

Warrambui Risk Management Plan – Programs

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	We require that all guests wear footwear in dining areas at all times. We recommend that guests sturdy, enclosed footwear and hats when outdoors. We recommend that guests apply and reapply sunscreen when outdoors. We recommend that guests wear long pant when undertaking outdoor activities.
Supervision/Services	On arrival, the Group Contact Person is given an introductory briefing which includes a summary of boundaries, safety and emergency procedures . The Group Contact Person 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 briefing .
Access	Warrambui indoor 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 is the responsibility of the Group who is to provide their own first-aid person and equipment. First aid kits are also available from the Office or Duty Manager. The site is accessible via walking tracks. Areas of the walking tracks are also accessible by 4WD. Designated Warrambui staff are also first aid trained.

Ref	Programs/Activities	Age Group Affected	Staff Accreditation/ Competence	Potential Risks	Control strategies
51	Archery	Year 4 and up	All staff are trained in the use of archery equipment	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 permission from Warrambui personnel • Safety zone is a shaded/covered seating area • Warning signs placed on path and fire trail adjacent to archery field before beginning
52	Wool Education	All ages	Experienced shearer leading the program	<ul style="list-style-type: none"> • Sunburn • Falling off tiered seating • Falling over or accident on the way to or at the shed • Injury from sheep (e.g. bites) 	<ul style="list-style-type: none"> • Warning provided instruction on seating, rules and boundaries • Teacher/leader supervised walk to/from shed on tracks • Sheep kept in fenced areas • Instructions given on feeding • Shearers have Working with Children Checks
53	Bush Art	All ages	Trained program staff running activities	<ul style="list-style-type: none"> • Dehydration • Sunburn • Snake/spider/insect bite 	<ul style="list-style-type: none"> • All materials to be collected by personnel wearing gloves • All materials to be inspected to be free of insects, mould and for cleanliness and safety. • Materials for Bush Art to be stored inside and not to be stored without use for longer than 3 days. • Materials to be set-out for participants to prevent disturbing of the environment and risk of bites/stings.
54	Initiatives – Problem solving activities	Year 2 and up	Trained program staff running activities	<ul style="list-style-type: none"> • Tripping Falling over • Running into objects (blindfolded) • Dehydration • Sunburn (if outside) 	<ul style="list-style-type: none"> • 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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55	Survivor Programs Mission Survivor	Upper Primary and up	Trained program staff running activities	<ul style="list-style-type: none"> • Tripping Injury caused by sticks on/over walking areas • Falling off equipment • Dehydration Sunburn • Snake/insect bite 	<ul style="list-style-type: none"> • 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
56	Orienteering Bushwalks Creation Walk, Treasure Hunt, Frisbee Golf, Stations of the Cross, Puzzle Mania	Year 2 and up	Trained program staff running activities.	<ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • Sturdy and enclosed footwear must be worn • It is recommended that long pants are worn • Instructor conducts safety briefing, including establishing boundary zones prior to beginning activities • Discussions with children during the walks • Trees along walking tracks regularly assessed and dangerous trees/limbs removed • Orienteering - students provided with maps • Frisbee Golf - grass mown, boundaries defined, buckets and tees moved away from hazards
57	Obstacle Challenge	Year 2 and up	Trained program staff running activities.	<ul style="list-style-type: none"> • Students falling and getting injured during the activity • Dehydration • Sunburn • Rope burn • Splinters 	<ul style="list-style-type: none"> • 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)
58	Campfire (Self Run)	All ages (but adults must supervise)		<ul style="list-style-type: none"> • Students getting injured • Students getting burned during the activity • Students getting lost 	<ul style="list-style-type: none"> • Campfires are not permitted during the Bush Fire Danger Period • Campfires at all 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 • Fire must be fully out before departing the fireside (unless requested by Warrambui staff)

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59	Campfire (Warrambui Run)	All ages	Trained program staff running activities Staff trained in fire safety	<ul style="list-style-type: none"> Students getting injured Students getting burned during the activity Students getting lost 	<ul style="list-style-type: none"> Campfires are not permitted during the Bush Fire Danger Period Campfires at all 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
60	Open Space Areas Basketball Courts Beach Volleyball (including use during free time)	All ages	First aid kits are available from the Office	<ul style="list-style-type: none"> Students getting injured during or on the way to and from the activity Sunburn Dehydration 	<ul style="list-style-type: none"> 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)
61	Night Hike Star Gazing	All ages	Trained program staff running activities	<ul style="list-style-type: none"> Tripping due to limited vision Injury caused by sticks on walking areas Students getting lost Snake/insect bite 	<ul style="list-style-type: none"> Instructor conducts safety briefing, including safe use of equipment Tracks are inspected regularly Torches used for vision Teachers/Leaders/Parents responsible for supervision
63	Bush Dance	All ages	Trained program staff running activities or External Bush Band contracted by Warrambui	<ul style="list-style-type: none"> Injury caused by falling over or bumping into each other Dehydration 	<ul style="list-style-type: none"> Dance instruction provided for each dance Drink breaks encouraged between dances External Bush Band has Working with Children Checks
64	Mega – Movie Night	Upper Primary and up	Staff trained in equipment use	<ul style="list-style-type: none"> Inappropriate movie for students Falling over whilst moving about during movie 	<ul style="list-style-type: none"> 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

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65	Quiz Night	Upper Primary and up	Trained program staff running activities	Injury caused by tripping/falling over	<ul style="list-style-type: none"> • 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