

# Team Building Risk Management Plan

The Risk Matrix used by KCC is as shown below:

Likelihood		Consequences					
		Risk Assessment Matrix	1 Noted and treated	2 Minor	3 Moderate	4 Major	5 Catastrophic
		Assessing the level of risk associated with a hazard before applying management strategies.	Dealt with by staff  First Aid	Treatment by medical professional / hospital outpatient	Significant non-permanent injury  Overnight hospitalization	Extensive permanent injury e.g. loss of fingers  Extended hospitalization	Permanent disabling injury e.g. blindness, quadriplegia, loss of hand/s  Death
5	Almost certain to occur in most circumstances	High	High	Extreme	Extreme	Extreme	
4	Likely to occur frequently	Moderate	High	Extreme	Extreme	Extreme	
3	Possible and likely to occur at some time	Moderate	High	High	Extreme	Extreme	
2	Unlikely to occur but could happen	Low	Moderate	High	High	Extreme	
1	May occur but only in rare and exceptional circumstances	Low	Low	Moderate	Moderate	High	

## Team Building

Activity and /Or Location	Hazard Identification	Like-lihood	Conse-quences	Management Strategy	Who	When	Managed Risk Assessment
Clairvaux, Cinema, Dining Rooms or Outdoor areas  Blind Maze Octopus Crate Giant Texta's Floor is lava Tower of Hanoi Crossword Puzzles Egg Drop Spaghetti Tower	<b>Environmental conditions</b> <ul style="list-style-type: none"> <li>Weather</li> <li>Surfaces</li> <li>Surrounds</li> <li>Temperatures</li> <li>Isolation</li> <li>Plants</li> </ul>	4	1	<ul style="list-style-type: none"> <li>Guest Group Leader to ensure students bring appropriate clothing including closed in shoes suitable for bush walking.</li> <li>StayKCC activities staff to assess weather conditions before and during activity (e.g. temperature, storms).</li> <li>StayKCC facilities and activities staff to check and assess surrounds for loose items, debris and hazards and suitability of participants.</li> <li>StayKCC to consider hazards associated with types of fencing material, gates, stairs, chairs and other internal and external infrastructure and reduce/remove as possible.</li> <li>StayKCC staff to ensure the surface for blind maze is flat and clear of obstructions. Peg tarp down if outside (if on oval, don't hit irrigation pipes).</li> <li>StayKCC staff to make sure grass is cut to a suitable length and it not to slippery from overnight rain or dew, or to change location if needed.</li> <li>StayKCC Staff to ensure driveways and walking paths are clear of failing branches or any other obstacles.</li> </ul>	Guest Group Leader StayKCC Facilities StayKCC activities staff	Before Ongoing	Low
	<b>Equipment</b> <ul style="list-style-type: none"> <li>Equipment failure</li> <li>Burns from ropes and wires</li> <li><b>Traffic</b></li> </ul>	2	1	<ul style="list-style-type: none"> <li>StayKCC activities staff to conduct regular equipment checks prior to start of sessions.</li> <li>StayKCC to check for worn or faulty equipment before and after each activity</li> <li>StayKCC to provide specific (written and verbal) training in and awareness of safety requirements to activities staff</li> <li>StayKCC activities staff to make participants aware of potential traffic hazards and road crossings. Guests also informed StayKCC has other staff working onsite who drive around.</li> </ul>	StayKCC Operations Manager StayKCC activities staff	Before Ongoing After	Low

	<p><b>Physical exertion</b></p> <ul style="list-style-type: none"> <li>• Strains and sprains</li> <li>• Cramps</li> <li>• Exhaustion and fatigue</li> <li>• Falls and trips</li> <li>• Sunstroke / weather exposure illnesses / Dehydration</li> </ul>	3	3	<ul style="list-style-type: none"> <li>• Guest Group Leader and StayKCC activities staff to ensure the suitability and competency of students participating in the activity.</li> <li>• Guest Group Leader and StayKCC activities staff to constantly monitor students for fatigue and exhaustion</li> <li>• StayKCC activities staff to brief participants on awareness of running with other participants around them. Set out specific areas for activities to be conducted. Ensure teams are participating with a safe distance between activities that use balls. Brief participants on the rule of “no running on concrete or up and down stairs or around sharp corners”.</li> <li>• StayKCC activities staff to make sure participants are aware of trip hazards or things they could potentially run into if not paying close enough attention. I.e. Uneven ground on driveway from Kedumba to Hartley. Tarp used for Blind maze can be slippery and if not taped or pegged down, the edge could become a trip hazard.</li> <li>• StayKCC activities staff to alert guests/participants to increased hazard due to location and nature of the activity involving prolonged periods outside.</li> <li>• StayKCC activities staff to provide everyone with adequate water, everyone is encouraged to drink and has access to resupply.</li> <li>• StayKCC activities staff to ensure guests and participants have regular breaks to ensure sun safe guidelines, hydration and food intake is being maintained. Guest Group Leader to ensure members to follow sun safe guidelines.</li> <li>• StayKCC activities staff to ensure gear list is provided to students/clients prior to ensure group has correct equipment e.g. hat, water bottles and sunscreen/Group is made aware of the risks and briefed on ways to avoid.</li> <li>• On High risk days, StayKCC activities staff will initiate contingency plans e.g. change in time of day for activity, change in duration of activity, increased shade, rest and water stations.</li> <li>• StayKCC staff to have an up-to-date first aid certificate and first aid kit on them while running the activities.</li> </ul>	StayKCC activities staff Guest Group Leader	Before Ongoing	Moderate
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	<b>Students</b> <ul style="list-style-type: none"> <li>• Special needs</li> <li>• High risk behaviours</li> <li>• Medical conditions</li> <li>• Student numbers</li> <li>• Child protection</li> </ul>	4	1	<ul style="list-style-type: none"> <li>• Guest Group Leader or StayKCC to obtain parental permission including relevant medical information.</li> <li>• StayKCC to ensure that relevant medical/ emergency plans and medications are readily available (insulin, Ventolin, Epipen, etc).</li> <li>• StayKCC activities staff to refer to individual education plan/Educational adjustment plan/Behaviour management plan and other student documents when planning camp activities.</li> <li>• Where necessary, StayKCC activities staff to obtain advice from relevant advisory visiting teachers or specialist teachers.</li> <li>• Guest Group Leader and StayKCC activities staff to ensure there is adequate adult supervision.</li> <li>• Jewellery can be a serious hazard when undertaking many activities. All forms of jewellery should be considered in terms of the risk it presents for each activity. Procedures are in place the dissuade or protect (e.g. tape) the wearing of jewellery accordingly.</li> </ul>	Guest Group Leader StayKCC activities staff	Before Ongoing	Moderate
	<b>Food Materials</b> <ul style="list-style-type: none"> <li>• Eggs</li> <li>• Marshmallows</li> <li>• Spaghetti</li> </ul>	4	1	<ul style="list-style-type: none"> <li>• Guest Group Leader and StayKCC activities staff to make sure no one is allergic to any of the food materials being used in the activities and explain that the materials are for the activity and ensure activity materials aren't eaten.</li> </ul>	Guest Group Leader Activities Staff	Before Ongoing	Moderate
	<b>Asthma</b>	3	2	<ul style="list-style-type: none"> <li>• StayKCC activities staff to advise participants to let instructor know if they suffer from asthma. An inhaler is to be carried by affected participants. The individual participates at their own risk</li> </ul>	StayKCC activities staff	Before Ongoing	Moderate