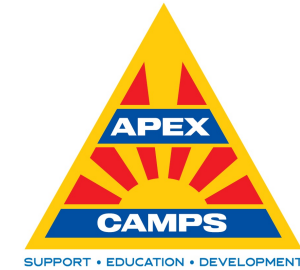


Risk Assessment for Accommodation

Sunshine Coast Site

Completed by:	Revision date:	Approved by:	Approved date:
Laura Juniper Operations Manager	19 March 2024	Keith Fullerton CEO – Apex Camps	25 March 2024



Risk Level	Action required/approval
LOW – Little chance of injury of incident or injury	Monitor and review as required

Description:

Apex Camps offers a variety of accommodation options for schools and groups whilst staying onsite. The majority of the accommodation provides bunk beds in dorms, and we also provide some single beds in the Supervisors cabins.

Fire Compliance:

It is important not to change the layout of our accommodation, so do not move the bunk beds in any way during your stay.

Bunk Bed Recommendation:

Although Bunk beds are a safety risk for any age, it is recommended that only children who are 10 or older use the top bunk. Please only use Bunk beds for the intended use, no playing or jumping etc.

It is recommended that younger children only sleep on the bottom bunk.

Group Supervision:

All guests staying with Apex Camps must be accompanied by responsible adults for the duration of their stay, if under the age of 18. Supervisors are responsible for controlling all behavioural issues from the camp attendees at all times, including during activities.

First Aid/Accidents/Incidents and Injuries:

Supervisors are responsible for supplying and applying all First Aid items, they are responsible for actioning First Aid (if needed) and also making First Aid decisions for their group whilst on camp. While this is the responsibility of the Supervisors of the group, all Apex camp areas have First Aid equipment, and the activities staff are fully trained in First Aid and carry a kit with them.

Listed below are the indicative hazards/risks and the control measures:

Hazards/Risks	Control Measures
<p>Fire:</p> <ul style="list-style-type: none"> • Burns • Scalds • Smoke Inhalation • Loss of life 	<ul style="list-style-type: none"> • No open flames are allowed on site. • No gas stoves/cooktops allowed on site. • Smoking prohibited inside the Apex Camps facility. Smoking is only permitted in the Designated Outside Smoking Area (DOSA) • No self-catering allowed on site. • In the event that there is a fire, all people on site are to evacuate to the Emergency Evacuation Area. Alert Apex Camps staff of the fire and Apex Camps Fire wardens will assess the situation and commence appropriate action. • All smoke alarms, emergency lights/exits and fire fighting equipment are tested, serviced, and inspected based on AS1851. • Firefighting equipment is readily available and is only to be used in an emergency. • Evacuation procedure is described during the induction of every group. • Our staff receive six monthly, annual and biannual, fire training as per AS3745 – 2010 • All Apex Activities Staff carry their First Aid, CPR and are fully trained in the Evacuation procedure. • All visitors on site receive a safety induction to increase their knowledge of our site and our safety procedures.
<p>Slips and Trips:</p> <ul style="list-style-type: none"> • Injuries 	<ul style="list-style-type: none"> • All standing water is to be mopped up by the camp attendees. • Apex Camps supplies mops, brooms and dustpans for self-cleaning as required • Accommodation walkways and emergency exits are to be kept clear of objects, bags and belongings. • Supervisors are responsible for maintaining a safe environment for people within their care. • All accidents/injuries/incidents are to be reported to an Apex Camps staff member ASAP. • No running is allowed in the accommodation buildings. • Care is to be taken when traversing staircases, maintain 3 points of contact at all times.
<p>Electrical Safety:</p>	<ul style="list-style-type: none"> • All electrical circuits are protected by an RCD (Residual Current Device).

<ul style="list-style-type: none"> • Electrocution • Burns • Fire 	<ul style="list-style-type: none"> • All RCD's are tested as per AS3760:2010. • All APEX electrical equipment is tested as per Section 26 of the Electrical Safety Regulations 2013. • All electrical equipment brought to the camp is to be certified electrically safe (Test and Tag) as per S26 of the Electrical Safety Regulations 2013. • All Visitors are not to use any electrical equipment that is not certified electrically safe. (Current Tag and Test) .
<p>Bunk Beds:</p> <ul style="list-style-type: none"> • Fall/injury • Suffocation 	<ul style="list-style-type: none"> • Top Bunks are not recommended for children under the age of ten years old. • Do not stand up in the Bunk Beds, do not play on the Bunk beds and do not rock the Bunk beds. • Apex Staff conduct regular maintenance checks on the Bunk Beds to ensure they are in full working order.

In assessing the level of risk, considerations such as the likelihood of an incident happening in combination with the seriousness of a consequence are used to gauge the overall risk level for an activity.

The matrix below has been used as a guide to assist with developing the risk assessment:

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
5 Almost Certain	Medium	Medium	High	Extreme	Extreme
4 Likely	Low	Medium	High	High	Extreme
3 Possible	Low	Medium	High	High	High
2 Unlikely	Low	Low	Medium	Medium	High
1 Rare	Low	Low	Low	Low	Medium

Risk Level	
Low	Little chance of incident or serious injury
Medium	Some chance of incident and injury requiring First Aid
High	Likely chance of a serious incident and injury requiring medical treatment
Extreme	High chance of a serious incident resulting in highly debilitating injury