

Risk Assessment and Management for UniGames Camp 2015

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1 Risks

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, Contact guests via email and phone, Contact camp to put up 'cancelled' sign	B	2	L	\$400 deposit	Sarah Lewis
Minor Injury (cuts, bruises, splinters etc)	Monitor, ensure attendees know what they are doing. Provide first aid Cover cables	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, Camp Organizers
Sexual Assault on Campers	High visibility of attendees bar staff avoid allowing intoxication	A	4	M	none	Sarah Lewis
Intoxication	Approved Manager and RSA bar staff, control alcohol	C	2	L	Water cooler	Sarah Lewis Steven Correia Bar Staff
Service of alcohol to underage camper	No underage persons will be allowed to attend camp	A	3	M	Ticketing	Sarah Lewis
Staff unavailable for duty	Back up staff	C	1	L	none	Sarah Lewis
Staff unable to attend camp	Backup trained person in all positions, ticketing sold to staff	B	1	L	none	Sarah Lewis

Nonstudents causing problems	Do not allow unknown attendees	A	2	L	Ticketing	Sarah Lewis
Food Poisoning	Refrigeration, Cleaning of kitchen area, well trained camp cooks.	B	2	L	cleaning products, eskies, ice packs, fridge	Ruisi Chen, Steven Correia
Sun Exposure	Sunblock/free water provided	A	1	L	Sunblock, water cooler	Sarah Lewis
Fire	Fire pit kept clear, smoking not permitted	A	4	M	Rake (provided)	Sarah Lewis
Bullying/Harassment	Camp organizers understand harassment policy. Open visibility.	B	2	M	none	Sarah Lewis
Damage to Property	Ticketing marked informing attendees that they will be charged for damages. Not a "rowdy" event, alcohol controlled	B	2	M	Ticketing	Sarah Lewis
Noise Complaints	No large speakers permitted to be used. Isolated area	A	2	L	---	Sarah Lewis
Cars being parked	Car parking area away from activities Attendees advised to remain away Speed limit	B	3	M	Attendee info Signs	Sarah Lewis
Emergency Evac	Camp Lesch's evac plan Attendees aware of exits and meeting area	B	5	H	Attendee info Info centre Signs Posters	Sarah Lewis Jen van den Avoort
Waste Disposal	Rubbish bags Bags not over-filled Full bags in skip	B	2	M	Rubbish bags	Sarah Lewis Ruisi Chen

1.1 Venue not available due to storm/flooding

Likelihood: B

Consequence: 2

Risk Rating: L

Person Responsible: Sarah Lewis

In the event of serious weather, the camp will be cancelled. 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 cancelled, it will be done before significant costs (largely

food related) are incurred. There may be some issue regaining the deposit, but UniGames will deal with the cost of this.

Guests will be contacted via email and the phone numbers provided by them on sign-up. Messages will also be put up on the Facebook page and event. Camp managers will be contacted via phone and email to request that a 'UniGames Camp Cancelled' sign be placed at the venue for anyone who does arrive.

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 severe concern. Camp leaders will ensure that people engaging in potentially dangerous activities such as cooking or cutting firewood are competent in the tasks they are undertaking. In the event of a minor injury, there will always be one qualified first aider on duty, with another trained individual as back up should the first aider on duty become unavailable. The first aiders will have access to the first aid kit borrowed from guild.

Guest code-of-conduct will outline safe and appropriate behaviour.

1.3 Moderate Injury (Serious cuts etc)

Likelihood: C

Consequence: 2

Risk Rating: M

Person Responsible: First Aider on duty

If a more significant injury occurs, for example a cut on rusted metal, then the on-duty first aider or one of the two sober camp organizers (who are possessing of driver's 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 organizers 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, Camp organizers

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: Sarah Lewis

All actions will be taken to ensure against Sexual Assault. Single sex dorms will be available for both sexes. No shared dorms will be allowed to contain 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.

Camp leaders have done the sexual assault training with the UWA student guild.

Undue Intoxication will be avoided (see below), ensuring people remain aware of their situation.

Any intoxicated guest will be taken care of and monitored by a camp leader to ensure they are not taken advantage of.

1.6 Intoxication

Likelihood: C

Consequence: 2

Risk Rating: M

Person Responsible: Sarah Lewis, Steven Correia, Bar Staff

Camp attendees, who will all be over 18, may bring their 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 designated drinking hours (18:00-0:00) 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 leftover beverages will be returned to their owners.

The bar will be staffed each night by Steven, who has Approved Manager bar qualifications, and one other RSA holding committee member. 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 a 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 cannot participate in the gaming will not be allowed.

Guests may only bring beer, wine, cider, and premixed drinks. As the rate at which they will be served back by an RSA will not exceed 3.5 drinks per night, guests will be reminded that they should only bring a maximum of 10 standard drinks to camp.

1.7 Service of alcohol to underage campers

Likelihood: A

Consequence: 3

Risk Rating: M

Person Responsible: Sarah Lewis

No underage persons will be permitted to attend this camp. When individuals sign up for camp their proof of age ID will be required to be witnessed by the committee member signing them up.

1.8 Staff unavailable for duty

Likelihood: C

Consequence: 1

Risk Rating: L

Person Responsible: Sarah Lewis

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 to themselves.

To account for this risk there will always be two first aiders present at the camp location and a Approve Manager (& RSA) and a RSA holder on all bar duties.

In the event one of the two staff members 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 spare 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: Sarah Lewis

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 also camp attendees,- they have a strong incentive to inform the camp organisers prior to the event if they cannot 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: Sarah Lewis

The camp is restricted to Unigames members. Furthermore, tickets will not be sold to non-renewing members who join after the 13th of June 2015. 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-term, well-established “pillars of the community”, and are very unlikely to cause trouble.

We record the government issued proof of identity (such as driver’s licence information) that non-student club members are required to show to the committee member who signs them up to camp.

1.11 Food Poisoning

Likelihood: B

Consequence: 2

Risk Rating: L

Person Responsible: Ruisi Chen, Steven Correia

Improper food handling can lead to food poisoning. For this reason proper food handling will be observed. The kitchens will be supervised by Ruisi Chen and Steven Correia who have both been employed in food preparation roles outside of the club, and have received appropriate food safety training. The kitchen, cutlery, crockery and pots and pans will be cleaned between meals.

Cold food will be transported during the journey (less than an hour by car) to the site in eskies, with icepacks.

1.12 Sun Exposure

Likelihood: A

Consequence: 1

Risk Rating: L

Person Responsible: Sarah Lewis

Sun exposure is a very unlikely issue on this camp. It will be held in winter. Most events will be indoors. However, for the benefit of our more sun-sensitive members, 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: Sarah Lewis

Fire Risk is very low for the camp. The camp has a outdoors fire pit. It is well away from the building 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 firefighting equipment and alarms. The camp organizers will be familiarized with location of these prior to the other attendees arriving. The location of these supplies is also marked on the map in the information pack given to attendees.

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: Sarah Lewis

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, or bar staffer who will help deal with the issue.

Unigames is a friendly community. Over the last four 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.

Guests will be provided with a code-of-conduct prior to signing up for camp.

1.15 Damage to Property

Likelihood: B

Consequence: 2

Risk Rating: M

Person Responsible: Sarah Lewis

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 previously mentioned: alcohol will be controlled.

1.16 Noise Complaints

Likelihood: A

Consequence: 2

Risk Rating: L

Person Responsible: Sarah Lewis

Camp Leschenaultia 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. No large speakers will be permitted for use at the camp, as it will disturb 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.

1.17 Cars being parked

Likelihood: B

Consequence: 3

Risk Rating: M

Person Responsible: Sarah Lewis

Attendees will be made aware in the information pack provided to the prior to camp where the designated parking area is and that the speed limit on the dirt road approaching is 5km/hour. No activities will take place near the parking area, and attendees will be advised not to loiter around the vehicles during the camp. Signs will also be present to identify the parking area.

1.18 Emergency evacuation

Likelihood: B

Consequence: 5

Risk Rating: M

Person Responsible: Sarah Lewis

Attendees will be made aware in the information pack provided to the prior to camp what the emergency evacuation policy is. Information regarding exits and meeting location in the event of an evacuation will be present in all dormitories and toilets. The evacuation muster point will be signed for the duration of the camp. In the event of an evacuation Camp leaders are tasked with checking that dorms and toilets are clear of attendees.

1.19 Waste Disposal

Likelihood: B

Consequence: 2

Risk Rating: M

Person Responsible: Sarah Lewis, Ruisi Chen

UniGames will provide many large bin bags which will be tied when full (at least once after every meal) and removed to the rubbish skip outside the hall. Bins will be inspected by Ruisi and Sarah to ensure they are not over-filled.