

RISK MANAGEMENT WORKSHEET – GENERAL

THESE RISKS ARE RELEVANT TO ALL ACTIVITIES THROUGHOUT AN ENTIRE PROGRAM AND SHOULD BE ADHERED TO AT ALL TIMES

SER	ANALYSE, ASSESS & PRIORITISE RISKS					CONTROL THE RISKS			
	Hazard Type	Potential Consequences	C	P	Risk Rating	Controls	New C	New P	Residual Risk Rating
1	Instructor Ability (Qualifications, Experience)	<ul style="list-style-type: none"> Increased exposure to other hazards for BOAC staff and clients Loss of clientele Equipment damage 	D	V	H	Instructor/s to: <ul style="list-style-type: none"> Be competent and qualified at the appropriate skill level in comparison to client and environment expectations Instructors will perform first aid to their ability and qualification as required 	D	R	M
2	Client Ability	<ul style="list-style-type: none"> Increased exposure to other hazards Equipment damage Psychological damage Client complacency 	D	P	H	<ul style="list-style-type: none"> BOAC staff determine client abilities via medical information and verbal confirmation of previous experience and plan activities accordingly BOAC instructors adapt activities to reflect client abilities and progressions BOAC Instructors to implement appropriate instruction and revision as required 	D	R	M
3	Medical Conditions	<ul style="list-style-type: none"> Medical Incident caused by failure to disclose pre-existing condition 	D	P	H	<ul style="list-style-type: none"> BOAC Management will assess clients ability to participate in relevant activities based on information from Medical forms supplied or by verbal confirmation with client and/or relevant Doctor BOAC instructors brief the importance of informing BOAC of pre-existing medical conditions if advised upon arrival (Condition not on medical form) BOAC Instructors to communicate with client/parent/doctor and advise BOAC Management of outcomes All BOAC instructors will read the medical forms filled out by the clients BOAC staff will make plans to accommodate any medical conditions, e.g. carrying second EPI-PEN for allergic shock and jelly babies for diabetic clients 	D	R	M
4	Previous Injuries	<ul style="list-style-type: none"> Re-occurrence of an existing injury 	H	P	S	<ul style="list-style-type: none"> BOAC instructors brief the importance of informing BOAC of pre-existing injuries or illnesses. All BOAC instructors will read the medical forms filled out by the clients. BOAC personnel will make plans to accommodate any pre-existing injuries or illnesses e.g. walking at a pace which suites a knee injury Client should follow previous doctors recommendations on how to support injury to prevent further damage 	H	R	L
5	Use of private property	<ul style="list-style-type: none"> Loss of future use Damage to property and associated equipment 	H	P	S	<ul style="list-style-type: none"> Permission must be obtained before entering private property by BOAC management BOAC staff will be advised of property owner permission when applicable When entering private property BOAC Staff and clients will always be courteous and obey any land owners requests Property gates and equipment will be left as found BOAC public liability insurance applies Australia wide on all properties utilised 	H	U	M
6	Interaction with other people	<ul style="list-style-type: none"> Verbal and physical abuse to BOAC staff and clients Injury to other people Damage to other people's equipment Negative representation of BOAC 	H	U	M	<ul style="list-style-type: none"> BOAC staff will minimise interaction with members of the public by organising all activities in areas pre-approved by BOAC Management Members of the public will be given right of way in all situations BOAC staff will ensure staff and clients interact appropriately with members of the public All incidents with members of the public will be recorded on an incident form If members of the public wish to make any formal complaints BOAC staff will direct them to the BOAC Office in Gloucester 	H	R	L

7	Severe Weather incl. Strong winds, flooding, bush fires	<ul style="list-style-type: none"> Increased risk of tree fall Loss of equipment Activity adjustment and/or cancellation Bush fire Evacuation 	D	V	H	<ul style="list-style-type: none"> BOAC Management to check weather more frequently when severe weather predicted. Refer to Office Manual BOAC Management to keep field staff updated with weather changes during scheduled check ins, or sooner if severe weather is predicted. Contingency venues and activities planned and put into use when required. Refer to Office Manual and Local Program Notes Evacuation in line with BOAC guidelines as required 	D	R	M
8	Lightning	<ul style="list-style-type: none"> Electrocution Activity adjustment and/or cancellation 	D	U	S	<ul style="list-style-type: none"> BOAC Management to check weather more frequently when storms predicted BOAC Management to keep field staff updated with weather changes BOAC staff to follow Lightning procedure. Refer to FPM 	H	R	L
9	Heat/Sun Exposure	<ul style="list-style-type: none"> Heatstroke Sunburn Hyperthermia 	H	P	S	<ul style="list-style-type: none"> Increase water intake by individuals as heat stress increases. Educate clients in recognition of heat stress and prevention of heat illness All clients to apply and reapply sunscreen as needed and wear a hat when in open sun. All BOAC personnel to be trained in the treatment of heat illness in the field. BOAC Management to keep field staff updated with weather changes In case of any accident the instructor will follow remote area first aid procedures. 	T	U	L
10	Cold Exposure	<ul style="list-style-type: none"> Hypothermia 	H	P	S	<ul style="list-style-type: none"> Ensure all clients have thermal clothing, wind or rain jacket on cool windy days. Ensure clients are wearing wetsuits if in water on cold days Education of clients in recognition of signs and symptoms of hypothermia if it is a risk Ensuring all clients have snack food to reduce the onset of hypothermia. Monitor physical activity when weather is wet and cold, All BOAC personnel to be trained in the treatment of hypothermia illness in the field. Check weather report before days activity starts, supplied by BOAC. In case of any accident the instructor will follow remote area first aid procedures. 	T	U	L
11	Wildlife	<ul style="list-style-type: none"> Injury to the wildlife Modification to natural behaviour patterns 	T	P	M	<ul style="list-style-type: none"> All BOAC instructors will ensure clients know the importance of minimal impact in relevant environments Storage of equipment and/or food will be briefed by BOAC instructors if applicable 	T	U	L
12	Animal Bites including snake & spider	<ul style="list-style-type: none"> Death 	D	R	M	<ul style="list-style-type: none"> Clients briefed on spider and snake awareness and how to appropriately interact with them. If a bite occurs, instructor to apply appropriate first aid. First aid kit to be easily accessible at all times. If the patient's life is at risk, appropriate action is to be taken for evacuation from the nearest evacuation point. Communication equipment (radio, satellite phone, mobile phone) to be carried and easily accessible at all times. Remote areas or high risk activities require two forms of communication. All tents must be fully zipped up when left unattended. 	H	R	L
13	Trailer Attaching and Un-attaching	<ul style="list-style-type: none"> Crush injury Pinch Injury Muscle Strain Runaway trailer Property damage 	H	P	S	<ul style="list-style-type: none"> BOAC staff trained in BOAC trailer attachment and un-attachment procedures. Refer to Shed Manual + Field Practices Manual - FPM All trailer connections/attachments double checked by second BOAC staff member All equipment, ropes & tie downs doubled checked by BOAC staff Park trailers on flat ground where possible Chocking trailer wheels and/or applying brake. Periodical trailer services. Refer to shed manual 	H	R	L

14	Vehicular accident	<ul style="list-style-type: none"> • Death • Disability • Broken or fractured bones • Cuts/ grazes • Bruising • Damage to property/equipment. 	D	U	S	<ul style="list-style-type: none"> • Vehicle registered/roadworthy • drivers appropriately licensed • driver must not be under influence of alcohol/drugs • adherence to speed limits • driver rotation at appropriate intervals • Compliance with D.O.T. Bus accreditation 	T	U	L
15	Deteriorating Air Quality	<ul style="list-style-type: none"> • Choking hazards • Increase risk of asthma attack • suffocation 	D	P	H	<ul style="list-style-type: none"> • BOAC Office staff will keep checking online and give regular updates • Evacuation using BOAC evacuation Procedure • Find Another location 	H	U	M
16	Bush fires	<ul style="list-style-type: none"> • Smoke inhalation • Burns • Death • Increase risk of asthma attack 	D	P	H	<ul style="list-style-type: none"> • BOAC office staff to regularly check RFS website for updates • Evacuation using BOAC evacuation Procedure • Watch and act accordingly • Stay close to water 	H	U	M