

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	<p>We require that all guests wear footwear in dining areas at all times</p> <p>We recommend that guests sturdy, enclosed footwear and hats when outdoors</p> <p>We recommend that guests apply and reapply sunscreen when outdoors</p> <p>We recommend that guests wear long pant when undertaking outdoor activities</p>
Supervision/Services	<p>On arrival, the Group Contact Person is given an introductory briefing which includes a summary of boundaries, safety and emergency procedures</p> <p>The Group Contact Person is to ensure guests are briefed on required matters (Warrambui will happily brief the group if requested)</p> <p>Leaders/Teachers/Parents are responsible for the supervision of children while on site at all times</p> <p>General bush safety awareness is also refreshed during the introductory briefing</p>
Access	<p>Warrambui indoor facilities have wheelchair access</p> <p>A number of disabled toilets and showers are available</p>
Emergencies	<p>Warrambui has emergency procedures in place</p> <p>Warrambui staff are trained to deal with site specific emergency situations</p>
First Aid	<p>First aid is the responsibility of the Group who is to provide their own first-aid person and equipment.</p> <p>First aid kits are also available from the Office or Duty Manager</p> <p>The site is accessible via walking tracks. Areas of the walking tracks are also accessible by 4WD</p> <p>Designated Warrambui staff are also first aid trained</p>

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/volunteers have current Working With Children Checks Warrambui has accreditation under the Australian Child Foundations' Safeguarding Children Program, has relevant policies and procedures in place, and will report issues to the required authorities as well as to the Group Contact Person where relevant. 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	Groups/Guests are responsible for arranging their own transport to and from site, including in the event of an evacuation. 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 – Groups are asked to be prepared to evacuate if required. Extreme fire rated days – Groups are asked to be evacuation-ready including having required transportation arrangements in place and ready to depart Catastrophic fire rated days – Groups are asked to vacate the site from early morning until mid-evening. Warrambui will seek suitable meals and alternative accommodation if this becomes necessary Local RFS facilities are on site at Warrambui and are briefed 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

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Venue/Location	Age Group Affected	Staff Accreditation/ Competence	Potential Risks	Control Strategies
General Environmental (Whole Site)	All ages	Designated 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 introductory briefing Warrambui will contact Wildcare, or similarly qualified people, to deal with injured wildlife or to remove snakes from Guest areas where possible.
Bonded (non-friable) asbestos located in limited locations around 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 to deal with asbestos issues including access to expert advice and specialist handling services if required
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	Leaders/Teachers/Parents are responsible for the supervision of children while on site at all times Boiling water taps are signed and have safety switches to prevent accidental use. A higher safety switch setting is used for primary school aged groups Centrum area has clearly identified stairs with handrails for safe access. Group 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.

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Venue/Location	Age Group Affected	Staff Accreditation/ Competence	Potential Risks	Control Strategies
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
COVID-19	All Ages	COVID-19 Safety Plans	Transmission of COVID-19 infection	COVID-19 Safety Plans in place in accordance with NSW Government requirements Additional Terms and Condition Due to COVID-19 to be agreed to and signed by Group Contact Person

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Warrambui Risk Management Plan – Programs

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Overview

Personal Protection Requirements	<p>We recommend that guests water bottles to activities and remain hydrated</p> <p>We recommend that guests wear sturdy, enclosed footwear and hats when outdoors</p> <p>We recommend that guests apply and reapply sunscreen when outdoors</p> <p>We recommend that guests wear long pant when undertaking outdoor activities</p>
Supervision/Services	<p>On arrival, the Group Contact Person is given an introductory briefing which includes a summary of boundaries, safety and emergency procedures</p> <p>At the start of each program, Groups are given an introductory safety commensurate with each program</p> <p>Leaders, Teachers and Parents are responsible for the supervision of children while on site at all times, including during each program</p> <p>General bush safety awareness is also refreshed during the introductory briefing</p>
Access	<p>Warrambui indoor facilities have wheelchair access</p> <p>Limited outdoor facilities have wheelchair access</p> <p>A number of disabled toilets and showers are available</p>
Emergencies	<p>Warrambui has emergency procedures in place</p> <p>Warrambui staff are trained to deal with site specific emergency situations</p> <p>Bell ringing and boundary walking is utilised in the event that a guest becomes lost</p>
First Aid	<p>First aid is the responsibility of the Group who is to provide their own first-aid person and equipment.</p> <p>First aid kits are also available from the Office or Duty Manager</p> <p>The site is accessible via walking tracks. Areas of the walking tracks are also accessible by 4WD.</p> <p>Designated Warrambui staff are also first aid trained – first aid trained staff are always accessible when programs are being run</p> <p>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 4 and up	All staff are trained in the use of archery equipment	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 Sheep kept in fenced areas Feeding is undertaken under supervision Shearers have Working with Children Checks
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 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

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Programs/Activities	Recommended Age Group/ Fitness Level	Staff Accreditation/ Competence	Potential Risks	Control Strategies
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)	Sturdy and enclosed footwear must be worn It is recommended that long pants are worn Instructor conducts safety briefing, including establishing boundary zones for program Students provided with maps for Orienteering 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 Splinters	Sturdy and enclosed 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	Campfires are not permitted during the Fire Danger Period when the Fire Danger Rating is Very High or above. Campfires at other times must comply with requirements as described on the NSW Rural Fire Service website Sturdy and enclosed 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/Leaders/Parents 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>

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Programs/Activities	Recommended Age Group/ Fitness Level	Staff Accreditation/ Competence	Potential Risks	Control Strategies
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	Campfires are not permitted during the Fire Danger Period when the Fire Danger Rating is Very High or above. Campfires at other times must comply with requirements as described on the NSW Rural Fire Service website Sturdy and enclosed footwear must be worn It is recommended that participants wear low flammable clothing Instructor conducts safety briefing before commencement of activity Instructor conducts safety briefing before commencement of program, and each activity Teachers/Leaders/Parents responsible for supervision Warrambui staff carry first aid kits Hose kept in close proximity, suitable for fire dousing. Provision of marshmallows in accordance with food safety procedures and with approval of Group Contact Person
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	Instructor conducts safety briefing, including establishing boundary zones for program (when activity is led by Warrambui) Teachers/Leaders/Parents responsible for supervision (including 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	Instructor conducts safety briefing, including safe use of equipment Tracks are inspected regularly Torches used for vision Teachers/Leaders/Parents responsible for supervision s
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	Sturdy and enclosed footwear must be worn It is recommended that long pants are worn Instructor conducts safety briefing, including establishing boundary zones for program and safe use of equipment Teachers/Leaders/Parents responsible for supervision

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Programs/Activities	Recommended Age Group/ Fitness Level	Staff Accreditation/ Competence	Potential Risks	Control Strategies
Bush Dance	All ages	Trained program staff running activities or 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 External Bush Band has Working with Children Checks
Mega – Movie Night	Upper Primary and up	Staff trained in equipment use	Inappropriate movie for students Falling over whilst moving about during movie	Only suitable movies are to be shown to Groups in accordance with ratings advices Teachers or Leaders to select appropriate movie Teachers/Leaders/Parents responsible for supervision Provision of popcorn in accordance with food safety procedures and with approval of Group Contact Person
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/team Teachers/Leaders/Parents responsible for supervision Any prizes offered to be approved by Group contact Person

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