



# ADVENTURE ACTIVITIES RISK ASSESSMENT AND CONTROL RECORD

*This Risk Assessment shall be reviewed at least every 2 years, upon identification of any new risks or whenever there is a related incident or change in a the task, process or activity which may alter risks*

<b>PART A - ACTIVITY DETAILS</b>			
<b>Name of activity:</b>		<b>Risk Assessment Number:</b>	
Cottage Garden Program		YMCA-AA-RAL07	
<b>Activity Scope:</b>		<b>ACTIVITY RISK RATING</b>	
This activity involves education on resource and waste management, re-using materials and composting, gardening, then creating and eating a wood-fired pizza.		<b>Overall Risk Level (without Controls)</b>	<b>Overall Risk Level (with Controls)</b>
		High	Moderate
<b>Equipment / Facility Requirements:</b>	<b>Group Size and Supervision Requirements:</b>	<b>Activity Leader Qualification Requirements:</b>	
Program staff safety equipment and Environmetnal Walk Kit	Recommended Group Size: 15 Minimum number of Leaders: 1 Maximum ratio: 1 Supervising Adult :15 Participants	Internal YMCA Training	
<b>Prepared By:</b>	<b>In Consultation with:</b>	<b>Issue Date:</b>	<b>Next Review Date:</b>
Lynda Aldridge	Brent Greenfield, David Bailey, Angela Byrne	June 2021	June 2023
<b>WHS Advisor</b>	<b>Group Manager</b>		
Angela Byrne	Will Sambrook		
<b>Reference Information:</b> (e.g. manufacturer's instructions, operating manuals, industry information, Company Policies, CoP, Standards, Regulations)		<b>Supporting Documentation:</b> (e.g. Work Instruction, SWP, Guidelines, Manuals, Inspection Checklists, Training Records, Signage)	
Australian Adventure Activity Standard Core Good Practice Guide (GPG)		Activity specific Standard Operating Procedures Activity Equipment Checklist Equipment Inspection, routine Equipment Inspection, annual	

<b>PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL</b>										
Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
			L	C	R			L	C	R
<i>What is the source of the Risk?</i>	<i>How can a person be injured?</i>	<i>What are the expected injuries / illness?</i>	L	C	R	<i>What will reduce the likelihood or consequences?</i>	<i>Who is responsible for implementing the control measure?</i>	L	C	R
<b>Environment</b> – hazards and risks associated with the Environment.										
Fire	<ul style="list-style-type: none"> <li>Facility Fire</li> <li>Bushfire</li> </ul>	Severe burns Inhalation of smoke	3	D	E	<ul style="list-style-type: none"> <li>Check Fire bans prior to program</li> <li>Check wind direction and intensity prior to program</li> <li>Modify activity to account for heightened fire risk and advise Outdoor Leaders</li> </ul>	Program Coordinator	1	D	M
						<ul style="list-style-type: none"> <li>Ensure means of extinguishing fire appropriately</li> <li>Ensure open campfires are positioned and monitored to ensure they stay contained in the fire circle</li> <li>General supervision and monitoring of behaviour during the activity session</li> <li>Follow Campfire SOP</li> </ul>	Outdoor Leader			
Hot surfaces	<ul style="list-style-type: none"> <li>Touching hot surfaces or food items</li> </ul>	Minor burns	3	A	M	<ul style="list-style-type: none"> <li>Brief participants on safety aspects and exclusion zones for activity</li> <li>Brief participants on safe handling of cooking sticks and to wait until food has cooled before touching or eating</li> </ul>	Activity Leader	2	A	L
Compost / Garden Soil	Soil borne diseases, allergens, asthmatic trigger		3	B	M	<ul style="list-style-type: none"> <li>Participants with open cuts and abrasions to cover wounds with suitable wound dressing</li> <li>Gloves advised if working with soil</li> <li>Herbs collected should be washed</li> <li>Participants to be briefed on washing hands after working in the garden</li> </ul>	Outdoor Leader	2	B	M

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Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
<b>People – List all hazards and risks associated with People.</b>										
Biological material	Contraction of infectious disease between humans	Illness of varying degree (e.g. influenza virus, measles, Covid19)	3	C	H	<ul style="list-style-type: none"> <li>• Servers with open cuts and abrasions are not permitted to serve food. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious and removed.</li> <li>• Safe food handling procedures including washing hands, wearing gloves, sanitised food boards and use of utensils to serve food items.</li> <li>• Exclude anyone ill or in contact with someone ill in previous seven days.</li> <li>• Vetting of servers prior to service to ensure general health and wellbeing</li> </ul>	Outdoor Leader	2	C	M
Allergens	Allergic reaction through food consumption or contact with food or similar	Anaphylaxis	3	C	M	<ul style="list-style-type: none"> <li>• Follow Food Handling Guidelines as per Information pack</li> <li>• Individual Details form (Medical Summary) provided for each participant with allergies</li> <li>• Provide dietary requirements form four weeks prior to commencement of camp as per Information pack</li> </ul>	Guest Services Coordinator	2	A	L
						<ul style="list-style-type: none"> <li>• Ensure servers only use utensils provided for one item only</li> </ul>	Kitchen Staff			
						<ul style="list-style-type: none"> <li>• Menu limited to low risk food, such as pizza, damper, marshmallows</li> </ul>	Program Coordinator			
						<ul style="list-style-type: none"> <li>• Ensure activity is set up to ensure no cross contamination</li> <li>• Ensure servers only use utensils provided for one item only.</li> <li>• Read Individual Details form and identify allergen alerts</li> <li>• Separation between high risk allergens</li> </ul>	Outdoor Leader			

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Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
<b>Logistics &amp; Equipment – List all risks associated with Logistics and Equipment.</b>										
Food Hygiene	<ul style="list-style-type: none"> <li>Spoilt food</li> <li>Cross contamination</li> </ul>	Nausea, stomach cramps, diarrhoea, vomiting, fever, headaches	3	B	M	<ul style="list-style-type: none"> <li>Provide appropriate food storage containers to prevent animal intervention and spoiling</li> <li>Store food in secure location</li> <li>Provide suitable equipment for hygienic preparation and serving of food</li> </ul>	Lead Outdoor Instructor	2	A	L
						<ul style="list-style-type: none"> <li>Provide suitable equipment for cleaning</li> <li>Provide equipment for preparing and eating food</li> <li>Brief on personal hygiene practices in preparing and eating food</li> <li>Ensure personal hygiene practices are being followed when preparing and eating food</li> </ul>	Activity Leader			
Outdoor Pizza Oven	<ul style="list-style-type: none"> <li>Touching hot objects</li> </ul>	Burns, asphyxiation	3	A	M	<ul style="list-style-type: none"> <li>Brief participants not to come near the outdoor pizza oven</li> <li>Provide suitable equipment to hold and manipulate hot food</li> <li>Ensure close supervision and monitoring of behaviour during the activity session by Client staff</li> </ul>	Outdoor Leader	2	B	M