

# Camp Risk Management Workshop

**Thank you** to everyone who attended our first Camp Risk Management Workshop in May this year! We have received some great feedback with a shared agreement to run these types of Workshops on a regular/annual basis.



Let us know if you have any topics you would like discussed at our next Workshop as well as suggestions as to where we should hold it.



*Guess who this is?*

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## Contractors & Responsibilities

Your Responsibility	Contractor Responsibilities
Provide a safe work environment	Ensure their staff and subcontractors have the required Health, Safety & Environment training for tasks they are undertaking
Ensure suitable for the task	Employ safe tools and systems of work on the job
Review competencies and licences	Comply with relevant standards and legislative requirements
Induct contractors to the site/Conduct refresher training	Conduct work to a high standard and in a safe and professional manner
Inform contractors of site specific hazards	Supervise young and less experienced workers
Inform contractor of OH&S policies—emergency evacuation/accident reporting/first aid	Communicate regularly
Inform contractors of Permit to Work Systems/Lock and Tag protocol	Provide Working with Children checks where relevant and copies of licences and competencies

For further information or assistance, the following are your ABIS State Baptist Union Office contacts:

Queensland	Ken Conwell
New South Wales	Tim Williams Judy Henderson
South Australia & Northern Territory	Glenn Dixon
Victoria, Tasmania	Jean Lim Sue Roggero
Western Australia	Terry Hicks Jill Birt
National	Kym Bennetts Stephen Lockrey

# Key Messages from the Risk Management Workshop

## Risk Management

Adopting a risk management approach to the identification and control of hazards

- Helps protect campers, staff, volunteers and visitors. Physical assets may also be more effectively protected
- Enables us to plan ahead to try and avoid accidents or incidents occurring
- The steps in a risk management approach include:

1. Identify risks (hazards)
2. Assess the implications of risks in terms of likely consequences and frequency of occurrence
3. Choose and implement control measures to reduce consequences and/or frequency
4. Monitor controls in practice and adjust if necessary

## Incident reporting

- All accidents and incidents should be reported and recorded on your incident reporting system, no matter how trivial.
- Document all relevant information relating to an incident

- Incidents involving contractor staff should be recorded.
- Reported incidents should be analysed to see whether trends are apparent, either showing the success of controls in reducing accidents or indicating areas for attention, e.g. increased injuries occurring on a particular activity.
- Retain records until the persons involved have passed their 21<sup>st</sup> birthday.

## Lessons from Case Law

- Undertake risk assessments of all activities, including impacts of different circumstances that might apply such as age of participants, weather, and experience.
- If sub-contracting an activity, undertake a risk assessment of the third party contractor's skill.
- All staff and volunteers need to be adequately trained
- Sporting equipment needs to be maintained and withdrawn from service if faulty.

- Place warning signs at appropriate locations.
- Obtain information about participants – age, allergies etc. (including medical treatment forms).
- Waivers should be obtained from parents and adult participants after full disclosure of underlying risks.



## Indemnity clauses

- Increasingly being taken into account by courts in their determinations
- Important to make sure that clauses achieve what is intended; make sure they have been subject to review (lawyers/insurers)
- Significant disclosure of risks required for waivers to be effective
- Make sure participants and/or parents/guardians sign forms including disclaimers prior to an activity being undertaken.



## Potential Claims

Please contact your local State ABIS office as soon as you are aware of any potential claims, ie where you:

- Receive a verbal complaint which cannot be easily solved and without expense
- Receive a letter threatening legal action from an individual
- Receive a solicitor's letter threatening legal action
- Receive a writ/summons/subpoena/legal court document
- Have a contentious employee termination

If you have any potential claims that have not yet been reported to us, please advise us immediately.





# Information on Water Activities

*(This article was compiled by Vero)*

When reviewing Water Activities the following is a guide of areas to consider.

This is not a complete list as exposures will differ depending on the activity.

• Where are the activities to be conducted? And will location change?



• Do you have selection criteria for choosing the location for your water activity? Are guidelines in place to consider all types of hazards?

• What are the waterways like? Depth, waves, ocean floor, river floor

• Surf conditions – swell, tides, depth, tide, rip, current, beach structure, rocks, sand bars, wave height

• Check the water depth – it must be appropriate for the activity and check for debris in the water. Does the location have depth indicators?

• Weather conditions – wind/storm/temperature heat and cold/light/is the area prone to poor visibility due to fog

• Bush fire risk to participants – what to do in the event of an emergency – What is the evacuation plan?

• Consider water visibility – can participants see the ocean floor or is the water dark/black consider the hazards

• Are the locations suitable for the activity? Obtain local knowledge of the beach/river/lake and the area to be used

• Consider other location specific hazards this may include: collision with water craft in the area, collision with other activities or groups, debris in the water, submerged material.

• Is the location cleaned regularly does it contain litter such as broken glass, hypodermic needles, medical waste, fish netting, rusted material etc.

• Consider also using a checklist prior to and during an activity

• Skill and competency level of participants – how will this be determined, how will groups be divided and less experi-

enced swimmers and experienced swimmers supported

• Number of participants

• Number of supervisors – is ratio adequate?

• Are the water activities suitable for the age group – consider age restriction or limitation and skills and competency limitations/restrictions

• Adequate number of persons suitably qualified and current in First Aid– resuscitation protocols

• Training protocols for First Aid Staff

• Is a patrol on duty? Can the activity be run at a time/location where beaches are patrolled? Consider the requirements and safety of the water activities.

• Are rescue, first aid and revival equipment available and well maintained? Is maintenance documented?

• Competency and training of staff conducting water activities – including swimming capabilities – bronze medal etc., general ability and health status. Minimum qualifications for persons conducting the activity.

• Infectious Disease Control – water-borne viruses, bacteria, fresh and marine algae, sewage discharge indicators such as E.coli etc. refer to local government websites and Environmental Authorities/ Departments prior to the activity – ensure any area signs read and actioned.

• Physical exertion – consider warm up and cool down activities/fatigue indicators, flotation devices and other means for assisting swimmers

• Supervision and Instruction – Clear instruction in relation to no diving/jumping, ensure students are made aware of the local area risks and to consider water conditions when entering the water including what is under the water and can not be seen. Clearly articulate boundaries for swimming areas, consid-

ering distances from shore in the event rescue and first aid is required, ensure the environment is checked and conditions reviewed regularly. Clear Instructions with regard to Health, Safety & the Environmental conditions. Beware of specific hazards/what to do in an emergency/fatigue. Strict consequences if instructions are not followed such as being removed from the water.

• Constant supervision of students be maintained in the water? Eg buddy system in the water and surveillance ratios of people on shore to swimmers.

• Provision of personal protective clothing such as soft helmets, life jackets, goggles – are they to Australian Standards, are they adequately maintained, no signs of fraying on straps, consider wear and tear.

• Water activities such as kayaking – condition and documented maintenance of kayak, each kayak checked prior to use by a suitably qualified person, water equipment such as inflatables used only as per manufacturer's instructions.

• Suitability, adequacy and maintenance of diving platforms in public areas – it is prudent to restrict jumping or diving activities especially in waterways.

• Maintenance of all equipment involved in the activity including first aid equipment and rescue vehicles.

• Consider the hazards posed by water equipment - slides, flotation devices, inflatables, dive towers are they appropriate for the age group, well maintained and suitable for the task, used as per manufacturer's instructions.

• Guidelines on the removal of jewellery as it can cause injury if it becomes externally attached.

• Guidelines on appropriate footwear with sturdy soles in and out of the water to minimise injury.



# Water Activities Continued

- Consider fauna and flora and allergies ensure items such as ventolin and epipens are available refer to medical condi-



tions of students prior to the activity to ensure all needs are accounted for.

- Medical conditions, special needs, high risk behaviour – consider how these students will be supported during the event and any specific hazards that may arise.
- Consider flying objects from the environment, water vehicles, safety apparatus, water activity equipment, other swimmers
- Dangerous animals – blue ringed octopus, box jelly fish, stingrays, cone shell, cat fish, sea wasp, bullrout, mosquito bits, snakes – consider high risk areas/locations, seasonality of the activity, ask locals, review local government warnings and websites, first aid requirements, distance to emergency services. Consider animals of local and regional importance.
- Communication – how will the people in the group communicate to ensure everyone is safe? (Walkie talkies front and back of group) How will they communicate where they are going? Is the course mapped (for example for kayaks) and have weather conditions been referred to prior to and during the activity – over

several days for kayaking camps etc. How will they communicate to emergency services – mobile phone reception in the area?

- Sun safety – hats, sunscreen, rash vests, provision of drinking water, snacks, check the UV index, cold weather – wind chill, wetsuits
- Industrial chemicals, oil, detergents, agricultural chemicals present in the water and that could be contaminated by the water activities.
- Cover all pre-existing injuries with water-proof dressings
- Consider and review beach ratings
- Be clear under what conditions the activity will be cancelled.
- Ensure no drugs, alcohol or medication



is consumed – this may impair reaction times, drowsiness, vision, balance, judgement etc.

- Collision Risk – with vessels/structures/river bank/people/floating objects/submerged objects
- Capsizing of vessel – potential injury, supervision in the event of, staying in a group, visibility between each vessel, person overboard, swimmer in trouble – how will this be actioned if in a kayak – is there a motorised boat running beside the activity, road vehicles following the activity, life jackets, rescue flotation devices, access to first aid in kayaks etc.
- Is a contractor conducting the water activity? What is your contractor selection process? Do you have a preferred Supplier List? Is this contractor a preferred supplier? Ensure you have a contract in place with your contractor. En-

sure your contractor has Health, Safety and Environment Guidelines. Ask your contractor how they will ensure the safety of participants? What are their requirements in relation to supervisor/student ratios in the water? Assess your contractors competency this may include - What competencies do they have to complete the task – qualifications/training. How often do they conduct this activity? Do they have any references you can contact? How does the contractor select the location for the water activity? Obtain a copy of the contractors risk assessment in relation to the water activity including the specific location the activities are to be conducted. Does the contractor have insurance ask them to provide a certificate of currency – Public Liability Insurance, Professional Indemnity and Workers Compensation Insurance should be considered. Induction, training, instruction and supervision information that will be provided during the activity. Details on First Aid and equipment maintenance on equipment that will be provided. Ask for copies of documents to place on the contractors file and to support your Contractor Selection Process.



## General Property Claims Guidelines

In the event of any incident that might give rise to an insurance claim, here are some general guidelines to assist you.

1. All reasonable steps should be taken following an accident or loss to protect the property or person from any further damage or injury.
2. Any loss by theft and/or wilful or malicious damage should be immediately reported to the nearest Police station.
3. Take any photos, complete the correct claim form and keep all steps well documented.
4. Any urgent repairs (cleaning, drying carpets, replacing master locks, broken windows) to be done first, keeping copies of invoices. For all other repairs/replacements, please obtain two quotes first.
5. Forward claim documentation including any supporting papers to ABIS. You can contact your nearest ABIS state office at the start, however, if the office is closed, focus on Steps 1 to 4 and then forward to the ABIS office once the office is re-open.

