

Delta Risk Management, 2016

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Source materials: The SRMBOK (Security Risk Management Body of Knowledge, aligned with ISO 31,000) and The Department of Education and Early Childhood Development, OH&S Risk Register 2009 - 2013.



Auscamp Risk Management Summary Matrix - Overview of Common Risk Categories

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Camp Location & Client Name: Anglesea Valley Lodge - General Overview	Filepath: R:\AUSCAMP\RISK MANAGMENT\Delta docs	Camp date: dd/mm/yyyy
Prepared by: Chris Beggs	Reviewed by:	Approved by:
Distribution by: Auscamp Staff		Auscamp Sign-off date:
Location risk summary:	Open access camping ground, dense & tall Eucalypt forests, snakes, spiders, insects, wallabies, possible rock fall areas, steep slopes, beaches, rivers subject to flood, open bays & tides, waves & currents, fire risk currently low to moderate, weather forecast: stable, mild to warm (seasonal), steep road access - one way in & out, campsite cooking (fire stoves).	
Activity risk summary:	Activities will include: Canoeing, sea-kayaking, rafting, bush-walking, initiatives, bike riding, mid-ropes course, rockclimbing wall, low-ropes course, archery, camping & cooking, transportation (buses). Some common risk considerations may include, but will not be limited to, injuries, motion sickness, stings and bites, drowning/near drowning, weather exposure, missing persons, and transport related accidents as passengers or pedestrians. (Please refer to further detail provided in this table and the associated Summary Risk Matrix.)	
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Damage or Loss Category	Hazard/Harm	Likelihood	Consequence	Risk		Person Responsible	Treatment Timeframe	Risk & Treatment Monitor	Residual			Accept/Reject
				Rating	Treatment Options				Risk Likelihood	Residual Risk Consequence	Residual Risk Rating	
People	Death or permanent disability Physical injury include. burns Psychological trauma Medical issues Gastro\Influenza\Infectious Disease Hypothermia/exposure/Sunburn Asthma Allergy/Anaphalaxis Near drowning Bite/Sting Poisoning Clients/staff lost Allergy/Anaphalaxis Adverse weather condition Adverse fire rating	Possible	Extensive	Very High	Emergency services informed Safety briefings-location specific Adequate public liability insurance Insurance policy awareness 1st Aid qualified & ready First Aid kits including epipen in the base kit when appropriate Incident mgt procedure ready Search & rescue confirmed Qualified staff training/ awareness First Aid kits including epipen in the base kit where appropriate Regular Bureau Of Meteorolgy reports Monitoring of Emergency Vic website and App Monitoring of Department of Health websit issolate student\s and\or adults where necessary Individual with with symptoms of infectious illness to not attend camp or sent home where necessary. Handwashing products to be available at all times. Facilities and equipment cleaned and maintained as per OH&S standards.	Program Manager/ School coordinator and staff	dd/mm/yyyy	Pre-camp briefing Daily briefing & debriefing Incident & near miss reporting Post-camp debrief & reporting Incident follow-up & closeout Note - Daily checks of BOM website, Department of Health, emergency and Hazard websites. Communication with group contacts prior and during camp relating to individual health\welfare. Ensure hygeine practices followed by all members of staff and group. Where necessary individual\s showing symptoms of illness issolated, leave camp or not attend.	Unlikely	Moderate	Low	Accept

Damage or Loss Category	Hazard/Harm	Likelihood	Consequence	Risk		Person Responsible	Treatment Timeframe	Risk & Treatment Monitor	Residual			Accept/Reject
				Rating	Treatment Options				Risk Likelihood	Residual Risk Consequence	Residual Risk Rating	
Property & equipment	Theft Vandalism Careless usage Defective equipment Poorly maintained equipment Poorly maintained property Lost equipment Wear & tear Act of God/natural disaster Loss of use of facility due to fire/flood	Possible	Major	High	Adequate property insurance Property & equip. insurance Equip. care briefings Equip. maintenance schedule Property maintenance schedule Equip. sign in/sign out Equip. replacement schedule Disaster recovery plan Regular Bureau Of Meteorology reports Monitoring of Emergency Vic website and App	J.Lindros	dd/mm/yyyy	Property & equip. usage, maintenance, testing and replacement schedule - including care & security training & procedure. Note - Daily checks of BOM website and Fire warning and Hazard websites	Unlikely	Moderate	Low	Accept
Brand reputation	Bad press in the media Poor client feedback Poor participant conduct Offering gets tired & old Delivery unprofessional Misuse of social media	Possible	Moderate	Medium	Participants exercise good conduct Media liaison training/process Customer complaint handling Innovation through feedback Program delivery training	J.Lindros	dd/mm/yyyy	Auscamp personnel remain up-to-date on customer feedback & media enquiry handling. Use customer feedback & industry 'better practice' for continuous innovation. Staff induction & refresher training on 'Auscamp' way of delivering camps.	Unlikely	Negligible	Very Low	Accept
Legal & Financial	Breach of compliance Client/staffer files a claim Decline in business Debtors default Unforeseen large cost Operating costs increase Protracted legal process Price discounting pressure	Likely	Moderate	High	No surprises approach with client Compliance register Legal incident mgt procedure Business cycle planning Accounts receivable process Annual pricing reviews Marketing to convey value	J.Lindros	dd/mm/yyyy	Monitoring of compliance dates Peer review & cross-check of incident mgt. Good advisors/board members Quarterly mgt reviews	Unlikely	Moderate	Low	Accept
Information	Loss of intellectual property Clients mimic know-how Competitors mimic know-how Media critiques information Business information is lacking Information out of date	Likely	Moderate	High	Robust staff & client contracts Offering dependent upon Auscamp skills & know-how Make written materials comprehensive Document controls & update cycle	D. Moniz	dd/mm/yyyy	Monitor contract/information dissemination and compliance. Ensure documentation is comprehensive and up-to-date.	Unlikely	Negligible	Very Low	Accept
Capacity	Staff attraction & retention issues Mixed quality of personnel No key person succession plan Insufficient equipment Property requires major works	Likely	Moderate	High	Appealing contract terms Adequate planning time Solid screening of personnel Establish a succession plan Establish back-up contractors Strong supplier relationships Camp back-up alternatives	E. Duggan	dd/mm/yyyy	Include capacity planning within the broader strategic planning cycle. Monitor capacity plan forecasting for personnel and equipment requirements	Unlikely	Moderate	Low	Accept



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Auscamp Risk Management Activity Matrix

Camp Location & Client Name:	Anglesea Valley Lodge - General Overview	Filepath:	R:\AUSCAMP\RISK MANAGMENT\Delta docs	Camp date:	dd/mm/yyyy
Prepared by:	Ari Fisher	Reviewed by:	Dana Moniz	Approved by:	John Lindros
Distribution:	Auscamp Staff	Client Representative Name:		Client Representative Sign:	
Client Sign-off date:	9/08/2019				
Location risk summary:	Open access camping ground, dense & tall Eucalypt forests, snakes, spiders, insects, wallabies, possible rock fall areas, steep slopes, beaches, rivers subject to flood, open bays & tides, waves & currents, fire risk currently low to moderate, weather forecast: stable, mild to warm (seasonal), steep road access - one way in & out, campsite cooking (fire stoves).				
Activity risk summary:	Activities will include: Canoeing, sea-kayaking, rafting, bush-walking, initiatives, bike riding, mid-ropes course, rockclimbing wall, low-ropes course, archery, camping & cooking, transportation (buses). Some common risk considerations may include, but will not be limited to, injuries, motion sickness, stings and bites, drowning/near drowning, weather exposure, missing persons, and transport related accidents as passengers or pedestrians. (Please refer to further detail provided in this table and the associated Summary Risk Matrix.)				
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Activity	Hazard/Harm	Likelihood	Consequence	Risk Rating	Treatment Options	Person Responsible	Treatment Timeframe	Risk & Treatment Monitor	Residual Risk Likelihood	Residual Risk Consequence	Residual Risk Rating	Accept/Reject
Mid Ropes Course/ 'Jungle Gym'	Evacuation Points: Anglesea Valley Lodge driveway onto Wensleydale Station Rd											
	Fall from height	Unlikely	Major	Medium	Pre-activity safety briefing on Slider and mid rope course environment. Direct supervision of students at all times by staff.	Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	All participants to wear correctly fitted helmets and harnesses. Students to be correctly attached to slider by Auscamp guides. Anyone operating on any section of mid ropes course to be correctly fastened to slider or designated tie in point	Rare	Major	Low	Accept
	Fracture	Unlikely	Major	Medium	Constant monitoring of students during activities. Appropriate mid ropes techniques are taught. Apply first aid and evacuate at nearest evacuation point or via helicopter.	Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Apply First Aid, contact base and evacuate to Geelong Hospital immediately.	Rare	Major	Low	Accept
	Dislocation	Unlikely	Major	Medium	Constant monitoring of students during activities. Appropriate mid ropes techniques are taught. Apply first aid and evacuate at nearest evacuation point or via helicopter.	Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Apply First Aid, contact base and evacuate to Geelong Hospital immediately.	Rare	Major	Low	Accept
	Entanglement in elements	Possible	Moderate	Medium	Participants to remove all loose clothing and jewellery. Instructed in techniques for mid ropes course.	Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Clothing to be tucked in. Ensure elements are monitored for potential entanglements.	Unlikely	Moderate	Low	Accept

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	Falling objects (including from pockets)	Possible	Moderate	Medium	Instruct any participant to empty pockets and remove loose objects eg. Camera/phone.	Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Apply First Aid	Unlikely	Moderate	Low	Accept
	Participant/guide weather exposure(hypothermia, sunburn)	Possible	Major	High	Anglesea Valley Lodge on constant weather updates. Cover/Shelter to be preconsidered & sought when appropriate.	Auscamp guide, Auscamp program manager	dd/mm/yyyy	Constant monitoring of the weather conditions by Auscamp Program Manager and guides. Program modification if conditions are adverse.	Possible	Negligible	Low	Accept
	Injury on mid ropes course	Possible	Major	High	Examine surface for any obvious dangers. Ensure correct safety mechanisms are in place and correct safety equipment is worn.	Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Students to be instructed on correct fitting of harness and helmet. Instructor to brief correct use of equipment and safety required to operate	Possible	Negligible	Low	Accept
	Windy conditions/Adverse weather	Possible	Major	High	Anglesea Valley Lodge on constant weather updates. Cover/Shelter to be preconsidered & sought when appropriate.	Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Constant monitoring of the weather conditions by Auscamp Program Manager and guides. Program modification if conditions are adverse.	Rare	Major	Low	Accept

Canoeing/rafting

Evacuation Points: Wray St, Anglesea; Coalmine Rd, Anglesea; Coogoorah Park, Anglesea; Anglesea main beach car park.

	Difficult emergency access	Possible	Moderate	Medium	The waterways have some multiple access points. Each group will have a guide who is familiar with the area and it would be possible to get an ambulance to some points and a helicopter to most others. The area is covered by mobile phone coverage.	Auscamp Program manager	Continual	Auscamp program manager to contact emergency services if required.	Unlikely	Moderate	Low	Accept
	Canoe/Rafts Falling on or Hurting a Student	Likely	Moderate	High	Supervised students, 4 or more students to 1 canoe/raft. Trailer must be hooked to vehicle when unloading. If serious injury occurs call ambulance.	Teacher, Auscamp guide	dd/mm/yyyy	Auscamp guide to provide a student briefing. Auscamp guide and school staff to monitor compliance with guidelines and location of students.	Rare	Major	Low	Accept
	Slipping or falling (in/our of canoe/raft) injuries	Likely	Moderate	High	Supervised Students, 2 or 3 students to 1 canoe. The canoe/raft should be stabilised when getting in or out. The students instructed on how to safely get into a canoe. If serious injury occurs call ambulance.	Auscamp guide, Auscamp program manager	dd/mm/yyyy	Auscamp guide to provide a student briefing. Auscamp guide and school staff to monitor compliance with guidelines and location of students.	Possible	Negligible	Low	Accept
	Drowning or near-drowning	Possible	Major	High	Type 2 & 3 PFD's supplied. If Students capsize. Students are instructed that if they capsize, to swim to shore which is approx 20 meters away.	Auscamp guide, Auscamp program manager	dd/mm/yyyy	Auscamp guides to check that all participants are wearing a PFD. Auscamp guide and school staff to monitor compliance with guidelines and location of the students throughout the activity.	Rare	Major	Low	Accept

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	Lost canoe/raft with students	Unlikely	Major	Medium	Keeping group together at all time, staff member in front of pack and staff member at the rear of the group. Constant counting of canoe/raft vessels, and front staff and rear staff being able to communicate with paddle signals.	Auscamp guide, Auscamp program manager	dd/mm/yyyy	Auscamp guides to brief students on staying close together. Auscamp guide and school staff to monitor compliance with guidelines and location of the students throughout the activity.	Rare	Negligible	Very Low	Accept
	Paddle injury	Possible	Moderate	Medium	Students will be instructed on appropriate and proper use of paddles.	Auscamp guide, Auscamp program manager	dd/mm/yyyy	Auscamp guide and school staff to monitor compliance with guidelines and location of the students throughout the activity.	Unlikely	Negligible	Very Low	Accept
	Extreme weather	Possible	Major	High	Basecamp on constant weather updates. Cover/Shelter to be preconsidered & sought when appropriate.	Auscamp guide, Auscamp program manager	dd/mm/yyyy	Constant monitoring of the weather conditions by Auscamp Program Manager and guides. Program modification if conditions are adverse.	Possible	Negligible	Low	Accept
	Hypo/hyperthermia, sunburn	Possible	Moderate	Medium	Protective clothing to be worn. Waterproofs, warm gear & sun protection options. Hats and sunscreen to be used. Apply First aid response. Constant monitoring of group.	Teacher, Auscamp guide	dd/mm/yyyy	Constant reminding of the need for sun protection and appropriate clothing. Continuous observation to ensure mitigation at the first sign of concern. Consideration of the appropriateness of water temperature and potential impact of the ambient temperature.	Unlikely	Moderate	Low	Accept
	Impact injury with low bridge	Possible	Moderate	Medium	Assess river height at the beginning of the session and monitor water levels throughout the duration. Remind students of safe passage when travelling under low bridges.	Teacher, Auscamp guide	dd/mm/yyyy	Auscamp guide and school staff to monitor compliance with guidelines and location of the students throughout the activity.	Unlikely	Moderate	Low	Accept
	Stings & bites	Possible	Major	High	Use repellants, appropriate clothes & footwear. Avoid dangerous creatures. Apply first aid. Evacuate at nearest exit point, or summon helicopter if required.	Teacher, Auscamp guide	dd/mm/yyyy	School to inform Auscamp program manager and guide of any concerns. Students encouraged to use vigilance, repellant, cover up & appropriate footwear.	Unlikely	Moderate	Low	Accept

Surfing

**Evacuation Points: Anglesea main beach car park
Urquharts Beach car park**

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	Injuries	Possible	Moderate	Medium	Appropriate surfing techniques are taught. Apply first aid and evacuate at nearest evacuation point or via helicopter.	Teacher, Auscamp guide	dd/mm/yyyy	This activity is strictly run under the supervision of Go Ride A Wave. Students reminded to behave appropriately. Observation throughout the day.	Unlikely	Moderate	Low	Accept
	Drowning / taken out to sea	Possible	Extensive	Very High	Guides have knowledge of area prior to camp. If lost, search and rescue procedures will be implemented. Emergency services to be informed as required.	Teacher, Auscamp guide	dd/mm/yyyy	Swimming at beach is strictly Prohibited, under no circumstances students are to swim in surf, activity run under supervision of Go Ride A Wave	Rare	Major	Low	Accept
Adventure Sports - monkey bikes, tourist retrieval, strairway to Kevin, water rats, running to next activity	Fracture	Possible	Moderate	Medium	Specific instructions are given before the activity is started. Safety equipment must be worn during this activity (PFD, helmet - checked for fit) Helmet for those holding the ladder (stairway to Kevin).	Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Group is monitored between activities, all debris is removed from main area.	Rare	Major	Low	Accept
Bushwalking & Initiatives	Evacuation Points: Program manager holds a list of appropriate evacuation points. 4WD access											
	Lost person	Rare	Major	Low	Guides have knowledge of area prior to camp. If lost, search and rescue procedures will be implemented. Emergency services to be informed as required.	Auscamp guide, Auscamp Program Manager	dd/mm/yyyy	Auscamp guides will brief students on what to do if lost. Students to be observed throughout the program to ensure they are where they should be. Times and locations explained to students as appropriate.	Rare	Moderate	Very Low	Accept
	Hypo/hyperthermia, sunburn	Possible	Moderate	Medium	Protective clothing to be worn. Waterproofs, warm gear & sun protection options. Hats and sunscreen to be used. Apply First aid response. Constant monitoring of group.	Teacher, Auscamp guide	dd/mm/yyyy	Constant reminding of the need for sun protection and appropriate clothing. Continuous observation to ensure mitigation at the first sign of concern.	Unlikely	Moderate	Low	Accept
	Dehydration	Possible	Moderate	Medium	Carry water, students drink before departing campsite. If heat stroke occurs evacuation via vehicle evacuation points or via helicopter.	Teacher, Auscamp guide	dd/mm/yyyy	Constant reminding of the need for drinking, sun protection and temperature control. Monitoring of weather conditions throughout the activity and being prepared to cancel modify or relocate the activity as required.	Unlikely	Negligible	Very Low	Accept

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	Falling over	Possible	Moderate	Medium	Appropriate bushwalking techniques are encouraged. Appropriate footwear is advised to be worn prior to camp. Inappropriate footwear will not be permitted.	Teacher, Auscamp guide	dd/mm/yyyy	Teacher and Auscamp guide to check footwear prior to the activity. Students reminded to move appropriately.	Unlikely	Moderate	Low	Accept
	Stings & bites	Possible	Major	High	Use repellants, appropriate clothes & footwear. Avoid dangerous creatures. Apply first aid. Evacuate at nearest exit point, or summon helicopter if required.	Teacher, Auscamp guide	dd/mm/yyyy	School to inform Auscamp program manager and guide of any concerns. Students encouraged to use vigilance, repellant, cover up & appropriate footwear.	Unlikely	Moderate	Low	Accept
	Injuries	Possible	Moderate	Medium	Appropriate bushwalking techniques are taught. Apply first aid and evacuate at nearest evacuation point or via helicopter.	Teacher, Auscamp guide	dd/mm/yyyy	Teacher and Auscamp guide to check footwear prior to the activity. Students reminded to move and behave appropriately. Observation throughout the days.	Unlikely	Moderate	Low	Accept
	Falling obstacles	Rare	Major	Low	Visually check the area above for loose objects. Evacuation would be by stretcher then ambulance. Possibility of helicopter evacuation.	Teacher, Auscamp guide	dd/mm/yyyy	As part of activity briefing students reminded to remain aware of the environment they are in and any associated risks to look out for.	Rare	Moderate	Very Low	Accept
	Pedestrian vehicle collision	Possible	Major	High	Leaders and group members to maintain traffic awareness and to follow safety requirements and local laws at all times.	Teacher, Auscamp guide	dd/mm/yyyy	As part of activity briefing students reminded to remain aware of the environment they are in and any associated risks to look out for.	Rare	Major	Low	Accept
	Broken Bones/Fractures	Possible	Major	High	Constant monitoring of students during activities. Appropriate bushwalking techniques are taught. Apply first aid and evacuate at nearest evacuation point or via helicopter.	Teacher, Auscamp guide	dd/mm/yyyy	Teacher and Auscamp guide to check footwear prior to the activity. Students reminded to move and behave appropriately. Observation throughout the days.	Rare	Major	Low	Accept
	Tunderstorm, lightning	Possible	Extensive	Very High	Position tents away from trees, and their falling angle. Contact authorities if serious injury or fatality occurs. Evacuate the rest of the group.	Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Position tents away from trees, spread tents out over flat ground. Teach participants lightning position.	Rare	Major	Low	Accept

Camping & cooking

Camping evacuation points: Program manager holds a list of appropriate evacuation points

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Difficult emergency access	Possible	Moderate	Medium	Evacuation would be by walking or vehicle to main road and then bus to safe location.	Auscamp Program manager	Continual	Auscamp program manager to maintain contact with Great Otways National Park managers. Reporting fallen trees on road.	Unlikely	Moderate	Low	Accept
Site weather exposure	Unlikely	Moderate	Low	Examine site for weather exposure, runoff and flooding, fire, or any other weather related vulnerabilities. Take these into consideration when establishing camp.	Auscamp program manager	dd/mm/yyyy	Auscamp program manager to select a site within the camping area that avoids concerns.	Unlikely	Negligible	Very Low	Accept
Campfire - burns, smoke inhalation, exploding rocks	Possible	Moderate	Medium	Good coal base fire, low flames, minimum smoke, no rock surrounds. If burn occurs apply first aid and contact base camp for assistance and possible evacuation.	Teacher, Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Fire to be in Great Otways National Park designated fire pits and only lit when approved by Park Ranger or land holder. Supervision to be provided at all times.	Unlikely	Moderate	Low	Accept
Trangia/BBQ - fire & water burns	Possible	Moderate	Medium	Cooking area away from rest of camp including fire area, stable ground, trangia briefing card must be used. If burns occur apply first aid and contact base camp for assistance and possible evacuation.	Teacher, Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Cooking to be held in approved area and supervised by Auscamp Program manager or Auscamp guide. Correct briefings to be given to ensure safe use of the equipment. Students to be observed.	Unlikely	Moderate	Low	Accept
Food prep - cuts or allergic reactions	Unlikely	Major	Medium	Minimum number of students preparing. Supervision at all times. Instruction on cutting, if cut or allergy occur apply first aid and contact base camp for assistance and possible evacuation.	Teacher, Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Cooking to be held in approved area and supervised by Auscamp Program manager or Auscamp guide. Correct briefings to be given to ensure safe use of the equipment. Students to be observed.	Rare	Major	Low	Accept
Tent erection - injuries, bites & stings	Possible	Moderate	Medium	Apply First aid.	Teacher, Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Students to be briefed by the guides on tent erection and any known fauna that might cause concerns.	Unlikely	Moderate	Low	Accept
Fire position - tripping over & equipment ignition/fire spreading	Unlikely	Major	Medium	Only to be in Great Otways National Park designated fire pits. Fire wood collection pile, well away from fire pit and seating area. Tents at least 5m from fire. If accident occurs contact base, apply first aid. Evacuate if necessary.	Teacher, Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Fire to be in Great Otways National Park designated fire pits and only lit when approved by Park Ranger or land holder. Supervision to be provided at all times.	Rare	Major	Low	Accept

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	Fire wood collection - cuts, bites & stings	Possible	Moderate	Medium	Apply First Aid.	Teacher, Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Fire to be in Great Otways National Park designated fire pits and only lit when approved by Park Ranger or land holder. Supervision to be provided at all times.	Unlikely	Moderate	Low	Accept
	Tree/limb fall & windy conditions	Possible	Extensive	Very High	Position tents away from trees, and their falling angle. Contact authorities if serious injury or fatality occurs. Evacuate the rest of the group.	Teacher, Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Campsite location to be selected by Program Manager in Great Otways National Park camping area. All staff to ensure that this is complied with.	Rare	Major	Low	Accept
	Boiling water on fire Camp ovens	Possible	Extensive	Very High	Coal cooking, stable wood base fire to be taught, keep pot low and a stick through the handle at all times. Constant monitoring of the pot. If burn occurs contact base camp for assistance and possible evacuation.	Teacher, Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Cooking to be held in approved area and supervised by Auscamp Program manager or Auscamp guide. Correct briefings to be given to ensure safe use of the equipment. Students to be observed. Gloves issued with equipment, supervision at all times.	Rare	Major	Low	Accept
	Tunderstorm, lightning	Possible	Extensive	Very High	Position tents away from trees, and their falling angle. Contact authorities if serious injury or fatality occurs. Evacuate the rest of the group.	Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Position tents away from trees, spread tents out over flat ground. Teach participants lightning position.	Rare	Major	Low	Accept
	Night games - missing person(s), injuries, bites & stings	Possible	Moderate	Medium	Be aware of area, set boundaries prior and brief students completely. No running games, close to campsite, fire beacon as home if appropriate. Apply first aid to any abrasion or strain.	Teacher, Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	All staff to be located around the game area to observe and ensure the game is played as briefed. Curb reckless behaviour.	Unlikely	Moderate	Low	Accept

Bike riding **Evacuation points: Program manager holds a list of appropriate evacuation points**

	Ability Level = injury	Possible	Moderate	Medium	Students will be instructed on appropriate and proper use of the bikes. Students with low ability to ride will be monitored closely.	Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Students will be instructed on how to use a mountain bike before the commencement of a ride. From this the guide will be able to gauge the ability level of the group.	Unlikely	Moderate	Low	Accept
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	Fall off – Fracture	Possible	Major	High	Constant monitoring of students during activities. Appropriate riding techniques are taught. Apply first aid and evacuate at nearest evacuation point or via helicopter.	Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Apply First Aid, contact base and evacuate to Geelong Hospital immediately. In severe cases helicopter evacuation may be appropriate.	Rare	Major	Low	Accept
	Fall off – Graze	Possible	Moderate	Medium	Constant monitoring of students during activities. Appropriate riding techniques are taught. Apply first aid.	Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Apply First Aid	Rare	Moderate	Very Low	Accept
	Fall off – Head injury	Possible	Major	High	Constant monitoring of students during activities. Appropriate riding techniques are taught. Apply first aid and evacuate at nearest evacuation point or via helicopter.	Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Apply First Aid, contact base and evacuate to Geelong Hospital immediately. Constant monitoring of patients vital signs. In severe cases helicopter evacuation may be appropriate.	Rare	Major	Low	Accept
	Fall off – Dislocation	Possible	Major	High	Constant monitoring of students during activities. Appropriate riding techniques are taught. Apply first aid and evacuate at nearest evacuation point or via helicopter.	Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Apply First Aid, contact base and evacuate to Geelong Hospital immediately.	Rare	Major	Low	Accept
Climbing and or abseiling on natural and/or artificial surface.	Site weather exposure	Unlikely	Moderate	Low	Examine site for weather exposure, runoff and flooding, fire, or any other weather related vulnerabilities. Take these into consideration when establishing camp.	Auscamp program manager	dd/mm/yyyy	Auscamp program manager to select a site within the camping area that avoids concerns.	Unlikely	Negligible	Very Low	Accept
	Injury on Wall/Rock	Possible	Major	High	Examine surface for any obvious dangers. Ensure correct safety mechanisms are in place and correct safety equipment is worn.	Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Students to be instructed on correct fitting of harness and helmet. Instructor to brief correct use of equipment and safety required to operate.	Possible	Negligible	Low	Accept
	Windy conditions	Possible	Major	High	Position climbing wall away from trees, and their falling angle. Contact authorities if serious injury or fatality occurs. Evacuate the rest of the group.	Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Ensure climbing/ abseil is set up in a sheltered area if possible. All staff to ensure that this is tested, re-assessed and complied with.	Rare	Major	Low	Accept
Flying Fox	Evacuation: Program manager holds a list of appropriate evacuation points											

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	Fracture	Unlikely	Major	Medium	Constant monitoring of students during activities. Appropriate descending techniques are taught. Apply first aid and evacuate at nearest evacuation point or via helicopter.	Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Apply First Aid, contact base and evacuate to Geelong Hospital immediately. In severe cases helicopter evacuation may be appropriate.	Rare	Major	Low	Accept
	Dislocation	Unlikely	Major	Medium	Constant monitoring of students during activities. Appropriate descending techniques are taught. Apply first aid and evacuate at nearest evacuation point or via helicopter.	Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Apply First Aid, contact base and evacuate to Geelong Hospital immediately.	Rare	Major	Low	Accept
	Fall from height	Unlikely	Major	Medium	Pre-activity safety briefing on belay systems and flying fox environment. Direct supervision of students at all times by staff.	Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	All participants to wear correctly fitted helmets and harnesses. Students to be briefed to remain in the safe area, and approach the flying fox only when requested. Anyone who is operating within two metres of the edge at the top of the flying fox must be on belay or tethered to a secure anchor.	Rare	Major	Low	Accept

Orienteering

Evacuation: Program manager holds a list of appropriate evacuation points

	Lost person	Unlikely	Major	Medium	Guides have knowledge of area prior to camp. If lost, search and rescue procedures will be implemented. Emergency services to be informed as required.	Auscamp guide, Auscamp Program Manager	dd/mm/yyyy	Auscamp guides will brief student on what to do if lost. Students to be observed throughout the program to ensure they are where they should be.	Rare	Major	Low	Accept
	Hypo/hyperthermia, sunburn	Possible	Moderate	Medium	Protective clothing to be worn. Waterproofs, warm gear & sun protection options. Hats and sunscreen to be used. Apply First aid response. Constant monitoring of group.	Teacher, Auscamp guide	dd/mm/yyyy	Constant reminding of the need for sun protection and appropriate clothing. Continuous observation to ensure mitigation at the first sign of concern.	Unlikely	Moderate	Low	Accept
	Dehydration	Possible	Moderate	Medium	Carry 2 litres of water, students drink before departing campsite. If heat stroke occurs evacuation via vehicle evacuation points or via helicopter.	Teacher, Auscamp guide	dd/mm/yyyy	Constant reminding of the need for drinking, sun protection and temperature control. Observation to ensure action can be taken at first sign of concern.	Unlikely	Moderate	Low	Accept
	Falling over	Possible	Moderate	Medium	Appropriate Bushwalking techniques are encouraged. Appropriate footwear is advised to be worn prior to camp. Inappropriate footwear will not be permitted.	Teacher, Auscamp guide	dd/mm/yyyy	Teacher and Auscamp guide to check footwear prior to the activity. Students reminded to move appropriately.	Unlikely	Moderate	Low	Accept

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	Stings & bites	Possible	Major	High	Use repellants, appropriate clothes & footwear. Avoid dangerous creatures. Apply first aid. Evacuate at nearest exit point, or summon helicopter if required.	Teacher, Auscamp guide	dd/mm/yyyy	School to inform Auscamp program manager and guide of any concerns. Students encouraged to use vigilance, repellent, cover up & appropriate footwear.	Unlikely	Moderate	Low	Accept
	Fracture	Unlikely	Major	Medium	Constant monitoring of students during activities. Appropriate abseiling techniques are taught. Apply first aid and evacuate at nearest evacuation point or via helicopter.	Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Apply First Aid, contact base and evacuate to Geelong Hospital immediately. In severe cases helicopter evacuation may be appropriate.	Rare	Major	Low	Accept
Food/water management	Food handling (Poor hygiene)	Possible	Major	High	Use group utensils and gloves where appropriate for preparing meals. Participants to wash their hands prior to touching food. All wounds/cuts on hands to be covered, sick participant not to partake in cooking.	Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Constant monitoring of students during food preparation by Auscamp guides and program managers. Appropriate food hygiene taught, gloves, soaps provided to every group.	Rare	Major	Low	Accept
	Stolen food/water drop	Unlikely	Moderate	Low	Food/water drops are stashed only at designated areas. Instructors are briefed to their locations. Food containers are labelled accordingly as "do not touch" items.	Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Food containers are dropped on the day to minimise the exposure to public. Auscamps staff to report suspicious activity around food drops.	Rare	Moderate	Very Low	Accept
	Water quality	Possible	Major	High	Students to use only treated water for drinking and cooking. All wounds/cuts on hands to be covered, sick participant not to partake in water treatment.	Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Auscamp guides to brief to use only treated water while bushwalking. Water steralisation available and sterilisation of water containers prior to program. Whenever water taps are available, guides to indicate which ones are fit for drinking. Guides and teachers to supervise students using only approved water sources.	Rare	Major	Low	Accept
Food Purchase	Food beyond used by dates	Possible	Moderate	Medium	Food purchased from trusted suppliers only. At the time of purchase food is checked by Auscamp staff, making sure it is within date.	Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Supplier to be informed if any food is beyond used by date, and immediate arrangements to be made. Food check prior to purchasing.	Rare	Moderate	Low	Accept
	Broken packaging	Likely	Moderate	High	Food purchased from trusted suppliers only. At the time of purchase food is checked by Auscamp staff, making sure it is not damaged.	Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Supplier to be informed if any food is damaged, and immediate alternative arrangements to be made. Food check prior to purchasing.	Rare	Moderate	Low	Accept

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	Delivery at inappropriate temperatures	Likely	Moderate	High	Auscamp managers to ensure with supplier that food is delivered appropriately.	Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Supplier to be informed of the challenges in keeping food refrigerated. Alternative plans to be made if not possible to keep food safe.	Rare	Moderate	Low	Accept
	Food inappropriate to the program	Unlikely	Moderate	Low	Supplier informed of specific dietary needs of the client. Food to be checked upon arrival.	Auscamp Program manager and Auscamp Guide	dd/mm/yyyy	Auscamp managers to consult with the school representatives regarding any specific dietary requirements before the program.	Rare	Moderate	Low	Accept

Likelihood ↑	Almost certain	6	7	8	9	10
	Likely	5	6	7	8	9
	Possible	4	5	6	7	8
	Unlikely	3	4	5	6	7
	Rare	2	3	4	5	6
		Insignificant	Negligible	Moderate	Major	Extensive

Consequence →

Very High (VH)	Immediate action required by the Executive with detailed planning allocation of resources and regular monitoring
High (H)	High risk, senior management attention needed
Medium (M)	Management responsibility must be specified
Low (L)	Monitor and manage by routine procedures
Very Low (VL)	Managed by routine procedures

Source: adapted from J.Talbot & Jakeman, Security Risk Management Body of Knowledge, 2009 & ISO 31,000; and the DEECD OHS Risk Register xls, 2009

Example Risk Rating Matrix



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	Consequence				
People	Minor skills or participant impact.	Minor impact to overall capability or activity.	Unavailability of core skills or participants affecting service delivery outcomes.	Unavailability of critical skills or key participants.	Protracted unavailability of critical skills/participants.
	Minor injury or illness treated with basic 1st aid.	Injury or illness requiring treatment by a medical practitioner.	Major injury or illness requiring hospitalisation.	Single death and/or multiple major injuries.	Multiple deaths.
Property & Equipment	Minor damage or vandalism to asset.	Minor damage or loss of <5% of total assets.	Damage or loss of <20% of total assets.	Extensive damage or loss <50% of total assets.	Destruction or complete loss of >50% of assets including intellectual property.
Brand	Local mention only. Quickly forgotten. Freedom to operate unaffected/ self improvement review required	Scrutiny by Executive, internal committees or internal audit to prevent escalation. Short term local media concern. Some impact on local level activities.	Persistent national concern. Scrutiny required by external agencies. Long term "brand" impact.	Persistent intense national, public, political and media scrutiny. Long-term "brand" impact. Major operations severely restricted.	International Concern, Governmental inquiry or sustained adverse national/international media. "Brand" significantly affects organisational abilities.
Legal & Financial	1% of project or organisational budget.	2 - 5% of Project or Organisational annual budget.	5 - 10% of Project or Organisational annual budget.	>10% Project or Organisational annual budget.	>30% of Project or Organisational annual budget.
Information	Compromise of information otherwise available in the public domain.	Minor compromise of information sensitive to internal or subunit interests.	Compromise of information sensitive to this organisation's operations.	Compromise of information sensitive to organisational interests.	Compromise of information with significant ongoing impact.
Capacity	Minimal impact on noncore business operations. The impact can be dealt with by routine operations.	Some impact on business areas in terms of delays, or systems quality but able to deal with it operational level.	Impact on the organisation resulting in reduced performance such that targets are not met. Organisation's existence is not threatened, but could be subject to significant review or changed ways of operations.	Breakdown of key activities leading to reduction in performance (e.g., service delays, revenue loss, client dissatisfaction, legislative breaches). Survival of the project/activity/organisation is threatened.	Critical failure(s) preventing core activities from being performed. The impact threatens the survival of the project or the organisation itself.

		Qualitative Likelihood	Quantitative Likelihood	Insignificant	Negligible	Moderate	Major	Extensive
Likelihood	Is expected to occur in most circumstances.	Almost Certain	Has occurred on an annual basis in this organisation in the past, or circumstances are in train that will cause it to happen.	M 6	H 7	VH 8	VH 9	VH 10
	Will probably occur in most circumstances.	Likely	Has occurred in the last few years in this organisation or has occurred recently in other similar organisations or circumstances have occurred that will cause it to happen in the next few years	L 5	M 6	H 7	VH 8	VH 9
	Might occur at some time.	Possible	Has occurred at least once in the history of this organisation, or is considered to have a 5% chance of occurring in the next few years.	L 4	L 5	M 6	H 7	H 8
	Could occur at some time.	Unlikely	Has never occurred in this organisation but has occurred infrequently in other similar organisations, or is considered to have a 1% chance of occurring in the next few years.	VL 3	VL 4	L 5	M 6	H 7
	May occur in exceptional circumstances	Rare	Is possible but has not occurred to date in any similar organisation and is considered to have very much less than a 1% chance of occurring in the short term.	VL 2	VL 3	VL 4	L 5	M 6

- Very High (VH)** Immediate action required by the Executive with detailed planning allocation of resources and regular monitoring.
- High (H)** High risk, senior management attention needed.
- Medium (M)** Management responsibility must be specified.
- Low (L)** Monitor and manage by routine procedures.
- Very Low (VL)** Managed by routine procedures