falling rock procedure (shout "ROCK") 4. Helmets must be worn when abseiling or at bottom of cliff 5. Exclusion area under activity 6. Have participants remove items from pockets and clothing that is likely to fall 7. Have all equipment secured on edge 8. No throwing stones	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Slip-Trip-Fall	1.Falling or tripping over objects on ground (i.e. ropes) 2.Fall from wall (on belay)	Possible	Moderate	Medium	No Change	Apr-26	1. Ensure good housekeeping have equipment neatly arranged or put away 2. Staff need to be vigilant and in constant attendance and prepared for rescue with a pre-rigged rescue system 3. Correct instructions on how to conduct oneself during the abseil 4. ABCDEF Safety Checks before participant commences activity 5. Rescue kit to be easily accessible to staff in case of rescue	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Manual Handling / Ergonomics	1.Injury from setting or packing up equipment 2.Injury from belaying participants 3.Repetitive movement belaying 4.Repetitive movement carabiners	Likely	Insignificant	Low	No Change	Apr-26	1. Correct lifting technique 2. Correct belay technique 3. Belay assess & observe 4. Correct belay technique 5. Designated breaks 6. Self assess – instructor to only lift what they are comfortable lifting\\ 7. Use of tri-lock carabiners	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Rare	Moderate	Low	No Change	Apr-26	1. First aid trained person available 2. First aid equipment readily available and check frequently 3. Emergency Procedures available and up to date	Manager, staff and clients	Jun-26	Apr-26	Accept the risk routine management
Operations	Activities	Anchor point failure	Use of appropriate SERENE anchors	Rare	Major	Medium	No Change	Apr-26	Constructed in accordance with training	Manager			Specific responsibility and treatment
Operations	Activities	Equipment failure	Injury caused by; Incorrect use of, or worn equipment, including: Harness / lanyards / carabiners / pulley / helmet etc.	Unlikely	Minor	Low	No Change	Apr-26	1. ABCDEF pre-activity check 2. Participants are attached to two independent ropes at all times when at height 3. Program staff are trained to recognise worn or faulty equipment 4. Regular equipment checks are completed and recorded, and equipment usage is logged 5. Equipment is used, maintained, stored and replaced in accordance with recommended guidelines	Manager, staff and clients			Accept the risk routine management
Operations	Activities	House Keeping	Unsafe situation from equipment being left out	Rare	Insignificant	Low	No Change	Apr-26	Ensure good housekeeping have equipment neatly arranged or put away	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Psychological	1. Conflict within the group and/or inappropriate participant behavior 2. Conflict or inappropriate behavior with other users in area	Unlikely	Insignificant	Low	No Change	Apr-26	1. All participants addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2. Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3. Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Biological material	Exposure to body fluids (e.g. Blood, saliva, sweat)	Possible	Minor	Medium	No Change	Apr-26	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouth guards, towels and drink bottles are not shared	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect, animal and/or organism	Rare	Major	Medium	No Change	Apr-26	1. Check area and equipment for presence of insects and/or animals 2. All participants to wear appropriate footwear 3. Availability of first aid trained staff member 4. EpiPen and first aid equipment readily available 5. Stay on formed paths when walking to and from assembly point	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Environmental exposure	1.Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2.Inclement weather 3.Lightening and strong winds	Likely	Minor	Medium	No Change	Apr-26	1. Check weather conditions before commencing the activity 2. Access to sun cream, water and appropriate clothing for changing weather conditions (e.g. hat) 3. Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 4. Inclement weather policy	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Operator fatigue	Unsafe situation from fatigue of operator/staff	Rare	Minor	Low	No Change	Apr-26	Regular breaks, rotation and checks to ensure operator is not fatigued	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Participant	1. Participant 'freezing' on wall 2. Ill prepared participant	Possible	Minor	Low	No Change	Apr-26	1. Participants briefed on nature of activity, adoption of challenge by choice theme 2. Use of good and clear instructions and identification of possible participant issues 3. Instructor to conduct program at participant's level of skill and competence 4. Reassuring atmosphere and careful guidance from staff 5. Rescue kit on standby if required	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Unsupervised usage	1.Injury as a result from entering platform unsupervised 2.Injury from climbing wall unsupervised or without safety equipment	Rare	Minor	Medium	Updated	Apr-26	1. Access to activity restricted by gate and signed accordingly - RED 2. Activity equipment not left out unsupervised 3. Activity is only to be operated or supervised by staff who are trained and assessed as competent in accordance with Camp Clayton's policies and procedures	Manager, staff and clients			Specific responsibility and treatment

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Operations	Activities												
Operations	Activities	Tower - Flying Fox											
Activity Classification	This activity is classified as a high-risk aerial activity involving fall-from-height hazards and participant movement at height via an engineered cable system.												
Core Hazard	Primary risks include uncontrolled speed, landing impact, incorrect braking, equipment failure, and environmental factors such as wind affecting trajectory.												
Operations	Activities	Entanglement / Entrapment	1.Entanglement in belay ropes 2.Entanglement in belay device 3.Entanglement of Hair and jewellery 4.Fingers caught in trolley	Rare	Moderate	Low	No Change	Apr-26	1.Correct instruction participants 2.Removal of loose clothing, long hair tied back 3.Correct length strop used for activity 4.Long hair to be tied back in a low style so the helmet may be fitted correctly 5.There should be no loose jewellery or objects worn that may become entangled 6.Clothing should be tucked away under the harness	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Crushing	Participant lowered onto those below	Rare	Minor	Low	No Change	Apr-26	1.Exclusion area under activity 2.Correct instruction participant	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Cutting	1.Injury from hand on pulley 2.Injury from broken or frayed wires 3.Injury from sharp edges	Rare	Insignificant	Low	No Change	Apr-26	1. LANDSCAPE pre-activity survey 2. Correct instructions participant 3. Quarterly inspection	Manager, staff and clients	Jun-26	Mar-26	Accept the risk routine management
Operations	Activities	Stabbing, Shearing, Puncture	1. Splinters from poles 2. Broken frayed wires or staples	Possible	Minor	Medium	No Change	Apr-26	1. LANDSCAPE pre-activity survey 2. Quarterly inspection	Manager, staff and clients	Jun-26	Mar-26	Specific responsibility and treatment
Operations	Activities	Friction	1.Rope burn from holding /grabbing wire while moving 2.Injury from participant on belay ropes 3.Rope damage due to ropes on edge platform	Possible	Major	Medium	No Change	Apr-26	1.LANDSCAPE pre-activity survey 2.ABCDEF Pre-Activity Check 3.Correct length strop used for activity 4.Correct instruction participant 5.Good belay technique 6.Platform edge smooth and round where rope goes over edge	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Striking	1.Participants striking wire on landing 2.Participants striking assistant on landing 3.Rolling ankle on landing 4.Hitting ground on decent 5.Items falling from platform (from equipment etc.) 6.Items falling from participants (from pockets etc) 7.Trolley falling at placement/removing from wire	Possible	Moderate	Low	Updated	Apr-26	1.LANDSCAPE pre-activity survey 2.ABCDEF pre-activity check 3.Correct and clear instruction participant and assistant 4.Exclusion area under activity 5.Clear belay area. 6.Appropriate footwear and clothing to be worn 7.Correct belaying technique 8.Correct lowering technique participant 9.Have equipment secured, trained Camp Clayton staff to be on platform if in use 10.Have participants remove items from pockets and clothing that is likely to fall	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Slip-Trip-Fall	1.Objects on ground (i.e. ropes) 2.Fall from wall (on belay)	Rare	Moderate	Low	Updated	Apr-26	1.LANDSCAPE pre-activity survey 2.ABCDEF pre-activity check 3.Correct belay technique and calls 4.Use of Personal protective equipment by staff 5.Soft/Barked area underneath wall 6.Use of opposite & opposed carabiners 7.Use of self locking belay devices 8.Quarterly compliance inspections of activity	Manager, staff and clients	Jun-26	Mar-26	Accept the risk routine management
Operations	Activities	Manual Handling / Ergonomics	1.Equipment during setup/pulldown 2.Belaying participants 3.Repetitive movement belaying 4.Repetitive movement carabiners	Likely	Insignificant	Low	No Change	Apr-26	1.Correct lifting technique 2.Correct belay technique 3.Belayer assess & observe 4.Designated breaks 5.Self assess – instructor to only lift what they are comfortable lifting 6.Use of tri-lock carabiners	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Rare	Moderate	Low	No Change	Apr-26	1.First aid trained person available 2.First aid equipment readily available and check frequently 3.Emergency Procedures available and up to date	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Structural Failure	1.Failure of Tower infrastructure 2.Failure of belay infrastructure 3.Wire anchor points 4.Harness/devices/ropes	Rare	Major	Medium	No Change	Apr-26	1.Constructed in accordance with Australian Standards 2.LANDSCAPE pre-activity survey 3.ABCDEF activity check 4.Quarterly compliance inspections 5.Annual external audit	Manager	4. 7/2026 5. 08/2026	4. 3/2026 5. 10/2025	Specific responsibility and treatment
Operations	Activities	Equipment failure	Injury caused by; 1. Incorrect use of, or worn equipment, including; 2. Harness / lanyards / carabiners / pulley / helmet etc.	Unlikely	Minor	Low	No Change	Apr-26	1.LANDSCAPE pre-activity survey 2.ABCDEF pre-activity check 3.Participants are attached to two independent rope lanyards 4.Program staff are trained to recognize worn or faulty equipment 5.Regular equipment checks are completed and recorded, and equipment usage is logged 6.Equipment is used, maintained, stored and replaced in accordance with recommended guidelines	Manager, staff and clients			Accept the risk routine management
Operations	Activities	House Keeping	Farm equipment left out	Rare	Insignificant	Low	No Change	Apr-26	LANDSCAPE inspection	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Unlikely	Insignificant	Low	No Change	Apr-26	1 All participants addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2. Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3. Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Biological material	Exposure to body fluids (e.g. Blood, saliva, sweat)	Possible	Minor	Medium	No Change	Apr-26	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect, animal and/or organism	Rare	Major	Medium	No Change	Apr-26	1. Check area and equipment for presence of insects and/or animals 2. All participants to wear appropriate footwear 3. Availability of first aid trained staff member 4. EpiPen and first aid equipment readily available 5. Keeping activity area clear to fauna 6. Site wide pest control management contract	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Environmental exposure	1.Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2.Inclement weather 3.Lightening and strong winds	Likely	Minor	Medium	No Change	Apr-26	1.Access to sun cream, water and appropriate clothing for changing weather conditions (e.g. hat) 2.Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 3.Inclement weather policy	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Unsupervised usage	1.Injury as a result from entering platform unsupervised 2.Injury from climbing wall unsupervised or without safety equipment	Rare	Minor	Medium	Updated	Apr-26	1. Access to activity restricted by climbing points out of reach 2 Access to activity restricted by gate and signed accordingly - RED 3. Activity equipment not left out unsupervised 4. Activity is only to be operated or supervised by staff who are trained and assessed as competent in accordance with Camp Clayton's policies and procedures	Manager, staff and clients			Specific responsibility and treatment

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Operations	Activities												
Operations	Activities	Flying Fox											
Activity Classification	This activity is classified as a high-risk aerial activity involving fall-from-height hazards and participant movement at height via an engineered cable system.												
Core Hazard Statement	Primary risks include uncontrolled speed, landing impact, incorrect braking, equipment failure, and environmental factors such as wind affecting trajectory.												
Operations	Activities	Entanglement / Entrapment	Injury from participant getting fingers caught in trolley	Rare	Moderate	Low	No Change	Apr-26	1. Correct length stop 2. Correct instruction	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Crushing	Participant or instructor injured from tree or tree limbs falling	Rare	Major	Medium	Updated	Apr-26	1. LANDSCAPE pre-activity survey 2. Not to be used in high winds 3. 5 yearly arborist inspections	Manager, staff and clients	2028	2023	Specific responsibility and treatment
Operations	Activities	Cutting	Participant or instructor injured as a result of frayed wires	Unlikely	Minor	Low	No Change	Apr-26	1. LANDSCAPE pre-activity survey 2. Quarterly inspection	Manager, staff and clients	Jul-26	Apr-26	Quarterly management review
Operations	Activities	Stabbing, Shearing, Puncture	1. Participant or instructor injured as a result of frayed wires 2. Participant or instructor injured as a result splinters from platform/trees	Unlikely	Minor	Medium	No Change	Apr-26	1. LANDSCAPE pre-activity survey 2. Quarterly inspection	Manager, staff and clients	Jul-26	Apr-26	Specific responsibility and treatment
Operations	Activities	Friction	Participant injured from holding/grabbing wire while moving	Rare	Moderate	Low	No Change	Apr-26	1. Correct length stop used for activity 2. Correct instruction of participants	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Striking	1. Participant striking wire on landing 2. Participant striking assistant on landing 3. Rolling ankle on landing 4. Striking platform gate on exit 5. Hit by rock thrown by other participants	Possible	Minor	Medium	No Change	Apr-26	1. LANDSCAPE pre-activity survey 2. Correct instruction of participant and assistant about activity	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Slip-Trip-Fall	1. Objects on ground (i.e. rocks, sticks) 2. Fall from platform/stairs 3. Fall from zip line	Rare	Moderate	Low	Updated	Apr-26	1. LANDSCAPE pre-activity survey 2. ABCDEF pre-activity check 3. Platform and stairs free of large debris 4. Gate closed when activity not in use 5. Gate operated only by activity staff when participant is hooked up 6. Landing and path clear of large debris 7. Use of 2x opposite & opposed carabiners 8. Use of self locking carabiners 9. Use of approved strops 10. Quarterly activity check 11. 5 yearly arborist inspection of tree used as part of activity 12. External annual audit of activity	Manager, staff and clients	10. 07/2026 11. 2028 12. 10/2026	10. 04/2026 11. 2023 12. 10/2025	Accept the risk routine management
Operations	Activities	Manual Handling / Ergonomics	1. Equipment during setup/pull down 2. Repetitive movement carabiners and donning and doffing harnesses	Likely	Insignificant	Low	No Change	Apr-26	1. Correct lifting technique and usage of trolley to transport equipment 2. Regular breaks 3. Donning and doffing of harnesses by participants 4. Use of tri-lock carabiners	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Drowning/Near Drowning	Falling into dam	Rare	Major	Medium	No Change	Apr-26	1. Dam is shallow 2. Correction instruction of participant about activity 3. Platform, exit point and return path all 5m from water's edge	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Medical	1. Asthma or Anaphylaxis reaction 2. First aid incident	Rare	Moderate	Low	No Change	Apr-26	1. First aid trained person available 2. First aid equipment readily available and check frequently 3. Emergency Procedures available and up to date	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Structural Failure	1. Failure of wire anchor points (trees) 2. Failure platform 3. Failure of wire / harness / stop / trolley	Unlikely	Major	Medium	Updated	Apr-26	1. LANDSCAPE pre-activity survey 2. Wires doubled backed up around tree 3. Quarterly activity check 4. 5 yearly arborist inspection of tree used as part of activity 5. External annual audit of activity	Manager	3. 07/2026 4. 2028 5. 10/2026	3. 04/2026 4. 2023 5. 10/2025	Specific responsibility and treatment
Operations	Activities	Equipment failure	Injury caused by: 1. Incorrect use of, or worn equipment, including: 2. Harness / lanyards / carabiners / pulley / helmet etc.	Unlikely	Minor	Low	No Change	Apr-26	1. LANDSCAPE pre-activity survey 2. ABCDEF pre-activity check 3. Participants are attached to two independent rope lanyards 4. Program staff are trained to recognize worn or faulty equipment 5. Regular equipment checks are completed and recorded, and equipment usage is logged 6. Equipment is used, maintained, stored and replaced in accordance with recommended guidelines	Manager, staff and clients			Accept the risk routine management
Operations	Activities	House Keeping	1. Items left in wrong locations, items not meant to be in that area 2. Landing area clean and tidy 3. Platform clean and tidy 4. Donning and doffing area clean and tidy	Likely	Insignificant	Medium	No Change	Apr-26	LANDSCAPE pre-activity survey	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Unlikely	Insignificant	Low	No Change	Apr-26	1. All participants addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2. Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3. Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Biological material	Exposure to body fluids (e.g. Blood, saliva, sweat)	Possible	Minor	Medium	No Change	Apr-26	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect / animal and/or organism	Rare	Major	Medium	No Change	Apr-26	1. Check area and equipment for presence of insects and/or animals 2. All participants to wear appropriate footwear 3. Availability of first aid trained staff member 4. EpiPen and first aid equipment readily available 5. Keeping activity area clear to fauna 6. Site wide pest control management contract	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Environmental exposure	1. Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2. Inclement weather 3. Lightning and strong winds	Likely	Minor	Medium	No Change	Apr-26	1. Access to sun cream, water and appropriate clothing for changing weather conditions (e.g. hat) 2. Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 3. Inclement weather policy	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Unsupervised usage	1. Injury as a result from entering platform unsupervised 2. Injury from use of flying fox unsupervised	Rare	Minor	Medium	Updated	Apr-26	1. Access to activity restricted by locked gate and signed accordingly - RED 2. Activity equipment not left out unsupervised 3. Activity is only to be operated or supervised by staff who are trained and assessed as competent in accordance with Camp Clayton's policies and procedures	Manager, staff and clients			Specific responsibility and treatment

Camp Clayton Risk Assessment



Division	Department / Event	Activity/Hazard	What is the harm that the hazard could cause?	Assessment of Likelihood	Assessment of Consequence	Grade (combined Likelihood and Seriousness)	Change	Date of Review	Mitigation Actions (Preventative or Contingency)	Responsibility for mitigation action(s)	Date Due	Date Completed	Maintenance and review
Operations	Activities												
Operations	Activities	Giant Swing											
Activity Classification	This activity is classified as a high-risk aerial activity involving participant suspension and movement at height using a group-operated haul system.												
Core Hazard Statement	Primary risks include fall from height, uncontrolled movement or release, haul system failure, participant error, and impact with structures or ground.												
Operations	Activities	Entanglement / Entrapment	1.Injury from haul rope to participant 2.Injury from guide rope to instructor	Rare	Minor	Low	No Change	Apr-26	1. ABCDEF pre-usage check 2. Correct instruction to participants 3. Clear and appropriate haul calls 4. Qualified Supervision	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Crushing	Participants finger jammed in carabiner	Rare	Minor	Low	No Change	Apr-26	1.Swingers are directed to hold onto strop in the designated area, and keep hands well away from the carabiners 2.If carabiner becomes cross loaded when participant steps off the ladder ask them to step back onto the ladder to fix this (don't try to re-align a cross-loaded carabiner when it is under tension)	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Cutting	Participant injured from sharp edge on ladder	Rare	Insignificant	Low	No Change	Apr-26	LANDSCAPE pre-activity survey	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Friction	1. Rope burn to haul team 2. Rope burn to instructor 3. Harness chaffing due to inappropriate clothing	Possible	Minor	Medium	No Change	Apr-26	1.ABCDEF pre-usage check 2.Correct and clear instruction to participants 3.Instructor to provide clear haul team instructions to group prior to and during activity 4.If hauling team let go of haul rope early, the instructor should immediately let go of the return rope 5.Ensure there are enough participants in the haul team to share the load 6.Strops tied together 7.Correct hold position swinger and instructor 8.An outline of suitable clothing requirements is provided to participants 9.Participants are asked to change clothing if inappropriate for activity (skirts, very short shorts and midriff tops are not suitable when wearing a harness)	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Striking	1.Ladder hit by swinger 2.People being hit by swinger 3.Ladder falling on someone 4.Rip cord striking participant	Unlikely	Moderate	Medium	No Change	Apr-26	1.ABCDEF pre-usage check 2.Correct and clear instruction participant 3.Instructor is to ensure the ladder is removed from the swing area as soon as the swinger steps off the ladder, and not brought back until the swinger has come to a complete stop 4.Designated ladder assistant 5.Instructor to inform participants to stay outside the boundary rope at all times (unless invited in) 6.Use of a Light weight ladder 7.Safety glasses and helmets are to be worn for all participants	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Slip-Trip-Fall	1. Trip or fall from uneven haul path 2. Trip or fall from not bracing of haul team 3. Fall off ladder 4. Fall off swing	Possible	Moderate	Medium	Updated	Apr-26	1.LANDSCAPE pre-activity survey 2.ABCDEF pre-activity checks 3.Instructor to brief all participants on correct hauling team procedures 4.Use of Opposite & opposed self-locking carabiners 5.Carabiner attachment points are checked immediately prior to swinger being hauled up 6.Instructor to give clear instructions to swinger immediately prior to being hauled 7.All participants must wear a full body harness to prevent falls 8.Wear appropriate footwear. Closed toe footwear is required (thongs & crocs are to be avoided)	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Manual Handling / Ergonomics	1.Equipment during setup/pull down 2.Repetitive motion of moving ladder 3.Repetitive motion of guiding participant and locking in 4.Slowing participant on the swing 5.Repetitive motion of haul team	Likely	Minor	Medium	No Change	Apr-26	1.Use of lightweight ladder 2.Qualified instructor – correct stopping technique 3.Team effort — sufficient numbers on team 4.Ensure correction instruction are given when appropriate 5.Clear and correct haul calls	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Rare	Moderate	Low	No Change	Apr-26	1.First aid trained person available 2.First aid equipment readily available and check frequently 3.Emergency Procedures available and up to date	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Structural Failure	1.Failure of Giant Swing infrastructure 2.Failure of yoke infrastructure 3.Failure of haul rope 4.Harness and safety equipment	Rare	Major	Medium	No Change	Apr-26	1.Constructed in accordance with Australian Standards 2.LANDSCAPE pre-activity survey 3.ABCDEF pre-activity check 4.Quarterly compliance inspections 5.Annual external audit	Manager	4. 07/2026 5. 10/2026	4. 4/2026 5. 10/2025	Specific responsibility and treatment
Operations	Activities	Equipment failure	Injury caused by; 1.Incorrect use of, or worn equipment, including; Harness / lanyards / carabiners / pulley / helmet etc. 2.Haul rope breaking	Unlikely	Minor	Low	No Change	Apr-26	1.LANDSCAPE pre-activity survey 2.ABCDEF pre-activity check 3.Participants are attached to two independent rope lanyards 4.Program staff are trained to recognize worn or faulty equipment 5.Regular equipment checks are completed and recorded, and equipment usage is logged 6.Equipment is used, maintained, stored and replaced in accordance with recommended guidelines	Manager and staff			Accept the risk routine management
Operations	Activities	House Keeping	1.Items left in wrong locations, items not meant to be in that area 2.Landing area clean and tidy 3.Platform clean and tidy 4.Donning and doffing area clean and tidy	Rare	Major	Low	No Change	Apr-26	LANDSCAPE pre-activity survey	Manager and staff			Accept the risk routine management
Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Unlikely	Insignificant	Low	No Change	Apr-26	1.All participants addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2.Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3.Supervisors actively supervise all members of their group, including participants who may be waiting	Staff and clients			Accept the risk routine management
Operations	Activities	Biological material	Exposure to body fluids (e.g. Blood, saliva, sweat)	Possible	Minor	Medium	No Change	Apr-26	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Flora and Fauna Hazards	1. Bite / Sting from snake, spider, other insect, animal and/or organism 2. Impact from bird / insect	Rare	Major	Medium	No Change	Apr-26	1.Check area and equipment for presence of insects and/or animals 2.All participants to wear appropriate footwear 3.Availability of first aid trained staff member 4.EpiPen and first aid equipment readily available 5.Safety glasses to be worn by participant 6.Good observations and awareness of instructor	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Environmental exposure	1.Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2.Inclement weather 3.Lightening and strong winds	Likely	Minor	Medium	No Change	Apr-26	1.Access to sun cream, water and appropriate clothing for changing weather conditions (e.g. hat) 2.Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 3.Inclement weather policy	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Unsupervised usage	Injury as a result from using activity unsupervised	Rare	Minor	Medium	Updated	Apr-26	1. Access to activity restricted by yoke being out of reach and ropes in locked box 2. Activity equipment not left out unsupervised and stored in locked shed 3. Activity signed accordingly - RED 4. Activity is only to be operated or supervised by staff who are trained and assessed as competent in accordance with Camp Clayton's policies and procedures	Manager, staff and clients			Specific responsibility and treatment

Camp Clayton Risk Assessment



Division	Department / Event	Activity/Hazard	What is the harm that the hazard could cause?	Assessment of Likelihood	Assessment of Consequence	Grade (combined Likelihood and Seriousness)	Change	Date of Review	Mitigation Actions (Preventative or Contingency)	Responsibility for mitigation action(s)	Date Due	Date Completed	Maintenance and review
Operations	Activities	High Ropes											
Operations	Activities	High Ropes											
Activity Classification	This activity is classified as a high-risk aerial activity involving movement at height across an engineered ropes course requiring continuous attachment to a safety system.												
Core Hazard Statement	Primary risks include fall from height, incorrect use of safety systems, equipment failure, and participant misjudgement or fatigue while at height.												
Operations	Activities	Entanglement / Entrapment	1.Injury from entanglement in belay ropes 2.Injury from getting fingers stuck in climbing staples 3.Injury from entangled in belay device	Rare	Minor	Low	No Change	Apr-26	1.Qualified supervision 2.Correct instruction participants and belayer 3.Use of gloves by belayer and clear belay calls 4.Removal of loose clothing, long hair tied back 5.Wearing of safety helmet 6.ABCDEF pre-usage check	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Crushing	Participant lowered onto those below	Rare	Minor	Low	No Change	Apr-26	1.Exclusion area under activity 2.Correct instruction participant	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Cutting	Participant injured from sharp edge on ladder or activity	Rare	Insignificant	Low	No Change	Apr-26	1.LANDSCAPE pre-activity survey 2.ABCDEF pre- activity check 3.Quarterly inspection	Manager, staff and clients	Jan-26	Oct-25	Accept the risk routine management
Operations	Activities	Stabbing, Shearing, Puncture	Injury from splinters or frayed wires	Unlikely	Insignificant	Low	No Change	Apr-26	1.LANDSCAPE pre-activity survey 2.ABCDEF pre- activity check 3.Quarterly inspection	Manager, staff and clients	Jan-26	Oct-25	Accept the risk routine management
Operations	Activities	Friction	1. Wear of belay rope on wire 2. Rope burn or injury from participant on activity wire 3. Rope burn from opposing participant's rope during lowering	Likely	Minor	Medium	No Change	Apr-26	1.LANDSCAPE pre-activity survey 2.ABCDEF pre-usage check 3.Quarterly inspections 4.Annual external audit 5.Correct instruction 6.Correct belay technique	Manager, staff and clients	3. 01/2026 4. 05/2026	3. 10/2025 4. 10/2025	Specific responsibility and treatment
Operations	Activities	Striking	1. Striking parts of the activity as a result of too much belay rope out 2. Hitting ground on decent 3. Striking wire or object on lowering 4. Falling objects from participant 5. Participant striking belayer	Possible	Moderate	Medium	No Change	Apr-26	1.Belay ropes to be kept taught 2.Correct belay technique and belay calls 3.Clear and Correct instruction 4.Correct lowering technique 5.Belayer wearing Personal Protective Equipment 6.All loose objects/clothing and pocket contents to be removed 7.Exclusion area under activity 8.Wearing of safety helmets	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Slip-Trip-Fall	1. Trip or fall over objects on ground 2. all or slip from Wires/Poles — particularly when wet 3. Fall off the course during activity 4. Fall as result of insecure ladder	Likely	Moderate	High	Updated	Apr-26	1. LANDSCAPE pre-activity survey 2. Correct instruction 3. Retreated figure 8 knot on belay 4. Correct belay technique and belay calls 5. Personal protective equipment 6. Ladder fastened to pole	Manager, staff and clients	Jun-26	Apr-26	Quarterly management review
Operations	Activities	Manual Handling / Ergonomics	1.Equipment during setup/pulldown 2.Belaying participants 3.Repetitive movement belaying 4.Repetitive movement carabiners	Likely	Insignificant	Medium	No Change	Apr-26	1. Correct lifting technique 2. Use of light weight ladder 3. Correct belay technique 4. Belayer assess & observe 5. Correct belay technique 6. Regular breaks 7. Self assess — instructor to only lift what they are comfortable lifting	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Rare	Minor	Low	No Change	Apr-26	1.First aid trained person available 2.First aid equipment readily available and check frequently 3.Emergency Procedures available and up to date	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Structural Failure	1.Failure of High Ropes infrastructure 2.Injury from damaged and/or worn safety equipment 3.Injury from incorrect usage of safety equipment	Rare	Major	Medium	No Change	Apr-26	1. Constructed in accordance with Australian Standards 2. LANDSCAPE pre-activity survey 3. ABCDEF activity check 4. Quarterly compliance inspections 5. Annual external audit	Manager	4. 04/2026 5. 10/2026	4. 01/2026 5. 10/2025	Specific responsibility and treatment
Operations	Activities	Equipment failure	Injury caused by; Incorrect use of, or worn equipment, including; Harness / lanyards / carabiners / pulley / helmet etc.	Unlikely	Minor	Low	No Change	Apr-26	1.LANDSCAPE pre-activity survey 2.ABCDEF pre-activity check 3.Participants are attached to two independent rope lanyards 4.Program staff are trained to recognize worn or faulty equipment 5.Regular equipment checks are completed and recorded, and equipment usage is logged 6.Equipment is used, maintained, stored and replaced in accordance with recommended guidelines	Manager, staff and clients			Accept the risk routine management
Operations	Activities	House Keeping	1. Items left in wrong locations, items not meant to be in that area 2. Landing area clean and tidy 3. Seating/waiting area clean and maintained 4. Donning and doffing area clean and tidy	Rare	Major	Low	No Change	Apr-26	LANDSCAPE pre-activity survey	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Unlikely	Insignificant	Low	No Change	Apr-26	1.All clients addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2.Clients behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the student should be removed from the activity and an incident report written 3.Supervisors actively supervise all members of their group, including students who may be waiting	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Biological material	Exposure to body fluids (e.g. Blood, saliva, sweat)	Possible	Minor	Medium	No Change	Apr-26	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect, animal and/or organism	Rare	Major	Medium	No Change	Apr-26	1. Check area and equipment for presence of insects and/or animals 2. All participants to wear appropriate footwear 3. Availability of first aid trained staff member 4. EpiPen and first aid equipment readily available 5. Keeping activity area clear to fauna 6. Site wide pest control management contract	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Environmental exposure	1.Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2.Inclement weather 3.Lightening and strong winds	Likely	Minor	Medium	No Change	Apr-26	1.Access to sun cream, water and appropriate clothing for changing weather conditions (e.g. hat) 2.Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 3.Inclement weather policy	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Unsupervised usage	Injury as a result from using activity unsupervised	Rare	Major	Medium	Updated	Apr-26	1. Access to activity restricted by climbing points out of reach and signed accordingly - RED 2. Activity equipment not left out unsupervised 3. Activity is only to be operated or supervised by staff who are trained and assessed as competent in accordance with Camp Clayton's policies and procedures	Manager, staff and clients			Specific responsibility and treatment

Camp Clayton Risk Assessment



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Operations	Activities												
Operations	Activities	Archery											
Operations	Activities	Crushing	Target falling on someone	Rare	Moderate	Low	No Change	Apr-26	1.Targets locked to ground 2.Targets only moved by Camp Clayton staff 3.Inspection during set up and pack up for dangerous limbs	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Stabbing, Shearing, Puncture	Injury of result of being shot by arrow	Unlikely	Major	Medium	No Change	Apr-26	1. Correct and clear instruction and signage of activity 2.Vigilant supervision of responsible adult is maintained at all times 3.Construction of archery range into bays staff to ensure supervisor understand briefing 4.Shooters instructed to stand in designated areas 5.Participants are instructed in the correct shooting technique and safety; a.Shooters instructed to stand in designated areas b.Face the target when loading arrows or when arrow is loaded c.Shooters will not leave firing location until advised by instructor d.Shooters will not collect arrows until advised by instructor 6.All waiting participants are to remain under the shelter and behind the barrier	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Friction	Bruising on arm from string after the bow has been release	Possible	Insignificant	Low	No Change	Apr-26	Participants are instructed in the correct shooting technique to minimize friction	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Slip-Trip-Fall	Injury as a result of falling due to uneven ground or activity equipment	Unlikely	Minor	Low	No Change	Apr-26	1.Proper instructions of no running during activity 2.All participant to wear appropriate footwear 3.Check for hazardous uneven ground or activity equipment storage prior to activity 4.Regular inspection and rectification of uneven ground	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Manual Handling / Ergonomics	Lifting/lowering protective tarp for targets	Unlikely	Minor	Low	No Change	Apr-26	1.Target protection covers to handled in accordance with proper lifting techniques 2.Targets only to be moved by Camp Clayton staff	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Biological material	Exposure to body fluids (e.g. Blood, saliva, sweat)	Rare	Minor	Low	No Change	Apr-26	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect, animal and/or organism	Rare	Major	Medium	No Change	Apr-26	1. Check area and equipment for presence of insects and/or animals 2. All participants to wear appropriate footwear 3. Availability of first aid trained staff member 4. EpiPen and first aid equipment readily available 5. Keeping activity area clear to fauna 6. Site wide pest control management contract	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Rare	Moderate	Low	No Change	Apr-26	1.First aid trained person available 2.First aid equipment readily available and check frequently 3.Emergency Procedures available and up to date	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Structural Failure	Shelter or target stands failure resulting in injury	Rare	Moderate	Low	No Change	Apr-26	1.Thorough periodic in-house maintenance checks are completed by trained program staff 2.If shelter or target stands are unsafe the activity is not to be undertaken until appropriate repairs have been completed	Manager			Accept the risk routine management
Operations	Activities	Equipment failure	Injury caused by; Broken bow or bow string braking	Unlikely	Minor	Low	No Change	Apr-26	1.Program staff are trained to recognise worn or faulty equipment 2.Regular equipment checks are completed and recorded by trained site staff 3.Equipment is used, maintained, stored and replaced in accordance with manufacturer guidelines	Manager, staff and clients			Accept the risk routine management
Operations	Activities	House Keeping	1.Poor appearance as result of rubbish and or activity equipment left out 2.Injury to participant due to lack of maintenance of activity	Possible	Minor	Medium	No Change	Apr-26	1.Assigned setup and pack up of activity to staff member to ensure cleanliness 2.Scheduled maintenance and inspection of activity	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Unlikely	Minor	Low	No Change	Apr-26	1.All participants addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2.Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3.Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Environmental exposure	1.Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2.Inclement weather 3.Lightening and strong winds	Rare	Minor	Low	No Change	Apr-26	1.Scheduled breaks 2.Access to sun cream, water and appropriate clothing (e.g. hat) 3.Inclement weather policy 4.Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 5.Archery range under cover	Manager and staff			Accept the risk routine management
Operations	Activities	Unsupervised usage	Injury as a result from using activity equipment unsupervised	Rare	Minor	Medium	No Change	Apr-26	1. Activity warning sign of supervised activity only - ORANGE 2. Activity equipment not left out unsupervised and stored in locked shed	Manager, staff and clients			Specific responsibility and treatment

Camp Clayton Risk Assessment



Division	Department / Event	Activity/Hazard	What is the harm that the hazard could cause?	Assessment of Likelihood	Assessment of Consequence	Grade (combined Likelihood and Seriousness)	Change	Date of Review	Mitigation Actions (Preventative or Contingency)	Responsibility for mitigation action(s)	Date Due	Date Completed	Maintenance and review
Operations	Activities												
Operations	Activities	Indoor Rock wall											
Activity Classification	This activity is classified as a high-risk aerial activity involving fall-from-height hazards during vertical climbing on an engineered structure.												
Core Hazard Statement	Primary risks include fall from height, incorrect belay or lowering, equipment misuse, and falling objects from climbers or platform.												
Operations	Activities	Entanglement / Entrapment	1. Entanglement in belay ropes 2. Entanglement in basketball frame 3. Fingers stuck in rock holds 4. Catching loose clothing or items on wall 5. Belay becomes entangled in belay device/ropes	Unlikely	Minor	Low	No Change	Apr-26	1. Correct belay technique 2. Basketball frame retracted 3. Correct instruction 4. Removal of loose clothing, jewellery. long hair tied back, loose clothing tugged in	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Crushing	Participant lowered onto those below	Possible	Minor	Medium	No Change	Apr-26	1.Non-participants behind yellow line 2.Clear belay area 3.Correct instruction	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Cutting	Sharp edges on walls or window cages	Rare	Minor	Low	No Change	Apr-26	1. LANDSCAPE pre-activity survey 2. Quarterly inspection	Manager, staff and clients	Jul-26	Apr-26	Accept the risk routine management
Operations	Activities	Stabbing, Shearing, Puncture	Splinters	Possible	Minor	Medium	No Change	Apr-26	1. LANDSCAPE pre-activity survey 2. Quarterly inspection	Manager, staff and clients	Jul-26	Apr-26	Specific responsibility and treatment
Operations	Activities	Friction	1.Participant on belay ropers 2.Ropes on front edge of overhang	Possible	Insignificant	Low	No Change	Apr-26	1.Good belay technique 2.Correct instruction	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Striking	1. Fall from wall – swing into wall/rocks 2. Items falling from participant (from pockets etc) 3. Belayer kicked by participant	Possible	Moderate	Medium	Updated	Apr-26	1. Correct belay technique 2. Correct instruction 3. Have participants remove items from pockets and clothing that is likely to fall 4. Correct instruction to belayers	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Slip-Trip-Fall	1. Trip on ropes, anchor points, mats 2. Fall from wall 3. Equipment failure 4. Inappropriate behaviour participant(s)	Rare	Moderate	Low	Updated	Apr-26	1. Impact mats in place 2. Non-participants behind the yellow line 3. Retreaded fig. 8 knot 4. Correct belay technique 5. Self-locking belay devices 5.Red / No go past zone barrier top of wall 7. LANDSCAPE pre-activity survey 8. ABCDEF pre-activity checks 9. Quarterly compliance inspections	Manager, staff and clients	Jul-26	Apr-26	Accept the risk routine management
Operations	Activities	Manual Handling / Ergonomics	1.Lifting/lowering protective tarp 2.Belaying	Likely	Minor	Medium	No Change	Apr-26	1. Use of pulley system 2. Correct belay technique 3. Correct instructions 3. Self locking belay devices 4. Belay devices attached to floor	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Medical	First aid incident	Rare	Moderate	Low	No Change	Apr-26	1. First aid equipment readily available and up to date 2. Staff first aid qualified available	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Equipment failure	Faulty ropes, harnesses, carabiners, belay device, tarp winch etc. Injury caused by: Incorrect use of, or worn equipment, including: Harness / straps / carabiners / belay devices / winches etc.	Rare	Insignificant	Low	No Change	Apr-26	1. LANDSCAPE pre-activity survey 2. ABCEF pre-activity check 3. Program staff are trained to recognise worn or faulty equipment 4. Regular equipment checks are completed and recorded, and equipment usage is logged 5. Equipment is used, maintained, stored and replaced in accordance with recommended guidelines 6. Program staff are trained to recognise worn or faulty equipment 7. Equipment belonging to participants must not be used 8. Rock holds are inspected for damage prior to commencing activity 9. Tarp winch always locked when not in use 10. Stadium floor anchor points checked and certified	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Structural Failure	Failure of belay bar and/or supporting structure	Rare	Major	Medium	No Change	Apr-26	1. Constructed in accordance with Australian Standards 2. Anchor points in stadium floor are checked and certified at regular intervals 3. LANDSCAPE pre-activity survey 4. ABCDEF activity check 5. Quarterly compliance inspections 6. Annual external audit	Manager	5. 07/2026 6. 10/2026	5. 4/2026 6. 10/2025	Specific responsibility and treatment
Operations	Activities	House Keeping	1.Games and or stadium equipment left out 2.Balls and other equipment hitting participants	Rare	Insignificant	Low	No Change	Apr-26	1.LANDSCAPE pre-activity survey 2.All other activities in other half of stadium 3.Correct instruction/supervision	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Psychological	Conflict within the group and/or inappropriate student behaviour	Unlikely	Insignificant	Low	No Change	Apr-26	1.All participants addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2.Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3.Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Environmental exposure	Possible injury due to prolonged exposure to heat, cold, or other environmental factors of staff or clients	Possible	Minor	Medium	No Change	Apr-26	1 Scheduled breaks 2. Access to water and appropriate clothing (e.g. shorts) 3. Staff and participants to monitor personnel at all times to look for symptoms	Manager and staff			Specific responsibility and treatment
Operations	Activities	Biological material	Exposure to body fluids (e.g. Blood, saliva, sweat)	Unlikely	Minor	Low	No Change	Apr-26	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Unsupervised usage	Injury as a result from climbing wall unsupervised	Rare	Minor	Medium	No Change	Apr-26	1. Access to activity restricted by locked tarpaulin and signed accordingly - RED 2. Activity equipment not left out unsupervised 3. Activity is only to be operated or supervised by staff who are trained and assessed as competent in accordance with Camp Clayton's policies and procedures	Manager, staff and clients			Specific responsibility and treatment

Camp Clayton Risk Assessment



Division	Department / Event	Activity/Hazard	What is the harm that the hazard could cause?	Assessment of Likelihood	Assessment of Consequence	Grade (combined Likelihood and Seriousness)	Change	Date of Review	Mitigation Actions (Preventative or Contingency)	Responsibility for mitigation action(s)	Date Due	Date Completed	Maintenance and review
Operations	Activities												
Operations	Activities	Outdoor Bouldering Wall											
Operations	Activities	Entanglement / Entrapment	Fingers stuck in rock holds	Rare	Minor	Low	No Change	Apr-26	1. Correct and clear instruction 2. Removal of loose clothing, long hair tied back, remove rings	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Crushing	Participant falling onto those below	Rare	Minor	Medium	No Change	Apr-26	1. Clear area around activity 2. Correct and clear instruction	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Cutting	Sharp edges on rocks and walls	Rare	Minor	Low	No Change	Apr-26	1. Appropriate footwear 2. Correct instruction participant 3. Quarterly inspection	Manager, staff and clients	Jun-26	Mar-26	Accept the risk routine management
Operations	Activities	Stabbing, Shearing, Puncture	Splinters from wall or platform	Rare	Minor	Medium	No Change	Apr-26	1. Appropriate footwear 2. Correct instruction participant 3. Quarterly inspection	Manager, staff and clients	Jun-26	Mar-26	Specific responsibility and treatment
Operations	Activities	Slip-Trip-Fall	1. Objects on ground 2. Fall from wall (NOT on belay)	Rare	Minor	Low	No Change	Apr-26	1. Soft/Barked area underneath wall 2. Proper technique and instructions	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Biological material	Exposure to body fluids (e.g. Blood, saliva, sweat)	Rare	Minor	Low	No Change	Apr-26	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect, animal and/or organism	Rare	Major	Medium	No Change	Apr-26	1. Check area and equipment for presence of insects and/or animals 2. All participants to wear appropriate footwear 3. Availability of first aid trained staff member 4. EpiPen and first aid equipment readily available 5. Keeping activity area clear to fauna 6. Site wide pest control management contract	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Medical	1. Asthma or Anaphylaxis reaction 2. First aid incident	Rare	Moderate	Low	No Change	Apr-26	1. First aid trained person available 2. First aid equipment readily available and check frequently 3. Emergency Procedures available and up to date	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Structural Failure	Injury caused as result of Structural failure of activity	Rare	Moderate	Low	No Change	Apr-26	All equipment and activity inspected in quarterly checks	Manager	Jun-26	Mar-26	Accept the risk routine management
Operations	Activities	House Keeping	1. Poor appearance as result of rubbish and or activity equipment left out 2. Injury to participant due to lack of maintenance of activity	Possible	Minor	Medium	No Change	Apr-26	1. Assigned setup and pack up of activity to staff member to ensure cleanliness 2. Scheduled maintenance and inspection of activity	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Unlikely	Minor	Low	No Change	Apr-26	1. All participants addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2. Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3. Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Environmental exposure	1. Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2. Inclement weather 3. Lightening and strong winds	Rare	Minor	Low	No Change	Apr-26	1. Scheduled breaks 2. Access to sun cream, water and appropriate clothing (e.g. hat) 3. Inclement weather policy 4. Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 5. Archery range under cover	Manager and staff			Accept the risk routine management
Operations	Activities	Unsupervised usage	Injury as a result from using activity equipment unsupervised	Likely	Minor	Medium	No Change	Apr-26	1. Activity warning sign of supervised activity only - ORANGE	Manager, staff and clients			Specific responsibility and treatment

Camp Clayton Risk Assessment



Division	Department / Event	Activity/Hazard	What is the harm that the hazard could cause?	Assessment of Likelihood	Assessment of Consequence	Grade (combined Likelihood and Seriousness)	Change	Date of Review	Mitigation Actions (Preventative or Contingency)	Responsibility for mitigation action(s)	Date Due	Date Completed	Maintenance and review
Operations	Activities												
Operations	Activities	Crate Stacking											
Activity Classification	Crate Stacking is classified as a high-risk aerial activity involving fall-from-height hazards and falling-object risks due to a participant-built structure.												
Core Hazard Statement	Primary risks include fall from height, falling crates, unstable stacking, and incorrect belay or lowering.												
Operations	Activities	Entanglement / Entrapment	1. Entanglement in belay ropes 2. Entanglement in basketball frame 3. Foot stuck in crates 4. Belayer becomes entangled in belay device/ropes	Unlikely	Minor	Low	No Change	Apr-26	1. Correct and clear instruction 2. Correct belay technique 3. Basketball frame retracted 4. Long hair is to be tied back in a low style so the helmet may be fitted correctly 5. There should be no loose jewellery or objects worn that may become entangled 6. Clothing should be tucked away under the harness 7. Harness ends should be tucked away before commencing climbing 8. Use of suitable crates	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Crushing	1. Participant lowered onto those below 2. Crate dropped onto those below	Possible	Minor	Medium	Updated	Apr-26	1. Correct and clear instruction of activity 2. Spotter is not allowed to hold onto the stack of crates to support the climber 3. As soon as the spotter passes a crate to the climber they must step away from the climber 4. Defined exclusion zone maintained at all times. Participants must not remain within the fall zone during stacking or lowering. 5. Spotters must step clear immediately after passing crates and are not permitted to support or stabilise the stack.	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Cutting	1. Sharp edges on crates 2. Fall through crate	Possible	Minor	Medium	Updated	Apr-26	1. Pre-activity check crates for cracking, brittleness, UV degradation, or deformation. 2. Any compromised crate is immediately removed from service. 3. Crates used are consistent in type and assessed as suitable for repeated load-bearing use. 4. Only approved crate types (blue) are used. White crates are not permitted due to reduced structural integrity. Participant weight limits apply	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Stabbing, Shearing, Puncture	1. Sharp edges on crates 2. Fall through crate	Possible	Minor	Medium	Updated	Apr-26	1. Pre-activity check crates for cracking, brittleness, UV degradation, or deformation. 2. Any compromised crate is immediately removed from service. 3. Crates used are consistent in type and assessed as suitable for repeated load-bearing use. 4. Only approved crate types (blue) are used. White crates are not permitted due to reduced structural integrity. Participant weight limits apply	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Friction	1. Participant on belay ropers 2. Ropes on top beam	Possible	Insignificant	Low	No Change	Apr-26	1. LANDSCAPE pre-activity survey 2. Correct and clear instruction 3. Good belay technique	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Striking	1. Falling object (Crate, helmet etc) causing injury to spotter, instructor or bystanders 2. Climber hitting ground or coming into contact with spotters, crates or bystanders	Possible	Moderate	Medium	Updated	Apr-26	1. A clearly defined exclusion (impact) zone must be established and communicated to all participants prior to commencing the activity 2. All participants within the climbing/activity zone (including spotters) must wear helmets at all times 3. Climbers must remove all loose objects (e.g. phones, keys, drink bottles) prior to commencing the activity 4. The instructor must maintain effective group management and control participant positioning at all times 5. Spotters must not support or stabilise the crate stack and must step clear immediately after passing crates to the climber 6. When the climber is out of reach, crates must be passed using an extension pole to maintain safe distance from the stack 7. The climber must stack crates directly beneath the anchor point to minimise swing or pendulum effect in the event of a fall 8. A controlled descent must be maintained at all times by a trained and competent belayer 9. The belayer must not lower the climber into an uncleared or unstable stack of crates	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Slip-Trip-Fall	1. Trip on ropes, anchor points, mats 2. Fall from crates 3. Equipment failure	Almost Certain	Moderate	High	Updated	Apr-26	1. ABCDEF pre-activity check 2. Only camp program staff or trained leaders who have been assessed as a competent belayer by a camp staff member may belay 3. Spotters are briefed on their roles and responsibilities and are closely monitored at all times 4. Belayers must be trained and assessed as competent. Where non-staff belayers are used, a self-braking belay device (e.g. GriGri or similar) must be used under direct supervision of a Camp Clayton instructor 5. The climber is to be attached with an auto locking carabiner 6. Climber to remain directly beneath the anchor point during stacking to minimise lateral swing or pendulum effect 7. A controlled descent rescue system is in place, and staff are trained and equipped to initiate immediate lowering or rescue of a participant at any time	Manager, staff and clients	Jun-26	Apr-26	Quarterly management review
Operations	Activities	Manual Handling / Ergonomics	1. Set up and pack up of activity 2. Belaying	Likely	Minor	Low	No Change	Apr-26	1. Use of pulley system 2. Correct belay technique 3. Correct instructions 3. Self locking belay devices	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Medical	First aid incident	Rare	Moderate	Low	No Change	Apr-26	First aid training	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Equipment Failure	Faulty ropes, harnesses, carabiners, belay device, crates etc.	Rare	Minor	Low	No Change	Apr-26	1. A check of personal equipment (harness, helmet) is completed prior to connecting climber 2. Carabiner connection is checked immediately prior to climbing 3. Regular equipment checks are completed and recorded, and equipment usage is logged 4. Equipment is used, maintained, stored and replaced in accordance with manufacturer guidelines • Program staff are trained to recognize worn or faulty equipment 5. Equipment belonging to participants must not be used 6. Pre-activity check crates for cracking, brittleness, UV degradation, or deformation. 7. Any compromised crate is immediately removed from service. 8. Crates used are consistent in type and assessed as suitable for repeated load-bearing use. 9. Crates are only used in accordance with the activity design (vertical stacking under belay) and not for unintended purposes that may compromise structural integrity.	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Structural Failure	Failure of support beam	Rare	Major	Medium	No Change	Apr-26	Roof beams are engineered to support loads applied from the activity	Manager			Specific responsibility and treatment
Operations	Activities	Equipment failure	Injury caused by; Incorrect use of, or worn equipment, including; Crates / Harness / lanyards / carabiners / pulley / helmet etc.	Unlikely	Minor	Low	No Change	Apr-26	1. LANDSCAPE pre-activity survey 2. ABCEF pre-activity check 3. Program staff are trained to recognize worn or faulty equipment 4. Regular equipment checks are completed and recorded, and equipment usage is logged 5. Equipment is used, maintained, stored and replaced in accordance with recommended guidelines	Manager, staff and clients			Accept the risk routine management
Operations	Activities	House Keeping	1. Games and/or stadium equipment left out 2. Balls and other equipment hitting participants	Rare	Insignificant	Low	No Change	Apr-26	1. LANDSCAPE pre-activity survey 2. All other activities in other half of stadium 3. Correct instruction/supervision	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Psychological	Conflict within the group and/or inappropriate student behaviour	Unlikely	Insignificant	Low	Updated	Apr-26	1. All participants are briefed at the commencement of the session on expected standards of behaviour, including clear consequences for unsafe or inappropriate conduct 2. Participant behaviour that is unsafe or inappropriate must be referred to Camp Clayton staff or the supervising teacher for appropriate action and follow-up. If behaviour is serious or repeated, the participant must be removed from the activity and an incident report completed. 3. Supervisors must actively monitor all participants, including those waiting, to identify and address unsafe behaviours early 4. The instructor retains authority to modify or cease the activity at any time based on participant behaviour or safety concerns	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Environmental exposure	Possible injury due to prolonged exposure to heat, cold, or other environmental factors of staff or clients	Possible	Minor	Medium	No Change	Apr-26	1. Scheduled breaks 2. Access to water and appropriate clothing (eg. shorts) 3. Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 4. Climbing wall indoor	Manager and staff			Specific responsibility and treatment
Operations	Activities	Biological material	Exposure to body fluids (eg. Blood, saliva, sweat)	Unlikely	Minor	Low	No Change	Apr-26	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management

Operations	Activities	Unsupervised usage	Injury as a result from cate stacking unsupervised or on belay	Unlikely	Minor	Low	No Change	Apr-26	Activity equipment not left out unsupervised	Manager, staff and clients			Accept the risk routine management
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Camp Clayton Risk Assessment



Division	Department / Event	Activity/Hazard	What is the harm that the hazard could cause?	Assessment of Likelihood	Assessment of Consequence	Grade (combined Likelihood and Seriousness)	Change	Date of Review	Mitigation Actions (Preventative or Contingency)	Responsibility for mitigation action(s)	Date Due	Date Completed	Maintenance and review
Operations	Activities												
Operations	Activities	Team Rescue											
Operations	Activities	Entanglement / Entrapment	Flying fox rope becoming entangled around participant	Unlikely	Minor	Medium	No Change	Sep-25	Adequate adult supervision	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Crushing	1. Injury from being crushed under see-saw 2. Falling limb from tree	Possible	Minor	Medium	No Change	Sep-25	1. Briefing correct use of see-saw activity 2. 5 yearly tree checks 3. Activity not operated in high winds	Manager, staff and clients	2030	2025	Specific responsibility and treatment
Operations	Activities	Cutting	Injury from sharp edges on planks and Gang nail plates	Rare	Insignificant	Low	No Change	Sep-25	All equipment inspected in quarterly checks	Manager, staff and clients	Jun-26	Mar-26	Accept the risk routine management
Operations	Activities	Stabing, Shearing, Puncture	Injury from Gang nail plate	Unlikely	Minor	Low	No Change	Sep-25	All equipment inspected in quarterly checks	Manager, staff and clients	Jun-26	Mar-26	Accept the risk routine management
Operations	Activities	Striking	1. Injury from planks/stretcher 2. Injury from swinging tyre / zip line	Possible	Minor	Medium	No Change	Sep-25	1. Briefing instructions on safe handling of planks and equipment, (don't throw planks, Be careful when moving with planks to not hit anyone, use two people for manoeuvring of planks) 2. Adequate supervision of activity	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Friction	Rope burn from Flying Fox haul rope	Likely	Minor	Medium	No Change	Sep-25	Supervision of element to make sure several participants are holding haul rope to maximise grip on haul rope	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Striking	1. Injury from planks/stretcher 2. Injury from swinging tyre / zip line	Possible	Minor	Medium	No Change	Sep-25	1. Briefing instructions on safe handling of planks and equipment, (don't throw planks, Be careful when moving with planks to not hit anyone, use two people for manoeuvring of planks) 2. Supervision of flying fox element, ensuring group is sensible in retrieving tyre from one side to the other	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Slip-Trip-Fall	1. Slipping off logs/poles 2. Fall from see-saw 3. Fall from zip line 4. Falling off planks 5. Plank slipping off logs/landing pads 6. Uneven ground	Likely	Insignificant	Medium	No Change	Sep-25	1.Pre activity briefing with the supervisors of the activity highlighting the safety procedures in the manual 2.Checks on activity setup for trip hazards	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Manual Handling / Ergonomics	1. Handling of planks and stretcher 2. Pulling person across tyre traverse	Unlikely	Insignificant	Low	No Change	Sep-25	1. Make sure at least two people are carrying planks and stretcher 2. Supervision of element to make sure several participants are holding haul rope to maximise grip on haul rope	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Biological material	Exposure to body fluids (eg. Blood, saliva, sweat)	Rare	Minor	Low	No Change	Sep-25	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect / animal and/or organism	Rare	Major	Medium	No Change	Sep-25	1. Check area and equipment for presence of insects and/or animals 2. All participants to wear appropriate footwear 3. Availability of first aid trained staff member 4. Epipen and first aid equipment readily available 5. Keeping activity area clear to fauna 6. Site wide pest control management contract	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Rare	Moderate	Low	No Change	Sep-25	1.First aid trained person available 2.First aid equipment readily available and check frequently 3.Emergency Procedures available and up to date	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Structural Failure	Injury caused as result of Structural failure of activity	Rare	Moderate	Low	No Change	Sep-25	1. All equipment and activity inspected in quarterly checks 2. Annual external audit	Manager	1. 06/2026 2. 10/2026	1. 03/2026 2. 10/2025	Accept the risk routine management
Operations	Activities	Equipment failure	Damaged or worn usage of planks & stretcher resulting in injury	Unlikely	Minor	Low	No Change	Sep-25	1. All equipment and activity inspected in quarterly checks 2. Annual external audit	Manager, staff and clients	1. 06/2026 2. 10/2026	1. 03/2026 2. 10/2025	Accept the risk routine management
Operations	Activities	House Keeping	1.Poor appearance as result of rubbish and or activity equipment left out 2.Injury to participant due to lack of maintenance of activity	Possible	Minor	Medium	No Change	Sep-25	1.Assigned setup and pack up of activity to staff member to ensure cleanliness 2.Scheduled maintenance and inspection of activity	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Unlikely	Minor	Low	No Change	Sep-25	1.All participants addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2.Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3.Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Environmental exposure	1.Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2.Inclement weather 3.Lightening and strong winds	Rare	Minor	Low	No Change	Sep-25	1.Scheduled breaks 2.Access to sun cream, water and appropriate clothing (eg. hat) 3.Inclement weather policy 4.Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 5.Archery range under cover	Manager and staff			Accept the risk routine management
Operations	Activities	Unsupervised usage	Injury as a result from using activity equipment unsupervised	Rare	Minor	Medium	No Change	Sep-25	1. Activity warning sign of supervised activity only - ORANGE 2. Activity equipment not left out unsupervised and stored in locked box	Manager, staff and clients			Specific responsibility and treatment

Camp Clayton Risk Assessment



Division	Department / Event	Activity/Hazard	What is the harm that the hazard could cause?	Assessment of Likelihood	Assessment of Consequence	Grade (combined Likelihood and Seriousness)	Change	Date of Review	Mitigation Actions (Preventative or Contingency)	Responsibility for mitigation action(s)	Date Due	Date Completed	Maintenance and review
Operations	Activities												
Operations	Activities	Challenge Course											
Operations	Activities	Entanglement / Entrapment	1. Tyre Crossing, foot caught in tyre 2. Spiders web climbing through web	Possible	Minor	Medium	No Change	Apr-26	1.Larger tyre diameter to keep gap open 2.Clear instruction (incl. instruction booklet) 3.Keep spider net hole sizes adequate	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Crushing	Injury from being crushed under Noah's Ark	Possible	Minor	Medium	No Change	Apr-26	1.Briefing correct use of Noah's Ark activity 2.Stopper blocks preventing main deck reaching the ground	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Cutting	Injury from sharp edges on activity components	Rare	Insignificant	Low	No Change	Apr-26	All equipment inspected in quarterly checks	Manager, staff and clients	Jan-26	Oct-25	Accept the risk routine management
Operations	Activities	Stabing, Shearing, Puncture	Injury from sharp edges on activity components	Unlikely	Minor	Low	No Change	Apr-26	All equipment inspected in quarterly checks	Manager, staff and clients	Jan-26	Oct-25	Accept the risk routine management
Operations	Activities	Striking	1. Injury from planks 2. Injury from swinging tyres	Possible	Minor	Medium	No Change	Apr-26	1. Briefing instructions on safe handling of planks and equipment, (don't throw planks, Be careful when moving with planks to not hit anyone, use two people for manoeuvring of planks) 2. Adequate supervision of activity	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Slip-Trip-Fall	Injury as a result of falling due to uneven ground or from activity equipment	Likely	Insignificant	Medium	No Change	Apr-26	Adequate supervision of activities, brief step off safely and where this isn't appropriate make sure participants are being spotted.	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Manual Handling / Ergonomics	Handling of planks and tyre	Unlikely	Insignificant	Low	No Change	Apr-26	Make sure at least two people are carrying planks and care is taken when lifting tyres	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Biological material	Exposure to body fluids (eg. Blood, saliva, sweat)	Rare	Minor	Low	No Change	Apr-26	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect / animal and/or organism	Rare	Major	Medium	No Change	Apr-26	1. Check area and equipment for presence of insects and/or animals 2. All participants to wear appropriate footwear 3. Availability of first aid trained staff member 4. EpiPen and first aid equipment readily available 5. Keeping activity area clear to fauna 6. Site wide pest control management contract	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Rare	Moderate	Low	No Change	Apr-26	1.First aid trained person available 2.First aid equipment readily available and check frequently 3.Emergency Procedures available and up to date	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Structural Failure	Injury caused as result of Structural failure of activity	Rare	Moderate	Low	No Change	Apr-26	1. All equipment and activity inspected in quarterly checks 2. Annual external audit	Manager	1. 05/2026 2. 10/2026	1. 02/2026 2. 10/2025	Accept the risk routine management
Operations	Activities	Equipment failure	Damaged or worn usage of planks resulting in injury	Unlikely	Minor	Low	No Change	Apr-26	1. All equipment and activity inspected in quarterly checks 2. Annual external audit	Manager, staff and clients	1. 05/2026 2. 10/2026	1. 02/2026 2. 10/2025	Accept the risk routine management
Operations	Activities	House Keeping	1.Poor appearance as result of rubbish and or activity equipment left out 2.Injury to participant due to lack of maintenance of activity	Possible	Minor	Medium	No Change	Apr-26	1.Assigned setup and pack up of activity to staff member to ensure cleanliness 2.Scheduled maintenance and inspection of activity	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Unlikely	Minor	Low	No Change	Apr-26	1.All participants addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2.Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3.Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Environmental exposure	1.Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2.Inclement weather 3.Lightening and strong winds	Rare	Minor	Low	No Change	Apr-26	1.Scheduled breaks 2.Access to sun cream, water and appropriate clothing (eg. hat) 3.Inclement weather policy 4.Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 5.Archery range under cover	Manager and staff			Accept the risk routine management
Operations	Activities	Unsupervised usage	Injury as a result from using activity equipment unsupervised	Rare	Minor	Medium	No Change	Apr-26	1. Activity warning sign of supervised activity only - ORANGE 2. Activity equipment not left out unsupervised and stored in locked box	Manager, staff and clients			Specific responsibility and treatment

Camp Clayton Risk Assessment



Division	Department / Event	Activity/Hazard	What is the harm that the hazard could cause?	Assessment of Likelihood	Assessment of Consequence	Grade (combined Likelihood and Seriousness)	Change	Date of Review	Mitigation Actions (Preventative or Contingency)	Responsibility for mitigation action(s)	Date Due	Date Completed	Maintenance and review
Operations	Activities												
Operations	Activities	Gaga Ball											
Operations	Activities	Stabbing, Shearing, Puncture	1.Injury as a result of hitting the stone ground whilst playing the game 2.Injury as a result of entering and exiting the wooden Gaga Court	Likely	Minor	Medium	No Change	Apr-26	1.All participant to wear appropriate footwear 2.Clear instructions for participants to "avoid hitting ground" 3.Encourage participants to watch out and to play with care and to "avoid hitting ground" 4.Gaga court edges smooth to reduce risk of a laceration or abrasion 5.Proper scheduled maintenance and inspection of Gaga court	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Striking	1. Participant injured from running into Gaga court walls 2. Participant injured from running into other participants 3. Participant injured from ball striking face or other body part 4. Participant injured from jumping and landing	Likely	Minor	Medium	No Change	Apr-26	1.Correct and clear instruction and signage of activity - GREEN 2.All participant to wear appropriate footwear 3.Clear instructions for participants to "avoid hitting the ball towards a players head" 4.Encourage participants to watch out and to play with care	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Slip-Trip-Fall	1.Injury as a result of falling when entering and exiting Gaga court 2.Injury as a result of playing the game	Possible	Insignificant	Low	No Change	Apr-26	1.Correct and clear instruction and signage of activity 2.All participant to wear appropriate footwear	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Biological material	Exposure to body fluids (e.g. Blood, saliva, sweat)	Rare	Minor	Low	No Change	Apr-26	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect, animal and/or organism	Rare	Major	Medium	No Change	Apr-26	1. Check area and equipment for presence of insects and/or animals 2. All participants to wear appropriate footwear 3. Availability of first aid trained staff member 4. EpiPen and first aid equipment readily available 5. Keeping activity area clear to fauna 6. Site wide pest control management contrac	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Likely	Moderate	High	No Change	Apr-26	1.First aid trained person available 2.First aid equipment readily available and check frequently 3.Emergency Procedures available and up to date	Manager, staff and clients	Jun-26	Apr-26	Quarterly management review
Operations	Activities	Structural Failure	Gaga Court damage resulting in injury	Rare	Minor	Low	No Change	Apr-26	1.Check of court prior to usage 2.Regular check and recording of inspection of Gaga Court	Manager, staff and clients			Accept the risk routine management
Operations	Activities	House Keeping	1.Poor appearance as result of rubbish and or activity equipment left out 2.Injury to participant due to lack of maintenance of activity	Possible	Minor	Medium	No Change	Apr-26	1.Assigned setup and pack up of activity to staff member to ensure cleanliness 2.Scheduled maintenance and inspection of activity	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Unlikely	Minor	Low	No Change	Apr-26	1.All participants addressed at the commencement of camp as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2.Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3.Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Environmental exposure	1.Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2.Inclement weather 3.Lightening and strong winds	Rare	Minor	Low	No Change	Apr-26	1.Access to sun cream, water and appropriate clothing (e.g. hat) 2.Inclement weather policy 3.Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions	Manager and staff			Accept the risk routine management
Operations	Activities	Unsupervised usage	Injury as a result from using activity equipment incorrectly or un-sportsmanship like	Rare	Minor	Medium	No Change	Apr-26	1. Activity warning sign as free to use activity in accordance with game rules - GREEN 2. Activity equipment not left out unsupervised and stored in supervisors office	Manager, staff and clients			Specific responsibility and treatment

Camp Clayton Risk Assessment



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Operations	Activities												
Operations	Activities	Maze											
Operations	Activities	Cutting	Injury from sharp edges on post	Rare	Insignificant	Low	No Change	Apr-26	All equipment inspected in quarterly checks	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Stabbing, Shearing, Puncture	Injury from posts, roots, ropes	Unlikely	Minor	Low	No Change	Apr-26	All equipment inspected in quarterly checks	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Striking	Participant injured from walking into posts and/or other participants	Likely	Insignificant	Medium	No Change	Apr-26	1. Correct and clear instruction and signage of activity – GREEN 2. All participant to wear appropriate footwear 3. Clear instructions for participants to be aware of dangers of leading someone who is blindfolded. If working in partners encourage the un-blindfolded person to take responsibility for their partner's wellbeing. 5. No running during activity	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Slip-Trip-Fall	Injury as a result of playing the game	Possible	Insignificant	Low	No Change	Apr-26	1. Correct and clear instruction and signage of activity – GREEN 2. Clear instruction to watch out for trip / slip hazards before activity begins 3. Clear instruction how and when to communicate with the blindfolded person about imminent hazards 4. Adults to monitor the activity	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Biological material	Exposure to body fluids (e.g. Blood, saliva, sweat)	Rare	Minor	Low	No Change	Apr-26	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect / animal and/or organism	Rare	Moderate	Low	No Change	Apr-26	1. Check area and equipment for presence of insects and/or animals 2. All participants to wear appropriate footwear 3. Availability of first aid trained staff member 4. Epipen and first aid equipment readily available 5. Keeping activity area clear to fauna 6. Site wide pest control management contrac	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Rare	Moderate	Low	No Change	Apr-26	1.First aid trained person available 2.First aid equipment readily available and check frequently 3.Emergency Procedures available and up to date	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Structural Failure	Maze course damage resulting in injury	Rare	Minor	Low	No Change	Apr-26	1.Check of course prior to usage 2.Regular check and recording of inspection of Mini golf course	Manager, staff and clients			Accept the risk routine management
Operations	Activities	House Keeping	1.Poor appearance as result of rubbish and or activity equipment left out 2.Injury to participant due to lack of maintenance of activity	Possible	Insignificant	Low	No Change	Apr-26	1.Assigned setup and pack up of activity to staff member to ensure cleanliness 2.Scheduled maintenance and inspection of activity	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Possible	Insignificant	Low	No Change	Apr-26	1.All participants addressed at the commencement of the camp as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2.Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3.Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Environmental exposure	1.Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2.Inclement weather 3.Lightening and strong winds	Rare	Minor	Low	No Change	Apr-26	1.Access to sun cream, water and appropriate clothing (e.g. hat) 2.Inclement weather policy 3.Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Blindfold	Tying the blindfold too tight	Possible	Insignificant	Low	No Change	Apr-26	1.Blindfolds to be made from soft materials 2.Leader to check blindfolds before activity begins 3.Blindfolds to be washed after each use 4.Any children with infected eyes will not use blindfolds and will be have to close their eyes instead	Manager, staff and clients			Accept the risk routine management

Camp Clayton Risk Assessment



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Operations	Activities												
Operations	Activities	Mini Golf											
Operations	Activities	Striking	1.Participant injured from being hit with golf putter and/or golf ball 2.Participant injured from striking/kicking the mini golf course	Possible	Minor	Medium	No Change	Apr-26	1. Correct and clear instruction and signage of activity – GREEN 2. All participant to wear appropriate footwear 3. Clear instructions for participants to "avoid hitting the golf ball too hard or of the ground" 4. Clear instructions for participants not to swing golf putter to high 5. No running on activity	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Slip-Trip-Fall	1.Injury as a result of falling whilst walking over mini golf course 2.Injury as a result of playing the game	Possible	Insignificant	Low	No Change	Apr-26	1. Correct and clear instruction and signage of activity – GREEN 2. All participant to wear appropriate footwear 3. No running on activity	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Biological material	Exposure to body fluids (eg. Blood, saliva, sweat)	Rare	Minor	Low	No Change	Apr-26	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect, animal and/or organism	Rare	Moderate	Low	No Change	Apr-26	1. Check area and equipment for presence of insects and/or animals 2. All participants to wear appropriate footwear 3. Availability of first aid trained staff member 4. Epipen and first aid equipment readily available 5. Keeping activity area clear to fauna 6. Site wide pest control management contrac	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Rare	Moderate	Low	No Change	Apr-26	1.First aid trained person available 2.First aid equipment readily available and check frequently 3.Emergency Procedures available and up to date	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Structural Failure	Mini golf course damage resulting in injury	Rare	Minor	Low	No Change	Apr-26	1.Check of course prior to usage 2.Regular check and recording of inspection of Mini golf course	Manager, staff and clients			Accept the risk routine management
Operations	Activities	House Keeping	1.Poor appearance as result of rubbish and or activity equipment left out 2.Injury to participant due to lack of maintenance of activity	Possible	Insignificant	Low	No Change	Apr-26	1.Assigned setup and pack up of activity to staff member to ensure cleanliness 2.Scheduled maintenance and inspection of activity	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Possible	Insignificant	Low	No Change	Apr-26	1.All participants addressed at the commencement of the camp as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2.Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3.Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Environmental exposure	1.Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2.Inclement weather 3.Lightening and strong winds	Rare	Minor	Low	No Change	Apr-26	1.Access to sun cream, water and appropriate clothing (eg. hat) 2.Inclement weather policy 3.Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions	Manager and staff			Accept the risk routine management
Operations	Activities	Unsupervised usage	Injury as a result from using activity equipment incorrectly or un-sportsmanship like	Rare	Minor	Medium	No Change	Apr-26	1. Activity warning sign as free to use activity in accordance with game rules - GREEN 2. Activity equipment not left out unsupervised and stored in supervisors office	Manager, staff and clients			Specific responsibility and treatment

Camp Clayton Risk Assessment



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Operations	Activities												
Operations	Activities	Beach Volleyball											
Operations	Activities	Entanglement / entrapment	Injury to participant as result of getting arm caught in volleyball net	Rare	Insignificant	Low	No Change	Apr-26	Net properly tensioned at all times and holes fixed	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Cutting	1.Participant cut from object in sand 2.Participant cut from jewellery worn during play	Unlikely	Minor	Low	No Change	Apr-26	1.Sand checked prior to use 2.Sand regularly raked and cleaned from foreign objects 3.Participants reminded that jewellery should not be worn	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Striking	1.Participant injured from running into posts 2.Participant injured from running into other participants 3.Participant injured from ball striking face or other body part 4.Participant injured from jumping and landing	Unlikely	Moderate	Low	No Change	Apr-26	1.Posts clearly marked 2.Participants reminded of rules around net play 3.Maximum net heights checked and maintained	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Slip-Trip-Fall	Injury from landing on or falling during game from sand or posts	Unlikely	Insignificant	Low	No Change	Apr-26	Sand raked prior to use and foreign objects removed	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Biological material	Exposure to body fluids (e.g. Blood, saliva, sweat)	Unlikely	Minor	Low	No Change	Apr-26	1.Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2.Have sufficient and suitable containment material (bandages etc.) readily available 3.Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect, animal and/or organism	Rare	Major	Medium	No Change	Apr-26	1.Check area and equipment for presence of insects and/or animals 2.First aid training 3.EpiPen readily available 4.Keeping activity area clear to fauna 5.Pest Control site wide contract	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Structural Failure	Injury caused by: Broken net or court boundary fence	Rare	Moderate	Low	No Change	Apr-26	1.Thorough periodic in-house maintenance checks are completed by trained program staff 2.If net or posts are unsafe the activity is not to be undertaken until appropriate repairs have been completed	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Possible	Minor	Medium	No Change	Apr-26	1.All participants addressed at the commencement of camp as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2.Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3.Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Likely	Moderate	High	No Change	Apr-26	1.First aid trained person available 2.First aid equipment readily available and check frequently 3.Emergency Procedures available and up to date	Manager, staff and clients	Jun-26	Apr-26	Quarterly management review
Operations	Activities	Environmental exposure	1.Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2.Inclement weather 3.Lightening and strong winds	Almost Certain	Minor	Medium	No Change	Apr-26	1.Scheduled breaks 2.Access to sun cream, water and appropriate clothing (e.g. hat) 3.Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 4.Inclement weather policy	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Sand	Sand blowing into eyes	Possible	Insignificant	Low	No Change	Apr-26	Participant may choose to wear protective glasses	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Unsupervised usage	Injury as a result from using activity equipment incorrectly or un-sportsmanship like	Rare	Minor	Medium	No Change	Apr-26	1. Activity warning sign as free to use activity in accordance with game rules - GREEN 2. Activity equipment not left out unsupervised and stored in supervisors office	Manager, staff and clients			Specific responsibility and treatment

Camp Clayton Risk Assessment



Division	Department / Event	Activity/Hazard	What is the harm that the hazard could cause?	Assessment of Likelihood	Assessment of Consequence	Grade (combined Likelihood and Seriousness)	Change	Date of Review	Mitigation Actions (Preventative or Contingency)	Responsibility for mitigation action(s)	Date Due	Date Completed	Maintenance and review
Operations	Activities												
Operations	Activities	Frisbee Golf											
Operations	Activities	Cutting	Injury from sharp edges on clipboards/paper or frisbee	Rare	Insignificant	Low	No Change	Apr-26	1.Safe use of all equipment including clipboards 2.Check of equipment prior to usage 3.Regular check and recording of inspection of frisbee course	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Stabbing, Shearing, Puncture	Injury of result of making contact with a sharp object	Unlikely	Minor	Low	No Change	Apr-26	1.Appropriate footwear must be worn during activity 2.Participants instructed to play safely at all times	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Striking	1. Participant injured from colliding with another participant 2. Injury as a result of colliding with object (e.g. Frisbee) or equipment from other activities 3. Students being hit by road users	Likely	Insignificant	Medium	No Change	Apr-26	1.Clear instructions for participants to be aware of dangers of running games 2.Clear instructions for how to play game safely 3.The group is instructed to walk around, rather than through activities on their search 4.Participants are instructed to be alert and aware when on or near roads within the campsite 5.Road signs are clearly displayed throughout the campsite highlighting the speed limit and that the roads are a shared zone (vehicles and pedestrians) 6.Participants always work in groups and are instructed to look out for each other 7.All participant to wear appropriate footwear	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Slip-Trip-Fall	Injury as a result slipping or falling during the playing of the game	Possible	Insignificant	Low	No Change	Apr-26	1.Be made aware of any steps or objects on the ground 2.Appropriate footwear must be worn during activity 3.Clear Briefing/Instructions, full understanding. 4.No climbing fences, trees and/or buildings	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Biological material	Exposure to body fluids (e.g. Blood, saliva, sweat)	Rare	Minor	Low	No Change	Apr-26	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect, animal and/or organism	Rare	Moderate	Low	No Change	Apr-26	1. Check area and equipment for presence of insects and/or animals 2. All participants to wear appropriate footwear 3. Availability of first aid trained staff member 4. EpiPen and first aid equipment readily available 5. Keeping activity area clear to fauna 6. Site wide pest control management contrac	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Possible	Moderate	Medium	No Change	Apr-26	1.First aid trained person available 2.First aid equipment readily available and check frequently 3.Emergency Procedures available and up to date	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Structural Failure	Frisbee golf course damage resulting in injury	Rare	Minor	Low	No Change	Apr-26	1.Check of equipment and course prior to usage 2.Regular check and recording of inspection of frisbee golf course	Manager, staff and clients			Accept the risk routine management
Operations	Activities	House Keeping	1.Poor appearance as result of rubbish and or activity equipment left out 2.Injury to participant due to lack of maintenance of activity	Possible	Insignificant	Low	No Change	Apr-26	1.Assigned setup and pack up of activity to staff member to ensure cleanliness 2.Scheduled maintenance and inspection of activity	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Possible	Insignificant	Low	No Change	Apr-26	1.All participants addressed at the commencement of the camp as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2.Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3.Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Environmental exposure	1.Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2.Inclement weather 3.Lightening and strong winds	Rare	Minor	Low	No Change	Apr-26	1.Access to sun cream, water and appropriate clothing (e.g. hat) 2.Inclement weather policy 3.Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Unsupervised usage	Injury as a result from using activity equipment incorrectly or un-sportsmanship like	Rare	Minor	Medium	No Change	Apr-26	1. Activity warning sign as free to use activity in accordance with game rules - GREEN 2. Activity equipment not left out unsupervised and stored in supervisors office	Manager, staff and clients			Specific responsibility and treatment

Camp Clayton Risk Assessment



Division	Department / Event	Activity/Hazard	What is the harm that the hazard could cause?	Assessment of Likelihood	Assessment of Consequence	Grade (combined Likelihood and Seriousness)	Change	Date of Review	Mitigation Actions (Preventative or Contingency)	Responsibility for mitigation action(s)	Date Due	Date Completed	Maintenance and review
Operations	Activities	Animal Hunt											
Operations	Activities	Cutting	Injury from sharp edges on clipboards/paper	Rare	Insignificant	Low	No Change	Apr-26	1.Safe use of all equipment including clipboards 2.Check of equipment prior to usage	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Stabbing, Shearing, Puncture	Injury of result of making contact with a sharp object	Unlikely	Minor	Low	No Change	Apr-26	1.Appropriate footwear must be worn during activity 2.Participants instructed to play safely at all times	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Striking	1. Participant injured from colliding with another participant 2. Injury as a result of colliding with object (e.g. Frisbee) or equipment from other activities 3. Students being hit by road users	Unlikely	Insignificant	Low	No Change	Apr-26	1.Clear instructions for participants to be aware of dangers of running games 2.Clear instructions for how to play game safely 3.The group is instructed to walk around, rather than through activities on their search 4.Participants are instructed to be alert and aware when on or near roads within the campsite 5.Road signs are clearly displayed throughout the campsite highlighting the speed limit and that the roads are a shared zone (vehicles and pedestrians) 6.Participants always work in groups and are instructed to look out for each other 7.All participant to wear appropriate footwear	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Slip-Trip-Fall	Injury as a result slipping or falling during the playing of the game	Possible	Insignificant	Low	No Change	Apr-26	1.Be made aware of any steps or objects on the ground 2.Appropriate footwear must be worn during activity 3.Clear Briefing/Instructions, full understanding. 4.No climbing fences, trees and/or building 5.Participants are instructed not to go on any other activity whilst completing the Photo / Number / Letter Hunt activity	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Biological material	Exposure to body fluids (e.g. Blood, saliva, sweat)	Rare	Minor	Low	No Change	Apr-26	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect, animal and/or organism	Rare	Moderate	Low	No Change	Apr-26	1. Check area and equipment for presence of insects and/or animals 2. All participants to wear appropriate footwear 3. Availability of first aid trained staff member 4. EpiPen and first aid equipment readily available 5. Keeping activity area clear to fauna 6. Site wide pest control management contrac	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Possible	Moderate	Medium	No Change	Apr-26	1.First aid trained person available 2.First aid equipment readily available and check frequently 3.Emergency Procedures available and up to date	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Possible	Insignificant	Low	No Change	Apr-26	1.All participants addressed at the commencement of the camp as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2.Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3.Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Environmental exposure	1.Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2.Inclement weather 3.Lightening and strong winds	Rare	Minor	Low	No Change	Apr-26	1.Access to sun cream, water and appropriate clothing (e.g. hat) 2.Inclement weather policy 3.Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Unsupervised usage	Injury as a result from using activity equipment incorrectly or un-sportsmanship like	Rare	Minor	Medium	No Change	Apr-26	1. Activity warning sign as free to use activity in accordance with game rules - GREEN 2. Activity equipment not left out unsupervised and stored in supervisors office	Manager, staff and clients			Specific responsibility and treatment

Camp Clayton Risk Assessment



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Operations	Activities												
Operations	Activities	Bush Walking & Camping											
Operations	Activities	Cutting	Injury from cutting (eg. Rock/branch)	Unlikely	Minor	Low	No Change	Apr-26	1.Appropriate footwear must be worn at all times 2.Participants instructed to walk safely at all times 3.Trip Hazards are identified to the group on the walk 4.Supervisors to carry first aid kit	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Stabbing, Shearing, Puncture	Injury of result of cutting on sharp object	Rare	Minor	Low	No Change	Apr-26	1.Appropriate footwear must be worn to and from beach 2.Participants instructed to walk safely at all times 3.Trip Hazards are identified to the group on the walk or in the sea 4.Supervisors to carry first aid kit	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Friction	Injury from prolonged walking (eg. blisters)	Unlikely	Minor	Low	No Change	Apr-26	1. Appropriate footwear must be worn at all times 2. Supervisors to carry first aid kit	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Slip-Trip-Fall	Injury from landing on or falling during walk	Possible	Minor	Medium	No Change	Apr-26	1.Appropriate footwear must be worn at all times 2.Participants instructed to walk safely at all times 3.Trip Hazards are identified to the group on the walk 4.Supervisors to carry first aid kit	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Striking	Injury from cutting (eg. Rock/branch)	Likely	Minor	Medium	No Change	Apr-26	1.Appropriate footwear must be worn at all times 2.Participants instructed to walk safely at all times 3.Trip Hazards are identified to the group on the walk 4.Supervisors to carry first aid kit	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Biological material	Exposure to body fluids (eg. Blood, saliva, sweat)	Unlikely	Minor	Low	No Change	Apr-26	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect, animal and/or organism	Rare	Major	Medium	No Change	Apr-26	1.Participants required to stay on designated tracks 2.Participants are required to stay together as a group 3.Supervisors to carry first aid kits with snake bite bandages 4.Insect repellent available	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Thermal comfort	Exposure to extreme cold or heat	Rare	Major	High	No Change	Apr-26	1.Clothing checklist for remote areas, mountain areas 2.Gear checklist for overnight walks 3.Leader must confirm that party members are carrying minimum clothing requirements (include day walks if cold condition and off trail) 4.Gear check list includes water bottles 5.Leader to carry extra water 6.Leader to be Emergency Response Trained	Manager, staff and clients	Jun-26	Apr-26	Quarterly management review
Operations	Activities	Drowning/Near Drowning	1.Inability to swim 2.Overconfidence in own swimming ability 3.Environmental factor of currents or waves	Unlikely	Major	Medium	No Change	Apr-26	1.Participation in the activity must correspond with participants skills and ability 2.NON swimmers MUST stay in shallows 3.NO rapidly flowing rivers are to be crossed 4.Bridges or natural features are to be used to cross rivers 5.Qualified Bronze Medial Supervisor/Lifeguard must be present during any swimming activities	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Equipment	Injury caused by; 1.Incorrect use of, or worn equipment, including; Backpacks / shoes / cooking equipment / sleeping bag etc. 2.Inadequate equipment for the conditions	Possible	Minor	Medium	No Change	Apr-26	1.Ensure all equipment is well maintained, ensure participants are aware of the location of emergency and first-aid equipment 2.Ensure suitable communication is available and in working order 3.Consider mobile phone network access, battery and waterproof casing 4.Ensure torches are used at night when moving around site	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Likely	Moderate	High	No Change	Apr-26	1.EpiPen and puffers to be easily accessible if not present. 2.Instructor or supervisor to be aware of medical conditions among participants 3.Supervisor to hold or have access to someone who holds a first aid qualification, and in remote areas to the level of remote first aid 4.Carrying adequate first aid equipment for the activity	Manager, staff and clients	Jun-26	Apr-26	Quarterly management review
Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Possible	Minor	Medium	No Change	Apr-26	1.All participants addressed at the commencement of the walk as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2.Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3.Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Fatigue / Over exertion	Injury due to fatigue or over exertion	Unlikely	Minor	Low	No Change	Apr-26	1.Review health, maturity, fitness, suitability and competency of participants. 2.Record individual participant medical conditions and brief staff on any student health plans 3.Participants instructed in proper walking technique 4.Bushwalk length amended according to group ability 5.Participants encouraged to carry water bottles, drink plenty of water prior to activity 6.Appropriate breaks and group capability assessments	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Severe weather	Injury due to extreme weather conditions	Rare	Major	Medium	No Change	Apr-26	1.Proper equipment/clothing is carried for type of walk 2.Risk assessment of walk to include weather forecast check	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Getting Lost	1.Failure to return on time causing locale and or state wide concern / exposure 2.Poorly equipped for unscheduled event of prolonged exposure 3.Injury due to prolonged exposure 4.Physiological consequences participants 5.Customer complaint due to getting lost	Possible	Moderate	Medium	No Change	Apr-26	1.Activity risk assessment is conducted 2.Participants are required to walk as a group 3.Activity is conducted on clearly marked and defined bush trails 4.Activity is to have a Supervising adult present 5.Supervisor carries map of trails 6.Participants are briefed on what to do if they are separated from group 7.Phone to be carried by supervisor 8.SPOT to be carried by supervisor where no phone reception is expected 9.Brief all participants on the procedure to be followed should a participant become separated or lost from the camp 10.Ensure students are appropriately supervised during unstructured free time	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Bushfire	Exposure/threat of bushfire	Rare	Critical	High	No Change	Apr-26	1.Walk leader to check with local land manager before starting a walk in a fire prone area during fire season 2.Carry a Mobile phone on extended walks during the fire season to check daily fire status 3.Overnight walkers to take food that doesn't require a stove 4.Research the walk area in terms of fire zone, emergency exit routes and safe places 5.Consider cancellation of the Event 6.No day walks in forest areas on a total fire ban day	Manager, staff and clients	Jun-26	Apr-26	Quarterly management review
Operations	Activities	Toileting in the bush	Possible injury to participant due to bushfire	Rare	Moderate	Low	No Change	Apr-26	1.Participants are encouraged to use bathrooms at camp prior to bushwalk 2.Participants are briefed on appropriate toileting procedures in the bush 3.Walk leader carries trowel and paper for toileting in pack 4.Female participants instructed on appropriate toileting procedures in the bush whilst having menstrual period	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Open fires/camp cooking	Extreme temperature sources	Possible	Moderate	Medium	No Change	Apr-26	Ensure any open flames (e.g.campfires) are positioned, built, monitored and extinguished appropriately.	Manager, staff and clients			Specific responsibility and treatment

Camp Clayton Risk Assessment



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Operations	Activities												
Operations	Activities	Beach Swimming											
Operations	Activities	Crushing	Participant being struck from thrown rock or object	Rare	Minor	Low	No Change	Apr-26	Participants clearly instructed not to throw rocks or objects	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Stabbing, Shearing, Puncture	Injury of result of cutting on sharp object	Rare	Minor	Low	No Change	Apr-26	1.Appropriate footwear must be worn to and from beach 2.Participants instructed to walk safely at all times 3.Trip Hazards are identified to the group on the walk or in the sea 4.Supervisors to carry first aid kit	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Slip-Trip-Fall	Participant slipping, tripping or falling whilst walking to sea or in sea	Rare	Minor	Low	No Change	Apr-26	1.Brief participants on rules and behaviour 2.Remain on pedestrian pathways and use pedestrian crossings at all times 3.Instructor/guide to lead walk. Supervision at front and back to keep group together. 4.Wear enclosed footwear suitable for walking, clothing to protect arms and legs and suitable for changing weather conditions	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Biological material	Exposure to body fluids (eg. Blood, saliva, sweat)	Rare	Minor	Low	No Change	Apr-26	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect, animal and/or organism	Rare	Major	Medium	No Change	Apr-26	1. Check area and equipment for presence of insects and/or animals 2. All participants to wear appropriate footwear 3. Availability of first aid trained staff member 4. Epipen and first aid equipment readily available 5. Keeping activity area clear to fauna 6. Site wide pest control management contrac	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Environmental exposure	1.Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2.Inclement weather 3.Lightening and strong winds	Likely	Minor	Medium	No Change	Apr-26	1.Access to sun cream, water and appropriate clothing for changing weather conditions (eg. hat) 2.Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 3.Inclement weather policy	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Drowning / Near Drowning	Caused by: Inability to swim Overconfidence in own swimming ability Environmental factor of currents or waves	Rare	Major	Medium	No Change	Apr-26	1. Participation in the activity must correspond with participants skills and ability 2. NON swimmers MUST NOT be allowed in the water 3. Buoyancy aids are available for weaker swimmers (PFD's), and they a. are encouraged to stay in the shallow end of the beach 4. Rescue equipment MUST be readily available , a. and maintained in serviceable condition 5. Qualified Beach Bronze Medial Supervisor/Lifeguard must be present during any swimming activities on the beach (Eg. Surf Life Safe Member)	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Rare	Moderate	Low	No Change	Apr-26	1.First aid trained person available 2.First aid equipment readily available and check frequently 3.Emergency Procedures available and up to date	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Unlikely	Minor	Low	No Change	Apr-26	1.All clients addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2.Clients behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the student should be removed from the activity and an incident report written 3.Supervisors actively supervise all members of their group, including students who may be waiting	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Environmental exposure	1.Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2.Inclement weather 3.Lightening and strong winds	Rare	Minor	Low	No Change	Apr-26	1.Scheduled breaks 2.Access to sun cream, water and appropriate clothing (eg. hat) 3.Inclement weather policy 4.Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 5.Assess weather conditions and obtain advice about local environmental conditions. 6.Select a location considering the depth of water (appropriate to the ability of the students), tidal flow and currents, water visibility/temperature, marine life and watercraft using the location. 7.Define the boundaries of the safe swimming area. (e.g. markers on the beach and outer boundary to be water no deeper than chest height of smallest swimmer) 8.Cease activities when conditions tend towards unfavourable (e.g. impending storm) or where environmental warnings have been issued	Manager and staff			Accept the risk routine management
Operations	Activities	People - Lifeguard	Injury caused by unsafe practices including; Poor supervision due to visibility issues or poor communication	Rare	Major	Medium	No Change	Apr-26	1.Lifeguard to be present during all beach swimming activities 2.Lifeguard must be aware of conditions that affect visibility, such as glare from the sun, cloudy water or shadows at different times of the day 3.The most suitable lifeguard positions must be established depending on the conditions 4.Communication strategy should be discussed before participants enter the sea water – ie stop and exit water when you hear the whistle	Manager and staff			Specific responsibility and treatment
Operations	Activities	People - managing groups	Injury caused by unsafe practices including; Poor supervision due to group size	Likely	Major	Medium	No Change	Apr-26	1.Limit group sizes due lifeguards ration 2.Assess participants' ability to swim at the specific location. 3.If non- swimmers are involved in the activity, ensure appropriate supervision and risk mitigation strategies are in place. 4.Have all participants wear easily identifiable clothing to assist with identification in the water (e.g. brightly coloured rash vests, sunshirts or bibs). 5.Consider high-visibility wrist bands for medically at-risk participants (asthma, anaphylaxis, epilepsy) as appropriate. 6.Advise participants about the dangers of diving/jumping into the water relevant to the swimming location. 7.Continuously monitor participants for signs of fatigue and exhaustion. 8.Conduct safety checks (e.g. a buddy system or roll checks/head count) during the activity. 9.Implement procedures (e.g roll marking mechanisms) for participants leaving the location	Manager and staff			Specific responsibility and treatment

Camp Clayton Risk Assessment



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Operations	Activities												
Operations	Activities	Fishing											
Operations	Activities	Crushing	Participant being struck from thrown rock or object	Rare	Minor	Low	No Change	Apr-26	Participants clearly instructed not to throw rocks or objects	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Cutting	Injury from fishing equipment	Rare	Insignificant	Low	No Change	Apr-26	1.Safe use of all fishing equipment 2.Provide clear instruction in: a.the safe handling of hooks and fishing knives b.safe casting of handlines and fishing rods (e.g. ensure students are aware of their proximity to others) c.safe storage of fishing equipment whilst traveling to and from the fishing location d.how to remove a hooked fish safely	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Stabbing, Shearing, Puncture	Injury of result of making contact with a sharp object	Rare	Minor	Low	No Change	Apr-26	1.Appropriate footwear must be worn to and from beach 2.Participants instructed to walk safely at all times 3.Trip Hazards are identified to the group on the walk or in the sea 4.Supervisors to carry first aid kit	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Slip-Trip-Fall	Participant slipping, tripping or falling whilst walking to sea or in sea	Rare	Minor	Low	No Change	Apr-26	1. Brief participants on rules and behaviour 2. Remain on formed paths and use appropriate and designated crossings at all times 3. Instructor/guide to lead walk. Supervision at front and back to keep group together. 4. Wear enclosed footwear suitable for walking, clothing to protect arms and legs and suitable for changing weather conditions	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Biological material	Exposure to body fluids (eg. Blood, saliva, sweat)	Rare	Minor	Low	No Change	Apr-26	1.Adhere to established hand hygiene practices (e.g. hands and nails should be washed thoroughly with warm running water and liquid soap, and then dried, particularly when eating food after handling bait) 2.Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 3.Have sufficient and suitable containment material (bandages etc.) readily available 4.Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect, animal and/or organism	Rare	Major	Medium	No Change	Apr-26	1. Check area and equipment for presence of insects and/or animals 2. All participants to wear appropriate footwear 3. Availability of first aid trained staff member 4. EpiPen and first aid equipment readily available 5. Stay on formed paths when walking to and from beach	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Rare	Moderate	Low	No Change	Apr-26	1.First aid trained person available 2.First aid equipment readily available and check frequently 3.Emergency Procedures available and up to date	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Unlikely	Minor	Low	No Change	Apr-26	1.All clients addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2.Clients behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the student should be removed from the activity and an incident report written 3.Supervisors actively supervise all members of their group, including students who may be waiting	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Environmental exposure	1.Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2.Inclement weather 3.Lightening and strong winds	Rare	Minor	Low	No Change	Apr-26	1.Scheduled breaks 2.Access to sun cream, water and appropriate clothing (eg. hat) 3.Inclement weather policy 4.Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 5.Assess weather conditions and obtain advice about local environmental conditions. 6.Select a location considering the depth of water (appropriate to the ability of the students), tidal flow and currents, water visibility/temperature, marine life and watercraft using the location. 7.Define the boundaries of the safe swimming area. (e.g. markers on the beach and outer boundary to be water no deeper than chest height of smallest swimmer) 8.Cease activities when conditions tend towards unfavourable (e.g. impending storm) or where environmental warnings have been issued	Manager and staff			Accept the risk routine management
Operations	Activities	People - Lifeguard	Injury caused by unsafe practices including; Poor supervision due to visibility issues or poor communication	Rare	Major	Medium	No Change	Apr-26	1.Lifeguard to be considered for all fishing activities 2.Lifeguard must be aware of conditions that affect visibility, such as glare from the sun, cloudy water or shadows at different times of the day 3.The most suitable lifeguard positions must be established depending on the conditions 4.Communication strategy should be discussed before participants enter the sea water – ie stop and exit water when you hear the whistle	Manager and staff			Specific responsibility and treatment
Operations	Activities	People - managing groups	Injury caused by unsafe practices including; Poor supervision due to group size	Possible	Major	Medium	No Change	Apr-26	1.Limit group sizes due lifeguards ration and/or availability 2.Assess participants' ability to swim at the specific location. 3.If non- swimmers are involved in the activity, ensure appropriate supervision and risk mitigation strategies are in place. 4.Have all participants wear easily identifiable clothing to assist with identification in the water (e.g. brightly coloured rash vests, sunshirts or bibs). 5.Consider high-visibility wrist bands for medically at-risk participants (asthma, anaphylaxis, epilepsy) as appropriate. 6.Advise participants about the dangers of diving/jumping into the water relevant to the swimming location. 7.Continuously monitor participants for signs of fatigue and exhaustion. 8.Conduct safety checks (e.g. a buddy system or roll checks/head count) during the activity. 9.Implement procedures (e.g roll marking mechanisms) for participants leaving the location	Manager and staff			Specific responsibility and treatment

Camp Clayton Risk Assessment



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Operations	Activities												
Operations	Activities	Ladder Wrestling											
Operations	Activities	Entanglement / Entrapment	1. Fingers caught in ladder 2. Loose ends becoming caught	Possible	Moderate	Medium	Updated	Apr-26	1. Correct instructions to participants/assistant 2. Hold top run of ladder 3. All loose ends tied back/ removed. 4. ABCDEF activity check	Manager, Staff and Client			Specific responsibility and treatment
Operations	Activities	Cutting	Injury from sharp edges on ladder	Possible	Minor	Low	No Change	Apr-26	1. Inspection of equipment before use 2. No jumping from rung to rung	Manager, Staff and Client			Accept the risk Routine management
Operations	Activities	Crushing	1. Participants or items fall onto those below 2. Fall from ladder onto other participant or ground	Possible	Minor	Medium	No Change	Apr-26	1. All participant to clear out pockets 2. Keep area clear 3. Crash mats underneath activity	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Stabbing, shearing, puncturing	Sharp edges on ladder	Rare	Major	Medium	No Change	Apr-26	1. All participant to have nothing in pockets 2. Keep area clear 3. Crash mats	Manager, Staff and Client			Specific responsibility and treatment
Operations	Activities	Friction	Friction on Rope	Rare	Major	Medium	No Change	Apr-26	Prussic stay chords tied to rope to stop slide on the runs	Manager, Staff and Client			Specific responsibility and treatment
Operations	Activities	Striking	1. Falling ladder 2. Falling participant	Rare	Major	Medium	No Change	Apr-26	1. Maintain 3 tie down points on ladder 2. All participant to wear helmets 3. Crash mats underneath activity	Manager, Staff and Client			Specific responsibility and treatment
Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Rare	Moderate	Low	No Change	Apr-26	1.First aid trained person available 2.First aid equipment readily available and check frequently 3.Emergency Procedures available and up to date	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Manual Handling/Ergonomics	Handeling of ladders and mats	Possible	Minor	Low	No Change	Apr-26	1. Brief to let go when participants need to 2. No kicking on ladder 3. Wrestling style not boxing	Manager, Staff and Client			Accept the risk Routine management
Operations	Activities	Biological	Exposure to body fluids (e.g. Blood, saliva, Sweat)	Possible	Minor	Medium	No Change	Apr-26	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, Staff and Client			Specific responsibility and treatment
Operations	Activities	Psychological	Conflict within the group and/or inappropriate student behaviour	Unlikely	Insignificant	Low	No Change	Apr-26	1.All participants addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2.Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3.Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Accept the risk routine management

Camp Clayton Risk Assessment



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Operations	Activities												
Operations	Activities	Lake Activities											
Operations	Activities	Crushing	Participant being struck from thrown rock or object	Rare	Minor	Low	No Change	Apr-26	Participants clearly instructed not to throw rocks or objects	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Stabbing, Shearing, Puncture	Injury of result of cutting on sharp object	Likely	Minor	Medium	No Change	Apr-26	1.Appropriate footwear must be worn to and from beach 2.Participants instructed to walk safely at all times 3.Trip Hazards are identified to the group on the walk or in the sea 4.Supervisors to carry first aid kit	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Slip-Trip-Fall	Participant slipping, tripping or falling whilst walking to lake or in whilst in lake	Likely	Minor	Medium	No Change	Apr-26	1.Brief participants on rules and behaviour 2.Remain on pedestrian pathways and use pedestrian crossings at all times 3.Instructor/guide to lead walk. Supervision at front and back to keep group together. 4.Wear enclosed footwear suitable for walking, clothing to protect arms and legs and suitable for changing weather conditions	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Biological material	Exposure to body fluids (eg. Blood, saliva, sweat)	Rare	Minor	Low	No Change	Apr-26	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect / animal and/or organism	Rare	Major	Medium	No Change	Apr-26	1. Check area and equipment for presence of insects and/or animals 2. All participants to wear appropriate footwear 3. Availability of first aid trained staff member 4. Epipen and first aid equipment readily available 5. Keeping activity area clear to fauna 6. Site wide pest control management contrac	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Environmental exposure	1.Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2.Inclement weather 3.Lightening and strong winds	Likely	Minor	Medium	No Change	Apr-26	1.Access to sun cream, water and appropriate clothing for changing weather conditions (eg. hat) 2.Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 3.Inclement weather policy	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Drowning / Near Drowning	Caused by: Inability to swim Overconfidence in own swimming ability Environmental factor of currents or Sudden drop off/ loose under foot	Rare	Major	Medium	No Change	Apr-26	1. Participation in the activity must correspond with participants skills and ability 2. NON swimmers MUST NOT be allowed in the water 3. Buoyancy aids are available for weaker swimmers (PFD's), and they are encouraged to stay in the shallow end of the beach 4. Rescue equipment MUST be readily available. and maintained in serviceable condition 5. Qualified Beach Bronze Medial Supervisor/Lifeguard must be present during any swimming activities on the beach (Eg. Surf Life Safe Member)	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Rare	Moderate	Low	No Change	Apr-26	1.First aid trained person available 2.First aid equipment readily available and check frequently 3.Emergency Procedures available and up to date	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Unlikely	Minor	Low	No Change	Apr-26	1.All clients addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2.Clients behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the student should be removed from the activity and an incident report written 3.Supervisors actively supervise all members of their group, including students who may be waiting	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Environmental exposure	1.Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2.Inclement weather 3.Lightening and strong winds	Rare	Minor	Low	No Change	Apr-26	1.Scheduled breaks 2.Access to sun cream, water and appropriate clothing (eg. hat) 3.Inclement weather policy 4.Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 5.Assess weather conditions and obtain advice about local environmental conditions. 6.Select a location considering the depth of water (appropriate to the ability of the students), tidal flow and currents, water visibility/temperature, marine life and watercraft using the location. 7.Define the boundaries of the safe swimming area. (e.g. markers on the beach and outer boundary to be water no deeper than chest height of smallest swimmer) 8.Cease activities when conditions tend towards unfavourable (e.g. impending storm) or where environmental warnings have been issued	Manager and staff			Accept the risk routine management
Operations	Activities	People - Lifeguard	Injury caused by unsafe practices including; Poor supervision due to visibility issues or poor communication	Rare	Major	Medium	No Change	Apr-26	1.Lifeguard to be present during all beach swimming activities 2.Lifeguard must be aware of conditions that affect visibility, such as glare from the sun, cloudy water or shadows at different times of the day 3.The most suitable lifeguard positions must be established depending on the conditions 4.Communication strategy should be discussed before participants enter the sea water – ie stop and exit water when you hear the whistle	Manager and staff			Specific responsibility and treatment
Operations	Activities	People - managing groups	Injury caused by unsafe practices including; Poor supervision due to group size	Likely	Major	Medium	No Change	Apr-26	1.Limit group sizes due lifeguards ration 2.Assess participants' ability to swim at the specific location. 3.If non- swimmers are involved in the activity, ensure appropriate supervision and risk mitigation strategies are in place. 4.Have all participants wear easily identifiable clothing to assist with identification in the water (e.g. brightly coloured rash vests, sunshirts or bibs). 5.Consider high-visibility wrist bands for medically at-risk participants (asthma, anaphylaxis, epilepsy) as appropriate. 6.Advise participants about the dangers of diving/jumping into the water relevant to the swimming location. 7.Continuously monitor participants for signs of fatigue and exhaustion. 8.Conduct safety checks (e.g. a buddy system or roll checks/head count) during the activity. 9.Implement procedures (e.g roll marking mechanisms) for participants leaving the location	Manager and staff			Specific responsibility and treatment

Camp Clayton Risk Assessment



Division	Department / Event	Activity/Hazard	What is the harm that the hazard could cause?	Assessment of Likelihood	Assessment of Consequence	Grade (combined Likelihood and Seriousness)	Change	Date of Review	Mitigation Actions (Preventative or Contingency)	Responsibility for mitigation action(s)	Date Due	Date Completed	Maintenance and review
Operations	Activities	Camp Fires											
Operations	Activities	Stabbing, Shearing, Puncture	Injury of result of cutting on sharp object (eg. rocks and sticks)	Likely	Minor	Medium	No Change	Apr-26	1. Appropriate footwear must be worn to and from and around fire 2. Participants instructed to walk safely at all times 3. Trip Hazards are identified to the group on the walk or around the fire 4. Supervisors to carry first aid kit or one available close by	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Slip-Trip-Fall	Participant slipping, tripping or falling whilst walking to and from or near fire (eg. darkness, uneven ground)	Unlikely	Moderate	Medium	No Change	Apr-26	1. Brief participants on rules and behaviour 2. Use pathways, walking tracks, roads, and railway crossings at all times 3. Instructor/guide to lead walk. Supervision at front and back to keep group together 4. Wear enclosed footwear suitable for walking, clothing to protect arms and legs and suitable for changing weather conditions and being in proximity of fire	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Biological material	Exposure to body fluids (eg. Blood, saliva, sweat)	Rare	Minor	Low	No Change	Apr-26	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as mouthguards, towels and drink bottles are not shared	Manager, staff and clients			Manager, staff and clients
Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect / animal and/or organism Stabbing, shearing, punctures from wood, plants or weeds. Hitting/Striking low branches or being struck by falling branches.	Possible	Moderate	Medium	No Change	Apr-26	1. Check area and equipment for presence of insects and/or animals or low branches 2. All participants to wear appropriate footwear 3. Availability of first aid trained staff member 4. Epipen and first aid equipment readily available (eg. coldpacks) 5. Stay on formed paths and walkways, do not go into scrub and/or high grass areas when walking to and from or near fires 6. Beware of flora and fauna in wood piles and or wood boxes when handling wood 7. Wind and weather conditions checked and logged 8. Fires in open areas and away from trees or possible falling branches	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Environmental exposure	1. Possible injury due to prolonged exposure to heat, cold, or environmental factors of staff or participant 2. Inclement weather 3. Lightning and strong winds	Rare	Moderate	Low	No Change	Apr-26	1. Access to water and appropriate clothing for changing weather conditions (eg. hat) 2. Staff and participants to monitor personnel at all times to look for symptoms and signs of above conditions 3. Inclement weather plan/procedures	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Unlikely	Moderate	Medium	No Change	Apr-26	1. Brief on rules and appropriate behaviour 2. First aid trained person available 3. Epipen, first aid equipment, cold packs readily available and check frequently 4. Emergency Procedures available and up to date	Manager, staff and clients			Manager, staff and clients
Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Possible	Insignificant	Low	No Change	Apr-26	1. All clients addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2. Clients behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the student should be removed from the activity and an incident report written 3. Supervisors actively supervise all members of their group, including students who may be waiting	Manager, staff and clients			Manager, staff and clients
Operations	Activities	People - managing groups	Injury caused by unsafe practices including; Poor supervision due to group size Lack of awareness of risk, rules and appropriate behaviour Lost or despondent camper in paddocks	Unlikely	Moderate	Medium	No Change	Apr-26	1. Appropriate group sizes for location and size of activity 2. Aware of number and individuals in the group 3. Access to current and up to date risk assessment and briefing expectations 4. Clear understanding of rules and behaviours of participants 5. Training and empowerment of appropriate group/participant management 6. Physical and/or structural barriers (eg. rocks around firepits, firescreens, fences) 7. Access to lights, whistle, radios, torches, vehicles in case of lost or despondent camper	Manager, staff and clients			Manager, staff and clients
Operations	Activities	Campfires – Hollow Pit (tiered seating)	Burns, smoke inhalation, trip hazard, uncontrolled fire	Possible	Minor	Medium	No Change	Apr-26	1. Only used under adult supervision 2. Pit in open space with cleared surroundings 3. No overhead branches or structures 4. Fire lit by experienced person only – no accelerants 5. Mains water tap nearby 6. No fire on TFB days or in high winds 7. Fire size within TFS permit rules during permit period 8. Seating provides safe distance 9. Weather forecast checked and logged 10. Briefing given to all users 11. Fire must be fully extinguished after use with nearby mains water tap and/or spread out	Activity Leader / Site Staff			Accept the risk routine management
Operations	Activities	Campfires – Bayside Outdoor Pit	Burns, smoke inhalation, uncontrolled fire, embers in wind	Possible	Minor	Medium	No Change	Apr-26	1. Only used under adult supervision 2. Pit in open space with cleared surroundings 3. No overhead branches or structures 4. Fire lit by experienced person only – no accelerants 5. Mains water tap nearby 6. No fire on TFB days or in high winds 7. Fire size within TFS permit rules during permit period 8. Seating provides safe distance 9. Weather forecast checked and logged 10. Briefing given to all users 11. Fire must be fully extinguished after use with nearby mains water tap and/or spread out	Bayside Host / Site Team			Accept the risk routine management
Facilities	Accommodation	Wood Heaters – Bayside & Mainsite Lounges	Contact burns, smoke inhalation, ash hazard, fire risk	Rare	Minor	Low	No Change	Apr-26	1. Only staff or competent adults may operate heaters 2. No drying of clothing/items on or near heater 3. Chimneys swept annually 4. Tiles in place for safe distance 5. Fireguards fitted where accessible 6. Ashes removed only when cold, into metal bin (only) 7. Smoke alarms tested quarterly	Facilities Manager			Accept the risk routine management
Operations	Activities	Open fires/camp cooking	Contact burns, smoke inhalation, ash hazard, fire risk	Likely	Minor	Medium	No Change	Apr-26	1. Ensure any open flames (e.g.campfires) are positioned, built, monitored and extinguished appropriately. 2. Only used under adult supervision 3. Fire in open space with cleared surroundings 4. No overhead branches or structures 5. Fire lit by experienced person only – no accelerants or under adult supervision 6. Water readily available nearby 7. No fire on TFB days or in high winds 8. Fire size within TFS permit rules during permit period 9. Weather forecast checked and logged 10. Briefing given to all participants including boundaries and appropriate behaviours 11. Fire must be fully extinguished after use	Manager, staff and clients			Accept the risk routine management

Operations	Events	Bonfires – Special Events / Youth Nights	Fire spread, large group hazard, smoke inhalation, embers, radiant heat, moving vehicles	Possible	Major	High	No Change	Apr-26	1. Bonfire location cleared and pre-approved 2. Appropriate distance from trees, buildings, or flammable objects 3. Close to water source or water tank/truck available 4. No fire during TFB or high winds 5. Size restricted as per TFS permit system 6. Only lit by experienced team member or appropriate adult 7. Approved ignition: mixture of diesel and fuel only if permitted and site-approved 8. Participants kept back at marked safe distance 9. Wind and weather conditions checked and logged 10. First aid and suppression equipment on hand 11. Emergency contact device present 12. Fire fully extinguished and site inspected post-event 13. Vehicles only to be used with adequate lighting and by appropriate and responsible drivers (eg. driver declarations)	Event Coordinator / Site Supervisor	Per event	Apr-26	Quarterly management review
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Camp Clayton Risk Assessment



Division	Department / Event	Activity/Hazard	What is the harm that the hazard could cause?	Assessment of Likelihood	Assessment of Consequence	Grade (combined Likelihood and Seriousness)	Change	Date of Review	Mitigation Actions (Preventative or Contingency)	Responsibility for mitigation action(s)	Date Due	Date Completed	Maintenance and review
Operations	Activities												
Operations	Activities	Off Site Scavenger Hunt											
Operations	Activities	Cutting	Injury from cutting (eg. Rock/branch/Broken Glass or Sharps)	Rare	Major	Medium	No Change	Apr-26	1. Appropriate footwear must be worn at all times 2. Participants instructed to walk safely at all times 3. Trip Hazards are identified to the group on the walk 4. Supervisors to carry first aid kit 5. Participants instructed not t pick up or touch shar items	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Stabbing, Shearing, Puncture	Injury of result of cutting on sharp object	Rare	Major	Medium	No Change	Apr-26	1. Appropriate footwear must be worn at all times 2. Participants instructed to walk safely at all times 3. Trip Hazards are identified to the group on the walk 4. Supervisors to carry first aid kit 5. Participants instructed not t pick up or touch shar items	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Friction	Injury from prolonged walking (eg. blisters)	Unlikely	Minor	Low	No Change	Apr-26	1. Appropriate footwear must be worn at all times 2. Supervisors to carry first aid kit	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Slip-Trip-Fall	Injury from landing on or falling during walk	Unlikely	Minor	Low	No Change	Apr-26	1.Appropriate footwear must be worn at all times 2.Participants instructed to walk safely at all times 3.Trip Hazards are identified to the group on the walk 4.Supervisors to carry first aid kit	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Striking	Injury from cutting (eg. Rock/branch)	Unlikely	Minor	Low	No Change	Apr-26	1.Appropriate footwear must be worn at all times 2.Participants instructed to walk safely at all times 3.Trip Hazards are identified to the group on the walk 4.Supervisors to carry first aid kit	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Biological material	Exposure to body fluids (eg. Blood, saliva, sweat)	Rare	Minor	Low	No Change	Apr-26	1. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious 2. Have sufficient and suitable containment material (bandages etc.) readily available 3. Ensure that personal items such as towels and drink bottles are not shared	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Flora and Fauna Hazards	Bite / Sting from snake, spider, other insect, animal and/or organism	Rare	Major	Medium	No Change	Apr-26	1.Participants required to stay on designated tracks 2.Participants are required to stay together as a group 3.Supervisors to carry first aid kits with snake bite bandages 4.Insect repellent available	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Thermal comfort	Exposure to extreme cold or heat	Rare	Major	High	Updated	Apr-26	1.Clothing checklist for remote areas, mountain areas 2.Gear checklist for overnight walks 3.Leader must confirm that party members are carrying minimum clothing requirements (include day walks if cold condition and off trail) 4.Gear check list includes water bottles 5.Leader to carry extra water 6.Leader to be Emergency Response Trained	Manager, staff and clients	Per event	Jan-26	Quarterly management review
Operations	Activities	Drowning/Near Drowning	1.Inability to swim 2.Overconfidence in own swimming ability 3.Environmental factor of currents or waves	Unlikely	Major	Medium	No Change	Apr-26	Clear instructions that this activity does not include water and/or to enter water ways or go near them	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Medical	1.Asthma or Anaphylaxis reaction 2.First aid incident	Likely	Moderate	High	Updated	Apr-26	1.EpiPen and puffers to be easily accessible if not present. 2.Instructor or supervisor to be aware of medical conditions among participants 3.Supervisor to hold or have access to someone who holds a first aid qualification, and in remote areas to the level of remote first aid 4.Carrying adequate first aid equipment for the activity	Manager, staff and clients	Per event	Jan-26	Quarterly management review
Operations	Activities	Psychological	Conflict within the group and/or inappropriate participant behaviour	Possible	Minor	Medium	No Change	Apr-26	1.All participants addressed at the commencement of the walk as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2.Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3.Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Fatigue / Over exertion	Injury due to fatigue or over exertion	Unlikely	Minor	Low	No Change	Apr-26	1.Review health, maturity, fitness, suitability and competency of participants. 2.Record individual participant medical conditions and brief staff on any student health plans 3.Participants instructed in proper walking technique 4.Bushwalk length amended according to group ability 5.Participants encouraged to carry water bottles, drink plenty of water prior to activity 6.Appropriate breaks and group capability assessments	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Severe weather	Injury due to extreme weather conditions	Rare	Major	Medium	No Change	Apr-26	1.Proper equipment/clothing is carried for type of walk 2.Risk assessment of walk to include weather forecast check	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Getting Lost	1. Failure to return time and delayed activity 2. Physiological consequences participants 3. Customer complaint due to participant getting lost	Possible	Moderate	Medium	No Change	Apr-26	1. Activity risk assessment is conducted 2. Participants are required to walk as a group 3. Activity is conducted in known and defined area 4. Participants if available allowed to carry mobile phone 5. Participants provided with and carries map of area 6. Participants are briefed on what to do if they are separated from group	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Participant being seperated from group	1. Increased risk and exposure of participant 2. Failure to return time and delayed activity 3. Physiological consequences participants 4. Customer complaint due to participant getting seperated	Possible	Major	High	Updated	Apr-26	1. Activity risk assessment is conducted 2. Participants are required to walk as a group 3. Activity is conducted in known and defined area 4. Participants if available allowed to carry mobile phone 5. Participants provided with and carries map of area 6. Participants are briefed on what to do if they are separated from group	Manager, staff and clients	Per event	Jan-26	Quarterly management review
Operations	Activities	Stranger dangour	1. Increased risk and exposure of participant to stranger 2. Participant being physically or psychologically injured by stranger 3. Participant being taken by stranger	Rare	Critical	High	Updated	Apr-26	1. Activity risk assessment is conducted 2. Participants are required to walk as a group 3. Activity is conducted in known and defined area 4. Participants if available allowed to carry mobile phone 5. Participants provided with and carries map of area 6. Participants are briefed on what to do if they are separated from group	Manager, staff and clients	Per event	Jan-26	Quarterly management review
Operations	Activities	Traffic	1. Increased risk and exposure of participant to traffic 2. Participant injured by traffic 3. Failure to comply with traffic laws by participant 4. Poor behavior can create poor image of organisation	Rare	Critical	High	Updated	Apr-26	1. All participants addressed at the commencement of the walk as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2. Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3. Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients	Per event	Jan-26	Quarterly management review
Operations	Activities	Distrubing residents / community members	1. Reputational image of organisation due to poor behaviour 2. Physiological consequences participants of altercation 3. Customer complaint due to anti-social behavior 4. Police involvement due to anti-social behaviour	Possible	Moderate	Medium	No Change	Apr-26	1. All participants addressed at the commencement of the walk as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour 2. Participant's behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the participant should be removed from the activity and an incident report written 3. Supervisors actively supervise all members of their group, including participants who may be waiting	Manager, staff and clients			Accept the risk routine management
Operations	Activities	Participant being left behind from collection point	1. Failure to return time and delayed activity 2. Physiological consequences participants 3. Customer complaint due to participant being left behind	Unlikely	Major	Medium	No Change	Apr-26	Participants names checked prior to departure from collection point	Manager, staff and clients			Specific responsibility and treatment
Operations	Activities	Dog attack	1. Physical injuries to participant due to animal attack 2. Physiological consequences participants 3. Customer complaint due to possible injury	Unlikely	Critical	High	Updated	Apr-26	1. Advice participant to stand still and fold arms if dog off lead come towards them. 2. Participants to carry mobile phone and clear instructions to contact emergency services on "000" and subsequently staff	Manager, staff and clients	Per event	Jan-26	Quarterly management review

	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

Likelihood	Criteria	Description	Time framed description of frequency
Rare	0 - 5%	The event may occur only in exceptional circumstances	Not expected to occur for years
Unlikely	6 - 25%	The event could occur some time	Expected to occur at least annually
Possible	26 - 50%	The event should occur at some time	Expected to occur at least monthly
Likely	51 - 75%	The event will probably occur in most circumstances	Expected to occur at least weekly
Almost certain	>75%	The event is expected to occur in most circumstances	Expected to occur at least daily

Type of impact	Insignificant	Minor	Moderate	Major	Critical
Business interruption	Negligible impact, brief reduction loss of service 2-12 hours	Brief service interruption	Temporary, recoverable service failure	Service Provider needs to be replaced	Essential service failure, or key revenue generating service removed
Environmental	Brief, non hazardous, transient pollution	Remote, temporary pollution	Residual pollution requiring clean-up work	Harm requiring	Irreversible damage
Financial	Up to \$10,000	Up to \$50,000	Up to \$100,000	Up to \$500,000	Above \$500,000
Human	Minor First Aid	Injury	Single minor disablement / multiple temporary disablement	Single death / multiple long term or critical injuries	Deaths(s) / many critical injuries
Impact to scope	Minor change in ancillary requirements	Change in ancillary requirements	Change in multiple requirements	Change in any of the critical requirements	Major change in any of the critical requirements
Impact to Camp reputation	Little to no impact; control of impact can be managed internally. Resolved in day-today management	Some impact to Camp reputation; control of impact can be managed internally, Customer Complaint	Moderate impact to Camp reputation; control of impact can be managed internally, but risk is high that other parties may need to get involved. Local Community concern	Major impact to Camp reputation; control will require the involvement of a number of agencies. State wide concern / exposure	Significant impact to Camp reputation; media news coverage; CEO or Board Chair involved. National and International concern / exposure