

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: Does the venue have public liability cover? Yes No
Overview



Personal Protection Requirements	<p>No specific clothing items are required by Warrambui</p> <p>We request that all guests wear footwear in dining areas at all times.</p> <p>We recommend that guests wear covered footwear and hats when outdoors</p> <p>We recommend that guests apply and reapply sunscreen when outdoors</p> <p>Extra supplies of sunscreen are available from the office</p>
Supervision/Services	<p>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)</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 welcome.</p>
Access	<p>Warrambui 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 kits are available from the Office or Duty Manager</p> <p>The site is completely accessible via walking tracks. Most areas of the walking tracks are also accessible by 4WD.</p> <p>The majority of our staff are also first aid trained</p>

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

Version: 1.1 Date: February 2019

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 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 Where 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 ensuring 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 where 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, on 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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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
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/Leaders to ensure guests/students are safely out of the way before any vehicle movement
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 switch to prevent accidental use, with higher safety switch setting used for primary schools 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/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; and Warrambui requires the assistance of Parents/Teachers/Leaders to spot each activity (briefing provided).

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Site Infrastructure / Maintenance Area / Shed	All ages	Qualified maintenance staff The use of licensed insured tradesman 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 Allergy Anaphylaxis	The kitchen does not use nuts. The kitchen does not use latex. Menu can be adjusted for other food allergies, a minimum 48 hrs notice is required for anaphylactic allergies to be managed appropriately Guests are not permitted into the kitchens Kitchens are locked when not staffed

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Warrambui Risk Management Plan – Programs



Venue Name: Warrambui Retreat and Conference Centre
Location: 322 Greenwood Road, Murrumbateman NSW 2582
Phone Number: (02) 6227 1317 **Fax Number:** (02) 6227 1387
Web Address: www.warrambui.org **Email:** office@warrambui.org
Insurance: Does the venue have public liability cover? Yes No

Overview

Personal Protection Requirements	<p>Group Contact Persons are briefed on Bush Safety commensurate with each activity, at the commencement of the activity.</p> <p>Teachers/Leaders/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</p> <p>We recommend that guests apply and reapply sunscreen when outdoors</p> <p>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.</p> <p>Leaders/Teachers/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</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>

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First Aid	<p>First aid kits are available from the Office or Duty Manager</p> <p>The site is completely accessible via walking tracks. Most areas of the walking tracks are also accessible by 4WD.</p> <p>The majority of our 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>
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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.	<p>Injury from being hit with arrow</p> <p>Injury from walking into arrow or while taking an arrow out of a target</p> <p>Participant turns around with a loaded bow</p> <p>Bow string hitting arm</p> <p>Injury from falling over onto arrow when retrieving</p> <p>Dehydration</p> <p>Sunburn</p> <p>Injury from items of clothing or long hair getting caught in bow during use</p>	<p>Covered footwear must be worn</p> <p>Instructor conducts a safety briefing and demonstration prior to commencing activity</p> <p>No more than 6 students at a time are to use the bows</p> <p>Spectators are required to sit in a safety zone behind the archers</p> <p>Students are not to enter the archery field without staff permission</p> <p>For safety, students are not required to wear hats when using the bows</p> <p>Students are encouraged to tie back long hair and secure loose clothing before use of bow and arrows</p>
Wool Education	All ages	Experienced shearer leading the program	<p>Sunburn</p> <p>Falling off tiered seating</p> <p>Falling over or accident on the way to or at the shed</p> <p>Injury from sheep (e.g. bites)</p>	<p>Warning provided regarding seating, rules and boundaries</p> <p>Students are coached on the use of 'style' for fence crossing</p> <p>Sheep kept in fenced areas</p> <p>Sheep are hand tamed</p> <p>Feeding is undertaken under supervision</p>

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Bush Art	All ages	Trained program staff running activities	Tripping Injury caused by sticks on/over walking areas Students getting lost Dehydration Sunburn Snake/insect bite	Instructor briefs participants, including establishing boundary zone for program and instructions on safe bush scavenging techniques (e.g. turning rocks safely and checking sticks before picking up) Tracks are inspected regularly
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 Instructors 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 Rescue Mission Mission Survivor Water Rescue	Upper Primary and up	Trained program staff running activities	Tripping Injury caused by sticks on/over walking areas Falling off equipment Students getting lost 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 Parent/Teachers/Leaders (briefing provided) Equipment is checked and maintained on a regular basis Students provided with maps
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 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 Parent/Teachers/Leaders (briefing provided)

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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 Appropriate clothing must be worn – eg non-highly flammable) Warrambui will set and light the fire, and hand over to the Group Contact Person (or as advised) 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 Appropriate clothing must be worn – eg not highly flammable) Instructor conducts safety briefing before commencement of activity Explanation of rules and setting of boundaries prior to commencing activity 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 Parents/Teachers/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/over 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/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 Parents/Teachers/Leaders reminded 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

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Mega – Movie Night	Upper Primary and up	Staff trained in equipment use	Inappropriate movie for students Falling over whilst moving about during movie	Parents/Teachers/Leaders to select appropriate movie Parents/Teachers/Leaders reminded to supervise students
Quiz Night	Upper Primary and up	Trained program staff running activities	Injury caused by tripping/falling over Injury due to writing implements	Warrambui staff to provide clear instructions and boundaries Limited number of students per table Parents/Teachers/Leaders reminded to supervise students

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