

Warrambui Risk Management Plan – Venue

Venue Name: Warrambui Retreat and Conference Centre
 Location: 322 Greenwood Road, Murrumbateman NSW 2582
 Phone Number: (02) 6220 1000 Fax Number: (02) 6220 1001
 Web Address: www.warrambui.com.au Email: office@warrambui.com.au
 Insurance: Warrambui has public liability cover



Overview

Personal Protection Requirements	No specific clothing items are required by Warrambui We request that all guests wear footwear in dining areas at all times We recommend that guests wear covered footwear and hats when outdoors We recommend that guests apply and reapply sunscreen when outdoors Extra supplies of sunscreen are available from the office
Supervision/Services	On arrival, the Group Contact Person is given an introductory welcome and summary of boundaries, safety and emergency procedures. The group contact is to ensure guests are briefed on required matters (Warrambui will happily brief the group if requested) Leaders/Teachers/Parents are responsible for the supervision of children while on site at all times General bush safety awareness is also refreshed during the introductory welcome
Access	Warrambui facilities have wheelchair access A number of disabled toilets and showers are available
Emergencies	Warrambui has emergency procedures in place Warrambui staff are trained to deal with site specific emergency situations
First Aid	First aid kits are available from the Office or Duty Manager The site is completely accessible via walking tracks. Most areas of the walking tracks are also accessible by 4WD The majority of Warrambui staff are also first aid trained

Detail

Venue/Location	Age Group Affected	Staff Accreditation/ Competence	Potential Risks	Control Strategies
General (Security)	All ages	Staff trained in Visitor Policy Staff trained in Building Security Policy	Unknown person walking on site Loss of property Assault Child protection related incident	Employees have current Working With Children Checks Warrambui has a Child Protection Policy in place; and will report issues as required as well as to your group contact person Staff are easily identified by clear logos displayed on uniforms or badges All visitors of guests are required to report to the Group Contact Person at the start of their visit, and encouraged to report to the Office For the Village and Cube: Group Contact Persons are given keys to allow locking of facilities if preferred When multiple groups are on-site, groups are asked to refrain from intruding on the other site
General - Bushfire (seasonal hazard)	All ages	Staff trained in Bushfire Plan	Need for evacuation of guests Loss of property Burns or smoke inhalation from fire	Warrambui has a designated refuge building on-site for use if required Warrambui monitors the fire danger during the fire season Severe fire rated days – Warrambui recommends that groups consider ensuring they have sufficient transport available, in case of evacuation, while they are on site Extreme fire rated days – Warrambui strongly recommends that groups ensure they have sufficient transport available, in case of evacuation, while they are on site Catastrophic fire rated days – Due to the age range of guests, and complexity for teachers/leaders, it is Warrambui policy to evacuate the site on any Catastrophic fire rated day, even when there is no fire threat. Warrambui will seek suitable meals and alternative accommodation if this becomes necessary Local RFS facilities are on site at Warrambui and are briefed weekly during the fire season regarding guests at the site
General (Whole Site)	All ages	Warrambui holds all approvals required to operate Member of “Christian Venues Association” A non-profit arm of the Lutheran Church of NSW	Injury due to OH&S issues	Warrambui maintains public liability insurance Warrambui has a commitment to managing OH&S issues Warrambui holds all approvals required to operate
General Environmental (Whole Site)	All ages	Warrambui staff trained in first aid Staff aware of regulations regarding protection of environment and people	Interference by visitors with the flora and fauna on site Injury to visitors from flora and fauna on site	Group Contact Persons are provided with appropriate instructions regarding protection of flora and fauna and seasonal risks, as part of the Safety Briefing

Please note that the information provided above was current at time of printing. It has been provided by Warrambui to assist teachers and supervisors in their risk management planning for camps, excursions and activities. If further information is required, please contact Warrambui.

Bonded (non-friable) asbestos located in the Dome facility (Chrysotile), and at other locations at the site (risk rated low to minor)	All ages	Asbestos Awareness trained staff to respond to any potential incident	Potential for asbestos exposure	Asbestos Management Plan and protocols in place including access to expert advice and specialist handling services if required Group Contact Person briefed to advise duty manager immediately if building damage occurs, as part of the Safety Briefing
Roads (on site)	All ages	Staff trained in appropriate movement around site	Struck by vehicle whilst crossing road	Speed limit across the site is 25 km/h Speed limit in areas where children play and congregate is limited to 15 km/h Speed limit around the Village is 5km/h Staff monitor traffic compliance Visitors are directed to park in specified areas Warrambui vehicles are only operated by licensed staff/volunteers and in accordance with all road rules
Vehicle transportation to and from Warrambui (e.g. in emergency situations such as transport to a hospital)	All ages	Staff have training and licences for any vehicles they drive	Vehicle faulty Vehicle accidents Struck by vehicle during boarding or departure	Those arranging vehicles to ensure vehicle operators hold appropriate licenses and insurance Participants must stay seated throughout travel and use seatbelts Ensure participants enter & exit vehicle in a safe manner Parents, Teachers or Leaders to ensure guests/students are safely out of the way before any vehicle movement First aid kits located in Warrambui vehicles First aid kits to be taken in private vehicles if used to transport guests
Dining Rooms/Lounges/Meeting Areas	All ages	Staff trained in appropriate movement around site	Falling over Hot water burns Trips, slips and falls Falling down stairs in centrum	Group Contact Person is briefed that there should be "no running in and around the building" Boiling water taps are signed and have safety switches to prevent accidental use. Higher safety switch setting are used for primary school aged groups Centrum area has clearly identified stairs with handrails for safe access. Group Contact Persons are briefed not to use the seating as entry/exit access
Recreational Facilities/Basketball Court/Obstacle Course/Playgrounds	All ages	Warrambui staff trained in equipment use	Injury from Tripping, falling Over or running into objects Faulty equipment causing injury	Equipment and facility is inspected regularly and maintained Equipment is kept in good order Group Contact Persons may have access to equipment if requested Warrambui requires adult supervision of all recreational activities The Obstacle Course is only to be accessed when supervised by Warrambui staff.

Site Infrastructure / Maintenance Area / Shed	All ages	Qualified maintenance staff The use of licensed insured tradesmen where necessary Building Security Policy	Injury due to unsupervised access Tripping over tools or maintenance area Faulty equipment Hazardous material incident	Group Contact Persons are briefed as to the out of bounds areas and provided with a map of the site, including out of bounds areas Warrambui promotes a safe working environment Tools are stored in maintenance sheds or locked areas. The workshop and tool/chemical storage areas are locked when not in use. Warrambui has secured, designated chemical stores
Kitchens	All ages	Safe food handling - all kitchen staff have safe food handling training Food safety protocols are in place	Burns and knife injuries Allergies Anaphylaxis	The kitchen does not use nuts The kitchen does not use latex Menu can be adjusted for other food allergies. A minimum 48 hours notice is required for anaphylactic allergies to be managed appropriately Sign-off process for distribution of special dietary meals Guests are not permitted into the kitchens Kitchens are locked when not staffed

Warrambui Risk Management Plan – Programs

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Overview

Personal Protection Requirements	<p>Group Contact Persons are briefed on Bush Safety commensurate with each activity at the start of the activity Teachers, Leaders or Parents are reminded to encourage children to:</p> <ul style="list-style-type: none"> • take water bottles to activities and drink during activities • apply and reapply sunscreen <p>We recommend that guests wear covered footwear and hats when outdoors We recommend that guests apply and reapply sunscreen when outdoors Extra supplies of sunscreen are available from the office</p>
Supervision/Services	<p>At the start of each program, Groups are given an introductory welcome and summary of program boundaries, safety and emergency procedures; commensurate with each activity, at the commencement of the activity Leaders, Teachers and Parents are responsible for the supervision of children while on site at all times, including providing supervisory assistance during each program</p>
Access	<p>Warrambui facilities have wheelchair access A number of disabled toilets and showers are available</p>
Emergencies	<p>Warrambui has emergency procedures in place Warrambui staff are trained to deal with site specific emergency situations Bell ringing and boundary walking is utilised in the event that a guest becomes lost</p>
First Aid	<p>First aid kits are available from the Office or Duty Manager The site is completely accessible via walking tracks. Most areas of the walking tracks are also accessible by 4WD. The majority of Warrambui staff are also first aid trained – first aid trained staff are always accessible when programs are being run All programs staff carry a first aid kit</p>

Detail

Programs/Activities	Recommended Age Group/ Fitness Level	Staff Accreditation/ Competence	Potential Risks	Control Strategies
Archery	Year 2 and up	All staff are trained in the use of archery equipment First Aid trained staff always present at the archery range	Injury from being hit with arrow Injury from walking into arrow or while taking an arrow out of a target Participant turns around with a loaded bow Bow string hitting arm Injury from falling over onto arrow when retrieving Dehydration Sunburn	Covered footwear must be worn Instructor conducts a safety briefing and demonstration prior to commencing activity No more than 6 students at a time are to use the bows Spectators are required to sit in a safety zone behind the archers Students are not to enter the archery field without staff permission
Wool Education	All ages	Experienced shearer leading the program	Sunburn Falling off tiered seating Falling over or accident on the way to or at the shed Injury from sheep (e.g. bites)	Warning provided instruction on seating, rules and boundaries Students are coached on the use of 'style' for fence crossing Sheep kept in fenced areas Sheep are hand tamed Feeding is undertaken under supervision

Bush Art	All ages	Trained program staff running activities	Tripping Injury caused by sticks on walking areas Dehydration Sunburn Snake/insect bite	Instructor briefs participants, including establishing boundary zone for program. Materials are sourced by staff and set-out for participants to prevent disturbing of the environment and risk of bites/stings.
Initiatives – Problem solving activities	Year 2 and up	Trained program staff running activities	Tripping Falling over Running into objects (blindfolded) Dehydration (if outside) Sunburn (if outside)	Instructor briefs participants and instructs safe use of equipment Instructor briefs participants on safe guiding of blindfolded persons; and re-briefs at each change over Equipment is checked and maintained on a regular basis
Survivor Programs Mission Survivor	Upper Primary and up	Trained program staff running activities	Tripping Injury caused by sticks on/over walking areas Falling off equipment Dehydration Sunburn Snake/insect bite	Instructor briefs participants on safe use of equipment and conduct of activities Tracks are inspected regularly Warrambui staff spot each activity with the assistance of Parents, Teachers or Leaders (briefing provided) Equipment is checked and maintained on a regular basis
Orienteering Bushwalks Creation Walk (Junior Primary also) Treasure Hunt (Junior Primary also) Frisbee Golf Stations of the Cross (Year 4 and up) – may be self run	Year 2 and up	Trained program staff running activities.	Students getting injured during the activity Students getting lost Dehydration Sunburn Snake/insect bite Hit by vehicle when walking on the road Nail or thorn injury (Stations of the Cross)	Covered footwear must be worn Instructor conducts safety briefing, including establishing boundary zone for program Students provided with maps Discussions with children during the walks
Obstacle Challenge	Year 2 and up	Trained program staff running activities.	Students falling and getting injured during the activity Dehydration Sunburn Rope burn	Covered footwear must be worn Instructor conducts safety briefing before commencement of program, and each activity Equipment is checked and maintained on a regular basis Warrambui staff spot each activity with the assistance of Teachers or Leaders where required (briefing provided)

Campfire (Self Run)	All ages (but adults must supervise)		Students getting injured Students getting burned during the activity Students getting lost	Covered footwear must be worn It is recommended that participants wear low flammable clothing Warrambui will set and light the fire, and hand over to the Group Contact Person (or as advised) Teachers or Leaders responsible for supervision Hose kept in close proximity, suitable for fire dousing <i>Fire must be fully out before departing the fireside (unless requested by Warrambui staff)</i>
Campfire (Warrambui Run)	All ages	Trained program staff running activities Staff trained in fire safety	Students getting injured Students getting burned during the activity Students getting lost	Covered footwear must be worn It is recommended that participants wear low flammable clothing Instructor conducts safety briefing before commencement of activity Explanation of rules and setting of boundaries prior to commencing activity Supervision of activity by Teachers or Leaders Warrambui staff carry first aid backpack Hose kept in close proximity, suitable for fire dousing.
Open Space Areas Basketball Courts Beach Volleyball (including use during free time)	All ages	First aid kits are available from the Office	Students getting injured during or on the way to and from the activity Sunburn Dehydration	Explanation of rules, safety and setting of boundaries prior to commencing activity (when activity is led by Warrambui) Supervision required by Teachers or Leaders (during free time or during group led activities)
Night Hike Star Gazing	All ages All ages	Trained program staff running activities	Tripping due to limited vision Injury caused by sticks on walking areas Students getting lost Snake/insect bite	Covered footwear must be worn Instructor briefs participants on safety and safe use of equipment Tracks are inspected regularly Torches used for vision Supervision of use of equipment by Parents, Teachers or Leaders
Web of Life	Upper Primary	Trained program staff running activities	Tripping Injury caused by sticks on/over walking areas Falling off equipment Hit by car when walking near the road Dehydration Sunburn Snake/insect bite	Instructor briefs participants on safety, safe use of equipment and clear boundaries Teachers or Leaders to supervise students

Bush Dance	All ages	External bush band contracted by Warrambui	Injury caused by falling over or bumping into each other Dehydration	Dance instruction provided for each dance Drink breaks encouraged between dances
Mega – Movie Night	Upper Primary and up	Staff trained in equipment use	Inappropriate movie for students Falling over whilst moving about during movie	Only G-rated movies provided for Primary Schools Teachers or Leaders to select appropriate movie Teachers or Leaders to supervise students
Quiz Night	Upper Primary and up	Trained program staff running activities	Injury caused by tripping/falling over	Warrambui staff to provide clear instructions and boundaries Limited number of students per table Teachers or Leaders to supervise students