

Risk Management Worksheet – BRL

ANALYSE, ASSESS & PRIORITISE RISKS						CONTROL THE RISKS			
	Hazard Type	Potential Consequence	C	P	Risk Rating	Controls	New C	New P	Residual Risk Rating
	• Preparing food in kitchen	<ul style="list-style-type: none"> • Burns from Stoves/hot water • Cuts from knives 	H	P	S	<ul style="list-style-type: none"> • Follow controls as per 'Field Food handling' risk assessment. • Limit numbers to 3 in kitchen to reduce accidents. 	T	U	L
	• Electrical equipment (kettles, toasters ect)	<ul style="list-style-type: none"> • Burns • Electrocutation 	D	U	S	<ul style="list-style-type: none"> • Electrical equipment is for adult use only. • Student use of equipment (e.g commercial toaster) supervised by staff. 	D	R	M
	• Un-supervised areas	<ul style="list-style-type: none"> • Student getting lost • Injuries while unsupervised • Inappropriate behaviour 	H	U	M	<ul style="list-style-type: none"> • Brief students about boundaries, and enforce. • Twice daily role call 	T	U	L
	• Equipment failure (e.g. water pumps, power outage)	<ul style="list-style-type: none"> • Unclean water • Slips and trips in dark • Spoilage of food 	T	U	L	<ul style="list-style-type: none"> • Contact BOAC AHC 	F	U	L
	• Unclean drinking water	<ul style="list-style-type: none"> • Illness 	T	U	L	<ul style="list-style-type: none"> • Brief groups on drinking water • Use filter taps in kitchen and shelter for drinking water 	T	R	L
	• Swimming in River	<ul style="list-style-type: none"> • Drowning • Injuries from slips/falls 	D	U	S	<ul style="list-style-type: none"> • Staff supervision of students near river as per BOAC guidelines 	H	U	M
	• Being in Dam	<ul style="list-style-type: none"> • Drowning • Illness 	D	U	S	<ul style="list-style-type: none"> • Dam is Out of Bounds 	H	R	L
	• Slippery bathroom floors	<ul style="list-style-type: none"> • Injuries from slips/falls 	T	P	M	<ul style="list-style-type: none"> • Mop up any spills • Use signage if available 	T	R	L
	<ul style="list-style-type: none"> • Low ceilings in Dorm Rooms • High bunks 	<ul style="list-style-type: none"> • Head injury from hitting head on ceiling • Injuries from fall from bunk 	H	P	S	<ul style="list-style-type: none"> • No 'active play' in rooms • Use top bunks only if needed. • If used, brief top level students about dangers. • Pad beam to reduce any impacts 	T	U	L
	• Physical activities	<ul style="list-style-type: none"> • Collisions • Falls 	H	P	S	<ul style="list-style-type: none"> • No physical night games • Active games on playing field only 	T	U	L

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Hazard Type	Potential Consequence	C	P	Risk Rating	Controls	New C	New P	Residual Risk Rating
• Cooking on BBQ	• Burns	H	U	M	<ul style="list-style-type: none"> • Staff supervises use of BBQ. • Ensure it is turned off and cool before supervision ends. 	T	U	L
• Building Fire	<ul style="list-style-type: none"> • Death • Burns • Loss of property 	D	U	S	<ul style="list-style-type: none"> • Be aware of bushfire danger • Insure fires are out if not supervised • Be aware of evacuation procedures, and brief group. 	H	R	L
• Bullying	• Emotional Distress	T	P	M	<ul style="list-style-type: none"> • Brief group regarding air vent between rooms, and that it's not to be used for communication. • Have staff available for student issues. 	T	U	L
<ul style="list-style-type: none"> • Vehicles – car park • Vehicles – public road 	<ul style="list-style-type: none"> • Hit by car • Backed over • Damage to cars 	D	U	S	<ul style="list-style-type: none"> • Set car park and main road as 'out of bounds' areas. • When students are in car park (getting on and off vehicles), they must be supervised. 	D	R	M

Declarations

Compiler

I certify that this Risk Management Plan has been developed specifically for the activity as detailed **and that all control measures identified will be implemented for the activity.**

Activity Checker

I certify that I have checked this Risk Management Plan.

This Risk Management Plan is acceptable for the activity as detailed.
