

Benedict XVI Retreat Centre - Risk Management Plan

Venue Name:	Benedict XVI Retreat Centre 347 Grose Wold Road Grose Vale NSW 2753
Phone Number:	(02) 4572 2899
Web Address:	www.benedictxvicentre.org.au
Email:	bxvi@sydneycatholic.org
Insurance:	Does the venue have public liability cover? Yes

Overview

Personal Protection Requirements: We recommend that guests wear covered shoes, hats and sunscreen while outdoors, particularly during outdoor activities and sport. Sunscreen is available for guests at Reception. Certain activities, such as the Flying Fox, have specific clothing requirements which are outlined in the Activity's Risk Management Plan.

Supervision/Services: On arrival, the Group Contact Person should report to Reception. All guests must be provided with an introductory welcome and summary of boundaries, safety and emergency procedures as soon as possible after arrival. Leaders/Teachers/Parents are responsible for the supervision of children while on site at all times.

Access: Benedict XVI Retreat Centre facilities have wheelchair access. All ground level rooms in both accommodation blocks provide level access. There are two accessible rooms that comply with AS1428.1 – one in the Our Lady of the Southern Cross Rooms and one in the Help of Christians Rooms.

Emergencies: In the event of an emergency please inform staff at Reception or call (02) 4572 2899.

First Aid: First aid kits are available in the Dining Room, Help of Christians common room, Our Lady of the Southern Cross laundry and Reception. The site is completely accessible via walking tracks. All Benedict XVI staff are trained in First Aid and CPR.

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Risk Title	Risk Description & Effect	Likelihood	Consequence	Risk	Mitigating the Risk	Recommended Treatment Plan
Fire	Injury/ Death due to fire	Unlikely	Likely	Extreme	Fire evacuation plan developed to Australian standards and explained on arrival at BXVI. Every room elects a room leader who is aware of room guest locations. BXVI has a record of room occupants to be a checklist in the event of a fire.	In the event of Fire Alarm in the building complex or other emergency guests are to evacuate to oval. In the event of bushfire guests are to gather inside Chapel, which has been built to withstand extreme bushfire temperatures. Five radios are available at reception for use during outdoor activities or where mobile phone reception is poor.
Accommodation - Incidents during night	Guests: Accidents, Incidents of Property Damage, Illness, Inappropriate behavior	Likely	Likely	Extreme	Group Leaders to ensure that adequate after hours' supervision is maintained to ensure guests are behaving appropriately. Group Leaders are to ensure that guests are aware of Group Leaders' room number in case of emergency. Ambulance or other emergency services can be called if required.	Centre Manager on site that can be contacted. BXVI staff must be contacted if emergency services called. Five radios are available at reception for use during outdoor activities or where mobile phone reception is poor.

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<p>Whilst on BXVI Property (excluding pool and sports)</p>	<p>Injury, Incidents,</p>	<p>Likely</p>	<p>Very Unlikely</p>	<p>Extreme</p>	<p>Ensure supervision of guests, that BXVI Centre guidelines are followed.</p> <p>Groups are to provide their own first aid kit. Additional First Aid supplies are available at Reception.</p> <p>It is suggested that groups have a designated First Aid person in their group that has a current First Aid qualification.</p> <p>Incident Report for injuries and incidents</p> <p>Where required emergency services contacted.</p> <p>Group Leaders should ensure that Guests at all time wear footwear except in rooms.</p> <p>It is strongly suggested that shoes must be worn at all times outside.</p> <p>It is strongly suggested that enclosed shoes be worn when playing sporting activities.</p>	<p>Manage First Aid situations to any group protocols and recognised First Aid protocols.</p> <p>BXVI staff can give assistance.</p> <p>Incident Report Forms to be completed available at Reception.</p> <p>In the event of a missing person BXVI Staff are to be notified. All guests gathered in a suitable location, a check undertaken and details of guests' whereabouts to be sorted. Keep guests in a defined area while a search by appropriate people is conducted. If person is still not located discussion with school and CAS as to when to contact emergency services.</p> <p>Six UHF radios are available at reception for use during outdoor activities or where mobile phone reception is poor.</p>
<p>Trespassing</p>	<p>Trespassing on neighbor's property</p>	<p>Very Unlikely</p>	<p>Very Unlikely</p>	<p>Low</p>	<p>Welcome briefing details requirement to stay within BXVI property boundaries, BXVI property boundary is fenced and sign posted</p>	<p>Contact BXVI Staff who will contact relevant property owner. Incident Report written.</p>

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Incident at BXVI involving group run activities and games	Guests facilitating activities such as icebreakers, sporting games that result in injury.	Likely	Very Unlikely	Extreme	<p>It is suggested that Guests run activities that have a risk assessment, facilitated with appropriate risk management strategies.</p> <p>If inappropriate behavior is observed the activity should cease.</p> <p>It is suggested that groups have a designated First Aid person in their group that has a current First Aid qualification.</p> <p>Groups are to provide their own first aid kit. Additional First Aid supplies are available at Reception.</p> <p>Where required emergency services contacted.</p> <p>Incident Report for injuries and incidents.</p> <p>Group Leaders should ensure that Guests at all time wear footwear except in rooms. It is strongly suggested that shoes must be worn at all times outside.</p> <p>Follow relevant guidelines such as NSW Department of Education Guidelines applicable to group.</p>	<p>First Aid response to be appropriate to extent and severity of injury.</p> <p>Manage First Aid situations to any group protocols and recognised First Aid protocols.</p> <p>BXVI Staff can give assistance.</p> <p>Incident Report Forms to be completed, available at Reception.</p> <p>BXVI staff must be contacted if emergency services called.</p> <p>Five UHF radios are available at reception for use during outdoor activities or where mobile phone reception is poor.</p>

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Allergic Reaction,	Guest could have a Mild, Moderate, Severe Allergic Reaction to a trigger.	Unlikely	Very Likely	Extreme	<p>Group Leaders to ensure that known medical conditions and allergies of Guests are known prior to camp and that Guests with known severe allergies have appropriate medication with them and that Allergy Management Plan from doctors is provided if applicable. Please provide this information to BXVI.</p> <p>BXVI do stock one Epi-pen for a Child and one Epi-pen for an Adult. It is suggested that groups have a designated First Aid person in their group that has a current First Aid qualification.</p> <p>Groups are to provide their own First Aid kit. Additional First Aid supplies are available at Reception.</p> <p>Where required emergency services contacted.</p> <p>Incident Report for injuries and incidents.</p> <p>BXVI does not provide or dispense any medication. It is the responsibility of the group to bring any required medication and that appropriate permission is sought for administration of medication to guests under 18 years of age.</p>	<p>First Aid response to be appropriate to extent and severity of allergy and Allergy Management Plan</p> <p>Manage First Aid situations to any group protocols and recognized First Aid protocols.</p> <p>BXVI Staff can give assistance.</p> <p>Incident Report Forms to be completed available at Reception.</p> <p>BXVI staff must be contacted if emergency services called.</p> <p>BXVI reception can provide local medical centre details.</p> <p>Five UHF radios are available at reception for use during outdoor activities or where mobile phone reception is poor.</p>

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Medical condition	Guest suffering from a preexisting medical condition that required medical assistance whilst on site.	Unlikely	Very Likely	Extreme	<p>Group Leaders to ensure that known medical conditions and allergies of Guests are known prior to camp and that Guests with known severe allergies have appropriate medication with them and that Allergy Management Plan from doctors is provided if applicable. Please provide this information to BXVI.</p> <p>It is suggested that groups have a designated First Aid person in their group that has a current First Aid qualification.</p> <p>Groups are to provide their own first aid kit. Additional First Aid supplies are available at Reception.</p> <p>Where required emergency services contacted.</p> <p>Incident Report for injuries and incidents</p> <p>BXVI does not provide or dispense any medication it is the responsibility of the group to bring any required medication and that appropriate permission is sought for administration of medication to guests under 18 years of age.</p>	<p>First Aid response to be appropriate to extent and severity of medical condition.</p> <p>Manage First Aid situations to any group protocols and recognised First Aid protocols.</p> <p>BXVI Staff can give assistance.</p> <p>Incident Report Forms to be completed available at Reception.</p> <p>BXVI staff must be contacted if emergency services called.</p> <p>BXVI reception can provide local medical center details.</p> <p>Five UHF radios are available at reception for use during outdoor activities or where mobile phone reception is poor.</p>

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Dehydration	Dehydration in excessive heat could cause minor, moderate or major health issues.	Unlikely	Likely	Low	Regular reminders to all guests about the importance of drinking lots of water particularly on very hot days. Guests are advised to keep water bottles filled and within close range at all times.	Manage First Aid situations to any group protocols and recognised First Aid protocols. Five UHF radios are available at reception for use during outdoor activities or where mobile phone reception is poor.
Snake/ Spider bite.	Guests being bitten by a venomous snake or spider requiring medical assistance.	Very Unlikely	Likely	Extreme	It is suggested that groups have a designated First Aid person in their group that has a current First Aid qualification. Groups are to provide their own First Aid kit. Additional First Aid supplies are available at Reception. Ensure guest is not moved and assistance is taken to them. Emergency services contacted. Incident Report for Injuries and incidents Group Leaders should ensure that Guests at all time wear footwear except in rooms. It is strongly suggested that shoes must be worn at all times outside. If a venomous animal is found BXVI staff should be informed immediately.	Manage First Aid situations to any group protocols and recognised First Aid protocols. BXVI Staff can give assistance. Incident Report Forms to be completed available at Reception. BXVI staff must be contacted if emergency services called. Five UHF radios are available at reception for use during outdoor activities or where mobile phone reception is poor.
Car/ Bus Accident en route to BXVI	Causing injury or inability to get to BXVI	Unlikely	Likely	Extreme	It is suggested that Group Leaders to ensure that legal and safe transportation arrangements are made and that vehicles are in road worthy condition.	It is suggested Group Leaders have risk management procedures in place for incidents such as this, managed according to established protocols. Contact BXVI staff of incident.

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<p>Poor Management of Environmental Conditions causing injury or illness</p>	<p>Severe Weather, Heat Exhaustion, Heat Stroke, Sunburn, Hypothermia Lightning Tree Fall</p>	<p>Likely</p>	<p>Likely</p>	<p>Extreme</p>	<p>Group Leaders should check weather prior to stay and advise guests if required.</p> <p>It is suggested that groups have a designated First Aid person in their group that has a current First Aid qualification.</p> <p>Groups are to provide their own first aid kit. Additional First Aid supplies are available at Reception.</p> <p>Incident Report for injuries and incidents</p> <p>Where required emergency services contacted.</p> <p>In the event of severe weather, it is recommended that guests remain indoors.</p> <p>Trees in extreme use areas of BXVI are audited every 3 years by a level 5 Consultant Arborist.</p> <p>Guests are advised to remain adequately hydrated according to environmental conditions.</p> <p>Group Leaders are to ensure that guests are wearing appropriate clothing according to environmental conditions. Example, in summer wear hats, sleeved shirts and sun screen.</p>	<p>Manage First Aid situations to any group protocols and recognised First Aid protocols.</p> <p>BXVI Staff can give assistance.</p> <p>Incident Report Forms to be completed available at Reception.</p> <p>BXVI staff must be contacted if emergency services called.</p> <p>BXVI reception can provide local medical center details.</p> <p>Six radios are available at reception for use during outdoor activities or where mobile phone reception is poor.</p>

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Contagious disease/ Condition	Guests infecting other guests Example, Diarrhea	Unlikely	Likely	Extreme	It is recommended that groups have a designated First Aid person in their group that has a current First Aid qualification. Groups are to provide their own first aid kit. Additional First Aid supplies are available at Reception and in the Kitchen, the Northern Wing Common Room and the Southern Wing Laundry. Where required emergency services contacted. Incident Report for injuries and incidents BXVI does not provide or dispense any medication. It is the responsibility of the group to bring any required medication and that appropriate permission is sought for administration of medication to guests under 18 years of age.	Manage First Aid situations to any group protocols and recognised First Aid protocols. BXVI Staff can give assistance. Incident Report Forms to be completed available at Reception. BXVI staff must be contacted if emergency services called. If required contact Health Direct NSW, a government service providing advice from Registered Nurse. 1800 022 222 Affected guests can be isolated in a separate room. BXVI reception can provide local medical center details. Five UHF radios are available at reception for use during outdoor activities or where mobile phone reception is poor.
Guest's property being misplaced or stolen		Likely	Very Unlikely	Low	Lost property is handed to BXVI Reception Guests are allocated keys for rooms to secure belongings adequately.	Report any lost property or concerns to BXVI Reception BXVI staff must be contacted if emergency services called.

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Rooms and bunk beds	Guest/s falls or is pushed off top bunk or other accident occurs.	Unlikely	Likely	Low	<p>It is recommended that groups, in particular, with young people & children, have a designated Staff/Leader on active supervision of in-room activity and enforce no games / loud noises in rooms.</p> <p>Guests must be careful getting on and off the bunk beds.</p>	<p>Manage First Aid situations to any group protocols and recognised First Aid protocols.</p> <p>BXVI Staff can give assistance.</p> <p>Five UHF radios are available at reception for use during outdoor activities or where mobile phone reception is poor.</p>
Food Poisoning	Guests contracting food poisoning during stay	Very Unlikely	Likely	Extreme	<p>Food is prepared according to Food Safety Protocols.</p> <p>It is recommended that groups have a designated First Aid person in their group that has a current First Aid qualification.</p> <p>Groups are to provide their own first aid kit. Additional First Aid supplies are available at Reception.</p> <p>Where required emergency services contacted.</p> <p>Incident Report for injuries and incidents</p> <p>BXVI does not provide or dispense any medication it is the responsibility of the group to bring any required medication and that appropriate permission is sought for administration of medication to guests under 18 years of age.</p>	<p>Manage First Aid situations to any group protocols and recognized First Aid protocols.</p> <p>BXVI Staff can give assistance.</p> <p>Incident Report Forms to be completed available at Reception.</p> <p>BXVI staff must be contacted if emergency services called.</p> <p>If required contact Health Line Direct. NSW government service providing advice from Registered Nurse. 1800 022 222</p> <p>BXVI reception can provide local medical center details.</p> <p>Five UHF radios are available at reception for use during outdoor activities or where mobile phone reception is poor.</p>

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Pool Incident/ Accident	Guest injured, drowning, near drowning in pool.	Unlikely	Likely	Extreme	<p>School groups are advised to maintain a supervising staff to student ration of 1:20. It is recommended that school groups provide and use a pool supervisor with a minimum of Bronze Medallion and CPR qualifications.</p> <p>School groups should comply with NSW Department of Education Water Safety Guidelines for Unstructured Aquatic Activity.</p> <p>Groups are to provide supervision of children in the pool according to the terms and conditions outlined on the pool entry sign</p> <p>Groups are advised to have a designated First Aid person, with current First Aid qualifications, in their group</p> <p>Groups are to provide their own first aid kit. Additional First Aid supplies are available at Reception.</p> <p>All BXVI staff hold First Aid and CPR qualifications</p> <p>Portable First Aid kit and Defibrillator located in the entry area of the dining room</p> <p>Epi-Pen and Epi-Pen junior located in First Aid Kit in Centre kitchen</p> <p>No Diving, Bombing or Running.</p> <p>Incident reports must be completed for all injuries and accidents and where required emergency services contacted.</p> <p>A Swimming Pool Risk Management Plan is available from the Centre upon request.</p>	<p>Manage First Aid situations to any group protocols and recognised First Aid protocols.</p> <p>BXVI Staff can provide assistance.</p> <p>Incident Report Forms to be completed available at Reception.</p> <p>BXVI staff must be contacted if emergency services called.</p> <p>Five UHF radios are available at reception for use during outdoor activities or where mobile phone reception is poor.</p> <p>Teachers supervising school students in the pool must have knowledge and skills in rescue, personal survival and emergency care, as well as the ability to use the rescue equipment available on site.</p>

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Incident on internal road	Guest run over by car	Unlikely	Likely	Extreme	<p>Speed limit is signposted throughout site. Ensure appropriate supervision according to age group near internal roads. Incident Report for Injuries and incidents</p> <p>Where required emergency services contacted.</p> <p>It is recommended that groups have a designated First Aid person in their group that has a current First Aid qualification.</p> <p>Groups are to provide their own first aid kit. Additional First Aid supplies are available at Reception</p>	<p>Group Leaders can contact BXVI Centre management if required.</p> <p>Manage First Aid situations to any group protocols and recognized First Aid protocols.</p> <p>BXVI Staff can give assistance.</p> <p>Incident Report Forms to be completed available at Reception.</p> <p>BXVI staff must be contacted if emergency services called.</p> <p>Five UHF radios are available at reception for use during outdoor activities or where mobile phone reception is poor.</p>
Child Protection	Incident or Allegations of Child Protection Issues.				<p>Guest are to ensure that if guests under 18 are on site that relevant Child Protection guidelines are followed and considered. Contact the organization or church that you represent prior to find out any relevant guidelines. Ensure that all guests are aware of these guidelines. Guests can contact the BXVI Centre for advice surrounding this but largely depends on if a family group, church group, youth group, school etc.</p> <p>BXVI staff are trained in Child Protection, have working with Children Checks and working according to established procedures.</p>	<p>Group Leaders can contact BXVI Centre management if required.</p> <p>Please note, the Centre has a Safeguarding Support Officer.</p>

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Safeguarding of Children and Young People	Psychological, physical or sexual harm.				All employees, volunteers, clergy, and contractors are listed, where appropriate, in the WWC register. All employees, volunteers, clergy and regular contractors (that have access to children and young people) have undergone Safeguarding Training Adequate adult supervision. Visiting clergy register in place and available on site Centre Safeguarding Support Officer.	<p>Any incident reported to Manager and CAS Safeguarding and Ministerial Integrity Office.</p> <p>Seek advice from Safeguarding Office Manager to follow reporting protocols as per CAS</p> <p>Safeguarding and Child Protection Manual.</p>
Illegal Drugs	Drug use.	Very Unlikely	Likely	Extreme	Ensure that no illegal drugs are brought on site and that no guest is affected by illegal drugs whilst on site.	<p>Group Leaders must contact BXVI Centre management if required.</p> <p>Centre management reserve the right to ask any group or guest to leave.</p>
Under Age Drinking		Very Unlikely	Likely	Extreme	Ensure that under 18 years old guests do not have access to alcohol. If any under 18 guest is caught drinking alcohol Centre management is to be contacted.	<p>Group Leaders must contact BXVI Centre management if required.</p> <p>Centre management reserve the right to ask any group or guest to leave.</p>
Alcohol	Drunk, Drinking when there is a duty of care	Likely	Likely	Extreme	Please ensure that adult guests drink sensibly. Group leaders and teachers in charge of children and young people should not partake of alcohol during retreats.	<p>Group Leaders can contact BXVI Centre management if required.</p> <p>Centre management reserve the right to ask any group or guest to leave.</p>
Night time noise	Disturbing neighbors	Very Likely	Very Unlikely	Low	Please ensure that you are quiet outside after 9pm and before 8am.	<p>Group Leaders can contact BXVI Centre management if required.</p> <p>Centre management reserve the right to ask any group or guest to leave.</p>

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Trampoline	Injury due to trampoline use	Unlikely	Likely	Extreme	Trampolines are to be used according to manufacturer's recommendations which is one at a time.	Manage First Aid situations to any group protocols and recognized First Aid protocols. BXVI Staff can give assistance. Incident Report Forms to be completed available at Reception. BXVI staff must be contacted if emergency services called. Five UHF radios are available at reception for use during outdoor activities or where mobile phone reception is poor.
Campfire	Burns to guests due to campfire and Bushfire risk	Unlikely	Likely	Extreme	Campfires that are group run are to be supervised by an adult at all times. Ensure that guests walk carefully to the campfire site in the dark Group Leaders are to collect, matches and fire extinguishing water buckets prior to campfire. Group Leader or appointed adult must ensure that Campfire is completely extinguished using water after use. Campfires will not be used in severe weather or total fire bans.	Manage First Aid situations to any group protocols and recognized First Aid protocols. BXVI Staff can give assistance. Incident Report Forms to be completed available at Reception. BXVI staff must be contacted if emergency services called. Five UHF radios are available at reception for use during outdoor activities or where mobile phone reception is poor.

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Bushwalking	Lost Guest or Injuries Guest.	Unlikely	Likely	Extreme	<p>Stay to defined path.</p> <p>BXVI Staff can provide advice on BXVI bushwalking tracks.</p> <p>BXVI property boundary is fenced. Guests should not cross fences onto adjacent properties.</p>	<p>In the event of a missing person BXVI Staff are to be notified. All guests gathered in a suitable location, a check undertaken and details of guest's whereabouts to be sort. Keep guests in a defined area while a search by appropriate people is conducted. If person is still not located discussion with school and CAS as to when to contact emergency services</p> <p>Manage First Aid situations to any group protocols and recognised First Aid protocols.</p> <p>BXVI Staff can give assistance.</p> <p>Incident Report Forms to be completed available at Reception.</p> <p>BXVI staff must be contacted if emergency services called.</p> <p>Five UHF radios are available at reception for use during outdoor activities or where mobile phone reception is poor.</p>

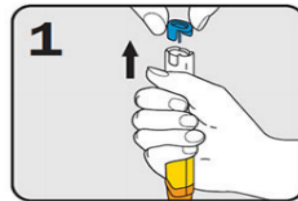
All identified risks are recorded in the following risk matrix according to likelihood and consequence. The purpose of this matrix is to provide a snapshot of all identified risks and established the level of risk to determine if further treatment is required.

Risk Assessment Conducted by: Activity Manager, Benedict XVI Retreat Centre
 Date of Risk Assessment: 12 June 2018
 Date of Review: June 2019

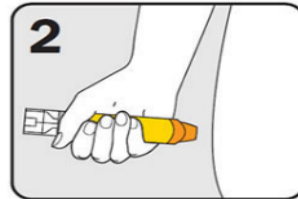
Risk Assessment Matrix

Likelihood	Consequences 2. How likely is it that someone will be harmed?			
1. How severely could it hurt someone or how ill could it make someone?	very likely Could happen any time (extreme)	likely Could happen some time (moderate)	unlikely could happen, but very rarely (moderate)	very unlikely Could happen, but probably never will (low)
Kill or cause permanent disability or death	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off work	2	3	4	5
First aid needed	3	4	5	6
<p>The numbers can help to show you: How severe the risk is;</p> <ul style="list-style-type: none"> • Whether any existing control measures are effective; • What action you should take to control the risk; and • How urgently the action needs to be taken. <p>The most severe risks are rated 1. These risks must be controlled immediately.</p> <p>The least severe risks are rated 6. These risks should also be controlled but it is less urgent.</p>				
Legend				
<p>1 Extreme risk; deal with the hazard immediately</p> <p>2, 3 and 4 Moderate risk; deal with the hazard as soon possible</p> <p>5 and 6 Low risk; deal with the hazard when able</p>				

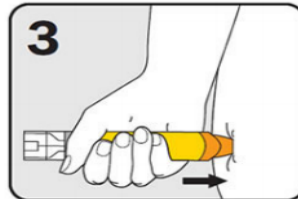
How to use Epi-Pen



1. Form fist around EpiPen[®] and PULL OFF BLUE SAFETY RELEASE.



2. Hold leg still and PLACE ORANGE END against outer mid-thigh (with or without clothing).



3. PUSH DOWN HARD until a click is heard or felt and hold for 3 seconds
REMOVE EpiPen[®]

Note: All EpiPen[®]s should be held in place for 3 seconds regardless of instructions on device label