

Camp Fire Cooking Risk Assessment - Management Plan

Activity Content

Camp Fire Cooking teaches the group how to build a camp fire and enjoy a camp fire safely and responsibly. Participants learn how to make and cook damper (or other food).

This document contains the specific risks, control measures and grading for the activity, list of general risks and control measure relevant for all Benedict XVI Retreat Centre's activities as well as risk rating information.

Personal Protective Equipment used	Food handling gloves are to be worn by people handling food. Once the food has been distributed to individuals gloves are no longer needed.
Overall Safety	Overall activity safety is the responsibility of the staff members facilitating the activity. At any point during the activity they can choose to stop or cancel the activity due to safety concerns. At any time, they can contact the Activity Manager for assistance.
Ratios	Minimum 15 participants, Maximum 20 participants. Staff: 1 Activity Supervisor and 1 Outdoor Specialist

Name	Date	Signature

Specific Task/ Activity	Potential Hazards associated with the specific task/ activity	Risk Score before Controls	Control Measures	Risk Score after controls	Additional Controls Required
Set up and pack up	Carrying or Handling equipment inappropriately causing Manual Handling Injury	4	Staff are aware to only carry what they can safely carry Activity Log Staff can ask for help if required Incident Report Staff Training	5	None
	Slips trips and falls from carrying equipment causing injury	3	Staff are aware to only carry what they can safely carry Activity Log Staff can ask for help if required Incident Report Staff Training First aid kit Enclosed shoes	4	None
	Bites, stings or irritation from plant allergy or animal bite	3	First aid kit Enclosed shoes Staff can ask for help if required	4	None
	Burns from lighting fire	3	Staff are aware and trained how to light fire safely. Incident Report Staff Training	4	None
Participating in Activity	Food Poisoning	4	Camping- Fact sheets for Charities and Community Organizations. Food Standards Australia http://www.foodstandards.gov.au/consumer/safety/fagsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/campingmay2002.aspx	5	None

Specific Task/ Activity	Potential Hazards associated with the specific task/ activity	Risk Score before Controls	Control Measures	Risk Score after controls	Additional Controls Required
			Food Handling Gloves are to be worn by people handling food. Hands are sanitized.		
	Participant/ Staff member slipping/ trip/ walking into/ falling on equipment, Campfire, structure, branches, trees causing injury	3	Monthly Activity and Equipment Checks Appropriate location for activity chosen First aid kit Staff training Enclosed shoes Staff trained in First Aid Appropriate supervision, facilitation and briefing of activity Emergency Procedure Campfire Cooking SOP	3	None
	Damaged or broken equipment causing injury	4	Monthly Activity and Equipment Checks Checking of equipment during set up Not using any broken equipment Returning broken equipment to Activity Office All equipment is labelled	6	None
	Allergic Reaction	3	Allergies are known prior to camp. Activity Manager to check with group regarding Allergies. Activity manager to inform staff of any specific allergies relevant in daily brief. First aid kit Staff training Staff trained in First Aid Emergency Procedure	3	None

Specific Task/ Activity	Potential Hazards associated with the specific task/ activity	Risk Score before Controls	Control Measures	Risk Score after controls	Additional Controls Required
	Burn from fire	3	Monthly Activity and Equipment Checks First aid kit Water at campfire site. Water nearby Staff training Staff trained in First Aid Appropriate supervision, facilitation and briefing of activity Emergency Procedure in place	3	None
	Participant becomes anxious about activity	5	Staff facilitates activities valuing emotional safety of participant Briefing outlines challenge by choice principles	6	None
	Tree branch falling on participant or staff member causing injury or death	2	Monthly Activity and Equipment Checks Appropriate location for activity chosen considering weather Arborist Audit of trees First aid kit Staff training Staff trained in First Aid Emergency Procedure Severe Weather Procedure	3	None

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: 11th August 2018

Date of Review: August 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				
1 Extreme risk; deal with the hazard immediately				
2, 3 and 4 Moderate risk; deal with the hazard as soon possible				
5 and 6 Low risk; deal with the hazard when able.				