

Optimum Experiences Risk Assessment

Optimum Experiences is committed to providing a safe environment for participants, staff and instructors. Risk management is a planned process of taking control of the risks that confront all participants and staff engaged in the activity.

Managing exposure prevents risks from occurring and minimizes the loss and severity should they occur. It involves identifying and assessing the risk, controlling the risk by implementing action plans, and ongoing monitoring, review and modification of the process.

Optimum Experiences can demonstrate that it has taken all practical steps to meet its Statute law obligations.

(principally workplace health and safety legislation) and limit its liability in establishing the correct culture and practices to prevent and/or minimise risk and the potential for loss.

Optimum Experiences has evidence of an integrated Risk Management program which, through its culture and work practices, has actively sought to limit and/or minimise its liability in risk prevention and the potential for loss.

Consequences	PROBABILITY			
	Very Likely (1)	Possible (2)	Unlikely (3)	Rare (4)
Catastrophic (1)	High	High	Substantial	Moderate
Major (2)	High	Substantial	Moderate	Low
Moderate (3)	Substantial	Moderate	Low	Low
Minor (4)	Moderate	Low	Low	Low





Expedition Site Specific Overview

Location;	Coolendel Bush Camp/Morten National Park/Shoalhaven River					
Group size;	Estimated Number	Vehicle Access	Bus Access via Grassy Gully Road, 4wd access Yalwal Creek Road	Toilets/Showers;	Bush toileting and No showers	
Duration;	Of Program	Communications & Channels	UHF Radio (Channel 9), Mobile Phone, Inreach/Satelite Phone	Potable Water	Available from Coolendel, and via water drop drums.	
School Staff In Charge	u	Topographic Maps	Burrier (8928-2N) NSW Topo	Accomodation	Hoochies	
Description	<p>The Coolendel site is located in the Shoalhaven region, at the address 1100 Grassy Gully Rd, Buangla, NSW, 2540 and is a free range public camp ground. This is the starting point for the expedition. The site is a 52 hectare nature reserve boasting 2.5km of river frontage on the Shoalhaven River. The site is surround by eucalypt forest with cleared grassy areas for camping. The site is easy to navigate and all areas are easily supervised.</p> <p>From this location students will be heading out into Morten National Park using MTB, Canoes or hiking as their mode of transport. Participants will be supervised by an Optimum Experiences staff member and teacher assigned to each group throughout the day. The site has two public ammentaties blocks with toilets and showers, one is allocated to participants and the other to staff. The main site is accessable by 2wd vehicles (via Grassy Gully Road). The River and Morten National Park bushwalking areas are accessable by 4wd vehicles (via 4wd access trails).</p>					
Evacuation Options	Severe Weather/Fire	Weather and Fire Danger Rating to be monitored prior and during the program. Acivities altered to suit weather conditions. If evacuation is required the site has Coach access from Grassy Gully Road for large scale evacuation. If the road is cut off by fire, evacuation via river crossing at Budgong and 4wd access to Coolendel Lookout Fire Trail.				
	Flood	Acivities altered to suit weather conditions. If evacuation is required the site has Coach access from Grassy Gully Road for large scale evacuation. In the event of minor flooding canoeing may be cancelled, while the rest of the program continues.				
	Sickness/Injury	In the event of sickness or injury the participant may be evacuated. This will be arranged by the Program Director and School Staff. Parent pick up from the location. Isolation unit available if evacuation is delayed.				
	Medical Emergency	In the event of a medical emergency, emergency services must be contacted for an ambulance evacuation. Participant will be taken to Shoalhaven District Hospital Emergency Department and be accompanied by a School Staff Member and Optimum Staff Member.				
Emergency Contacts	Morten NP Office	(02) 4224 4188	Shoalhaven District Hopital	(02) 4421 3111	General Manager (Joel Stanton)	0401 506 334
	Shoalhaven Fire Service	(02) 4424 4424	Nowra Family Medical	(02) 4408 3050	CEO (Ian Bradburn)	0418 245 726
	Nowra SES Unit	13 25 00	Nowra Police Station	(02) 4421 9699	Coolendel Camp Office	1800 001 080
	Optimum Office	(02) 4886 4541	Emergency Services	000 or 112	Office Manager (Adele Webb)	0418 236 321

RISK MANAGEMENT WORKSHEET – GENERAL

SER	ANALYSE, ASSESS & PRIORITISE RISKS					CONTROL THE RISKS			
	Hazard Type	Potential Consequences	C	P	Risk Rating	Controls	New C	New P	Residual Risk rating
1	Instructor Ability (Qualifications, Experience)	<ul style="list-style-type: none"> Increased exposure to other hazards for OE staff and clients Loss of clientele Equipment damage 	1	1	H	Instructor/s to: <ul style="list-style-type: none"> Be competent and qualified at the appropriate skill level in comparison to client and environment expectations Instructors will perform first aid to their ability and qualification as required 	1	4	M
	Supervision and Ratios	<ul style="list-style-type: none"> Poor supervision and staff to client ratios leading to: <ul style="list-style-type: none"> Clients getting lost Conflict or Injury 	1	1	H	<ul style="list-style-type: none"> Instructors to be trained and assessed in OE SOP's and Australian Adventure Activity Standards (AAAS). Staff rostered on activities and groups to meet all ratio guides provided in the AAAS. All clients/teachers are briefed upon arrival on supervision expectations in free time, evenings and in conjunction with group leaders on program. 	1	4	M
2	Client Ability	<ul style="list-style-type: none"> Increased exposure to other hazards Equipment damage Psychological damage Client complacency 	1	2	H	<ul style="list-style-type: none"> OE staff determine client abilities via medical information and verbal confirmation of previous experience and plan activities accordingly OE instructors adapt activities to reflect client abilities and progressions OE Instructors to implement appropriate instruction and revision as required 	1	4	M
3	Medical Conditions	<ul style="list-style-type: none"> Medical Incident caused by failure to disclose preexisting condition 	1	2	H	<ul style="list-style-type: none"> OE Management will assess clients ability to participate in relevant activities based on information from Medical forms supplied or by verbal confirmation with client and/or relevant Doctor OE instructors brief the importance of informing OE of pre-existing medical conditions if advised upon arrival (Condition not on medical form) OE Instructors to communicate with client/parent/doctor and advise OE Management of outcomes All OE instructors will read the medical forms filled out by the clients OE staff will make plans to accommodate any medical conditions, e.g. carrying second EPI-PEN for allergic shock and jelly babies for diabetic clients 	1	4	M
4	Previous Injuries	<ul style="list-style-type: none"> Re-occurrence of an existing injury 	2	2	S	<ul style="list-style-type: none"> OE instructors brief the importance of informing OE of pre-existing injuries or illnesses. All OE instructors will read the medical forms filled out by the clients. OE personnel will make plans to accommodate any pre-existing injuries or illnesses e.g. walking at a pace which suites a knee injury Client should follow previous doctors recommendations on how to support injury to prevent further damage 	2	4	L
5	Use of private property	<ul style="list-style-type: none"> Loss of future use Damage to property and associated equipment 	2	2	S	<ul style="list-style-type: none"> Permission must be obtained before entering private property by OE management OE staff will be advised of property owner permission when applicable When entering private property OE Staff and clients will always be courteous and obey any land owners requests Property gates and equipment will be left as found OE public liability insurance applies Australia wide on all properties utilised 	2	3	M
6	Interaction with other people	<ul style="list-style-type: none"> Verbal and physical abuse to OE staff and clients Injury to other people Damage to other people's equipment Negative representation of OE 	2	3	M	<ul style="list-style-type: none"> OE staff will minimise interaction with members of the public by organising all activities in areas preapproved by OE Management Members of the public will be given right of way in all situations OE staff will ensure staff and clients interact appropriately with members of the public All incidents with members of the public will be recorded on an incident form If members of the public wish to make any formal complaints OE staff will direct them to the OE Fitzroy falls office 	2	4	L
7	Severe Weather incl. Strong winds and flooding	<ul style="list-style-type: none"> Increased risk of tree fall Loss of equipment Activity adjustment and/or cancellation 	1	1	H	<ul style="list-style-type: none"> OE Management to check weather more frequently when storms predicted. Refer to Field Manual OE Management to keep field staff updated with weather changes during scheduled check ins using UHF Radios, Garmin Inreach, Satelite phones and mobile devices as required, or sooner if severe weather is predicted. Contingency venues and activities planned and put into use when required. Refer to Field Manual and Local Program Notes 	1	4	L

8	Lightning	<ul style="list-style-type: none"> •Electrocution • Activity adjustment and/or cancellation 	1	3	S	<ul style="list-style-type: none"> •OE Management to check weather more frequently when storms predicted •OE Management to keep field staff updated with weather changes •OE staff to follow Lightning procedure. Refer to Field Manual 	2	4	L
9	Heat/Sun Exposure	<ul style="list-style-type: none"> •Heatstroke •Sunburn •Hyperthermia 	2	2	S	<ul style="list-style-type: none"> •Increase water intake by individuals as heat stress increases. •Educate clients in recognition of heat stress and prevention of heat illness •All clients to apply and reapply sunscreen as needed and wear a hat when in open sun. •All OE personnel to be trained and assessed in the treatment of heat illness in the field. •OE Management to keep field staff updated with weather changes • In case of any accident the instructor will follow remote area first aid procedures. 	3	3	L
10	Cold Exposure	<ul style="list-style-type: none"> •Hypothermia 	2	2	S	<ul style="list-style-type: none"> •Ensure all clients have thermal clothing, wind or rain jacket on cool windy days. •Ensure clients are wearing wetsuits if in water on cold days •Education of clients in recognition of signs and symptoms of hypothermia if it is a risk •Ensuring all clients have snack food to reduce the onset of hypothermia. •Monitor physical activity when weather is wet and cold, •All OE personnel to be trained and assessed in the treatment of hypothermia illness in the field. •Check weather report before days activity starts, supplied by BOE. •In case of any accident the instructor will follow remote area first aid procedures. 	3	3	L
11	Wildlife	<ul style="list-style-type: none"> •Injury to the wildlife •Modification to natural behaviour patterns 	3	2	M	<ul style="list-style-type: none"> •All OE instructors will ensure clients know the importance of minimal impact in relevant environments •Storage of equipment and/or food will be briefed by OE instructors if applicable 	3	3	L
12	Animal Bites including snake & spide	<ul style="list-style-type: none"> •Death 	1	4	M	<ul style="list-style-type: none"> •Clients briefed on spider and snake awareness and how to appropriately interact with them. •If a bite occurs, instructor to apply appropriate first aid. First aid kit to be easily accessible at all times. •If the patient's life is at risk, appropriate action is to be taken for evacuation from the nearest evacuation point. •Communication equipment (radio, satellite phone, mobile phone) to be carried and easily accessible at all times. Remote areas or high risk activities require two forms of communication. •All tents must be fully zipped up when left unattended. 	2	4	L
13	Trailer Attaching and Un-attaching	<ul style="list-style-type: none"> •Crush injury •Pinch Injury •Muscle Strain •Runaway trailer •Property damage 	2	2	S	<ul style="list-style-type: none"> OE staff trained and assessed in OE trailer attachment and unattachment •All trailer connections/attachments double checked by second OE staff member •All equipment, ropes & tie downs doubled checked by OE staff •Park trailers on flat ground where possible •Chocking trailer wheels and/or applying brake. •Periodical trailer services. 	2	4	L
14	Vehicular accident	<ul style="list-style-type: none"> •Death •Disability •Broken or fractured bones •Cuts/ grazes •Bruising •Damage to property/equipment. 	1	3	S	<ul style="list-style-type: none"> •Vehicle registered/roadworthy •Drivers appropriately licensed •Driver must not be under influence of alcohol/drugs •Adherence to speed limits •Driver rotation at appropriate intervals •Compliance with D.O.T. Bus accreditation 	3	3	L

RISK MANAGEMENT WORKSHEET – HIKING

SER	ANALYSE, ASSESS & PRIORITISE RISKS					CONTROL THE RISKS			
	Hazard Type	Potential Consequences	C	P	Risk Rating	Controls	New C	New P	Residual Risk rating
1	Loading and unloading packs	•Muscular Sprain/Strain	2	2	S	<ul style="list-style-type: none"> •OE instructors will conduct a briefing on the correct method for lifting heavy objects. •All ropes & tie downs doubled checked by instructors. 	2	4	L
2	Use of Hiking Packs	<ul style="list-style-type: none"> •Muscular Sprain/Strain •Joint injuries •Loss of or damage to equipment 	2	3	M	<p>Instructors</p> <ul style="list-style-type: none"> •Inspect clients packs to ensure they are appropriate for the trip •Ensures clients do not pack excessive equipment to minimise pack weight •Visually inspect each clients pack to ensure it is fitted correctly <p>Clients</p> <ul style="list-style-type: none"> •Briefed on proper pack use including; How to pack a pack, how to fit a pack and appropriate lifting techniques (i.e. always get someone to assist you in putting a pack on) •Clients briefed on the impact of carrying extra weight in their backs.) refer to FPM •Weak leg joints (knee and ankle) to be provided extra support(brace, compression bandage or strapping tape) to prevent injury 	2	4	L
3	Slippery, steep and uneven ground.	<ul style="list-style-type: none"> •Muscular Sprain/Strain •Joint injuries •Broken or fractured bones •Cuts and grazes •Bruising 	2	2	S	<ul style="list-style-type: none"> •All OE instructors will cover the methods for walking in difficult terrain in their safety briefing e.g. using three points of contact on the ground, Bum sliding and assisting one another. •Instructor to maintain group control and position themselves so that they can see the entire group when walking to be able to manage any hazards the group may come across •Instructor to ensure that clients remain on track if there is one, or most suitable path is taken when there isn't a clearly defined track. •If necessary instructor should assist clients in overcoming hazardous obstacles by briefing them on the appropriate way to pass the obstacle and physically assisting them (holding their hand or pack, "spotting" them to prevent them falling over or potentially rigging a hand line.) •If possible instructor to have completed the walk before to be familiar with the hazards present •In case of any accident the instructor will follow remote area first aid procedures. 	3	3	L
4	Getting lost	•Increased exposure to other hazards	2	2	S	<ul style="list-style-type: none"> •If possible instructor to have completed the walk before to be familiar with the route •Instructor to be appropriately qualified and experienced to guide the walk. •Instructor to carry 1:25 000 scale topographic maps covering the entirety of the walk as well as a functioning compass. •If necessary instructor to carry a GPS unit. •Adequate communication to be carried (radio, Satellite phone, 3G mobile phone) to ensure OE and emergency services can be contacted at all times throughout the walk 	2	3	M

RISK MANAGEMENT WORKSHEET – Mountain Bike

SER	ANALYSE, ASSESS & PRIORITISE RISKS					CONTROL THE RISKS			
	Hazard Type	Potential Consequences	C	P	Risk Rating	Controls	New C	New P	Residual Risk rating
1	Loading and unloading mountain bikes	<ul style="list-style-type: none"> •Muscle strain •Crush injury •Spinal +/- Cranial injury •Fall injury 	2	2	S	<p>All Instructors will:</p> <ul style="list-style-type: none"> •Be appropriately trained in OE trailer loading procedures. •Supervise all loading & unloading of mountain bikes <p>Equipment:</p> <ul style="list-style-type: none"> •No staff or clients will stand above a height of 1.8m when loading and unloading bikes (Not above window sills on Troopys) 	2	4	L
2	Trail Riding	<ul style="list-style-type: none"> •Personal injury •Repetitive strain •Rider error •Mechanical failure 	1	3	S	<p>All Instructors Will:</p> <ul style="list-style-type: none"> • one instructor will lead the group. The attending teacher will follow from behind, leaving two group leaders free to move throughout the group offering support. • Along trails, instructors will re-assemble group regularly to perform head counts and client participation •Ensure basic skills and safety issues consolidated at appropriate times throughout the day. •Brief all clients on safety issues relevant to area of operation •Educate clients in road rules and appropriate trail etiquette. •Educate riders in ergonomic use of bikes and bike set up. <ul style="list-style-type: none"> •Instruct clients in falling technique <p>All Clients Will:</p> <ul style="list-style-type: none"> •All clients to wear properly fitted helmet when riding. •All clients to wear Lace-up non slip shoes. No baggy long pants. • Clients to demonstrate basic skills proficiency before commencing ride. • All clients are familiar with universal communication signals (hand and whistle) used on the Trail by instructors. <p>Equipment:</p> <ul style="list-style-type: none"> •Bicycles are in good working order and have been properly maintained. •Bicycle performance is monitored at regular intervals during the days ride. Appropriate maintenance to be carried out as required. •Mountain biking radios must be carried by both instructors in case of emergency and to maintain clear communications while on activity. 	1	4	M

RISK MANAGEMENT WORKSHEET – FLAT WATER EXPEDITION (CANOE / KAYAK)

SER	ANALYSE, ASSESS & PRIORITISE RISKS					CONTROL THE RISKS			
	Hazard Type	Potential Consequences	C	P	Risk Rating	Controls	New C	New P	Residual Risk rating
1	Loading and unloading canoes, kayaks	<ul style="list-style-type: none"> •Muscle strain •Crush injury •Spinal or Cranial injury •Fall injury 	2	2	S	<ul style="list-style-type: none"> •Instructors will be appropriately trained in OE trailer loading procedures. •Supervise all loading & unloading of canoes/kayaks •Implement carrying protocols of 2 people per kayak / 4 people per canoe •No staff or clients will stand above a height of 2m when loading and unloading boats 	2	4	L
2	Slippery/uneven surfaces	<ul style="list-style-type: none"> •Strains/sprains •Cuts/grazes •Broken/fractured bones •Cranial/ spinal injuries 	2	3	M	<ul style="list-style-type: none"> •Instructor to visually check that all clients' footwear is compliant with OE standards and that any laces are tied up. •Clients are briefed on safety issues relevant to moving around the bank/shore pertinent to the area. 	2	4	L
3	Obstacles in the water	<ul style="list-style-type: none"> •Drowning Spinal/cranial injuries •Broken/fractured bones •Dislocations •Strains/sprains •Bruising 	1	3	S	<ul style="list-style-type: none"> •Clients under constant direct supervision by OE staff •All Games will be played where water is deeper than 1.5m or paddle length. 	1	4	M
4	Paddles	<ul style="list-style-type: none"> •Dislocations •Eye injuries •Dental injuries 	2	2	S	<ul style="list-style-type: none"> •Clients briefed on correct paddle use •Clients briefed on importance of holding onto T-grip •Clients briefed on spacing between boats and paddle storage when rafting up 	2	4	L
5	Weather conditions	<ul style="list-style-type: none"> •Drowning •Lost Person •Hypothermia 	1	2	H	<ul style="list-style-type: none"> •All clients must wear a Type 2 or above PFD. The Instructor must ensure it is fitted correctly before commencing activity. •All clients must wear a hat and sunscreen for sun protection. •Clients briefed on relevant rescue techniques for flat water, (including deep water rescue, shoreline empty, etc...) •Clients briefed on paddling area before they enter the water. •Routes are to be planned where clients stay close to shore where possible, minimising movement through open water. •Clients briefed on Universal communication signals (hand and whistle) used on the water by instructors. •Clients under direct supervision by OE staff at all times when in and around water. •Clients briefed on staying together especially when crossing open expanses of water. •Appropriate warm clothing and wind protection must be worn when conditions are cold/windy. •Weather patterns and tidal movements need to be checked regularly by OE staff and instructors updated. If high winds are forecast activity must be altered to suit conditions. •Clients briefed on effective methods for manoeuvring through wind chop and waves to avoid capsize. 	1	4	M
6	Boats (Inc. Motor Boats)	<ul style="list-style-type: none"> •Cranial/spinal injuries •Entrapment •Drowning •Broken/fractured bones •dislocations •bruising 	1	2	H	<ul style="list-style-type: none"> •OE staff to select and provide clients with boats appropriate to their skill and the section of water being paddled. •Clients briefed on boat use, including; how to sit in the boat, circumstances that may cause capsize and exiting a capsized boat. •Clients briefed on how to interact with a boat when they are in the water including rescue techniques. •Group PPE to be highly visible. •Group to stay near shore and out of boating lanes whenever possible. •If crossing a boating lane, cross in a highly visible location, as a close group, and as fast as practical. •Students must stay a maximum of three boat lengths from each other. 	1	4	M

RISK MANAGEMENT WORKSHEET – CAMPING

SER	ANALYSE, ASSESS & PRIORITISE RISKS					CONTROL THE RISKS			
	Hazard Type	Potential Consequences	C	P	Risk Rating	Controls	New C	New P	Residual Risk rating
1	Falling trees/limbs	<ul style="list-style-type: none"> •Death •Spinal injury •Head trauma •Broken bones •Muscular or tendon trauma 	1	2	H	<ul style="list-style-type: none"> •Instructors to educate clients about tree hazards •If possible instructor to ensure all students selects a tent site out of a tree fall zone. Refer to FPM •If not possible, then instructor must assess surrounding trees and ensure students select the most appropriate site available (Taking into account chance of and effects of severe weather). 	1	3	M
2	Toileting	<ul style="list-style-type: none"> •Gastro-intestinal illnesses •Becoming lost 	3	2	M	<ul style="list-style-type: none"> •Use toilet blocks or Port-a-loos where available. •Brief students on bush toileting procedures. Refer to Field Manual •Brief students on use of Hygiene station. •Ensure all students have washed their hands prior to beginning meal preparation. •When setting up a bush toilet, use equipment such as paddles or reflective markers to indicate path to and from the toilet. 	3	3	L
3	Trangia cooking	<ul style="list-style-type: none"> •Burns and scalds •Damage to personal property •Damage to environment. 	2	2	S	<ul style="list-style-type: none"> •All OE instructors will conduct a Trangia safety briefing before any cooking is initiated. The briefing must include the dangers of mentholated spirits and heat conduction in utensils. •A cooking circle must be established and managed by instructor. •A fuel depot must be set up away from the cooking circle (min. 3m) and the instructor must ensure no student removes a fuel bottle from the depot to refill. 	2	4	L
4	Use of Cutting Knives	<ul style="list-style-type: none"> •Cuts •Lacerations 	2	2	S	<ul style="list-style-type: none"> •All knife use will be directly supervised by OE staff •Students will be briefed by OE staff on correct knife use 	2	3	M
5	Campfire	<ul style="list-style-type: none"> •Burns •Smoke inhalation •Damage to equipment/personal property •Splinters •Crush/pinch injuries 	2	2	S	<ul style="list-style-type: none"> •Campfires are to be constructed under the guidance and supervision of a OE instructor. Refer to Field Manual •Fires are to be lit by or under direct supervision of OE instructor. •Fire size, intensity and constituents to be managed by OE instructor. •Client interaction with fire must be managed by OE instructor. •Fires are to be completely extinguished before being left unattended •Limit one fire per group 	2	4	L
6	Movement around campsite at night time	<ul style="list-style-type: none"> •Strains/sprains •Damage to equipment 	4	2	L	<ul style="list-style-type: none"> •Camp must be set up according to protocols to minimise obstacles and facilitate ease of walking around at night. Refer FPM •All clients bring and use torches •Clients briefed on dangers of moving around camp at night 	4	4	L

RISK MANAGEMENT WORKSHEET – Catering

SER	ANALYSE, ASSESS & PRIORITISE RISKS					CONTROL THE RISKS				
	Hazard Type	Potential Consequences	C	P	Risk Rating	Controls	New C	New P	Residual Risk rating	
1	Food poisoning	<ul style="list-style-type: none"> Nausea Vomiting Diarrhea Dehydration • Hospitalization or death in severe cases	2	1	H	<ul style="list-style-type: none"> Use safe food handling techniques. Store food at correct temperatures. Regular hand washing by all OE staff and clients. Hand sanitizer stations at all entry/exit point to dining hall. 	4	4	L	
2	Fire and burns	<ul style="list-style-type: none"> Minor to severe burns Smoke inhalation Potential fire spread Death in severe cases 	1	2	H	<ul style="list-style-type: none"> Regularly check and maintain cooking equipment. Keep fire extinguisher nearby. Fire Blankets located throughout kitchen. OE staff trained and assessed on fire safety. 	3	4	M	
3	Cuts and lacerations	<ul style="list-style-type: none"> Minor to severe wounds Potential infection Possible need for stitches 	2	3	M	<ul style="list-style-type: none"> Store and handle knives and other sharp tools safely. Provide safety training and assessment to OE staff. 	4	4	L	
4	Slips, trips, and falls	<ul style="list-style-type: none"> Sprains or strains Broken bones Head injuries 	2	2	S	<ul style="list-style-type: none"> Keep cooking area tidy and free of obstacles. Regularly clean floors to prevent slip hazards. Good lighting in work areas. 	4	4	L	
5	Allergic reactions	<ul style="list-style-type: none"> Mild rash to severe anaphylaxis Difficulty breathing Hospitalization or death in severe cases 	2	3	M	<ul style="list-style-type: none"> Collect allergy information from all clients prior to their attendance. Have clear labelling and separate preparation areas and utensils for allergenic foods. Clients with severe allergies will wear cloured wrist bands for easy identification from OE staff. 	4	4	L	
6	Improper client food handling	<ul style="list-style-type: none"> Food poisoning Allergic reactions 	2	1	H	<ul style="list-style-type: none"> No client food handling is permitted at any time. OE staff will handle all food. Ristricted access to kitchen area for OE staff only. 	4	4	L	
7	Lack of dietary accommodations	<ul style="list-style-type: none"> Hunger Nutritional deficiencies Allergic reactions Dehydration Heat stroke 	2	2	S	<ul style="list-style-type: none"> Collect dietary preference and restriction information from all clients prior to attendance. Plan menu to accommodate needs. 	4	4	L	
8	Inadequate hydration	<ul style="list-style-type: none"> Decreased performance and cognitive function 	2	1	H	<ul style="list-style-type: none"> Provide adequate and easily accessible water sources. Regularly remind clients to hydrate. 	4	4	L	
9	Exposure to harmful substances	<ul style="list-style-type: none"> Illness Allergic reactions Poisoning 	2	3	M	<ul style="list-style-type: none"> Store and use cleaning products and chemicals safely. Provide training and assessment to OE staff on safe handling. 	4	4	L	
10	Mental stress from dietary changes	<ul style="list-style-type: none"> Anxiety Discomfort Dissatisfaction 	2	2	S	<ul style="list-style-type: none"> Provide balanced and familiar food options. Foster open communication about dietary concerns. 	4	4	L	
11	Improper waste disposal	<ul style="list-style-type: none"> Attraction of wildlife Disease spread Environmental contamination 	2	3	M	<ul style="list-style-type: none"> Establish and enforce waste disposal protocols. Clearly labeled and readily available waste disposal units (bins). Train clients on proper food waste handling. 	4	4	L	
12	Choking	<ul style="list-style-type: none"> Suffocation Death in severe cases 	1	2	H	<ul style="list-style-type: none"> Educate clients on proper food eating sizes and pacing. All OE Staff trained in Remote area First Aid. 	3	4	L	
13	Exposure to extreme weather conditions	<ul style="list-style-type: none"> Heat stroke Hypothermia Illness 	2	2	S	<ul style="list-style-type: none"> Monitor weather conditions Have contingency plans for extreme weather. Provide suitable shelter for eating. 	4	4	L	

RISK MANAGEMENT WORKSHEET – Child Protection

SER	ANALYSE, ASSESS & PRIORITISE RISKS				CONTROL THE RISKS				
	Hazard Type	Potential Consequences	C	P	Risk Rating	Controls	New C	New P	Residual Risk rating
1	Recruitment of inappropriate individuals	<ul style="list-style-type: none"> Child exploitation Sexual abuse Emotional abuse Neglect 	1	2	H	<ul style="list-style-type: none"> Rigorous recruitment process including interviews, reference checks, and background checks. Mandatory NSW Working with Children Check for all OE staff Please reference Section 3.4 Child Safety and Wellbeing Policy 	3	4	L
2	Lack of training in child protection	<ul style="list-style-type: none"> Unrecognized signs of abuse Inadequate response to disclosures Further harm to child 	2	3	M	<ul style="list-style-type: none"> Mandatory child protection training and assessment for all OE staff Regular refreshers on child protection protocols. Please reference Section 3.5 Child Safety and Wellbeing Policy	4	4	L
3	Failure to report suspected abuse or neglect	<ul style="list-style-type: none"> Further harm to child Legal repercussions 	1	2	H	<ul style="list-style-type: none"> Create clear reporting procedures and channels Encourage a culture of vigilance and responsibility Regular audits of adherence to procedures 	3	4	L
4	Breach of privacy	<ul style="list-style-type: none"> Emotional distress Damage to reputation Legal repercussions 	2	2	S	<ul style="list-style-type: none"> Implement stringent data protection protocols Regularly train and assess OE staff on privacy and confidentiality 	4	4	L
5	Inappropriate staff-child relationships	<ul style="list-style-type: none"> Exploitation Abuse Emotional distress to child 	2	2	S	<ul style="list-style-type: none"> Clear boundaries and conduct guidelines Regular supervision of staff Swift action on any concerns raised 	4	4	L
6	Unsupervised access to children	<ul style="list-style-type: none"> Child exploitation Sexual abuse Emotional abuse Neglect 	1	2	H	<ul style="list-style-type: none"> Staff supervision at all times Ratios of adults to children in line with regulations Security measures in place 	3	4	L