

Warrambui Risk Management Plan – Programs

Venue Name: **Warrambui Retreat and Conference Centre**
Location: **322 Greenwood Road, Murrumbateman NSW 2582**
Phone Number: **(02) 6220 1000**
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	Program or Activity	Potential Risks	Control strategies	Personnel Accreditation/ Competence
51	Archery	• 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	• Recommend bringing hats, sunscreen and water bottles for outdoor activities • Covered footwear must be worn • Instructor conducts a safety briefing and demonstration as per archery instructions prior to commencing activity • No more than 6 participants at a time are to use the bows • Guests are required to sit in the safety zone behind the archers when waiting • Guests responsible for supervision and first aid as per Booking Terms and Conditions • 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 • Equipment is checked and maintained on a regular basis • Trained personnel only	Community coaching archery instructor
52	Wool Education	• Sunburn • Falling off tiered seating • Falling over or accident on the way to or at the shed • Injury from sheep (e.g. bites)	• Recommend bringing hats, sunscreen and water bottles for outdoor activities • Warning provided instruction on seating, rules and boundaries • Guests responsible for supervision and first aid as per Booking Terms and Conditions • Sheep kept in fenced areas • Instructions given on feeding • Shearers have Working with Children Checks	Experienced shearer leading the program
53	Bush Art	• Dehydration • Sunburn • Snake/spider/insect bite	• Recommend bringing hats, sunscreen and water bottles for outdoor activities • 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. • Guests responsible for supervision and first aid as per Booking Terms and Conditions • As per the Environment Management policy, materials to be set-out for participants to prevent disturbing of the environment and risk of bites/stings.	Trained personnel running activities
54	Initiatives – Problem solving activities	• Tripping Falling over • Running into objects (blindfolded) • Dehydration • Sunburn (if outside)	• Recommend bringing hats, sunscreen and water bottles for outdoor activities • Instructor briefs participants and instructs safe use of equipment • Guests responsible for supervision and first aid as per Booking Terms and Conditions • 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	Trained personnel running activities

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55	Mission Survivor	• Tripping Injury caused by sticks on/over walking areas • Falling off equipment • Dehydration • Sunburn • Snake/insect bite	• Recommend bringing hats, sunscreen and water bottles for outdoor activities • As per Mission Survivor instructions, the instructor briefs participants on safe use of equipment and conduct of activities • Tracks are inspected regularly • Guests responsible for supervision and first aid as per Booking Terms and Conditions • Equipment is checked and maintained on a regular basis	Trained personnel running activities
56	Orienteering Frisbee Golf, Puzzle Mania	• Participants getting injured during the activity • Participants getting lost • Dehydration • Sunburn • Snake/insect bite • Hit by vehicle when walking on the road	• Recommend bringing hats, long pants, sunscreen and water bottles for outdoor activities • Sturdy and enclosed footwear must be worn • Instructor has a first-aid pack and a certified first aider is available • Personnel appropriately trained in, and have access to, Warrambui's Lost Child Emergency Plan • Instructor conducts safety briefing as per activity instructions, including establishing boundary zones, taking care when walking on roads, and not walking where you can't see the ground • Regular maintenance of walking tracks throughout site (clearing vegetation, debris) completed per the Maintenance Schedule. • Guests responsible for supervision and first aid as per Booking Terms and Conditions • Orienteering - students provided with maps and whistles for emergency use. Participants instructed to stay together in teams • Frisbee Golf - grass mown, boundaries defined, buckets and tees moved away from hazards, buckets treated for pests prior to activity	Trained personnel running activities.
57	Obstacle Challenge	• Students falling and getting injured during the activity • Dehydration • Sunburn • Rope burn • Splinters	• Recommend bringing hats, sunscreen and water bottles for outdoor activities • Sturdy and enclosed footwear must be worn • As per activity instructions, instructor conducts safety briefing before commencement of program, and each activity • As per Maintenance Manual, equipment is checked and maintained on a regular basis • Guests responsible for supervision and first aid as per Booking Terms and Conditions • Warrambui personnel spot each activity with the assistance of Teachers or Leaders where required (briefing provided)	Trained personnel running activities.

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58	Campfire (Self Run)	• Guests getting injured • Guests getting burned during the activity • Guests getting lost	• 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 • Warrambui will set and light the fire, and hand over to the Group Contact Person (or as advised) per campfire setup instructions • Guests responsible for supervision and first aid as per Booking Terms and Conditions • Hose kept in close proximity, suitable for fire dousing • Fire must be fully out before departing the fireside • Signs set up to point to campfire areas	Trained personnel set up and give instructions
59	Bushwalks, Night Hikes, Stations of the Cross	• Participants getting injured during the activity • Participants getting lost • Dehydration • Sunburn • Snake/insect bite • Hit by vehicle when walking on the road • Nail or thorn injury (Stations of the Cross)	• Recommend bringing hats, long pants, sunscreen and water bottles for outdoor activities • Sturdy and enclosed footwear must be worn • Instructor (or IHC First Aid Officer) has a first-aid pack and a certified first aider is present • Personnel appropriately trained in, and have access to, Warrambui's Lost Child Emergency Plan • Instructor conducts safety briefing as per activity instructions, including establishing boundary zones, taking care when walking on roads, and not walking where you can't see the ground • Regular stops and discussions with children during the walks. Safety instructions include staying on tracks. Signage present on walking tracks • Regular maintenance of walking tracks throughout site (clearing vegetation, debris) completed per the Maintenance Schedule. • Guests responsible for supervision and first aid as per Booking Terms and Conditions • Trees along walking tracks regularly assessed and dangerous trees/limbs removed • Tracks are inspected regularly • Night Hikes - Torches used for vision	Trained personnel running activities.
60	Open Space Areas Basketball Courts Beach Volleyball	• Injury from tripping, falling over or running into objects • Faulty equipment causing injury • Improper/unsupervised use of equipment and facilities • Sunburn • Dehydration	• Recommend bringing hats, sunscreen and water bottles for outdoor activities • Instructor conducts safety briefing, including establishing boundary zones for program (when activity is led by Warrambui) • Guests responsible for supervision and first aid as per Booking Terms and Conditions • Regular maintenance of open space areas completed per the Maintenance Schedule. • Equipment and facility is inspected regularly and maintained • The Obstacle Course is signed as off limits when not being run by Warrambui	First aid kits are available from the Office

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62	One Off IHC Activities	• Injury or misadventure due to lack of risk assessment for one-off activities	• (IHC Only) Specific risk assessments and treatment plans for each activity to be prepared (per IHC Risk Assessment template) and pre-approved by the IHC Director & Centre Director	
63	Bush Dance	• Injury caused by falling over or bumping into each other • Dehydration	• Dance instruction provided for each dance • Drink breaks encouraged between dances • Guests responsible for supervision and first aid as per Booking Terms and Conditions • As per the HR Management policy, if an external Bush Band runs the Bush Dance, all members need to meet Safeguarding requirements	Trained program personnel running activities
64	Mega – Movie Night	• Inappropriate movie for age of children • Falling over whilst moving about during movie • Dietary requirements not met	• Only suitable movies are to be shown to Groups in accordance with ratings advice • Supervising adults responsible for appropriate movie selection • Guests responsible for supervision and first aid as per Booking Terms and Conditions • Provision of popcorn in accordance with food safety procedures and with approval of Group Contact Person	Personnel trained in equipment use
65	Trivia Night	Injury caused by tripping/falling over	• Warrambui personnel to provide clear instructions as per activity guidelines • Limited number of members per table/team • Guests responsible for supervision and first aid as per Booking Terms and Conditions • Any prizes offered to be approved by Group Contact Person	Trained personnel running activities