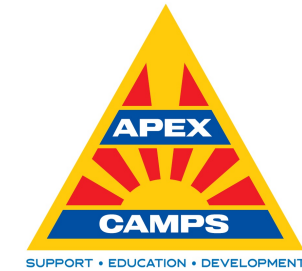


Risk Assessment for Campgrounds

Sunshine Coast Site

Completed by:	Revision date:	Approved by:	Approved date:
Laura Juniper Operations Manager	25 March 2024	Keith Fullerton CEO – Apex Camps	31 March 2024



Risk Level	Action required/approval
LOW – Little chance of injury of incident or injury	Obtaining parental permission is recommended

Description:

Apex Camps Sunshine Coast is set on 10 acres of maintained bushland and gardens. The Campground is maintained to facilitate our Apex activities as well as the use of the open play areas for our clients.

The Campgrounds include:

Multi use basketball/tennis court area (fenced), pool, mud pit area, archery area, chicken coop, ropes courses, rock wall, outdoor chapel, outdoor seating areas, cricket pitch, oval, bus shelter and other open play areas.

Mandatory:

All people on the Camp must wear enclosed shoes and appropriate clothing for all weather elements.

All 'no entry' and 'out of bounds' signs must be adhered to whilst on the campgrounds.

Do not enter any areas that are fenced off.

Obey all directions from Apex Camp staff at all times.

When off-site on activities we work to the boundaries and limitations of our permits.

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 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 Smoking Area (DSA) • 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>Environmental Conditions</p> <ul style="list-style-type: none"> • Weather • Surfaces 	<ul style="list-style-type: none"> • Apex Camps are an all-weather camp and clients must come with the clothing to suit all elements. • Apex Camps assess all weather conditions using BOM and other suitable websites and apps. • If severe weather negatively impacts an activity, then Apex camps will consult with the groups supervisors and alternative activities will be offered to ensure minimal risk to clients.

<ul style="list-style-type: none"> • Surrounds • Wildlife 	<ul style="list-style-type: none"> • Use our on-site rubbish bins to keep our site clean from rubbish. • Apex camps is situated in a residential area. A strict curfew of 9:00pm applies with regard to noise and the use of the facilities. Noise levels must also be kept to a minimum before 7:00am. • Treat all wildlife with respect and care. • Clients' duty of care is to report any potential hazards or near misses with the Apex Camps staff.
<p>Child Protection</p>	<ul style="list-style-type: none"> • Apex Camps must always adopt, implement, and comply with the a) Child Safe Commitment b) Child Safe Practises; and c) Recruitment and screening. • Apex Camp staff and volunteers must obtain and have a current blue card before commencing employment with us. • All visitors must report to the office when accessing our facility. • Any sub-contractor that needs to access the site must have a current blue card or be escorted around the facility by a staff member. • Apex camps commit to providing our staff with regular training on Child Protection and our policies and procedures surrounding this.

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

