

RISK ASSESSMENT: General Site	Name of Organisation: QCCC Brisbane	Date of Review: 24/5/24
Compiled by: Nicole Maynes	Reviewed by (1): Nicole Maynes	Reviewed by (2): Andrew Maynes

Qualitative Measures of “Consequence” or Impact

Level	Descriptor	Description
1	Insignificant	Injuries or ailments not requiring medical treatment
2	Minor	Minor injury or First Aid Treatment case.
3	Moderate	Serious injury causing hospitalisation or multiple medical treatment cases
4	Major	Life threatening injury or multiple serious injuries causing hospitalisation
5	Catastrophic	Death or multiple life threatening injuries

Qualitative Measures of “Likelihood”

Level	Descriptor	Description
A	Almost certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

Qualitative Risk Analysis Matrix – “Level of Risk”

Likelihood	Consequence				
	Insignificant 1 <i>Injuries or ailments not requiring medical treatment.</i>	Minor 2 <i>Minor injury or First Aid Treatment Case.</i>	Moderate 3 <i>Serious injury causing hospitalisation or multiple medical treatment cases.</i>	Major 4 <i>Life threatening injury or multiple serious injuries causing hospitalisation.</i>	Catastrophic 5 <i>Death or multiple life threatening injuries.</i>
A (almost certain)	H	H	E	E	E
B (likely)	M	H	H	E	E
C (possible)	L	M	H	E	E
D (unlikely)	L	L	M	H	E
E (rare)	L	L	M	H	H

Level of Risk:

L	=	Low Risk:	These risks should be recorded, monitored and controlled.
M	=	Moderate Risk:	Mitigation actions to reduce the likelihood & seriousness to be identified and appropriate actions to be identified.
H	=	High Risk:	<i>If uncontrolled</i> , a risk event at this level may have a significant impact.
E	=	Extreme Risk:	Activities and projects <i>with unmitigated risks</i> at this level should be avoided or terminated.

(Based on Australian/New Zealand Standard AS/NZS ISO 31000:2009)

ENVIRONMENTAL RISKS						
Risk #	The Risk - What Can Happen	The Consequence of an Event Happening	Consequence Rating	Likelihood Rating	Level of Risk	Control Strategies to Reduce or Eliminate Risk
1	Site Hazards (incl. cliff edges, trip hazards, environment.	Tripping on paths/tracks	3	E	M	<ul style="list-style-type: none"> At night external pathways are illuminated. Trees are cut back, tracks cleared & general maintenance conducted to reduce risks. Designated guest activity locations display appropriate warning signs.
		Uneven ground	1	C	L	
		Fallen and falling trees and branches	3	E	M	
		Cliff edges	3	E	M	
2	Extreme weather conditions	Change in weather conditions	2	C	M	<ul style="list-style-type: none"> Subscription to Early Warning Weather Management Service. Checklist provided to group organiser outlining clothing requirements. Bureau of Meteorology site checked for weather updates & Leaders briefed on arrival & advised changing weather conditions during stay. Participants briefed to wear hats, apply sunscreen & carry water. Water is readily accessible. Activities Instructors in dedicated telephone contact with Activities Dept. throughout activity. Monitor group throughout activity & administer First Aid if required. Activity stopped if conditions considered unsafe. Alternate activities arranged after discussion with Group Leader.
		Exposure	2	C	M	
		Sunburn	2	C	M	
		Lightning	4	E	H	
		Dehydration	2	E	L	

3	Fire (including bush fire)	Personal injury	3	D	M	<ul style="list-style-type: none"> Centre meets Australian Standards in relation to number of hydrants, hoses and extinguishers, illuminated exit signs, Emergency Procedure signs & equipment maintenance (six month check by licensed provider). Annual audit by local Fire Brigade. Centre has a pro-active process to manage associated risks. Smoke alarms are installed in every bedroom & common area. Fire blankets available in every kitchen with cooking facilities. Fire zones are maintained & fire hydrant protection for site. Signage identifies marshalling areas & fire extinguishers. Marshalling areas clearly identified. Emergency procedures & fire alarms explained to Group Leader and provided in Induction Book. Groups briefed on evacuation procedures. Groups to move to evacuation points if required. Check group against participant list.
		Participant separated from group	3	C	H	
		Loss of property	5	E	H	
4	Flora & fauna	Reaction due to known triggers	3	D	M	<ul style="list-style-type: none"> Ensure medical info obtained from participants & summary produced. Advise staff of any potential allergic risks, triggers & severity (see under Medical) Participant to carry any personal medication. Participants to wear closed in shoes for all activities. First Aid kit available onsite at all times. Group briefed on level of risk of snake bites & emergency response if requested.
		Mild reaction due to natural environment	1	C	L	
		Injury due to bite or sting (e.g. snake or spider)	3	C	H	

EQUIPMENT RISKS						
Risk #	The Risk - What Can Happen	The Consequence of an Event Happening	Consequence Rating	Likelihood Rating	Level of Risk	Control Strategies to Reduce or Eliminate Risk
1	General	Buildings unstable	4	E	H	<ul style="list-style-type: none"> The Centre holds all licences required to operate. Centre maintains Public Liability insurance. Certificate of Currency provided on request. Construction meets relevant building codes. Construction is undertaken by licensed, insured builders. Centre has a commitment to managing OH&S issues.
		Site uninsured	4	E	H	
2	Dining room	Struck by falling equipment	2	E	L	<ul style="list-style-type: none"> Chairs stacked to no more than 8 high in guest accessible areas, otherwise, no more than 12 high in storage. Tables are stacked carefully against wall.
		Hot water burn	2	C	M	
		Unsupervised access	2	E	L	<ul style="list-style-type: none"> Lock up procedure in place
3	Sporting Equipment & Areas (volley ball & tennis & basketball courts)	Faulty equipment causes injury	2	E	L	<ul style="list-style-type: none"> Fixed equipment meets building codes & council requirements. Equipment is inspected annually. Sporting equipment is kept in good repair. Group leaders only have access to sports equipment. The Centre encourages adult supervision of all recreational activities.
		Fall off equipment	2	E	L	
4	Personal Protective Equipment	Failure of equipment	3	E	M	<ul style="list-style-type: none"> Equipment complies with industry standards. Equipment is used for its express purpose, stored & retired in accordance with manufacturer guidelines. Staff briefed on correct fitting & usage of equipment for activity.
		Unsafe practices	4	E	H	
		Inadequate equipment	3	C	H	

5	Appropriate Clothing /Footwear	Tripping or foot injury	3	D	M	<ul style="list-style-type: none"> • Correct clothing is provided by requirement to wear uniform. Where the uniform does not cover certain items of clothing, staff are informed on correct choices. • Participants asked to change clothing • Bureau of Meteorology site checked for weather updates & staff advised of changing weather conditions.
		Sunburn	2	C	M	
		Exposure	2	C	M	
6	Accommodation	Inadequate supervision	3	D	M	<ul style="list-style-type: none"> • Ensure adequate sleeping accommodation for each participant. • Ensure separate accommodation for males & females. • Ensure Group Leader accommodation is within easy access for participants if required. • Procedures detailed in Induction Book provided to Group Leader. • Groups briefed on appropriate behaviour, rules & out of bounds areas. • Group to advise any maintenance required during stay • Maintenance staff to advise any maintenance on Hazard report Form. • Restricted water temperatures in all accommodation. • Evacuation Procedures signage in each room. • Fly screens are installed in all room.
		Injury due to inappropriate actions	3	D	M	

PEOPLE RISKS						
Risk #	The Risk - What Can Happen	The Consequence of an Event Happening	Consequence Rating	Likelihood Rating	Level of Risk	Control Strategies to Reduce or Eliminate Risk
1	Participants walking / crossing roads	Struck by vehicle whilst crossing road	4	C	E	<ul style="list-style-type: none"> Speed humps on internal roads. Provide group with rules & monitor. Walk on public roads only when absolutely necessary.
2	Staff	Unsafe practices	3	D	M	<ul style="list-style-type: none"> Staff hold appropriate qualifications Appropriate staff have current First Aid qualifications. All staff are required to follow Standard Operating Procedures. Social media policy created.
		Insufficient knowledge & skills	4	E	H	
		Social media breach	3	D	M	
3	Missing person	Participant separated from group during activity	4	E	H	<ul style="list-style-type: none"> Participants briefed on meeting place & times. Instructor will confirm group numbers with Leaders & conduct regular head count. Group will only walk as fast as the slowest person. Second instructor/Leader/teacher to be "tail end Charlie" & group remain in visual range
4	Child Protection	Child Protection related incident	4	E	H	<ul style="list-style-type: none"> Centre has a Child Protection Policy in place. All staff have current Blue Card. Procedure in place for management of allegation. Staff easily identified by uniforms with logo and/or name badges. Training conducted when necessary
		Identification of child at risk	3	E	M	
5	Privacy of Information	Unauthorised disclosure of information	3	E	M	<ul style="list-style-type: none"> Information obtained is used only for express purpose. Access & storage of information meets Privacy Act requirements. Information retained as required under the Freedom of Information Act.
		Inadequate process	3	E	M	

6	Medical	Aggravation of existing medical condition or injury	3	C	H	<ul style="list-style-type: none"> Information obtained identifying allergies, special needs & other health related issues. Ensure a group medical summary is available. Ensure that participants have medication. First Aid boxes are available at each site. Vehicle access to all activities on-site.
		Access to First Aid & equipment	3	E	M	
		Inappropriate medical attention	3	E	M	
7	Special Needs	Incident due to inadequate special needs considerations	3	C	H	<ul style="list-style-type: none"> Wheel chair access to majority of on-site areas & ramps are wheel chair compliant. Ability to participate in specific activities decided after discussion with Group Leader & participant.
8	Client Behaviour	Injury due to other participant	2	D	L	<ul style="list-style-type: none"> Centre promotes a smoke free environment. Smoking is not permitted in any building or designated work area. The Centre has a drug free & alcohol policy. Action will be taken for infringements of these policies.
		Injury to self through inappropriate actions	3	E	M	
		Ingestion of non- prescription drugs or alcohol.	3	E	M	
9	Security	Loss of property	3	E	M	<ul style="list-style-type: none"> Group Leader given key to each bedroom & site meeting rooms. Group to keep facilities locked at night & when not on-site (e.g. at activities) All staff easily identified by uniform uniforms with logo.
		Assault	4	E	H	
10	Dietary Requirements	Anaphylaxis	4	D	H	<ul style="list-style-type: none"> Information obtained identifying food allergies & special dietary needs and other health related issues. Centre advises defined dietary categories. Centre advises where participant will need to supply own food. Summary of dietary requirements supplied to Group Leader for verification. Food which are a known trigger factor, are not allowed on site Participants with dietary requirements collect individual meals from front of house.
		Allergic reaction to known trigger	3	C	H	
		Reaction due to medical requirement	3	D	M	

11	Servery & Dining Area	Burning/scalding	3	D	M	<ul style="list-style-type: none"> Procedures detailed in Induction Book. Groups briefed on appropriate behaviour & expectations. Food service runs according to safety & hygiene laws. Hats & gloves to be worn when serving (front of house staff, leaders or participants). Participants verbally alerted to heat/danger/space. All meals to be consumed in areas identified by QCCC management. Signage reinforces that footwear must be worn in the dining area. Appropriate warning signs used where necessary. Immediate area of broken glass/crockery is cleared, guests verbally alerted to danger, sign put out if required, breakage cleared. Unloading of used crockery/cutlery is supervised. "Do not Enter" & "Cleaning in Progress" signs limit access as required. Fluid spills immediately cleaned.
		Slip on wet floor	3	E	M	
		Injury due to unsupervised access	3	D	M	
		Cuts	2	E	L	
		Incident due to incorrect food handling & storage	4	D	H	
12	Emergencies	Vehicle accidents	4	E	H	<ul style="list-style-type: none"> Centre has Emergency procedures in place. Standard operating hours are 8am to 5pm, 24 hour emergency assistance is available Emergency procedures explained to Group Organiser and provided in Induction Book. Contact details for local facilities (e.g. doctors, chemist) available. Groups briefed on evacuation procedures.
		Missing person	4	E	H	
		Other emergencies such as fire, gas leak etc.	5	E	H	
		Intruder	4	E	H	

RISK ASSESSMENT: Administration	Name of Organisation: QCCC Brisbane	Date of Review: 24/5/24
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Qualitative Risk Analysis Matrix – “Level of Risk”

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ENVIRONMENTAL RISKS						
Risk #	The Risk - What Can Happen	The Consequence of an Event Happening	Consequence Rating	Likelihood Rating	Level of Risk	Control Strategies to Reduce or Eliminate Risk
1	Slips and trips.	<ul style="list-style-type: none"> Staff and visitors may be injured if they trip over objects or slip on wet floors or stairs or spillages. Access routes obstructed. Poor visibility due to poor lighting. Restricted or cramped work area. 	3	C	H	<ul style="list-style-type: none"> General good housekeeping. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately. Offices cleaned regularly. Spillages cleaned immediately.
2	Fire and other emergencies.	<ul style="list-style-type: none"> If trapped, staff could suffer fatal injuries from smoke inhalation/burns. 	5	E	H	<ul style="list-style-type: none"> Staff trained in emergency procedures including fire. Exit doors kept free of obstacles.
3	Perfumes and other scents.	<ul style="list-style-type: none"> Potential allergens. 	3	E	M	<ul style="list-style-type: none"> No scent policy in force.
4	Indoor air quality.	<ul style="list-style-type: none"> Indoor environment - inadequate temperature, humidity, lighting, excessive noise Indoor air contaminants - chemicals, dusts, moulds or fungi, bacteria, gases, vapours, odours Insufficient outdoor air intake 	1	E	L	<ul style="list-style-type: none"> Air quality continually monitored.

EQUIPMENT RISKS						
Risk #	The Risk - What Can Happen	The Consequence of an Event Happening	Consequence Rating	Likelihood Rating	Level of Risk	Control Strategies to Reduce or Eliminate Risk
5	Display screen equipment.	<ul style="list-style-type: none"> Staff risk posture problems and pain, discomfort or injuries, e.g. to their hands/arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, e.g. if the lighting is poor. 	2	C	M	<ul style="list-style-type: none"> Training and assessments of workstation carried out by all new starters early on in induction. Any actions to be carried out asap. Reassessment to be carried out at any change to work feature, e.g. equipment, furniture or the work environment such as lighting. Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen. Shared workstations are assessed for all users. Work planned to include regular breaks or change of activity. Lighting and temperature suitably controlled. Adjustable blinds at window to control natural light on screen. Noise levels controlled. Laptop users trained to carry out own assessment for use away from office. When used at office, laptop should be used with docking station, screen, keyboard and mouse.
6	Electrical.	<ul style="list-style-type: none"> Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires. 	4	E	H	<ul style="list-style-type: none"> Staff trained to spot and report (to office administrator) any defective plugs, discoloured sockets or damaged cable/ equipment. Defective equipment taken out of use safely and promptly replaced. Staff told not to bring in their own appliances, toasters, fans etc. Safety switches installed. Annual electrical test and tag.

7	Asbestos-containing materials (ACMs) are present on site.	<ul style="list-style-type: none"> Staff and others carrying out normal activities, at very low risk as asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers most at risk. 	3	E	M	<ul style="list-style-type: none"> Asbestos containing material unlikely to be disturbed during normal activities. Systems in place to inform contractors and others who might disturb the asbestos, where it is and to ensure safe working. 'Danger, asbestos, do not disturb' signs posted. Staff told to report any accidental damage immediately. Condition of asbestos containing material checked periodically.
8	Exposure to cleaning products.	<ul style="list-style-type: none"> Breathing difficulties, allergic reactions, skin irritations. 	2	D	L	<ul style="list-style-type: none"> Cleaning performed when office is vacant.

PEOPLE RISKS						
Risk #	The Risk - What Can Happen	The Consequence of an Event Happening	Consequence Rating	Likelihood Rating	Level of Risk	Control Strategies to Reduce or Eliminate Risk
9	Manual handling of paper, office equipment etc.	<ul style="list-style-type: none"> Staff risk injuries or back pain from handling heavy/bulky objects, e.g. deliveries of paper. 	2	D	L	<ul style="list-style-type: none"> Trolley used to transport boxes of paper and other heavy items when collecting deliveries etc. High shelves for light objects only.
10	Working at height. Filing on top shelves, putting up decorations etc.	<ul style="list-style-type: none"> Falls from any height can cause bruising and fractures. 	2	D	L	<ul style="list-style-type: none"> No standing on chairs or tables/desks as too unstable. An appropriate stepladder to be used and staff shown how to use it safely.
11	Stress.	<ul style="list-style-type: none"> All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc. 	2	D	L	<ul style="list-style-type: none"> Staff understand what their duties and responsibilities are. Staff can talk to supervisors or manager if they are feeling unwell or at ease about things at work. 'No bullying' policy.
12	Lone working.	<ul style="list-style-type: none"> Staff could suffer injury or ill health while out of the office, e.g. when visiting clients' offices, or while working alone in the office. 	2	D	L	<ul style="list-style-type: none"> Staff record visit details in office diary and give a contact number. Staff not returning to the office after a visit call in to report this. Security staff check all areas, including toilets, before locking up at night.
13	Sitting for long periods of time.	<ul style="list-style-type: none"> Staff risk posture problems and pain, discomfort or injuries, e.g. to their hands/arms, from overuse or improper use or from poorly designed workstations or work environments. 	2	D	L	<ul style="list-style-type: none"> Ergonomic chairs provided. Work-stations ergonomically adjusted. Maintain good (neutral or balanced) body and head position. Regular breaks from sitting.

14	Workplace violence, Bullying and Harassment.	<ul style="list-style-type: none"> Threatening behaviour - such as shaking fists, destroying property or throwing objects. Verbal or written threats - any expression of an intent to inflict harm. Bullying and Harassment - any behaviour that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person and that is known or would be expected to be unwelcome. This includes words, gestures, intimidation, bullying, or other inappropriate activities. Verbal abuse - swearing, insults or condescending language. Physical attacks - hitting, shoving, pushing or kicking. 				<ul style="list-style-type: none"> Bullying and Harassment Policy in place. Staff warned during Induction process.
15	Safety access.	<ul style="list-style-type: none"> Inadequate response to health emergencies and emergency response. 				<ul style="list-style-type: none"> Ensure that safety equipment like first aid kits, defibrillators, fire extinguishers, and fire exits are easily accessible with no obstructions. Safety equipment should be checked periodically for expirations and proper working order

RISK ASSESSMENT: Kitchen	Name of Organisation: QCCC Brisbane	Date of Review: 24/5/24
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1	Broken Glass	Cuts/laceration	2	C	M	<ul style="list-style-type: none"> Following correct waste disposal procedures (see General SOP) Taking immediate and correct action in cleaning up/reporting hazards Enforcing that correct footwear is worn at all times
	Obstructions	Falls Abrasions Concussion Broken bones Sprains	3	D	M	<ul style="list-style-type: none"> Keeping all traffic areas clear free from obstruction Enforcing no running rule
	Wet floor	Slips Abrasions Concussion Broken bones Sprains	3	C	H	<ul style="list-style-type: none"> Ensuring that correct signs are in place and visible when floor is wet due to mopping Cleaning up spills immediately Enforcing no running rule
2	Cross contamination	Food Poisoning Allergic reactions Vomiting Death	5	C	E	<ul style="list-style-type: none"> Follow correct Food Handling/Hygiene procedures (see Food Handling SOP)

EQUIPMENT RISKS						
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	Baine Marie	Burns	2	D	L	<ul style="list-style-type: none"> Staff training and awareness First aid trained staff onsite in case of emergency
	Hot Water Urns	Burns/Scalds	3	D	M	<ul style="list-style-type: none"> Staff training and awareness First aid trained staff onsite in case of emergency
PEOPLE RISKS						
	Cross contamination	Food Poisoning Allergic reactions Vomiting Death	5	C	E	<ul style="list-style-type: none"> Follow correct Food Handling/Hygiene procedures (see Food Handling SOP) Follow Correct procedures when using hazardous chemicals (see Tues & Thurs cleaning SOP)(Front Of House SOP)
	Running	Falls Abrasions Concussion Broken bones Sprains	3	D	M	<ul style="list-style-type: none"> Enforcing no running rule

RISK ASSESSMENT: Housekeeping	Name of Organisation: QCCC Brisbane	Date of Review: 24/5/24
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	Extremes of weather	<ul style="list-style-type: none"> Staff working outside may suffer discomfort and possibly ill health from exposure to cold, wet weather. 	2	E	L	<ul style="list-style-type: none"> Suitable personal protective equipment provided for staff working outdoors.
	Collecting sharp waste	<ul style="list-style-type: none"> Staff picking litter risk potentially serious injury from sharp objects, including discarded needles. Staff cleaning toilets at risk from same. 	3	C	H	<ul style="list-style-type: none"> Staff trained in safe systems of work and provided with suitable tools (litter pickers) and personal protective equipment.

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Risk #	The Risk - What Can Happen	The Consequence of an Event Happening	Consequence Rating	Likelihood Rating	Level of Risk	Control Strategies to Reduce or Eliminate Risk
	Contact with bleach and other cleaning chemical	<ul style="list-style-type: none"> Staff risk getting skin problems such as dermatitis, and eye damage, from direct contact with bleach and other cleaning chemicals, Chemical vapour may cause breathing problems. Staff risk getting skin problems such as dermatitis, and eye damage, from direct contact with chemicals, e.g. solvents and detergents: <ul style="list-style-type: none"> incorrect handling procedures lack of information not wearing appropriate PPE incorrect storage elevated exposures levels. 	3	C	H	<ul style="list-style-type: none"> Staff asked when they start if they suffer ill health, e.g. skin problems, when using cleaning chemicals. Long-handled mops and brushes, and strong rubber gloves, are provided and staff trained in their use. All staff trained in the risks, use and storage of cleaning chemicals and wear personal protective equipment as instructed. Cleaning chemicals marked 'irritant' substituted, where possible, for milder alternatives.
	Electrical	<ul style="list-style-type: none"> Staff risk electric shocks or burns from faulty electrical equipment or installation, or from misuse of electrical appliances. 	4	D	H	<ul style="list-style-type: none"> Staff check for damaged plugs, cables and on/off switches before using electrical appliances. If defect is noted, the machine is taken out of use. Electrical installation tested and maintained by competent people. Staff trained not to splash water near sockets or electrical appliances.
	Machine and vacuum cleaning of floors	<ul style="list-style-type: none"> Staff and others risk injury from improper use of the machine. 	2	D	L	<ul style="list-style-type: none"> Machine provided is the right machine for the job. Cleaners trained in the safe use of the machine. Pre-use checks done for damaged plugs, cables and on/off switches. Machine regularly examined by a competent person and maintained as necessary.

PEOPLE RISKS						
Risk #	The Risk - What Can Happen	The Consequence of an Event Happening	Consequence Rating	Likelihood Rating	Level of Risk	Control Strategies to Reduce or Eliminate Risk
	Slips, trips and falls	<ul style="list-style-type: none"> Staff and others risk injuries such as fractures and bruising if they trip over objects, or slip on spillages or on wet floors, and fall. Access routes obstructed. Poor visibility due to poor lighting. Restricted or cramped work area. 	3	C	H	<ul style="list-style-type: none"> The right cleaning equipment is used for the right job, and staff follow safe systems of work. Anti-slip matting at entrances. Staff monitor entrances for wet floor surfaces walked in. Warning cones placed around spillages, and removed as soon as spillage clear and floor dried. Warning cones placed in wet floor areas. Instructs all staff to keep off wet floors. Staff do not leave cleaning materials/equipment unattended. Cleaners use electrical socket nearest to where they are working to reduce risk of tripping over leads. All areas well lit.

	Musculoskeletal disorders (MSDs) and injuries	<ul style="list-style-type: none"> Staff risk injuries such as back problems if they try to lift objects that are heavy and/or awkward to carry, such as moving furniture, cleaning machines, heavy waste bags or full mopping buckets, or if they are required to often work in awkward postures. Poor work posture e.g. twisting, bending. Repetitive motions. Overloading equipment trolley. Lack of time to work safely. 	2	C	M	<ul style="list-style-type: none"> All staff trained in lifting safely, and follow safe systems of work. All staff using cleaning machines trained in their use, according to manufacturers' instructions. Trolleys provided for moving bags of waste and carrying cleaning equipment and staff use them. Staff do not overfill bags and buckets. Mopping systems have a long-handled wringer, and a bucket on wheels to reduce lifting and carrying. Cleaning equipment provided for each area. Long-handled mops, brushes and dusters are provided to reduce need to stretch and stoop. Staff do not overfill buckets. Cleaning machines stored near point of use.
	Work at height	<ul style="list-style-type: none"> Staff risk bruising and fracture injuries if they fall from any height. 	2	E	L	<ul style="list-style-type: none"> No need for staff work from step-ladders etc. and they are instructed not to do so. 'No standing on chairs' policy. All high-level cleaning done by trained staff working from floor level, using telescopic poles with cleaning tools attached. Staff trained in safe system of work for cleaning stairs.
	Lone working	<ul style="list-style-type: none"> Staff may suffer sudden illness/accident while working alone and be unable to summon help. 	4	E	H	<ul style="list-style-type: none"> Cleaning staff sign in/out at the front desk. If they have not signed out staff, look for them.
	Verbal abuse or assault	<ul style="list-style-type: none"> Staff may suffer verbal abuse, and possibly assault, from members of the public and others, particularly if working in quiet or remote areas. 	3	E	M	<ul style="list-style-type: none"> Staff trained in dealing with difficult and/or confrontational situations. Supervisor checks welfare periodically. Staff trained to make supervisor aware when they are working in a remote location. Staff report all instances of abuse.

	Lack of awareness of risk by staff	<ul style="list-style-type: none"> Staff, are at risk if they are not aware of the risks on site and how those risks are controlled. 	3	D	M	<ul style="list-style-type: none"> Risk assessment discussed with all staff.
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RISK ASSESSMENT: Swimming Pool	Name of Organisation: QCCC Brisbane	Date of Review: 24/5/24
Compiled by: Nicole Maynes	Reviewed by (1): Nicole Maynes	Reviewed by (2): Andrew Maynes

Qualitative Measures of “Consequence” or Impact

Level	Descriptor	Description
1	Insignificant	Injuries or ailments not requiring medical treatment
2	Minor	Minor injury or First Aid Treatment case.
3	Moderate	Serious injury causing hospitalisation or multiple medical treatment cases
4	Major	Life threatening injury or multiple serious injuries causing hospitalisation
5	Catastrophic	Death or multiple life-threatening injuries

Qualitative Measures of “Likelihood”

Level	Descriptor	Description
A	Almost certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

Qualitative Risk Analysis Matrix – “Level of Risk”

Likelihood	Consequence				
	Insignificant 1 <i>Injuries or ailments not requiring medical treatment.</i>	Minor 2 <i>Minor injury or First Aid Treatment Case.</i>	Moderate 3 <i>Serious injury causing hospitalisation or multiple medical treatment cases.</i>	Major 4 <i>Life threatening injury or multiple serious injuries causing hospitalisation.</i>	Catastrophic 5 <i>Death or multiple life-threatening injuries.</i>
A (almost certain)	H	H	E	E	E
B (likely)	M	H	H	E	E
C (possible)	L	M	H	E	E
D (unlikely)	L	L	M	H	E
E (rare)	L	L	M	H	H

Level of Risk:

L	=	Low Risk:	These risks should be recorded, monitored and controlled.
M	=	Moderate Risk:	Mitigation actions to reduce the likelihood & seriousness to be identified and appropriate actions to be identified.
H	=	High Risk:	<i>If uncontrolled</i> , a risk event at this level may have a significant impact.
E	=	Extreme Risk:	Activities and projects <i>with unmitigated risks</i> at this level should be avoided or terminated.

(Based on Australian/New Zealand Standard AS/NZS ISO 31000:2009)

ENVIRONMENTAL RISKS						
Risk #	The Risk - What Can Happen	The Consequence of an Event Happening	Consequence Rating	Likelihood Rating	Level of Risk	Control Strategies to Reduce or Eliminate Risk
1	Extreme weather conditions	Change in weather conditions	2	C	M	<ul style="list-style-type: none"> Subscription to Early Warning Weather Management Service. Bureau of Meteorology site checked for weather updates & Leaders briefed on arrival & advised changing weather conditions during stay. Participants briefed to wear hats, apply sunscreen & carry water. Water is readily accessible. Camp leader to monitor group throughout activity & administer First Aid if required. Activity stopped if conditions considered unsafe.
		Exposure	2	C	M	
		Sunburn	2	C	M	
		Lightning	4	E	H	
		Dehydration	2	E	L	
2	Flora & fauna	Reaction due to known triggers	3	D	M	<ul style="list-style-type: none"> Ensure medical info obtained from participants & summary produced. Advise staff of any potential allergic risks, triggers & severity (see under Medical) Participant to carry any personal medication. Participants to wear closed in shoes for all activities. First Aid kit available onsite at all times. Group briefed on level of risk of snake bites & emergency response if requested.
		Mild reaction due to natural environment	1	C	L	
		Injury due to bite or sting (e.g. snake or spider)	3	C	H	

PEOPLE RISKS						
Risk #	The Risk - What Can Happen	The Consequence of an Event Happening	Consequence Rating	Likelihood Rating	Level of Risk	Control Strategies to Reduce or Eliminate Risk
3	Injury	Diving into shallow water/impact	4	C	H	<ul style="list-style-type: none"> Participants to be careful of each other & don't fall over Participants to be briefed at the beginning and told to be careful Adequate Adult Supervision Restrict participants to appropriate age groups Activity only used when adequately lit (daylight hours) Avoid dares to jump from rocks Dives should be stationary start and close to pool edge into centre Pool shed access locked and limited to staff
		Diving from distance with insufficient effort/slipping on jump-off rocks around pool	3	C	H	
		Diving into steps in pool	4	D	E	
		Access to chemicals in pool shed	4	D	H	
		Drowning	4	C	H	

RISK ASSESSMENT: Tennis Court	Name of Organisation: QCCC Brisbane	Date of Review: 24/5/24
Compiled by: Nicole Maynes	Reviewed by (1): Nicole Maynes	Reviewed by (2): Andrew Maynes

Qualitative Measures of “Consequence” or Impact

Level	Descriptor	Description
1	Insignificant	Injuries or ailments not requiring medical treatment
2	Minor	Minor injury or First Aid Treatment case.
3	Moderate	Serious injury causing hospitalisation or multiple medical treatment cases
4	Major	Life threatening injury or multiple serious injuries causing hospitalisation
5	Catastrophic	Death or multiple life-threatening injuries

Qualitative Measures of “Likelihood”

Level	Descriptor	Description
A	Almost certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

Qualitative Risk Analysis Matrix – “Level of Risk”

Likelihood	Consequence				
	Insignificant 1 <i>Injuries or ailments not requiring medical treatment.</i>	Minor 2 <i>Minor injury or First Aid Treatment Case.</i>	Moderate 3 <i>Serious injury causing hospitalisation or multiple medical treatment cases.</i>	Major 4 <i>Life threatening injury or multiple serious injuries causing hospitalisation.</i>	Catastrophic 5 <i>Death or multiple life-threatening injuries.</i>
A (almost certain)	H	H	E	E	E
B (likely)	M	H	H	E	E
C (possible)	L	M	H	E	E
D (unlikely)	L	L	M	H	E
E (rare)	L	L	M	H	H

Level of Risk:

L	=	Low Risk:	These risks should be recorded, monitored and controlled.
M	=	Moderate Risk:	Mitigation actions to reduce the likelihood & seriousness to be identified and appropriate actions to be identified.
H	=	High Risk:	<i>If uncontrolled</i> , a risk event at this level may have a significant impact.
E	=	Extreme Risk:	Activities and projects <i>with unmitigated risks</i> at this level should be avoided or terminated.

(Based on Australian/New Zealand Standard AS/NZS ISO 31000:2009)

ENVIRONMENTAL RISKS						
Risk #	The Risk - What Can Happen	The Consequence of an Event Happening	Consequence Rating	Likelihood Rating	Level of Risk	Control Strategies to Reduce or Eliminate Risk
1	Extreme weather conditions	Change in weather conditions	2	C	M	<ul style="list-style-type: none"> Subscription to Early Warning Weather Management Service. Bureau of Meteorology site checked for weather updates & Leaders briefed on arrival & advised changing weather conditions during stay. Participants briefed to wear hats, apply sunscreen & carry water. Water is readily accessible. Camp leader to monitor group throughout activity & administer First Aid if required. Activity stopped if conditions considered unsafe.
		Exposure	2	C	M	
		Sunburn	2	C	M	
		Lightning	4	E	H	
		Dehydration	2	E	L	
2	Flora & fauna	Reaction due to known triggers	3	D	M	<ul style="list-style-type: none"> Ensure medical info obtained from participants & summary produced. Advise staff of any potential allergic risks, triggers & severity (see under Medical) Participant to carry any personal medication. Participants to wear closed in shoes for all activities. First Aid kit available onsite at all times. Group briefed on level of risk of snake bites & emergency response if requested.
		Mild reaction due to natural environment	1	C	L	
		Injury due to bite or sting (e.g. snake or spider)	3	C	H	

EQUIPMENT RISKS						
Risk #	The Risk - What Can Happen	The Consequence of an Event Happening	Consequence Rating	Likelihood Rating	Level of Risk	Control Strategies to Reduce or Eliminate Risk
3	Injury	Falling over, or colliding with gaga pit wall	2	C	M	<ul style="list-style-type: none"> Participants to be careful of each other & don't fall over Participants to be briefed at the beginning and told to be careful Adequate Adult Supervision Restrict participants to appropriate age groups Appropriate clothing worn by participants Activity only used when adequately lit (daylight hours)
		Falling over and scraping on gaga pit floor	2	C	M	
4	Injury	Tennis ball hitting person in eye	3	D	M	<ul style="list-style-type: none"> Participants to be briefed at the beginning and told to be careful Adequate Adult Supervision First Aid kit available onsite at all times.

RISK ASSESSMENT: Volleyball Court	Name of Organisation: QCCC Brisbane	Date of Review: 24/5/24
Compiled by: Nicole Maynes	Reviewed by (1): Nicole Maynes	Reviewed by (2): Andrew Maynes

Qualitative Measures of “Consequence” or Impact

Level	Descriptor	Description
1	Insignificant	Injuries or ailments not requiring medical treatment
2	Minor	Minor injury or First Aid Treatment case.
3	Moderate	Serious injury causing hospitalisation or multiple medical treatment cases
4	Major	Life threatening injury or multiple serious injuries causing hospitalisation
5	Catastrophic	Death or multiple life-threatening injuries

Qualitative Measures of “Likelihood”

Level	Descriptor	Description
A	Almost certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

Qualitative Risk Analysis Matrix – “Level of Risk”

Likelihood	Consequence				
	Insignificant 1 <i>Injuries or ailments not requiring medical treatment.</i>	Minor 2 <i>Minor injury or First Aid Treatment Case.</i>	Moderate 3 <i>Serious injury causing hospitalisation or multiple medical treatment cases.</i>	Major 4 <i>Life threatening injury or multiple serious injuries causing hospitalisation.</i>	Catastrophic 5 <i>Death or multiple life-threatening injuries.</i>
A (almost certain)	H	H	E	E	E
B (likely)	M	H	H	E	E
C (possible)	L	M	H	E	E
D (unlikely)	L	L	M	H	E
E (rare)	L	L	M	H	H

Level of Risk:

L	=	Low Risk:	These risks should be recorded, monitored and controlled.
M	=	Moderate Risk:	Mitigation actions to reduce the likelihood & seriousness to be identified and appropriate actions to be identified.
H	=	High Risk:	<i>If uncontrolled</i> , a risk event at this level may have a significant impact.
E	=	Extreme Risk:	Activities and projects <i>with unmitigated risks</i> at this level should be avoided or terminated.

(Based on Australian/New Zealand Standard AS/NZS ISO 31000:2009)

ENVIRONMENTAL RISKS						
Risk #	The Risk - What Can Happen	The Consequence of an Event Happening	Consequence Rating	Likelihood Rating	Level of Risk	Control Strategies to Reduce or Eliminate Risk
1	Extreme weather conditions	Change in weather conditions	2	C	M	<ul style="list-style-type: none"> Subscription to Early Warning Weather Management Service. Bureau of Meteorology site checked for weather updates & Leaders briefed on arrival & advised changing weather conditions during stay. Participants briefed to wear hats, apply sunscreen & carry water. Water is readily accessible. Camp leader to monitor group throughout activity & administer First Aid if required. Activity stopped if conditions considered unsafe.
		Exposure	2	C	M	
		Sunburn	2	C	M	
		Lightning	4	E	H	
		Dehydration	2	E	L	
2	Flora & fauna	Reaction due to known triggers	3	D	M	<ul style="list-style-type: none"> Ensure medical info obtained from participants & summary produced. Advise staff of any potential allergic risks, triggers & severity (see under Medical) Participant to carry any personal medication. Participants to wear closed in shoes for all activities. First Aid kit available onsite at all times. Group briefed on level of risk of snake bites & emergency response if requested.
		Mild reaction due to natural environment	1	C	L	
		Injury due to bite or sting (e.g. snake or spider)	3	C	H	

EQUIPMENT RISKS						
Risk #	The Risk - What Can Happen	The Consequence of an Event Happening	Consequence Rating	Likelihood Rating	Level of Risk	Control Strategies to Reduce or Eliminate Risk
3	Injury	Falling over, or colliding with other people	2	C	M	<ul style="list-style-type: none"> Participants to be careful of each other & don't fall over Participants to be briefed at the beginning and told to be careful Adequate Adult Supervision Restrict participants to appropriate age groups Appropriate clothing worn by participants Activity only used when adequately lit (daylight hours)
		Falling over and scraping on wooden fence around volleyball court	2	C	M	
4	Injury	Volleyball hitting person in eye	2	D	M	<ul style="list-style-type: none"> Participants to be briefed at the beginning and told to be careful Adequate Adult Supervision First Aid kit available onsite at all times.
5	Injury	Volleyball court sand in persons eyes	2	D	M	<ul style="list-style-type: none"> Participants to be briefed at the beginning and told to be careful Adequate Adult Supervision First Aid kit available onsite at all times.

RISK ASSESSMENT: Gaga Ball Pit	Name of Organisation: QCCC Brisbane	Date of Review: 24/5/2024
Compiled by: Nicole Maynes	Reviewed by (1): Nicole Maynes	Reviewed by (2): Andrew Maynes

Qualitative Measures of “Consequence” or Impact

Level	Descriptor	Description
1	Insignificant	Injuries or ailments not requiring medical treatment
2	Minor	Minor injury or First Aid Treatment case.
3	Moderate	Serious injury causing hospitalisation or multiple medical treatment cases
4	Major	Life threatening injury or multiple serious injuries causing hospitalisation
5	Catastrophic	Death or multiple life-threatening injuries

Qualitative Measures of “Likelihood”

Level	Descriptor	Description
A	Almost certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

Qualitative Risk Analysis Matrix – “Level of Risk”

Likelihood	Consequence				
	Insignificant 1 <i>Injuries or ailments not requiring medical treatment.</i>	Minor 2 <i>Minor injury or First Aid Treatment Case.</i>	Moderate 3 <i>Serious injury causing hospitalisation or multiple medical treatment cases.</i>	Major 4 <i>Life threatening injury or multiple serious injuries causing hospitalisation.</i>	Catastrophic 5 <i>Death or multiple life-threatening injuries.</i>
A (almost certain)	H	H	E	E	E
B (likely)	M	H	H	E	E
C (possible)	L	M	H	E	E
D (unlikely)	L	L	M	H	E
E (rare)	L	L	M	H	H

Level of Risk:

L	=	Low Risk:	These risks should be recorded, monitored and controlled.
M	=	Moderate Risk:	Mitigation actions to reduce the likelihood & seriousness to be identified and appropriate actions to be identified.
H	=	High Risk:	<i>If uncontrolled</i> , a risk event at this level may have a significant impact.
E	=	Extreme Risk:	Activities and projects <i>with unmitigated risks</i> at this level should be avoided or terminated.

(Based on Australian/New Zealand Standard AS/NZS ISO 31000:2009)

ENVIRONMENTAL RISKS						
Risk #	The Risk - What Can Happen	The Consequence of an Event Happening	Consequence Rating	Likelihood Rating	Level of Risk	Control Strategies to Reduce or Eliminate Risk
1	Extreme weather conditions	Change in weather conditions	2	C	M	<ul style="list-style-type: none"> Subscription to Early Warning Weather Management Service. Bureau of Meteorology site checked for weather updates & Leaders briefed on arrival & advised changing weather conditions during stay. Participants briefed to wear hats, apply sunscreen & carry water. Water is readily accessible. Camp leader to monitor group throughout activity & administer First Aid if required. Activity stopped if conditions considered unsafe.
		Exposure	2	C	M	
		Sunburn	2	C	M	
		Lightning	4	E	H	
		Dehydration	2	E	L	
2	Flora & fauna	Reaction due to known triggers	3	D	M	<ul style="list-style-type: none"> Ensure medical info obtained from participants & summary produced. Advise staff of any potential allergic risks, triggers & severity (see under Medical) Participant to carry any personal medication. Participants to wear closed in shoes for all activities. First Aid kit available onsite at all times. Group briefed on level of risk of snake bites & emergency response if requested.
		Mild reaction due to natural environment	1	C	L	
		Injury due to bite or sting (e.g. snake or spider)	3	C	H	

EQUIPMENT RISKS						
Risk #	The Risk - What Can Happen	The Consequence of an Event Happening	Consequence Rating	Likelihood Rating	Level of Risk	Control Strategies to Reduce or Eliminate Risk
3	Injury	Falling over, or colliding with gaga pit wall	2	C	M	<ul style="list-style-type: none"> Participants to be careful of each other & don't fall over Participants to be briefed at the beginning and told to be careful Adequate Adult Supervision Restrict participants to appropriate age groups Appropriate clothing worn by participants Activity only used when adequately lit (daylight hours)
		Falling over and scraping on gaga pit floor	2	C	M	

PEOPLE RISKS						
Risk #	The Risk - What Can Happen	The Consequence of an Event Happening	Consequence Rating	Likelihood Rating	Level of Risk	Control Strategies to Reduce or Eliminate Risk
4	Injury	Loss of group control or misbehaviour	2	C	M	<ul style="list-style-type: none"> Adequate adult supervision & manage group orders