

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	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 accessible toilets and showers are available.
Emergencies	Warrambui has emergency procedures in place. Warrambui personnel 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. (In-House Camps only) Two leaders with First Aid training will be assigned as Camp First Aid Officers First aid kits are also available from the Office or Duty Manager. The site is accessed via walking tracks. Areas of the walking tracks are also accessible by 4WD. Designated Warrambui personnel are also first aid trained.

Ref	Venue/Location	Age Group Affected	Staff Accreditation/ Competence	Potential Risks	Control strategies
38	General (Security)	All ages	Staff trained in Building Security Policy	Unknown person walking on site <ul style="list-style-type: none"> • Loss of property • Assault • Child protection related incident 	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 • (IHC Only) All guests are checked in on arrival
39	General - Bushfire (seasonal hazard)	All Ages	Staff trained in Bushfire Plan	<ul style="list-style-type: none"> • Need for evacuation of guests • Loss of property • Burns or smoke inhalation from fire 	<ul style="list-style-type: none"> • 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: • 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 Yass River Brigade captain is briefed during the fire season regarding Guests at the site • (IHC Only) Evacuation transportation plans will be prepared for Extreme and Catastrophic fire rated days, as required

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40	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	<ul style="list-style-type: none"> Warrambui maintains public liability insurance Warrambui has a commitment to managing OH&S issues Warrambui holds all approvals required to operate Work Health and Safety Policy in place
41	General Environmental (Whole Site)	All ages	Designated Warrambui staff trained in first aid Staff aware of regulations regarding protection of environment and people	<ul style="list-style-type: none"> Interference by visitors with the flora and fauna on site Injury to visitors or Warrambui personnel from flora and fauna on site 	<ul style="list-style-type: none"> 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.
42	Bonded (non-friable) asbestos located in limited locations around the site. (risk rated low to minor)	All ages	Asbestos Awareness Training	Potential for asbestos exposure	<ul style="list-style-type: none"> Asbestos Management Plan and protocols in place to deal with asbestos issues including access to expert advice and specialist handling services if required Training of at least one staff member in Asbestos Awareness All staff and interns briefed on asbestos potential risks, and steps to take if unidentified material found
43	Roads (on site)	All ages	Staff trained in appropriate movement around site	Person struck by vehicle whilst crossing road	<ul style="list-style-type: none"> Speed limit across the site is 25 km/h Speed limit in areas where children play and congregate is limited to 10 km/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 and in accordance with the Warrambui Vehicle Usage Policy

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44	Vehicle transportation to and from Warrambui (e.g. in emergency situations such as transport to a hospital) or for Warrambui related activities (e.g. intern travel)	All ages	Staff have training and licences for any vehicles they drive	<ul style="list-style-type: none"> Vehicle faulty Vehicle accidents Struck by vehicle during boarding or departure 	<ul style="list-style-type: none"> Those arranging vehicles to ensure vehicle operators hold appropriate licenses and that vehicles are registered, insured and well maintained 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 Alcohol and Other Drugs Policy in place
45	Dining Rooms/ Lounges/ Meeting Areas	All ages	Staff trained in appropriate movement around site	<ul style="list-style-type: none"> Falling over Hot water burns Trips, slips and falls Falling down stairs in centrum 	<ul style="list-style-type: none"> 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. Hot water units in Village lounges are switched off Spills in dining areas closed off and cleaned as soon as possible 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
46	Recreational Facilities/ Basketball Court/ Obstacle Course	All ages	Warrambui staff trained in equipment use	<ul style="list-style-type: none"> Injury from Tripping, falling over or running into objects Faulty equipment causing injury 	<ul style="list-style-type: none"> 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.
47	Site Infrastructure/ Maintenance Area / Shed	All ages	Qualified maintenance staff The use of licensed insured tradesmen where necessary Building Security Policy	<ul style="list-style-type: none"> Injury due to unsupervised access Tripping over tools or maintenance area Faulty equipment Hazardous material incident 	<ul style="list-style-type: none"> 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

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48	Kitchens	All ages	Safe food handling - all kitchen staff have safe food handling training Food safety protocols are in place	<ul style="list-style-type: none"> • Burns and knife injuries • Allergies • Anaphylaxis 	<ul style="list-style-type: none"> • The kitchen is not aware • The kitchen does not use latex • Menu can be adjusted for other food allergies. • Right to refuse services to guests with dietary needs if not informed of needs during bookings process. • Sign-off process for distribution of special dietary meals • Guests are not permitted into the kitchens • Kitchens are locked when not staffed • Kitchen Manual with dietary service procedures being implemented • (IHC Only) Dietary information of all participants is gained prior to camp and submitted within catering timeframes. Allergic reaction plans are sought from parents/guardians. • (IHC Only) An IHC Leader will be appointed to supervise special dietary meal service to campers under 18 years old.
49	Covid19		Covid19 safety plans	Transmission of Covid19 infection	<ul style="list-style-type: none"> • Booking Terms and Conditions include provision for Groups observing any NSW Government health directions and not to attend if they have symptoms of COVID19