



Camp Kianinny Risk Assessment Document
2024

General Information for Guests-

Contact List

Kianinny Office Phone	02 6494 1990
Police / Ambulance / Fire Brigade	000
Bega Hospital	02 6492 9111
Doctor Sapphire Coast Medical Practice Dr J Marshman 78 Bega St, Tathra	02 6494 1877
Poisons Informations	13 11 26
Gas Supplier: Elgas	131 161
Water Bega Valley Shire Council	02 6499 2222
Electricity Momentum Energy Essential Energy	1300 662 778 132 080
WIRES Native Animal Rescue	02 6495 4150

Program Instructor Experience:

Program Instructors must be over 18 with demonstrated ability to undertake each activity. Demonstrated ability includes previous experience instructing and supervising small groups in recreation activities and training by Camp Kianinny's Director / Training Team on the technical, safety and supervisory components of the activity.

This training occurs prior to the activity and if the group leader is deemed competent then they can instruct the activity. If the Camp Kianinny Director is not satisfied with the competence level they will observe and assist or instruct the activity until satisfied with the competence of the leader.

First Aid Qualified Instructors will carry a First Aid Kit for various activities along with First Aid Kits being positioned at various locations onsite.

Participants should be able to;

Safely participate and understand the safety and minimal impact issues associated with the activity.

Age Suitability:

No minimum age is specified. Children younger than 12 should be closely supervised. The activities should suit the ability of all participants.

Ratio:

Guideline: 1:12; one adult per 12 participants; at least two adults must be present for all activities; an Instructor and a school teacher. For activities with larger groups, an additional adult is required for each additional 12 participants. The Department of Education and Training specifies the ratios of:

Archery: 1:20 Canoeing 1:12; 2 Children under 2 require 1:5, 2 – 3 year olds 1:8, and 3 – 6 year olds 1:10.

Participant Experience:

No previous experience in the activity is required.

Program Instructor Responsibility:

Program Instructors will be Camp Kianinny Staff.

Program Instructors will have a demonstrated ability, and/or appropriate qualifications and experience and/or undertake in house training appropriate to the activity at Camp Kianinny.

Overall, the instructor is responsible for:

- Pre inspection of the tracks and equipment used in the activity.

- Collecting map/s, communications, phone numbers and first aid kits as part of activity equipment.
- Arranging or confirming first aid needs and identifying participants at risk e.g. asthma. It is expected that an attending Guest Group Leader will provide and administer any special medications required & the Guest Group Leader will hold the Duty of Care (DOC) for First Aid situations, with Kianinny staff able to assist if needed.
- Briefing participants about the nature and purpose of the activity, about potential hazards and appropriate safety procedures.
- Ensuring participants wear appropriate clothing & closed toed shoes.
- Ensuring minimal impact principles are used.
- Adhering to the Kianinny Sun Safety Policy; hats to be worn outdoors, sunscreen is advised.
- Following procedures in the Kianinny Emergency Response Plan, recording any incidents on the Incident Report Form, and reporting any incidents or hazards to the Camp Kianinny Director.

The Guest Group Leader is responsible for the behaviour and supervision of participants to, from and during the activity, and informing the instructor about medical conditions of participants which may arise during the activity.

Wet Weather Alternatives

Games are available, which include initiatives and team challenges, these are to be held either in the Bush Pavilion or the Lakeside Pavillion depending on the group size. Alternatively, we can facilitate other activities that are eligible to be run in wet weather.

Procedures in an Emergency

In the case of an emergency the activity will cease and the group will be moved from any possible danger. Steps detailed in the Kianinny Emergency Response Plan are to be implemented:

- Verify the report of an emergency is correct.
- Notify other staff and call 000 if required.
- Assess the danger and take evasive action.
- Act to ensure the safety of all.

For latest guidelines on outdoor activities, see:

<https://australianaas.org.au/>

CAMP KIANINNY RISK ASSESSMENT TABLE

TRAVEL

Activity / Location	Hazard Identification	Risk rating before controls	Control Actions	Risk rating after controls	Who is Responsible	When Due
Coach Transportation to Centre and to off site venues	<ul style="list-style-type: none"> Vehicle breakdown 	3 LOW	<ul style="list-style-type: none"> Book vehicle appropriate for group Ensure vehicle operators hold appropriate licences and insurance Ensure participants stay seated throughout travel Ensure seatbelts are worn where fitted Enforce rules and monitor behaviour Brief participants on emergency procedures Kianinny has designated bus loading zones Ensure participants enter and exit vehicle in a safe manner 	1 LOW	<ul style="list-style-type: none"> Camp Kianinny Director Vehicle Operator Guest Group Leaders Guest Group Coordinator Camp Kianinny Program Team Maintenance 	Prior to Booking
	<ul style="list-style-type: none"> Vehicle accident 	10 HIGH		4 MEDIUM		During Transportation
	<ul style="list-style-type: none"> Struck by vehicle 	10 HIGH		5 MEDIUM		Ongoing site management

VENUE

Activity / Location	Hazard Identification	Risk Rating before controls	Control Actions	Risk rating after controls	Who is Responsible	When Due
Venue Documentation	<ul style="list-style-type: none"> Venue not suitable or safe for 	6 MEDIUM	<ul style="list-style-type: none"> Centre holds all licences appropriate to operate Centre maintains Public Liability Insurance Certificate of Currency provided upon request 	2 LOW	Kianinny Director	Ongoing site management

	participants needs		<ul style="list-style-type: none"> Construction meets relevant building codes Construction is undertaken by licenced, insured builders Centre has a commitment to managing WHS issues Kianinny Camp Risk Assessment Document and Kianinny Emergency Response Plan regularly updated and available to staff and guests. 		Guest Group Coordinator	
Emergency Management	<ul style="list-style-type: none"> Emergency situation occurs Lost student or staff Venue evacuation 	10 HIGH	<ul style="list-style-type: none"> Refer to Kianinny Emergency Response Plan 2023-2024 Ensure that emergency contact numbers are available for all people on site and off site. Ensure all Kianinny Staff are aware of and have access to the Kianinny Emergency Response Plan Designate clear roles and responsibilities in the event of an emergency Kianinny staff to coordinate the emergency response, set up command centre in Reception Office, and and liaise with Guest Group Leaders All Kianinny staff and Guest Group Leaders to carry mobile phones If immediate threat call 000 Central meeting point of Bush Pavillion for all students / guests, Guest Group Leaders and Kianinny Staff. Guest Group Leaders briefed on evacuation procedures / emergency management upon arrival 	1 LOW	Camp Kianinny Program Team Guest Group Leaders Camp Kianinny Director Kianinny Director	Ongoing site management Upon Guest Arrival
Training & Qualifications	<ul style="list-style-type: none"> Untrained staff Instructors don't have appropriate qualifications to run 	10 HIGH	<ul style="list-style-type: none"> All Camp Kianinny staff to receive full training and induction before leading any activities Program Manager to be aware of current requirements with Dept of Education NSW. All Camp Kianinny staff to hold current First Aid / CPR Qualifications. All water based activities led by staff with current 	2 LOW	Camp Kianinny Director Camp Kianinny Program Instructors	Ongoing site management

	activities		<p>relevant qualifications.</p> <ul style="list-style-type: none"> Records of all staff qualifications to be kept and regularly updated All Program Team and Kitchen staff certified in Food Safety Training. 			
General Healthcare	<ul style="list-style-type: none"> Anaphylaxis, allergies and other existing medical conditions 	10 HIGH	<ul style="list-style-type: none"> Unwell students not to attend the camp Guest Group Leaders have access to current student health care plans, are aware of special needs, ensure summary documents are available, ensure relevant medication is brought to camp, and inform Program Manager of relevant requirements. Camp Kianinny First Aid Kits accessible at all times. Guest Group Leaders to ensure participants have access to personal medications and supervise administration as needed. All information to be recorded appropriately, including incident reports as needed. All Camp Kianinny staff hold relevant and current First Aid Qualifications. Ensure all bathroom / hand washing stations are kept clean and accessible with soap. Kianinny promotes a smoke free environment Smoking is only permitted in designated areas. Centre has a policy of not administering anything ingestible, injectable. 	3 LOW	<p>Camp Kianinny Director</p> <p>Guest Group Coordinator</p> <p>Guest Group Leader</p> <p>Camp Kianinny Program Instructor</p> <p>Maintenance</p>	<p>Prior to arriving at Camp</p> <p>Throughout Camp Duration</p> <p>After attending camp</p>
	<ul style="list-style-type: none"> Unable to access to First Aid & Equipment 	9 HIGH	<ul style="list-style-type: none"> First Aid Kits accessible at strategic locations throughout the site at all times. Vehicles access to all activities onsite All Kianinny Team staff hold current First Aid Qualifications School groups - Guest Group Leader to carry First Aid kit and be responsible for administering First Aid at all times during camp. Kianinny Incident Report to be completed by member of Program Team after all First Aid 	2 LOW	<p>Guest Group Leader</p> <p>Camp Kianinny Director</p>	<p>Prior to attending camp</p> <p>Ongoing throughout duration of camp</p>

			incidences or can be sent a copy of an incident report once it has been completed by the Guest Group Leader after the group has left.			
Security	<ul style="list-style-type: none"> Inappropriate behaviour from other guests on site Intruder / Assault 	10 HIGH	<ul style="list-style-type: none"> Master Key accessible to all Kianinny Staff for safety purposes All staff easily identified by uniform shirts with logo School / Activity Guest Groups asked to stay away from Guest Accommodation Cabins / Areas Students not to be wandering property without Guest Group Leader / Kianinny Staff with them Free time boundary areas clearly explained to school groups Public Accommodation guests asked to keep clear of Bush Pavillion / Activity areas while school groups are on site. Visitor sign-in process at reception 	5 MEDIUM	<ul style="list-style-type: none"> Camp Kianinny Program Team Kianinny All Staff Guest Group Leaders Camp Kianinny Director 	<ul style="list-style-type: none"> Prior to attending camp Ongoing site maintenance Throughout duration of camp
Child Protection	<ul style="list-style-type: none"> WWCC screening not conducted for adults on site and off site activities Inadequate Supervision Exposure to inappropriate behaviour of adults or other students Staff not trained or informed of 	3 LOW	<ul style="list-style-type: none"> All Kianinny staff to hold current WWCCs with copies held on file Staff not to be alone with guests in enclosed space at any time Staff trained in appropriate behaviour standards when working with children Appropriate secure sleeping and bathroom facilities are available for male and female guests. Appropriate sleeping and bathroom arrangements are in place for adults attending Camp. Students to sleep in allocated groups as determined by school staff Students provided with instructions for overnight arrangements including bathroom visits, with 'buddy system' implemented Guest Group Leaders / School staff to undertake rostered supervision at night. Students will not be coerced to participate in activities outside of their ability All Kianinny staff have signed a Child Safe Code 	1 LOW	<ul style="list-style-type: none"> Camp Kianinny Program Director Camp Kianinny Program Team Guest Group Leader 	<ul style="list-style-type: none"> Ongoing site maintenance Ongoing throughout duration of camp

	appropriate conduct with children		of Conduct with copy kept on file, and are aware of our Child Safe Policies and Procedures			
Accommodation / Housekeeping	<ul style="list-style-type: none"> Injury due to buildings / fittings failure Slipping in wet areas Hot water scalding Trip hazard Chemical exposure Child Protection related incident 	6 MEDIUM	<ul style="list-style-type: none"> Separate sleeping accommodation provided for males / females and adults / children Guest Group Leader accommodation provided within easy access for participants if required Guest Group Leaders encouraged to advise Kianinny staff of any maintenance issues required immediately Restricted hot water temperatures in all accommodation Evacuation procedure signage in each room Kianinny has a commitment to managing WHS issues Kianinny maintains systems of checking, identifying issues, service and repair of buildings and fittings Chemicals are stored appropriately for their use and hazard 'Cleaning in Progress' and 'Wet Floors' signage utilised Lodge / Cottage doors are locked after cleaning ready for Guest arrival Toilets are cleaned during minimum or unlikely use times to minimise guest contact with wet floors 	2 LOW	<ul style="list-style-type: none"> Camp Kianinny Director Camp Kianinny Program Team Guest Group Leader Maintenance Housekeeping 	<ul style="list-style-type: none"> Ongoing site maintenance Ongoing throughout duration of camp
Diet and Food / Kitchen	<ul style="list-style-type: none"> Food allergic reaction Anaphylaxis 	8 MEDIUM	<ul style="list-style-type: none"> Ensure Guest Group Leaders / Excursion Diet Coordinator completes Kianinny Dietary Requirement Document for all students and staff prior to attending camp Ensure all kitchen staff have access to Dietary Requirement Document prior to group's arrival at camp and throughout camp duration, clearly displayed in the kitchen. Ensure Program Host is briefed on Dietary Requirements of group prior to group's arrival, and has access to Dietary Requirement 	3 LOW	<ul style="list-style-type: none"> Guest Dietary Coordinator Guest Group Leader Camp Kianinny Director Kitchen Staff Camp Kianinny Program Team 	<ul style="list-style-type: none"> Prior to arrival Ongoing throughout camp duration

			<p>Document</p> <ul style="list-style-type: none"> • Ensure Program Leader or Guest Group Leader is present during all mealtimes. • Students with allergies to be served first at mealtimes, with separation of foods as needed, and monitored while eating. 			
	<ul style="list-style-type: none"> • Limited access to water 	<p>2 LOW</p>	<ul style="list-style-type: none"> • Access to drinking water available at all times in the Bush Pavillion • Participants are encouraged to carry water bottles with them during activities. 	<p>1 LOW</p>	<p>Camp Kianinny Program Team</p> <p>Guest Group Leader</p> <p>Maintenance</p>	
	<ul style="list-style-type: none"> • Incident due to incorrect food handling and storage 	<p>9 HIGH</p>	<ul style="list-style-type: none"> • All Program Team and Kitchen Staff trained and certified in 'Food Safety Training' with records kept on file • Meal service runs for appropriate length of time, after which food is removed to meet food, safety and hygiene laws • Gloves and/or tongs to be used while serving • Access to restricted areas are fitted with lockable doors • School group students are not permitted in Kitchen at any time. • Guests briefed on importance of handwashing, and facilities accessible at all times 	<p>2 LOW</p>	<p>All Kitchen Staff</p> <p>Camp Kianinny Program Team</p> <p>Camp Kianinny Director</p>	
	<ul style="list-style-type: none"> • Burns / Scalding / Cuts 	<p>12 HIGH</p>	<ul style="list-style-type: none"> • All Program Team and Kitchen Staff trained and certified in 'Food Safety Training' with records kept on file • Meal service runs for appropriate length of time, after which food is removed to meet food, safety and hygiene laws • Gloves and/or tongs to be used while serving • Access to restricted areas are fitted with lockable doors • School group students are not permitted in Kitchen at any time. • Guests briefed on importance of handwashing, and facilities accessible at all times 	<p>1 LOW</p>	<p>Guest Group Leader</p>	
<p>Guests walking on / crossing roads</p>	<ul style="list-style-type: none"> • Struck by vehicle while crossing road 	<p>15 EXTREME</p>	<ul style="list-style-type: none"> • Signage identifies 10 km speed limit and children at play • Speed humps • Designated, signed guest parking areas • Walking on roads only when necessary, and keep as a group to the side of the road - alternative walking tracks provided • During activities - Program instructors to be aware of traffic at all times 	<p>5 MEDIUM</p>	<p>Maintenance</p> <p>Guest Group Leaders</p> <p>Camp Kianinny Program Team</p> <p>All Staff</p>	<p>Ongoing site management</p> <p>Ongoing throughout duration of camp</p>

Guests walking on bush tracks / being outdoors throughout property	<ul style="list-style-type: none"> Slips, trips and falls causing injury 	<p>4 MEDIUM</p>	<ul style="list-style-type: none"> Maintain cleared tracks, using leaf blower when needed Maintain bridges / railings Activity participants briefed about risks of walking on tracks Program Instructors lead group slowly down steps and steep tracks, and with a steady walking pace at all other times Single file on bridges Program instructors inspect course elements before activities and remove any sticks, branches and other elements 	<p>2 LOW</p>	<p>Maintenance</p> <p>Guest Group Leaders</p> <p>Camp Kianinny Program Team</p> <p>Camp Kianinny All Staff</p>	<p>Before guests arrive</p> <p>Ongoing throughout programs</p>
	<ul style="list-style-type: none"> Bites including snake bite and stings 	<p>10 HIGH</p>	<ul style="list-style-type: none"> Guests Informed of risks and appropriate preventative action eg clothing/ shoes First Aid kits stocked and easily accessible Activity participants briefed on how to manage snake / tick and leech encounters before activities commence All Camp Kianinny staff trained in appropriate first aid Program Instructor and Guest Group Leader to be aware of participant allergies via medical forms prior to commencement of activity Guests encouraged to stay on paths while walking onsite, and behind Program Instructor when walking along bush tracks during activities. 	<p>5 MEDIUM</p>	<p>Camp Kianinny Program Team</p> <p>Guest Group Leaders</p> <p>Camp Kianinny Director</p>	<p>Before groups arrive</p> <p>Ongoing throughout programs</p>
	<ul style="list-style-type: none"> Falling trees / limbs 	<p>10 HIGH</p>	<ul style="list-style-type: none"> Trees cut back, tracks cleared and general maintenance conducted to reduce risks. In high winds wooded activity areas closed, and activities shift to bush pavilion / oval Guests advised to stay away from large or dead trees Arborist inspections conducted yearly at specific activity sites, and qualified arborists engaged as needed for any tree work on site. 	<p>5 MEDIUM</p>	<p>Maintenance</p> <p>Guest Group Leaders</p> <p>Camp Kianinny Program Team</p> <p>All Staff</p>	<p>Annually - activity site inspections</p> <p>Before guests arrive</p> <p>Ongoing throughout programs</p>

<ul style="list-style-type: none"> • Guests becoming lost 	<p>6 MEDIUM</p>	<ul style="list-style-type: none"> • Signage on bush tracks • During activities - participants briefed on staying together, and allocate 'leader' and an adult at rear to ensure no one falls behind, participants to stay on track. • During activities: Program instructor to carry phone and have access to relevant emergency numbers • During activities: Program instructor to be aware of the group's behaviour at all times, and perform head count at beginning and end of activity. • Group induction upon arrival to brief participants on boundary areas during free time: participants to stay within bush pavilion, bunk rooms, cabins and area from tennis court to path leading to archer. Participants NOT to wander into the bush or around public guest cabins. • If a Guest has been identified as lost - see 'Camp Kianinny Emergency Plan'. 	<p>3 LOW</p>	<p>Maintenance Guest Group Leaders Camp Kianinny Program Team Camp Kianinny All Staff</p>	<p>Before groups arrive Ongoing throughout programs</p>
<ul style="list-style-type: none"> • Serious Sunburn 	<p>9 HIGH</p>	<ul style="list-style-type: none"> • Activity participants wear protective clothing appropriate to temperature including hat, raincoat, warm or cool clothes etc monitored by program team as needed 	<p>1 LOW</p>	<p>Maintenance Guest Group Leaders</p>	<p>Before groups arrive</p>
<ul style="list-style-type: none"> • Dehydration 	<p>12 HIGH</p>	<ul style="list-style-type: none"> • Activity participants carry water bottle with them during activities, and program instructor ensure all participants re-hydrate regularly 	<p>3 LOW</p>	<p>Camp Kianinny Program Team</p>	<p>Ongoing throughout programs</p>
<ul style="list-style-type: none"> • Exposure 	<p>12 HIGH</p>	<ul style="list-style-type: none"> • Drinking water and shaded areas accessible at all times on the property • Suncream provided and accessible for all activity participants • Use of shade when possible during activities 	<p>3 LOW</p>		
<ul style="list-style-type: none"> • Animal encounters 	<p>10 HIGH</p>	<ul style="list-style-type: none"> • Guests asked to keep cabin doors closed to prevent animals from entering • Guests advised not to hand feed any animals on site 	<p>5 MEDIUM</p>	<p>Camp Kianinny Program Team Guest Group Leaders</p>	<p>Upon guest arrival Ongoing throughout programs</p>

Swimming Pool Area	<ul style="list-style-type: none"> Drowning 	10 HIGH	<ul style="list-style-type: none"> Pool fenced to inhibit young children from entering unsupervised Guests advised children under 12 must be accompanied by an adult All school groups must be supervised by Program instructor or Guest Group Leader with appropriate water qualifications supervising at all times, and correct staff:participant ratios as per Department of Education guidelines. Appropriate safety signage in pool area advising of risks, and CPR procedures 	5 MEDIUM	Maintenance Camp Kianinny Program Team Guest Group Leaders Camp Kianinny Director	Before guests arrive Upon guest arrival Ongoing throughout programs
	<ul style="list-style-type: none"> Chemical exposure 	10 HIGH	<ul style="list-style-type: none"> Pool tested daily for chlorine levels All pool equipment / chemical treatments stored securely away from public access 	5 MEDIUM	Maintenance Camp Kianinny Program Team Camp Kianinny Director	Daily Checks Ongoing Site Maintenance
Lake Area	<ul style="list-style-type: none"> Drowning 	10 HIGH	<ul style="list-style-type: none"> All guests and staff wear correctly fitting PFDs at all times when on the water. Lake is not fenced, therefore guest group leaders are to be monitoring children in and around that area during the activity period. Guests advised no swimming in the Lake allowed, apart from during supervised activities. Canoes securely locked after hours / in the evening. 	5 MEDIUM	Maintenance Camp Kianinny Program Team Guest Group Leaders Camp Kianinny Director	Before guests arrive Upon guest arrival Ongoing throughout programs

ACTIVITY SPECIFIC

Activity /	Hazard Identification	Risk rating	Control Actions	Risk rating	Who is Responsible	When Due
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Location		before controls		after controls		
Amazing Race	<ul style="list-style-type: none"> Lost participant 	4 MEDIUM	<ul style="list-style-type: none"> Program Instructor, with assistance from Guest Group Leader to give full safety briefing and behaviour expectations to the group at the beginning of activity. Participants advised to stay together in each small group Guest Group Leader & Program Instructor monitor group numbers at arrival of each activity site. 	2 LOW	Camp Kianinny Program Instructor Guest Group Leader	At the start the activity and ongoing for duration
	<ul style="list-style-type: none"> Trips and falls 	4 MEDIUM	<ul style="list-style-type: none"> Program Instructor to advise participants to keep to paths, stay in allocated activity areas and keep to a brisk walking pace between activities. Activity participants are closely monitored by Program Instructor and Guest Group Leader at all times. 	2 LOW	Camp Kianinny Program Instructor Guest Group Leader	At the start of and during the activity
Archery	<ul style="list-style-type: none"> Puncture Wound - due to incorrectly loaded bow / accidental shooting 	10 HIGH	<ul style="list-style-type: none"> Program Instructor, with assistance from Guest Group Leader to give full safety briefing and behaviour expectations to the group at the beginning of activity. Program Instructor to demonstrate, correct technique of how to hold and load the bow, and arrow retrieval process. (See Archery Lesson Plan Notes) Program Instructor and Group Guest Leader to monitor group behaviour at all times, giving coaching and instruction when needed. 	5 MEDIUM	Camp Kianinny Program Instructor Guest Group Leader	At the start of and during the activity
	<ul style="list-style-type: none"> Skin Burn - due to bow string hitting skin on participants arm 	4 MEDIUM	<ul style="list-style-type: none"> Program Instructor to instruct participants on correct use of equipment (see Archery Lesson Plan Notes) Participants offered arm guards if wearing short sleeves Program Instructors and Guest Group Leaders to 	2 LOW	Camp Kianinny Program Instructor Guest Group Leader	At the start of and during the activity

			continuously monitor participants for correct technique and possible injury.			
Bush Walks	<ul style="list-style-type: none"> Lost participants 	6 MEDIUM	<ul style="list-style-type: none"> Program Instructor, with assistance from Guest Group Leader to give full safety briefing and behaviour expectations to group at beginning of activity. Signage on bush tracks Program Instructor to brief participants on staying together, and allocate 'leader' and an adult at rear to ensure no one falls behind, participants to stay on track and asked to 'call out' if in need of assistance. Program instructor to carry phone and have access to relevant emergency numbers Program Instructor and Guest Group Leader to monitor group's behaviour at all times, and perform a head count at the start and end of the activity. If a participant has been identified as lost - see 'Camp Kianinny Emergency Plan'. 	3 LOW	Camp Kianinny Program Instructor Guest Group Leader Maintenance	At the start of and during the activity
	<ul style="list-style-type: none"> Slips, trips and falls 	4 MEDIUM	<ul style="list-style-type: none"> Program Instructor to instruct participants to keep to paths and a steady walking pace. Program Instructor to lead the group slowly down steps and steep tracks, walking around large obstacles when possible. Guest Group Leader and / or Program Instructor to carry First Aid Kit. Bridges to be regularly inspected for damage / secure railings attached where needed Tracks regularly blown and cleared of fallen debris 	2 LOW	Camp Kianinny Program Instructor Guest Group Leader Maintenance Team	Before guests arrive Upon guest arrival Ongoing throughout programs
	<ul style="list-style-type: none"> Animal encounters 	10 HIGH	<ul style="list-style-type: none"> Participants briefed on appropriate behaviour with wildlife, not approaching, respecting animals personal space and habitat, no feeding. Program Instructors and Guest Group Leader to supervise any interactions at all times. 	5 MEDIUM	Program Instructor Guest Group Leader	Upon guest arrival Ongoing throughout programs
	<ul style="list-style-type: none"> Bites and stings 	10 HIGH	<ul style="list-style-type: none"> Guests informed of risks and appropriate preventative action eg clothing/ shoes 	5	Camp Kianinny Program Team	Before guests arrive

			<ul style="list-style-type: none"> • First Aid kits stocked and easily accessible • Activity participants briefed on how to manage snake / tick and leech encounters before activities commence • All Camp Kianinny staff trained in appropriate first aid and hold current qualifications. • Program Instructor and Guest Group Leader to be aware of participant allergies via medical forms prior to commencement of activity • Guests encouraged to stay on paths while walking onsite, and behind the Program Instructor when walking along bush tracks. 	MEDIUM	<p>Camp Kianinny Director</p> <p>Guest Group Leader</p> <p>Camp Kianinny Program Instructor</p>	<p>Upon guest arrival</p> <p>Ongoing throughout programs</p>
	<ul style="list-style-type: none"> • Falling trees / limbs 	10 HIGH	<ul style="list-style-type: none"> • Participants advised to stay away from large / dead trees • Program Instructors and Program Manager to monitor weather conditions - activity modified or cancelled to avoid wooded areas during high winds. • Trees cut back, tracks cleared and general maintenance conducted to reduce risks. • In high winds wooded activity areas closed, and activities shift to bush pavilion / oval • Guests advised to stay away from large or dead trees • Arborist inspections conducted yearly at specific activity sites, and qualified arborists engaged as needed for any tree work on site. • 	5 MEDIUM	<p>Camp Kianinny Program Instructor</p> <p>Guest Group Leader</p> <p>Camp Kianinny Director</p>	<p>Upon guest arrival</p> <p>Ongoing throughout programs</p>
Bush Skills	<ul style="list-style-type: none"> • Lost participants 	6 MEDIUM	<ul style="list-style-type: none"> • Program Instructor, with assistance from Guest Group Leader to give full safety briefing and behaviour expectations to the group at the beginning of activity. • Signage on bush tracks • Program Instructor to brief participants on staying together, and allocate 'leader' and an adult at rear to ensure no one falls behind, participants to stay on track and asked to 'call out' if in need of assistance. • Program instructor to carry phone and have access 	3 LOW	<p>Camp Kianinny Director</p> <p>Camp Kianinny Program Instructor</p> <p>Guest Group Leader</p> <p>Camp Kianinny Program Team</p>	<p>Upon guest arrival</p> <p>Ongoing throughout programs</p> <p>Ongoing site maintenance</p>

			<ul style="list-style-type: none"> to relevant emergency numbers Program Instructor and Guest Group Leader to monitor group's behaviour at all times, and perform a head count at the start and end of the activity. If participant has been identified as lost - see 'Camp Kianinny Emergency Plan'. 			
	<ul style="list-style-type: none"> Slips, trips and falls 	4 MEDIUM	<ul style="list-style-type: none"> Program Instructor to advise participants to keep to paths, stay in allocated activity areas and keep to a steady walking pace. Program Instructor to lead the group slowly down steps and steep tracks, walking around large obstacles when possible. Guest Group Leader to carry First Aid Kit. 	2 LOW		
	<ul style="list-style-type: none"> Bites and stings 	10 HIGH	<ul style="list-style-type: none"> Guests informed of risks and appropriate preventative action eg clothing/ shoes First Aid kits stocked and easily accessible Activity participants briefed on how to manage snake / tick and leech encounters before activities commence All Camp Kianinny staff trained in appropriate first aid Program Instructor and Guest Group Leader to be aware of participant allergies via medical forms prior to commencement of activity Guests are encouraged to stay on paths while walking onsite, and behind the Program Instructor when walking along bush tracks. 	5 MEDIUM		
	<ul style="list-style-type: none"> Burns - falling into fire 	10 HIGH	<ul style="list-style-type: none"> Program Instructor and Program Manager to check weather conditions prior to activity - including wind and fire danger rating for the area. Weather continuously monitored during activity Program Instructor to deliver a safety briefing prior to lighting the campfire. Participants instructed how to kneel safely around the fire pit area, with the remainder of the group sitting well back from the fire pit. 6 people maximum allowed to kneel around fire pit 	5 MEDIUM		
	<ul style="list-style-type: none"> Burns - cooking 	9 HIGH		3 LOW		
	<ul style="list-style-type: none"> Burns - fire spreading beyond pit due to stray embers, 	9 HIGH		3 LOW		

	incomplete extinguishing, high winds etc.		<p>at any time</p> <ul style="list-style-type: none"> • Participants explained how to safely walk around the outside of kneeling participants, and the group supervised closely at all times by both Program Instructor and Guest Group Leader. • Program Instructor to brief participants on safe cooking techniques at start of activity, including: allowing food to cool before touching, ensuring cooking sticks etc are free of embers before taking away from fire pit, and storing used 'hot' cooking sticks safely, holding cooking sticks securely and steady while cooking - not waving around. • Program Instructors to use allocated fire pits only - far right corner of oval, plus first pit at Low Ropes activity site. • Fire Extinguisher and a 10 Litre water drum kept next to the fire pit. • Extra 10 Litre water drum kept in the Team Rescue shed when using the Low Ropes fire pit. • Participants are reminded to bring their water bottles with them during this activity. • Only 1 fire is ever lit, and monitored continuously by the Program Instructor at all times. • Program Instructor ensures the fire is completely extinguished before leaving the area. • Participants not responsible for lighting / extinguishing the fire. 			
	<ul style="list-style-type: none"> • Falling trees / limbs 	10 HIGH	<ul style="list-style-type: none"> • Guests advised to stay away from large / dead trees • Program Instructors to monitor weather conditions - activity modified or cancelled to avoid wooded areas during high winds. 	5 MEDIUM		
Crate Stack	<ul style="list-style-type: none"> • Injuries from lack of supervision & instruction 	10 HIGH	<ul style="list-style-type: none"> • Program Instructor trained in safe facilitation of Crate Stack Element, with full induction process. • Program Instructor, with assistance from Guest Group Leader to give full safety briefing and behaviour expectations to the group at beginning of 	5 MEDIUM	Camp Kianinny Director Camp Kianinny Program Instructor	3 monthly full check of elements At the start of

			<p>activity.</p> <ul style="list-style-type: none"> Activity participants are closely monitored by Program Instructor and Guest Group Leader at all times. Full check of course equipment completed by Program Manager every 3 months to ensure course safety 		Guest Group Leader	activity and throughout activity
	<ul style="list-style-type: none"> Falling from the element resulting in injury. 	10 HIGH	<ul style="list-style-type: none"> Participants wear helmets whilst climbing, or assisting climbers during the activity. All climbers supported by a minimum of 4 belayers on the ground at all times. Participants wear chest harnesses and helmets whilst climbing, closely checked by Program Instructor before commencing to climb Program Instructor checks rope system and belay set up prior to climber commencing each climb. Cables, ropes, harnesses, helmets, connections and all other equipment inspected by the Program Instructor prior to each activity session. Ground landing area kept clear Participants assisting climbers to wear helmets and to be aware of surroundings and climbers at all times, and clear the area when crate stack falls over. Full check of course equipment completed by Program Manager every 3 months to ensure course safety 	5 MEDIUM	<p>Camp Kianinny Program Instructor</p> <p>Guest Group Leader</p> <p>Camp Kianinny Director</p>	<p>Ongoing site maintenance</p> <p>3 monthly full checks</p> <p>At beginning of activity</p> <p>Ongoing throughout activity</p>
Low Ropes Course	<ul style="list-style-type: none"> Falling from course resulting in injury. 	6 MEDIUM	<ul style="list-style-type: none"> Program Instructor, with assistance from Guest Group Leader to give full safety briefing and behaviour expectations to the group at the beginning of activity, including demonstrating 'spotting' techniques. Program Instructor trained in safe facilitation of low ropes course. Program Instructor and Guest Group Leader supervising participants at all times Helmets to be worn by participants when on the corresponding low ropes element. (See Low Ropes Course Lesson Plan Notes). 	3 LOW	<p>Camp Kianinny Program Instructor</p> <p>Guest Group Leader</p> <p>Camp Kianinny Director</p>	<p>3 monthly full check</p> <p>At beginning of activity</p> <p>Ongoing throughout activity</p>

			<ul style="list-style-type: none"> • Closed toe shoes to be worn by participants at all times. • Full check of course equipment completed by Program Manager every 3 months to ensure course safety 			
Nightwalk / Evening Program	<ul style="list-style-type: none"> • Lost Participant 	6 MEDIUM	<ul style="list-style-type: none"> • Activity participants are closely monitored by Program Instructor and Guest Group Leader at all times. • Program Instructor to brief participants on behaviour expectations and safety at night, including staying on designated paths, staying as a group etc. (See Night Walk & Night Experience Lesson Plan). • Participants to carry and use a torch to light the track they are walking on • Guest Group Leader to carry First Aid Kit at all times. • Participants not to be left alone in the dark at any time. • 4 participant minimum in each group 	3 LOW	Camp Kianinny Program Instructor Guest Group Leader	Ongoing throughout the activity
	<ul style="list-style-type: none"> • Slips, trips and falls 	4 MEDIUM	<ul style="list-style-type: none"> • Program Instructor to advise participants to keep to paths, stay in allocated activity areas and keep to a steady walking pace. • Program Instructor to lead the group slowly down steps and steep tracks, walking around large obstacles when possible. • Responsible adult to stay at the back of the group. • Guest Group Leader to carry First Aid Kit. 	2 LOW	Camp Kianinny Program Instructor Guest Group Leader	At the start of activity Ongoing throughout activity
Rogaining Course	<ul style="list-style-type: none"> • Lost participants 	6 MEDIUM	<ul style="list-style-type: none"> • Program Instructor, with assistance from Guest Group Leader to give full safety briefing and behaviour expectations to the group at beginning of activity, and monitor behaviour throughout activity • Program Instructor to brief all participants and Guest Group Leader on activity boundaries, including keeping away from Guest Cottages, being aware of traffic on the road and bridge, and crossing the road as a group. (See Rogaining Lesson Plan). 	3 LOW	Camp Kianinny Program Instructor Guest Group Leader Camp Kianinny Director Maintenance	Ongoing site maintenance At the start of activity Ongoing throughout activity

			<ul style="list-style-type: none"> • Signage on bush tracks • Program Instructor to brief participants on staying together, stopping at a fork in the trail to ensure all participants keep together, at a pace suitable for every participant, and to stay on track unless searching for a marker. • Program instructor to carry phone and have access to relevant emergency numbers, including Guest Group Leaders' number. • Participants with known medical conditions must remain with Guest Group Leader • Program Instructor and Guest Group Leader perform a head count at the start and end of the activity. • Minimum of 4 participants in each group, with a Guest Group Leader or Program Instructor with them at all times. • Each group has a map and is shown how to read it correctly. • If a participant has been identified as lost - see 'Camp Kianinny Emergency Plan'. 		
	<ul style="list-style-type: none"> • Slips, trips and falls 	4 MEDIUM	<ul style="list-style-type: none"> • Program Instructor to instruct participants to keep to paths and a steady walking pace. • Program Instructor to lead the group slowly down steps and steep tracks, walking around large obstacles when possible. • Guest Group Leader to carry First Aid Kit. 	2 LOW	
	<ul style="list-style-type: none"> • Bites and stings 	10 HIGH	<ul style="list-style-type: none"> • Guests informed of risks and appropriate preventative action eg clothing/ shoes • First Aid Kits to be carried with each group. • Activity participants briefed on how to manage snake / tick and leech encounters before activities commence • All Camp Kianinny staff trained in appropriate first aid • Program Instructor and Guest Group Leader to be aware of participant allergies via medical forms prior to commencement of activity 	5 MEDIUM	

			<ul style="list-style-type: none"> • Guests are encouraged to stay on paths while walking, except when necessary to locate Rogaine markers. 			
Water Activities - Lake: Canoeing, Raft Building, Monster SUP	<ul style="list-style-type: none"> • Hypothermia 	10	<ul style="list-style-type: none"> • Program Instructor, with assistance from Guest Group Leader to give full safety briefing and behaviour expectations to the group at beginning of activity, and closely monitor throughout activity. • Ask the participants to sit on the platform ramp to watch the safety and skills briefing • Check canoes have good floatation (canoe top rim is high above surface when canoe is full of water) • Program Instructor to hold relevant instructing qualifications for water based activities, and be on the water at all times during the activity. • Activity Group size complies with NSW Department of Education swimming ratios: 1:12 • All participants, Guest Group Leaders and Program Instructions are to wear correctly fitted Personal Flotation Devices (PFDs) at all times when on the water. • Participants to be briefed on safe exits of Lake before entering the water. • Participants instructed to stay with their boat if capsized, and await assistance. • See Canoeing Lesson Plan - Rescue Procedures • Program Instructors and Guest Group Leaders to be aware of participants swimming abilities prior to commencement of activity - via Swimming Ability Document • Program Instructor and Program Manager to monitor weather reports including possible lightening / cold temperatures / high winds. • Program Instructor to advise participants to avoid entering the water (eg capsizing etc) until later in the session, to avoid prolonged time of being wet and cold. • Program Instructor to monitor participants at all times for signs of cold - blue lips, shivering, slow movement etc, and remove participants from the 	5 MEDIUM	Camp Kianinny Director Camp Kianinny Program Instructor Guest Group Leader	Prior to and during Activity
	<ul style="list-style-type: none"> • Drowning 	HIGH				

			activity immediately if necessary - to change into dry clothes and warm up.			
	<ul style="list-style-type: none"> Injury while entering / exiting water 	4 MEDIUM	<ul style="list-style-type: none"> Participants to wear secure protective footwear at all times Program Instructor to brief participants on safely entering / exiting water craft, and assisting when needed. 	2 LOW	Camp Kianinny Program Instructor Guest Group Leader	Ongoing throughout activity
	<ul style="list-style-type: none"> Lightning Strike 	10 HIGH	<ul style="list-style-type: none"> Program Manager and Program Instructor to check the weather forecast at the start of each day. If lighting is predicted, modify or cancel activity accordingly. If thunder is heard, all staff and participants are to leave the water immediately and seek shelter in the Lakeside Pavilion. Group is to wait 30 mins after the last thunder is heard, before resuming the activity. 	5 MEDIUM	Camp Kianinny Director Camp Kianinny Program Instructor Guest Group Leader	Prior to activity commencing Ongoing throughout the activity
Sensory Course	<ul style="list-style-type: none"> Falling from course resulting in injury. 	6 MEDIUM	<ul style="list-style-type: none"> Program Instructor, with assistance from Guest Group Leader to give full safety briefing including spotting technique and behaviour expectations to group at beginning of activity, supervise at all times and give assistance if required Program Instructor trained in safe facilitation of sensory course. Participants completing the course must wear a helmet at all times. Closed toe shoes to be worn by participants at all times. Group size 3-4 participants to ensure safety of blindfolded participants. Full check of course equipment completed by Program Manager every 3 months to ensure course safety Zipline component of course to be facilitated by Program Leader or briefed Guest Group Leader at all times 	2 LOW	Camp Kianinny Program Instructor Guest Group Leader Camp Kianinny Director	3 monthly full check Ongoing throughout activity Ongoing site maintenance

Sugar Glider / Flying Fox	<ul style="list-style-type: none"> Falling from course resulting in injury. 	10 HIGH	<ul style="list-style-type: none"> Program Instructor, with assistance from Guest Group Leader to give full safety briefing and behaviour expectations to group at beginning of activity. Activity participants closely monitored by Program Instructor and Guest Group Leader at all times. All participants to wear a full-body harness and helmet at all times while on the course Program Instructor to check harness correctly fitted before activity commences, and again prior to leaving platform at top of course. Both pulley systems and independent back-up are connected to participants before leaving platform Equipment / Gear is inspected prior to each session and logged. Program Instructors are trained and inducted in all procedures. Staff member with Rescue training on site or on call at all times during activity. Safety / Rescue equipment is carried with Program Instructor at all times during the activity Full check of course equipment completed by Program Manager every 3 months to ensure course safety Annual inspection from Australian Ropes Course Builders (ARCB) 	5 MEDIUM	Camp Kianinny Director Camp Kianinny Program Instructor Guest Group Leader ARCB	3 monthly full check Annual Inspection from ARCB Prior to activity starting Ongoing throughout activity
	<ul style="list-style-type: none"> Participant collision at landing area, resulting in injury 	3 LOW	<ul style="list-style-type: none"> Program Leader to give safety briefing on safe areas to wait, and to keep landing area clear at all times. Landing area is roped off to passing pedestrian use Landing area checked and safety signal given before releasing each participant from the launching platform 	3 LOW	Camp Kianinny Program Instructor Guest Group Leader	Ongoing throughout Activity
Team Rescue Course	<ul style="list-style-type: none"> Trips and falls on the course resulting in injury Lack of appropriate supervision & 	6 MEDIUM	<ul style="list-style-type: none"> Full check of course equipment completed by Program Manager every 3 months to ensure course safety Program Instructor, with assistance from Guest Group Leader to give full safety briefing and behaviour expectations to group at beginning of 	2 LOW	Camp Kianinny Director Camp Kianinny Program Instructor Guest Group Leader	3 monthly full check Ongoing throughout the activity

	instruction		<ul style="list-style-type: none"> activity. Activity participants closely monitored by Program Instructor and Guest Group Leader at all times. Participants instructed to wear helmets and be closely monitored at all times while completing the zipline/swing seat component of the course. 			
Team Building & Initiatives	<ul style="list-style-type: none"> Sun Exposure 	8 MED	<ul style="list-style-type: none"> Activity participants closely monitored by Program Instructor and Guest Group Leader at all times. Participants to be encouraged to wear 'Sun Smart' clothing / hat and offered sun cream before activity Use of shaded areas during activity when possible Program Instructor, with assistance from Guest Group Leader to give full safety briefing and behaviour expectations to group at beginning of activity. Program Instructor to lead the group slowly down steps and steep tracks, walking around large obstacles when possible. 	4 MED	Camp Kianinny Program Instructor Guest Group Leader	Ongoing throughout activity
	<ul style="list-style-type: none"> Slips, trips and falls 	4 MEDIUM		2 LOW		
	<ul style="list-style-type: none"> Injuries from lack of supervision / instruction 	8 MEDIUM		2 LOW		

OFF SITE ACTIVITIES

Activity / Location	Hazard Identification	Risk rating before controls	Control Actions	Risk rating after controls	Who is Responsible	When Due
Surfing / Ocean Kayaking / Beach Carnivals run through contracted companies	<ul style="list-style-type: none"> Inappropriate staff behaviour / inadequate supervision and instruction Physical injury Psychological injury Allergic reaction Drowning 	15	<ul style="list-style-type: none"> Ensure all contracted companies meet Department Guidelines in terms of staff qualifications, First Aid training, student: staff ratios, and risk assessments and risk management procedures. Camp Kianinny retains copies of contracted companies Risk Assessment Document, and this available to Guest Group Leader upon request Student / Guest medical information and swimming ability information to be provided to contracted companies 	5 MEDIUM	Camp Kianinny Director Contracted Company Staff Guest Group Leader	Before participants depart site for any activities with contracted companies Ongoing throughout activities

			<ul style="list-style-type: none"> Contracted companies are responsible for checking and management of all equipment - as per their risk assessment Students will receive an induction, demonstration and safety instruction by contracted company staff prior to all activities 			
Bush Walks	<ul style="list-style-type: none"> Lost participants 	6 MEDIUM	<ul style="list-style-type: none"> Program Instructor, with assistance from Guest Group Leader to give full safety briefing and behaviour expectations to group at beginning of activity. Program Instructor to brief participants on staying together, and allocate 'leader' and an adult at rear to ensure no one falls behind, participants to stay on track and asked to 'call out' if in need of assistance. Program instructor to carry phone, First Aid Kit, and have access to relevant emergency numbers Program Instructor and Guest Group Leader to monitor group's behaviour at all times, and perform a head count at the start and end of the activity. If participant has been identified as lost - see 'Camp Kianinny Emergency Plan' 	3 LOW	Camp Kianinny Program Instructor Guest Group Leader	Ongoing throughout activity Prior to commencing activity Ongoing throughout activity
	<ul style="list-style-type: none"> Slips, trips and falls 	4 MEDIUM	<ul style="list-style-type: none"> Program Instructor to instruct participants to keep to paths and a steady walking pace. Program Instructor to lead the group slowly down steps and steep tracks, walking around large obstacles when possible. Program instructor to carry phone, First Aid Kit, and have access to relevant emergency numbers Bridges to be regularly inspected for damage / secure railings attached where needed 	2 LOW	Camp Kianinny Program Instructor Guest Group Leader	
	<ul style="list-style-type: none"> Animal encounters 	10 HIGH	<ul style="list-style-type: none"> Participants briefed on appropriate behaviour with wildlife, not approaching, respecting animals personal space and habitat, no feeding. Program Instructors and Guest Group Leader to supervise any interactions at all times. 	3 LOW	Camp Kianinny Program Instructor Guest Group Leader	

<ul style="list-style-type: none"> Bites and stings 	<p>10 HIGH</p>	<ul style="list-style-type: none"> Participants briefed on how to manage snake / tick and leech encounters before activities commence All Camp Kianinny staff trained in appropriate first aid and hold current qualifications. Program Instructor and Guest Group Leader to be aware of participant allergies via medical forms prior to commencement of activity, and to carry First Aid Kit 	<p>3 LOW</p>	<p>Camp Kianinny Program Instructor Guest Group Leader Camp Kianinny Director</p>
<ul style="list-style-type: none"> Falling trees / limbs 	<p>10 HIGH</p>	<ul style="list-style-type: none"> Participants advised to stay away from large / dead trees Program Instructors and Program Manager to monitor weather conditions - activity modified or cancelled to avoid wooded areas during high winds. 	<p>5 MEDIUM</p>	<p>Camp Kianinny Program Instructor Guest Group Leader Camp Kianinny Director</p>
<ul style="list-style-type: none"> Pedestrian accident 	<p>10 HIGH</p>	<ul style="list-style-type: none"> Program Instructors briefed on travel instructions and most appropriate route for participant safety Participants to keep to pedestrian footpaths at all times when possible Travel instructions, safety rules and behaviour expectations provided to students Travel to be reconsidered during severe weather 	<p>5 MEDIUM</p>	<p>Camp Kianinny Director Camp Kianinny Program Instructor Guest Group Leader</p>

RISK MATRIX AND EVALUATION

Table 1: The WHS Risk Matrix

(SOURCE: FORM140 | August 2023 | education.nsw.gov.au)

LIKELIHOOD (Probability)		CONSEQUENCE (Severity)				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Critical 5
		No treatment required.	Injury/illness requiring first aid treatment only.	Injury/illness requiring hospitalisation on going treatment.	Life-threatening injury/illness or multiple hospitalisations.	Death or multiple life-threatening injuries.
Almost certain 5	Expected to occur in most circumstances.	MEDIUM 5	HIGH 10	EXTREME 15	EXTREME 20	EXTREME 25
Likely 4	High probability of occurring in most circumstances.	MEDIUM 4	MEDIUM 8	HIGH 12	EXTREME 16	EXTREME 20
Possible 3	Might occur occasionally.	LOW 3	MEDIUM 6	HIGH 9	HIGH 12	EXTREME 15
Unlikely 2	Could occur at some time, doubtful.	LOW 2	MEDIUM 4	MEDIUM 6	MEDIUM 8	HIGH 10
Rare 1	May occur but only in	LOW	LOW	LOW	MEDIUM	MEDIUM

		CONSEQUENCE (Severity)				
	exceptional circumstances.	1	2	3	4	5

Table 2: WHS Risk Evaluation

Risk level	Acceptability	Priority for action to control risk	Sign-Off Authority: Schools	Sign-Off Authority: Other workplace
Low 1-3	Acceptable	PROCEED while monitoring existing controls. Manage the exposure to the hazard using existing procedures in consultation with workers and respond to any changes.	School Principal or delegate	Immediate Supervisor or Workplace Manager
Medium 4-8	Tolerable	PROCEED with the activity and/or allow the hazard to persist only after identifying and implementing any additional controls reasonably practicable. Monitor all controls and manage the exposure to the hazard using existing procedures in consultation with workers and respond to any changes.	School Principal or delegate	Senior Manager or Director
High 9-14	Unacceptable	DO NOT PROCEED and/or allow the hazard to persist until all risks/hazards are identified and the most effective control methods are documented in a risk assessment. Seek support from the workplace manager and WHS Advisor or the Incident Report and Support Hotline.	Principal to sign off. Principal to talk to staff about eliminating or reducing the risk, and contact: <ul style="list-style-type: none"> Health, Safety & Staff Wellbeing Directorate for review Legal as required. 	Executive Director or delegate to talk to staff about eliminating or reducing the risk and contact: <ul style="list-style-type: none"> Health, Safety & Staff Wellbeing Directorate for review Legal as required.
Extreme 15+	Unacceptable	STOP IMMEDIATELY and contact your WHS Advisor or the Incident Report and Support Hotline to plan a coordinated response in consultation with key subject matter experts to eliminate or control exposure to the hazard.	Principal to advise staff about eliminating or reducing the risk, and contact: <ul style="list-style-type: none"> Director Educational Leadership for review Health, Safety & Staff Wellbeing Directorate for review 	Executive Director or delegate to advise staff about eliminating or reducing the risk, and contact: <ul style="list-style-type: none"> Health, Safety & Staff Wellbeing Directorate for review Legal as required.

Risk level	Acceptability	Priority for action to control risk	Sign-Off Authority: Schools	Sign-Off Authority: Other workplace
			<ul style="list-style-type: none"> • Legal as required. 	

Table 3: Hierarchy of Controls

CONTROL	EFFECTIVENESS	DESCRIPTION	EXAMPLES
ELIMINATION	BEST	Eliminate the hazard entirely.	Eliminating the risk of a fall from height by doing the work at ground level.
SUBSTITUTION	VERY GOOD	Substitute the hazard with safer options.	Replacing hazardous cleaning chemicals with equivalent non-toxic products.
ISOLATION	GOOD	Isolate the hazard from causing harm.	Placing a barrier around an area of wet floor as a slipping hazard.
ENGINEERING	GOOD	Use engineering controls to reduce the risk.	Installing guards, rails, or handrails to prevent falls.

CONTROL	EFFECTIVENESS	DESCRIPTION	EXAMPLES
ADMINISTRATIVE	POOR	Administrate and document safe work practices.	Training workers in safe work procedures, Safe Operating Procedures.
PPE	WORST	Protect workers with Personal Protective Equipment (PPE).	Providing goggles and gloves to people handling hazardous chemicals.