



Riverbank Camp Out Risk Assessment 490 Woodburn Road Evans Head NSW

Activity Description: Riverbank Camp Out 490 Woodburn Road Evans Head NSW Craig Dale Koinonia Ministries General Manager Direct Contact 0428824329 or any other staff member 02 66824329	
Conducted by: Camp Koinonia (Koinonia Ministries Limited)	Date: 6/8/2014

Step 1: Identify the Hazards

Biological (e.g. hygiene, disease, infection)		
Blood / Bodily fluid	Virus / Disease	Food handling
Other/Details:		
Chemicals Note: Refer to the label and Safety Data Sheet (SDS) for the classification and management of all chemicals.		
Non-hazardous chemical(s)	'Hazardous' chemical (Refer to a completed hazardous chemical risk assessment)	
Name of chemical(s) / Details: LPG / BBQ Cleaner		
Critical Incident – resulting in :Evacuation		
Lockdown	Evacuation	Disruption
Other/Details:		
Energy Systems – incident / issues involving:		
Electricity (incl. Mains and Solar)	LPG Gas	Gas / Pressurised containers
Other/Details:		
Environment		
Sun exposure	Water (creek, river, beach, dam)	Sound / Noise
Animals / Insects	Storms / Weather	Temperature (heat, cold)
Other/Details:		
Facilities / Built Environment		
Buildings and fixtures	Driveway / Paths	Workshops / Work rooms
Playground equipment	Furniture	Swimming pool / River
Other/Details:		
Machinery, Plant and Equipment		
Machinery (fixed plant)	Machinery (portable)	Hand tools
Vehicles / trailers		
Other/Details:		
Manual Tasks / Ergonomics		
Manual tasks (repetitive, heavy)	Working at heights N/A	Restricted space N/A
Other/Details:		
People		
Students	Staff	Parents / Teachers/ Instructors
Physical	Psychological / Stress	
Other/Details:		
Other Hazards / Details		



Step 2: Assess the Level of Risk

Consider the hazards identified in Step One and use the risk assessment matrix below as a guide to assess the risk level.

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Consequence	Description of Consequence	Likelihood	Description of Likelihood
1. Insignificant	No treatment required	1. Rare	Will only occur in exceptional circumstances
2. Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)	2. Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
3. Moderate	Injury requiring medical treatment or lost time	3. Possible	May occur within the foreseeable future, or within the project lifecycle
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation	4. Likely	Likely to occur within the foreseeable future, or within the project lifecycle
5. Critical	Loss of life, permanent disability or multiple serious injuries	5. Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle

Assessed Risk Level	Description of Risk Level	Actions
Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.
Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result.	Additional controls may be needed.
High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be in place before the activity is undertaken.
Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.

Step 3: Control the Risk

In the table below:

- List below the hazards/risks you identified in Step One.
- Rate their risk level (refer to information contained in Step Two to assist with this).
- Detail the control measures you will implement to eliminate or minimise the risk.
Note: Control measures should be implemented in accordance with the preferred **hierarchy of control**. If lower level controls (such as Administration or PPE) are to be implemented without higher level controls, it is important that the reasons are explained.

Hierarchy of Control



Most effective (High level)	Elimination: remove the hazard completely from the workplace or activity
	Substitution: replace a hazard with a less dangerous one (e.g. a less hazardous chemical)
	Redesign: making a machine or work process safer (e.g. raise a bench to reduce bending)
	Isolation: separate people from the hazard (e.g. safety barrier)
Least effective (Low level)	Administration: putting rules, signage or training in place to make a workplace safer (e.g. induction training, highlighting trip hazards)
	Personal Protective Equipment (PPE): Protective clothing and equipment (e.g. gloves, hats)



Hazards/Risks and Control Measures

1. Description of Hazards / Risks	2. Risk Level	4. Control Measures <small>(Note: if only Administration or PPE controls are used, please explain why.)</small>
Student/teacher/parent minor injury whilst on camp out site	Medium	First aid kits onsite for minor injuries, camp k mobile phone at campsite 24/7 0428824329, 490 Woodburn road evacuation access readily open, un gated easy access for emergency services.
Student Teacher Parent Major injury	Medium	Call 000 NSW (AUSTRALIA) First Aid Certificates held by all Camp K instructors, Mobile phone 0428824329 and determined mobile area service at 490 Woodburn Road Evans Head NSW, Campsite follow dirt road off sealed road 1 Km South from labelled 490 Woodburn road to identified emergency evacuation site and muster area.
Biological Chemical Energy Systems	Medium	Call 000 NSW (AUSTRALIA) First Aid Certificates held by all Camp K instructors, Mobile phone 0428824329 and determined mobile area service at 490 Woodburn Road Evans Head NSW, Campsite follow dirt road off sealed road 1 Km South from labelled 490 Woodburn road to identified emergency evacuation site and muster area.
Environment, Water, Creek, River, Medium	Medium Most Common	Most Sun Exposure can be treated onsite with provided sun screen every activity instructor carries, each student is required to have sun protection, hat sunblock, covered shoes, long sleeve sun protection is recommended, cold weather clothing is required for extreme weather events which may occur from time to time during the summer months.



Other details: Students are encouraged to participate in activities conducted at the Riverbank campsite. However whilst basic latrine and hand washing facilities are provided at the site, personal hygiene may not be to some students individual standards. In this instance a shuttle bus will be provided from 5pm – 7pm from the riverbank campsite for the use of students/parents and teachers who wish to return to Camp Koinonia for Showers and amenities provided there. Return to the riverbank camp site shuttle is recommended.

Fresh water is provided at this site however participants are required to hand pump water as required.

In extreme cases participants can utilize the Camp Koinonia Accommodation if required.

In extreme weather events buses will be provided to evacuate participants to Camp Koinonia for accommodation

Camp Koinonia Broadwater Road Evans Head NSW 2473 or 29/41 Terrace Street Evans Head NSW 2473

Combine this risk assessment with all other activities which may be conducted whilst at this campsite.


For all emergencies call NSW 000 and Craig Dale 0428824329 Marie Dale 0266824329.

Parents can contact Craig Dale or Marie Dale 24/7 whilst students are in KML care for emergencies only please.



Submission		
This activity will be conducted in accordance with this risk assessment, implementing the control measures outlined in Step Three. Changes will be made to the activity, if required, to manage any emerging risks to ensure safety.		
Contact person:	Craig Dale 0428824329 Marie Dale 0266824329	Date: 6/8/2014
Indicate those others involved in the preparation of this risk assessment. Craig Dale, Marie Dale, Kate Richardson, Robert Boyes, Betty Boyes		

Step 4: Monitor and Review Controls

Complete during and/or after the activity.	Yes	No
1. Are the planned control measures sufficient and effective in minimising the level of risk?	YES	
2. Have there been any changes to the planned control measures?		NO
3. Are further control measures required in future?	NO	
<p>Details: Control Reviews are monitored every camp, this risk assessment specific to 490 Woodburn Road Camp out is updated and or modified before each event is hosted.</p>		
Review completed by: Craig Dale	Designation: General Manager	
Signature: 	Date: 6/08/2014	

