



ADVENTURE ACTIVITIES RISK ASSESSMENT AND CONTROL RECORD

This Risk Assessment shall be reviewed at least every 2 years, upon identification of any new risks or whenever there is a related incident or change in a the task, process or activity which may alter risks

PART A - ACTIVITY DETAILS			
Name of activity:		Risk Assessment Number:	
Camping		YMCA-AA-RAL16	
Activity Scope:		ACTIVITY RISK RATING	
Camping is the use of a temporary site in natural areas for overnight camping, and includes cooking using fuel stoves and campfire		Overall Risk Level (without Controls)	Overall Risk Level (with Controls)
		Medium	Low
Equipment / Facility Requirements:	Supervision Requirements:		Activity Leader Qualification Requirements:
Program staff safety equipment, and expedition equipment (incl. tents, equipment pod, gazebo, tables, etc.)	Supervision of active participants	1 Outdoor Leader	
	Supervision of non-active participants	1 responsible person (e.g. Teacher)	
YMCA Internal Training and current first aid			
Prepared By:	In Consultation with:	Issue Date:	Next Review Date:
Lynda Aldridge	Brent Greenfield, Jackie Kelly, Jordan Devine, Graeme Ferguson	1-Jan-2024	31-Dec-2026
WHS Advisor	Group Manager		
Michael Schablon	Michelle Stanton		
Reference Information: (e.g. manufacturer's instructions, operating manuals, industry information, Company Policies, CoP, Standards, Regulations)		Supporting Documentation: (e.g. Work Instruction, SWP, Guidelines, Manuals, Inspection Checklists, Training Records, Signage)	
Australian Adventure Activity Standard Core Good Practice Guide (GPG) Camping GPG v1.0 CARA guidelines: Camping		Master Adventurous Activity Risk Assessment and Control Record Camping Standard Operating Procedures Equipment Inspection, routine Equipment Inspection, annual iAudit Training records	

RISK ASSESSMENT MATRIX		Consequences				
		A – Insignificant Near miss or limited harm not requiring first aid	B – Minor Injury or illness requiring no medical treatment with no lost time and minor incidents	C – Moderate Compensable physical or phycological injury with > 7 days off.	D – Major Serious Injury resulting in permanent impairment / long term rehabilitation	E – Extreme Death, multiple serious injuries.
Likelihood	5-Almost Certain Is expected to occur again either immediately or within a short period of time (likely to occur most weeks or months)	MEDIUM	HIGH	HIGH	HIGH	HIGH
	4-Likely Will probably occur in most circumstances (several times a year)	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	3-Possible Probably will occur at some time (may happen every 1-2 years)	LOW	LOW	MEDIUM	MEDIUM	HIGH
	2-Unlikely Possibly to occur at some time in 2-10 years	LOW	LOW	LOW	MEDIUM	MEDIUM
	1-Rare Unlikely to occur only in exceptional circumstances (may happen every 10 – 20 years)	LOW	LOW	LOW	LOW	MEDIUM
RISK CONTROL HEIRARCHY						
Proactive	 <p>Most Effective</p> <p>Least Effective</p>	Level 1	Elimination - Can risks be removed, repaired, outsourced or otherwise eliminated?			
		Level 2	Substitution - Can risks be reduced through substituting the hazard or process with a safer alternative?			
			Isolation - Can risks be reduced through isolating the hazard from possible contact with workers or patrons?			
		Level 3	Engineering - Can risks be controlled through engineering means or structural / equipment modification?			
Administration - Can risks be controlled through training, supervision and / or signage?						
Reactive		Level 4	Personal Protective Equipment - Can risks be controlled through the use of personal protective equipment?			
			Emergency Response - Can risks be reduced through the provision of special / additional emergency response equipment and/or procedures? (measures in addition to standard First Aid kits, First Aid personnel, Fire Safety Installations, Fire and Evacuation Plans, training and drills)?			

PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL

Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
			L	C	R			L	C	R
<i>What is the source of the Risk?</i>	<i>How can a person be injured?</i>	<i>What are the expected injuries / illness?</i>				<i>What will reduce the likelihood or consequences?</i>	<i>Who is responsible for implementing the control measure?</i>			
Environment – hazards and risks associated with the Environment.										
Strong winds	Being struck by falling or flying objects	Abrasions, contusions, lacerations, fractures, concussions	4	C	M	<ul style="list-style-type: none"> Only use established and approved camping areas Ensure tents are not located under fall zone of trees Ensure all loose objects are secured Ensure tents are correctly set up 	Outdoor Leader	3	B	L
	Bush fire	Severe burns, inhalation of smoke	3	C	M	<ul style="list-style-type: none"> If wind speed is greater than 8 km/h extinguish any campfires 	Outdoor Leader	2	B	L
Fire	Facility fire, bushfire	Severe burns, inhalation of smoke	3	D	M	<ul style="list-style-type: none"> Check Fire bans prior to program https://www.qfes.qld.gov.au/safety-education/using-fire-outdoors/fire-bans-and-restrictions Check wind direction and intensity prior to program Modify activity to account for heightened fire risk and advise Outdoor Leaders 	Program Coordinator	1	C	L
	Facility fire, bushfire	Severe burns, inhalation of smoke	3	D	M	<ul style="list-style-type: none"> Provide client with 'Campfire Information instructions' prior to attending camp via VenueLife Portal Ensure means of extinguishing fire appropriately Ensure open campfires are positioned and monitored to ensure they stay contained in the fire circle The fire must be smaller than two metres in all directions. Any larger fires require a permit to light a fire General supervision and monitoring of behaviour during the activity session Brief participants on fire safety Extinguishing the fire with water Do not put hot coals into other areas where they may catch alight 	Customer Service Officer Outdoor Leader			

PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL										
Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
			L	C	R			L	C	R
<i>What is the source of the Risk?</i>	<i>How can a person be injured?</i>	<i>What are the expected injuries / illness?</i>				<i>What will reduce the likelihood or consequences?</i>	<i>Who is responsible for implementing the control measure?</i>			
Fire	Bushfire	Severe burns, inhalation of smoke	3	D	M	<ul style="list-style-type: none"> Brief participants on behaviour in event of threat from fire In case of Bush fire alert re-evaluate route selection and evacuation options, re-evaluate campsite choices 	Outdoor Leader	2	C	L
Hot surfaces	Touching hot surfaces or food items	Minor burns	3	B	L	<ul style="list-style-type: none"> Brief participants on safety aspects and exclusion zones for activity General supervision and monitoring of behaviour during the activity session Burn aid stocked in first aid kit First aid qualification kept current Brief participants on correct first aid treatment for burns should they become injured Provide access to cool running water and/or burn aid Brief participants not to wave marshmallows or damper around if it catches on fire Brief participants to wait for food to cool prior to eating. Brief participants on safe handling of cooking sticks and to wait until food has cooled before touching or eating 	Outdoor Leader	2	A	L
Local fauna hazards	Interaction with snakes, possums, koalas, bees, wasps, ants, ticks, spiders or nesting birds	Lacerations	3	B	L	<ul style="list-style-type: none"> Brief participants to keep tent zips closed when not in use to prevent creatures from entering tents 	Outdoor Leader	2	A	L
Uneven ground	Slip, trips and falls	Abrasions, contusions, lacerations, fractures	3	B	L	<ul style="list-style-type: none"> Select a suitable area for the activity based on chosen equipment and group 	Outdoor Leader	2	A	L

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Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
People – List all hazards and risks associated with People.										
Allergens	Allergic reaction through food consumption or contact with food or similar	Difficulty breathing, Hives	3	B	L	<ul style="list-style-type: none"> • Menu limited to low risk foods, such as pizza, damper, marshmallows • Ensure suitable food provided for dietary requirements 	Logistics Coordinator	2	B	L
						<ul style="list-style-type: none"> • Ensure activity is set up to ensure no cross contamination • Ensure servers only use utensils provided for one item only • Ask client staff and participants about any known allergies • Provide alternatives as necessary (i.e. gluten free flour, dairy free cheese) • Separation between high risk allergens 	Outdoor Leader			

Please refer to Master Risk Assessment for Adventurous Activities for generic risk assessment and controls

PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL										
Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
Logistics & Equipment – List all risks associated with Logistics and Equipment.										
Sharp objects	Cutting food	Laceration	4	B	M	<ul style="list-style-type: none"> • Ensure expedition knives are sharp and fit for purpose 	Logistics Coordinator	2	B	L
						<ul style="list-style-type: none"> • Brief participants how to safely cut food • Ensure close supervision and monitoring of behaviour during the activity session by client staff 	Outdoor Leader			
Camping stoves	Touching hot objects	Burns, scalds, asphyxiation	3	C	M	<ul style="list-style-type: none"> • Establish a cooking location and arrangement that minimises human traffic and congestion and avoids movement where users step over heat source • Provide suitable equipment to hold and manipulate hot food • Ensure hot equipment, water, or food is not passed over another person • Situate participants so they are able to quickly move away from hazards that might burn them • Only cook in well ventilated spaces to prevent build up of toxic gas fumes 	Outdoor Leader	2	B	L
	Causing fire hazard					<ul style="list-style-type: none"> • Brief and demonstrate correct use of portable stoves (trangia) • Emphasise fire safety practices • Ensure stoves are located on a stable, flat and level base • Refuelling gas or liquid fuel stoves to be done in separate location to cooking area whilst stoves are cool • Ensure any fuel spillage cannot be accidentally ignited • Fuel containers to be located away from ignition sources 				
	Inhaling toxic gas fumes					<ul style="list-style-type: none"> • Ensure close supervision and monitoring of behaviour during the activity session by client staff 				
Camp fires	Inhaling smoke	Burns, asphyxiation	3	B	L	<ul style="list-style-type: none"> • Ensure close supervision and monitoring of behaviour during the activity session by client staff 	Outdoor Leader	2	B	L

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Logistics & Equipment – List all risks associated with Logistics and Equipment.										
Food Hygiene	Spoilt food, cross contamination	Nausea, stomach cramps, diarrhoea, vomiting, fever, headaches	3	B	L	<ul style="list-style-type: none"> • Select appropriate food for storage type, length and location of activity • Select appropriate food to meet specific dietary, medical or allergy requirements • Provide appropriate food storage containers to prevent animal intervention and spoiling • Store food in secure location • Provide suitable equipment for hygienic preparation and serving of food • Provide suitable equipment for cleaning • Provide equipment for preparing and eating food 	Logistics Coordinator	2	A	L
						<ul style="list-style-type: none"> • Use designated area for food preparation and cooking • Brief on personal hygiene practices in preparing and eating food • Ensure personal hygiene practices are being followed when preparing and eating food 	Outdoor Leader			
Tents	Tent incorrect set up or broken	Discomfort and exposure			L	<ul style="list-style-type: none"> • Brief participants on how to set up tents correctly • Check tent setups prior to use 	Outdoor Leader			L

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