

YMCA CENTRE:	Howmans Gap Alpine Centre	ASSESSMENT DATE:	17/12/19
PROGRAM / AREA:	Operations/ Site/ Grounds	TASK / ITEM:	Whole Site Risk Overview
PERSON COMPLETING REPORT:	Warren Sanders	POSITION OF PERSON COMPLETING REPORT:	Director Of Operations
IN CONSULTATION WITH:	Michael Jowett	POSITION:	Camp Manager

SECTION 1 – Risk Assessment

1. Identify and assess the risks / list current risk rating and control measures
3. List any proposed Control Measures to make the task or activity safer

2. Enter a residual risk rating (what is the level of risk with controls in place)
4. Determine persons responsible and the due date

AREA / TASK OR ACTIVITY	POTENTIAL HAZARDS & CONSEQUENCES	RISK RATING (without controls in place)		CURRENT CONTROL MEASURES (what controls are in place to make the task / activity safer)	RESIDUAL RISK RATING (with controls in place)	PERSON RESPONSIBLE (for implementing controls)
Site Security						
Property Entry	Person enters property harming property or guests or injure themselves.	Possible Major (High)	<input type="checkbox"/> I <input type="checkbox"/> E <input type="checkbox"/> A	Clear sign posting on entry and visitors guided to office. Swing Gate Closed / signage placed at entrance to both main carpark and main facility driveway (adjacent to Melaleuca Cottage)	Possible Minor Medium	Director of Operations
Buildings	Person/s enter facilities without consent and cause threat or damage.	Possible Major (High)	<input type="checkbox"/> I <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> P	Prepare and maintain a facility specific risk assessment. Buildings are locked when no guests are on site, noting particularly office, kitchen and Dining/Games/Lounge room.. Office, equipment storage and fuel storage remain locked when not in use by staff. Money to be locked in safes and safes to be stored out of sight.	Rare Minor (Low)	Director of Operations

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Guests and personnel safety	Person enters property and poses threat to guests or staff.	Unlikely Moderate Medium	<input type="checkbox"/> S <input type="checkbox"/> I <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> P	Recruitment process follows YMCA policy and procedure which addresses history and potential risk. This includes formal interview, referee checks, collection of qualifications, thorough induction process, probationary periods, followed code of conduct and performance management processes. All staff and volunteers to adhere to protocols to obtain and maintain current, Working With Children Certification, Current Police Checks and Safeguarding Children and Young People training. All staff trained and monitored in the appropriate use of minor and major risk reporting protocols, including for near miss incidents. Also appropriate use of the Online INX YMCA reporting mechanism.	Rare Moderate Medium	Manager
Guests and Personal Safety	Contractors	Unlikely Moderate Medium	<input type="checkbox"/> S <input type="checkbox"/> I <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> P	All contractors have been logged onto our contractor database with relevant documentation and Working With Children Check. If WWCC is not available they will be accompanied by a YMCA staff member for the full duration they are onsite. Contractors sign in and out of 'visitor book' located in office.	Rare Moderate Medium	Maintenance Co-ordinator
Building Fire						
Fire starts in, on or around facilities.	Fire alarm sounds in building	Possible Major High	<input type="checkbox"/> I <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> P	Buildings comply with relevant building codes, standards and regulations. Essential services are maintained by contractor (Stevnor Services) and this includes maintenance of emergency exit lighting, smoke and heat detectors, sprinkler systems, fire extinguishers and hydrants.	Rare Major Medium	Director of Operations
Operations and Maintenance						
Guest and personnel safety.	Either a guest or staff member is harmed due to problems with plant, equipment or site issues.	Rare Major Medium	<input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> I <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> P	All plant and equipment will have; <ul style="list-style-type: none"> • Current records for maintenance; • Current risk assessment; • Current system for staff induction; and • A system to isolate from use when required. These protocols will also be benchmarked against the Australian Tourism Accreditation Program (ATAP) and Australian Camping	Rare Moderate Medium	Director of Operations

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				Association Accreditation, (ACA). The site is also subject to annual or unplanned inspections by local health authorities, (Alpine Shire and Environmental Protection Agency). Potable water is tested weekly, lab tested monthly and waste water is tested quarterly as required under our licence agreement.		
Unauthorised use of equipment / plant.	Unauthorised use leads to injury or damage.	Unlikely Major High	<input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> I <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> P	Equipment and plant will be; <ul style="list-style-type: none"> • Stored and locked away as required; • High risk items isolated from general staff usage (eg. Chainsaw, Garden Chemicals) • Staff trained in importance of correct storage methods; and • Staff induction and signage makes it clear which equipment is available for use and by whom. 	Rare Major Medium	Director of Operations
Tree Hazards						
Site and Offsite Trees	Tree or branch falls leading to property or personal damage/injury	Possible Major High	<input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> I <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> P	Site receives a walk-around assessment each year by arborist and a full assessment every third year. Records kept to ensure arborist is insured and skilled to complete task; these records include usual contractor compliance requirements. <p>Walk around will consider:</p> <ul style="list-style-type: none"> • Early remedial action to promote safety; • Trees with structural weakness; • Hanging dead wood; • Overall tree health and signs of disease; • Changing climactic and weather conditions; • Proximity to guests/ activitiies and consequence of failure. <p>Full assessment to consider:</p> <ul style="list-style-type: none"> • Full GPS assessment including tree numbering, change over time, adoption of new site use, changes in industry standards. <p>Arborist findings to be enacted in consultation with YMCA risk team and a budget made available.</p>	Possible Major High	Director of Operations

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Natural Disaster					
Dramatic weather event or fire.	Site experiences a major storm, thunder/lightening, wind or fire event.	Almost Certain Minor High	<input type="checkbox"/> I <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> P	<p>With the changing climate and the location of the site in an alpine setting we remain vulnerable to significant weather events. This may include; violent winds, lightening, hail, blizzards, fire or rain storms.</p> <p>Overall, the buildings will be maintained in a planned and coordinated manner to ensure they remain weather ready as far as is reasonably practicable, noting our protected location keeps us out of the most violent weather.</p> <p>In addition we also ;</p> <ul style="list-style-type: none"> • Adopt daily monitoring of prevailing weather and more frequently as deemed necessary, (example approaching storm or high risk fire danger); • Maintain activity standards and individual risk assessments will address cut off points to limit risk to participants completing activities; • Keep specific measures in place to address bushfire risk including site evacuation protocols (site closed under extreme and code red conditions), seasonal preparations and enhanced monitoring protocols. <p>Staff trained in response to approaching and occurring natural events and a precautionary approach is maintained, (early departure).</p>	Almost Certain Minor Medium
Essential services fail.	Natural disaster leads to failure of water supply, gas, power and communications systems.	Likely Insignificant Medium		<p>Our potable water system is managed on-site by site staff and has facility to supply under gravity conditions therefore not requiring an electricity supply. Permanent pristine creeks are located within 500m of site and allow for emergency use and can be treated with; boiling, specialist camping water treatment or chlorine as per world health regulations. Falls Creek (4km away) also maintain an approved potable water supply.</p> <p>We maintain an adequate supply of on site gas to withstand several weeks of isolation. Storage when full is 19,500 litres.</p>	Possible Insignificant Low


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				<p>A 100kVA diesel generator is kept and maintained on-site and is monitored according to a weekly, monthly and annual protocol. In winter we keep a minimum of 48 hours worth of fuel available to power the entire site.</p> <p>We have a communications redundancy, with our phone system having a back up UPS and options of a phone tower at Falls Creek and Tower Hill. One vehicle has a UHF radio available and all vehicles have radios thus allowing one way communications in an emergency scenario, (eg. bushfire threat).</p>		
Food Safety						
Food allergy or anaphalaxis	Guest, volunteer, contractor or staff members experiences an anaphylactic reaction.	Possible Major High	<input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> I <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> P	<p>Catering coordinator implements the YMCA policy and procedure requirements for food service and this includes, but not be limited to;</p> <ul style="list-style-type: none"> • Obtaining food requirements of all guests at least 2 weeks prior to stay; • As a matter of course, provide for regular food allergies (nut, gluten, lactose, eggs and shell fish) • Food will be labelled and a risk matrix will be displayed as well as recipes being available upon request. • For school groups we require a food coordinator from school to ensure food those with allergies receive is appropriate. These people are given food first to ensure they are correctly assisted and to reduce likelihood of cross contamination. • Staff maintain current first aid and allergy response training. <p>Food service staff have a minimum level one food handlers qualification and the catering coordinator maintains adoption of our food safety plan. We are subject to annual and unplanned inspections by Alpine Shire health inspectors. We have and display a current Food Premises Registration.</p>	Rare Major Medium	Catering Coordinator

Near-miss, incident or accident whilst on or off site						
Event occurs related to activity or free time.	A guest, staff member, volunteer or contractor experiences and injury, accident or near miss.	Possible Moderate Medium	<input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> I <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> P	<p>The site will be maintained and monitored in a manner which promotes safety by all user groups. This will be achieved by appropriate application of specific maintenance schedules, reporting protocols and systems to respond to identified risks (eg. Isolation of a location).</p> <p>All on and off-site activities will be managed by following guidelines identified in internal specific activity standards and risk assessments. In addition, these will comply with relevant Adventure Activity Standards and Education Outdoors requirements. Compliance will be demonstrated by successful receipt of ATAP and ACA accreditation along with successful audits by the Department of Sport and Recreation Victoria and internal YMCA risk audits.</p> <p>When groups arrive on site, the duty manager will provide a safety briefing to supervising staff and to guests to ensure they have sufficient knowledge to respond in an emergency situation and to promote a comfortable, enjoyable stay. This includes describing the emergency assembly area and the evacuation maps in each room.</p> <p>Guests are told of the emergency phone located on the outside wall of the site office. This phone calls all internal phones across the site including inside all staff housing.</p> <p>When we are working with people under the age of 18 and where they are not with their parents, we require accurate medical information along with completed permission forms from parents/carers.</p> <p>Staff are required and supported to maintain a minimum of Level II first aid and those leading overnight journeys will require a remote area qualification. Where a staff member does not hold a remote area qualification they may be deemed appropriate to lead a journey where they will be in the consistent vicinity of a staff member with a remote area qualification and nearby vehicular access is feasible.</p>	Possible Moderate Medium	Director of Operations

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			<p>In strategic locations around the site we keep emergency numbers and these are provided for groups going off site. These are coupled with flow charts to assist in decision making in emergency.</p> <p>A copy of the emergency response documents are kept in the dining room, kitchen, office and manager house as a reference document.</p> <p>Emergency services have Howmans Gap as an identified location to assist them finding us in case of an emergency.</p>		
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Assessor Name	N.A (External Doc)	Signature		Date	17/12/19
Manager Name	Michael Jowett	Signature		Date	17/12/19
HSR Name	N.A (External Doc)	Signature		Date	17/12/19
HSO Name	Warren Sanders	Signature		Date	17/12/19

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Risk Matrix								
			PUBLIC SAFETY / OHS	Injuries or ailments not requiring medical treatment	Minor Injury / First Aid Treatment case or short term medical intervention	Serious injury causing hospitalisation or multiple medical treatment cases, short term rehab required	Life threatening or multiple serious injuries causing hospitalisation; significant impairment / long term rehabilitation	Death or multiple life threatening injuries; permanent disabilities
				INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
	PROBABILITY			1	2	3	4	5
LIKELIHOOD	Is expected to occur in most circumstances	A	ALMOST CERTAIN	M	H	H	E	E
	Will probably occur	B	LIKELY	M	M	H	H	EXTREME
	Might occur at some time in the future	C	POSSIBLE	L	MEDIUM	M	HIGH	E
	Could occur but doubtful	D	UNLIKELY	LOW	M	M	H	H
	May occur but only in exceptional circumstances	E	RARE	L	L	M	M	H

RISK LEVEL KEY: Use the Risk Level Key below to determine a timeline for action and consultation:

- Extreme** - Immediate Action Required (Senior Management / Management / Supervisor level)
Detailed research, planning and high level risk controls required (long and short term). Further detailed RA may be required. Specialist advice to be sought (internal and external). Communication to H&S committee, HSR's, Regional HSE Teams and OHS Dept as required.
- High** - Action within 1 week (Mgmt / Supervisor level)
Research and planning may be required. High level risk controls required (long term and short term). Further RA may be required. Specialist advice may need to be sought. Communicate to H&S committee, HSR's, Regional HSE Teams and OHS Dept as required.
- Medium** - Action within 3 months (Supervisor level / Management as required)
Routine reporting and communication as required. Determine effective risk controls (long term and short term). Further assessment or establishment of monitoring controls may be required. Communication to H&S committee and HSR.
- Low** - Action within 3 - 6 months / Ongoing Monitoring (Supervisor Level)
Routine reporting and communication as required. Determine effective risk controls and monitoring process. Communication to H&S committee and HSR.

Use the Hierarchy of Controls below to determine the best possible risk control:

DEVELOPING RISK CONTROLS:

- Elimination** – first option and most effective
- Substitution** – replaced with a similar but lower risk option
- Isolation** – isolate hazard from individuals
- Engineering** – change process and/or equipment to reduce risk
- Administrative** – implementing procedures, rosters and providing training
- Personal Protective Equipment** – clothing or equipment

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