

Risk Assessment and Management for Unigames Camp 2014

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1 Risks

		LIKELIHOOD					
		A Practically Impossible	B Not likely to occur	C Could occur or I've heard of it before	D It is known to occur or "it has before"	E Common or occurs frequently	
C O N S E Q U E N C E S	1	First Aid Injury	Low	Low	Medium	Medium	High
	2	Medical treatment injury	Low	Medium	Medium	High	Extreme
	3	Lost Time Injury less than 7 days	Medium	Medium	High	Extreme	Extreme
	4	LTI > 7 days PTD or fatality	Medium	High	Extreme	Extreme	Extreme
	5	Multiple PTD or fatalities	High	High	Extreme	Extreme	Extreme

	Low – Monitor and manage
	Medium – Monitor and maintain strict measures
	High – Review and introduce additional controls to lower the level of risk
	Extreme – Do not proceed – Immediately introduce further control measures to lower the risk. Re assess before proceeding

Risk	Control Strategies	Likelihood (A-E)	Consequence Rating (1-5)	Risk Rating	Resources Required	Person Responsible
Venue not available due to storm/flooding	Cancel Event	B	2	L	\$400 deposit	Jon Van Buren
Minor Injury (cuts, bruises, splinters etc)	Monitor, ensure attendees know what they are doing. Provide first aid	D	1	M	First Aid Kit	First Aider On Duty
Moderate Injury (severe cut etc)	Monitor, avoid situation, ensure competence	C	2	M	Car	First Aider On Duty
Major Injury (Fractured Arm etc)	Monitor, No activities with this as a possible risk permitted. Call Ambulance.	B	3	M	Phone Ticketing	First Aider On Duty
Sexual Assault on Campers	High visibility of attendees bar staff avoid allowing intoxication	A	4	M	none	Jon Van Buren
Intoxication	Approved Manager + RSA bar staff, control alcohol.	C	2	L	Water Cooler	Jon Van Buren Steven Correia Bar Staff
Service of alcohol to underage camper	Approved Manager + RSA bar staff, control alcohol. Wristbands marking under and over age attendees	B	3	M	Padlock. Markers, Wristbands, Ticketing	Jon Van Buren Steven Correia Bar Staff
Staff unavailable for duty	Back up staff	C	1	L	none	Jon Van Buren
Staff unable to attend camp	Backup train person in all positions, ticketing sold to staff	B	1	L	none	Jon Van Buren
Nonstudents causing problems	Do not allow unknown attendees	A	2	L	Wristbands Ticketing	Jon Van Buren
Food Poisoning	Refrigeration, Cleaning of kitchen area, well trained camp cooks.	B	2	L	cleaning products, eskies, icepacks	Steven Correia Rowan Ashwin
Sun Exposure	Sunblock/free water provided	A	1	L	Sunblock	Jon Van Buren
Fire	Fire pit kept clear, smoking not permitted	A	4	M	Rake (provided)	Jon Van Buren
Bullying/Harassment	Camp organizers understand harassment policy. Open visibility. “Don’t Be Dicks” marketing campaign	B	2	M	none	Jon Van Buren
Damage to Property	Ticketing marked informing attendees that they will be charged for damages. Not a “roudy” event, alcohol controlled	B	2	M	Ticketing	Jon Van Buren
Noise Complaints	No large speakers permitted to be used. Isolated area	A	2	L	—	Jon Van Buren

1.1 Venue not available due to storm/flooding

Likelihood: B

Consequence: 2

Risk Rating: L

Person Responsible: Jon Van Buren

In the event of serious weather, the camp will be canceled. Tickets will be refunded. Weather reports will be checked with the long range forecast, and the weekly forecast prior to the event. If the camp has to be canceled, it will be done before significant costs (largely food related) are incurred. There may be some issue regaining the deposit. However this is not currently clear.

1.2 Minor Injury (cuts, bruises, splinters etc)

Likelihood: D

Consequence: 1

Risk Rating: M

Person Responsible: First Aider on duty

Minor injuries are not unlikely, but are not going to be of server concern. Camp leaders will ensure that people engaging in potentially dangerous activities – cooking, cutting firewood etc, are competent in the tasks they are undertaking. In the event of a minor injury, there are always two qualified first aiders on duty, with the first aid kit borrowed from guild.

1.3 Moderate Injury (Serious cuts etc)

Likelihood: C

Consequence: 2

Risk Rating: M

Person Responsible: First Aider on duty

If it is more significant, for example a cut on rusted metal, then a Duty First Aider, or anther camp organizer (such as the Second In Charge), who will be sober, aware and possessing of drivers license will drive the affected attendee to the nearest hospital for treatment. Directions will be kept in the emergency grab pack (which will also contain medical forms).

Such situations will be avoided by the camp organisers doing a visual sweep of the site looking out for risk situations like rusted edges, sharps and other hazards prior to the camp attendees arriving.

1.4 Major Injury (Fractured Arm etc)

Likelihood: A

Consequence: 3

Risk Rating: M

Person Responsible: First Aider On Duty

Major injuries are very unlikely. No activities which have them as a possible outcome will be permitted. Camp organizers will direct participants to cease any activity which they perceive as having such danger, until further risk assessment can be conducted and the safety ensured. In the event of such an emergency ambulance will be called. While waiting for the ambulance the afflicted attendees medical details will be retrieved from the emergency grab pack. A camp organizer will accompany the ambulance. This camp organizer will contact the emergency contact from the ticketing.

1.5 Sexual Assault on Campers

Likelihood: B

Consequence: 4

Risk Rating: M

Person Responsible: Jon Van Buren

All actions will be taken to ensure against Sexual Assault. Single sex dorms will be available for both sexes. All under 18s will be required to be in these single sex dorms. It will be made clear to other attendees that they are also welcome. No mixed set dorms will be allowed with only 2 people in it. The camp site has very high visibility and consist of the large dorms, kitchen, and open grassed outdoors area. There is very little privacy for anything untoward to happen.

As well, indoxication will be avoided (see below), ensuring people remain aware of there situation.

1.6 Intoxication

Likelihood: C

Consequence: 2

Risk Rating: M

Person Responsible: Jon Van Buren, Steven Correia, Bar Staff

Over 18 year old camp attendees may bring there own alcohol. This will be marked with their name, and surrendered to the Camp Leaders at the start of the camp. It will be reissued to them, one beverage at a time, during the bar times, by our RSA trained camp staff. Outside of bar times it will be kept in a locked fridge. At the end of the came any left overs will be returned to its owner.

The bar will be staffed each night by either Jon or Steven, both of whom whole Approved Manager bar qualifications, and one other RSA holding camp leader. They will follow the guidelines they have been trained with, and not serve alcohol to intoxicated persons.

Water will always be clearly available from a water cooler during the camp. During bar times the bar staff will monitor it to ensure its freshness and fullness.

Snacks will be provided to help attendees space their drinks.

Alcohol will not be served before dinner, so no one will be drinking on an empty stomach.

Drinking Games, skulking contests, shots/shooters will not be permitted.

This is not a drinking event. The focus of the event is around the playing of board games, and other such traditional games as defined by the Objectives of Unigames. Alcohol is being allowed in this relaxed setting, it is not the focus of the setting. Over indulgence in alcohol to the extent people can not participate in the gaming will not be allowed.

1.7 Service of alcohol to underage campers

Likelihood: B

Consequence: 3

Risk Rating: M

Person Responsible: Jon Van Buren, Steven Correia, Bar Staff

As mentioned alcohol will be kept in a locked fridge, outside of bar times. Inside bar times it will only be available through the trained bar staff. The under age attendees, and the over 18 attendees will be marked with two different arm bands. In addition all camp organizers, including bar staff, will be made personally aware of who the under 18s are.

Any attendee found providing alcohol to under 18s will be expelled from camp. (If for example they had brought extra alcohol and hidden it in their bags.)

Any under-aged attendee found in possession of, or having consumed alcohol, will also be expelled.

Attendees are made aware of these rules via the ticketing.

The guardians of under 18s are informed via the permission to attend paperwork that if their child is found to have consumed/in possession of alcohol then they (the guardians) will be required to arrange for the collection of their child home. It is thus expected that the parents/guardians will ensure that their spawn understands that we are not messing around with our alcohol policy. Thus the parents/guardians will help ensure their offspring do not attempt to 'sneak' alcohol.

1.8 Staff unavailable for duty

Likelihood: C

Consequence: 1

Risk Rating: L

Person Responsible: Jon Van Buren

Many of the risk management strategies call for Duty Staff to leave the site – for example to take someone to hospital.

It also may occur that the Duty Staffer ends up unable to respond to a risk on themselves.

Against this risk there is always two first aiders scheduled for duty and a Approve Manager (& RSA) and a RSA holder on all bar duties.

In the event one of the two Staff member is rendered unable to continue in their role, one of the additional off-duty staff members will be called upon to take their place.

We have multiple redundant staff members for all roles. Many of these staff members will be remaining aware and ready for duty even when off duty.

1.9 Staff Unable to Attend Camp

Likelihood: B

Consequence: 1

Risk Rating: L

Person Responsible: Jon Van Buren

As mentioned there are plenty of back up staff members provisioned, so while this may happen, the consequences will be minor.

Furthermore as all staff are paying for tickets – they are still attendees as well, they have a strong incentive to inform the camp organisers prior to the event if they can not make it. Under most circumstances tickets will not be refunded. Especially without prior warning.

1.10 Nonstudents causing problems

Likelihood: A

Consequence: 2

Risk Rating: L

Person Responsible: Jon Van Buren

The camp is restricted to Unigames members. Furthermore, tickets will not be sold to non-renewing members who join after the 1st of May 2014. This camp is for the Unigames community. Members will not be allowed to invite friends from outside the club. Some older members who are no longer students at UWA may attend. It is expected this number will be quite low, less than 10 people. These non-student members who will be allowed to purchase tickets are long well established “pillars of the community”, and are the least likely people to cause trouble.

1.11 Food Poisoning

Likelihood: B

Consequence: 2

Risk Rating: L

Person Responsible: Rowan Ashwin, Steven Correia

Improper food handling can lead to food poisoning. For this reason proper food handling will be observed. The kitchens will be supervised the Rowan Ashwin and Steven Correia who are both experienced cooks with appropriate understanding of food safety. The kitchen, cutlery, crockery and pots and pans will be cleaned between meals.

Cold food will be transported during the short journey (<1 hour) to the site in eskies, with icepacks.

1.12 Sun Exposure

Likelihood: A

Consequence: 1

Risk Rating: L

Person Responsible: Jon Van Buren

Sun exposure is a very unlikely issue on this camp. It will be held in winter. Most events will be indoors. Just incase out more sunsensitive members are endangered sunblock will be provided. Water will, as always, be available to them from the water cooler.

1.13 Fire

Likelihood: A

Consequence: 4

Risk Rating: M

Person Responsible: Jon Van Buren

Fire Risk is very low for the camp. The camp has a outdoors fire pit. It is well away from the buildign and in well cleared area. Prior to the lighting of the fire camp organizers will rake the area, to remove any leaf litter etc. Camp organizers will monitor the size of the fire, and ensure that it does not become overly large or out of control.

There is also a very small indoor fireplace, when in use the area around it will be kept clear. Similar precautions will be observed to the main fire.

The camp site is equipped with fire fighting equipment and alarms. The camp organizers will be familiarized with location of these prior to the other attendees arriving.

In the event of a fire the fire department will be called and the hall will be evacuated to the marked evacuation point in the clearing outside.

Smoking will be forbidden as per campsite rules.

1.14 Bullying/Harassment

Likelihood: B

Consequence: 2

Risk Rating: M

Person Responsible: Jon Van Buren

Camp organizers are expected to ensure that the camp remains an enjoyable event for everyone. This means ensuring no one is harassed or bullied. Camp organizers are made well aware of what constitutes harassment, prior to the camp (From reading materials such as <http://www.hr.uwa.edu.au/policies/policies/conduct/bullying>). Attendees of the camp are informed that if they ever feel harassed they may speak to any camp organiser who they feel comfortable speaking to – be it a committee member, first aider, bar staffer or gatekeeper who will help deal with the issue.

Unigames is a friendly community. Over the last three years a concerted effort known as the “Don’t be Dicks” campaign has encouraged club members to be good to each other. We expect that to continue at camp.

1.15 Damage to Property

Likelihood: B

Consequence: 2

Risk Rating: M

Person Responsible: Jon Van Buren

Damage to the Campsite is not expected. Attendees are informed via the ticketing that any repair cost relating to damage to the property will be passed on the them. The event will not be rowdy. As covered about alcohol will be controlled.

1.16 Noise Complaints

Likelihood: A

Consequence: 2

Risk Rating: L

Person Responsible: Jon Van Buren

Camp Leshanalties reserves the right to evict any campers making loud noise after 11pm. However as the campsite is quiet large and isolated, a noise would have to be extremely loud to constitute a problem there. No large speakers will be permitted for use at the camp, as it will distrube the ability of our members to play games, and to sleep. We will not have the equipment to produce noise loud enough to incur problems.