



ADVENTURE ACTIVITIES RISK ASSESSMENT AND CONTROL RECORD

This Risk Assessment shall be reviewed at least every 2 years, upon identification of any new risks or whenever there is a related incident or change in a the task, process or activity which may alter risks

PART A - ACTIVITY DETAILS			
Name of activity:		Risk Assessment Number:	
Cottage Garden Program		YMCA-AA-RAL07	
Activity Scope:		ACTIVITY RISK RATING	
This activity involves education on resource and waste management, re-using materials and composting, gardening, then creating and eating a wood-fired pizza.		Overall Risk Level (without Controls)	Overall Risk Level (with Controls)
		Medium	Low
Equipment / Facility Requirements:	Supervision Requirements:		Activity Leader Qualification Requirements:
Program staff safety equipment, Cottage Garden kit and food ingredients	Supervision of active participants	1 Outdoor Leader	YMCA Internal Training and current first aid
	Supervision of non-active participants	1 responsible person (e.g. Teacher)	
Prepared By:	In Consultation with:	Issue Date:	Next Review Date:
Lynda Aldridge	Brent Greenfield, Jackie Kelly, Jordan Devine, Graeme Ferguson	1-Jan-2024	31-Dec-2026
WHS Advisor	Group Manager		
Michael Schablon	Michelle Stanton		
Reference Information: (e.g. manufacturer's instructions, operating manuals, industry information, Company Policies, CoP, Standards, Regulations)		Supporting Documentation: (e.g. Work Instruction, SWP, Guidelines, Manuals, Inspection Checklists, Training Records, Signage)	
Australian Adventure Activity Standard Core Good Practice Guide (GPG)		Master Adventurous Activity Risk Assessment and Control Record Cottage Garden Standard Operating Procedures Equipment Inspection, routine Equipment Inspection, annual iAudit Training records	

RISK ASSESSMENT MATRIX		Consequences				
		A – Insignificant Near miss or limited harm not requiring first aid	B – Minor Injury or illness requiring no medical treatment with no lost time and minor incidents	C – Moderate Compensable physical or phycological injury with > 7 days off.	D – Major Serious Injury resulting in permanent impairment / long term rehabilitation	E – Extreme Death, multiple serious injuries.
Likelihood	5-Almost Certain Is expected to occur again either immediately or within a short period of time (likely to occur most weeks or months)	MEDIUM	HIGH	HIGH	HIGH	HIGH
	4-Likely Will probably occur in most circumstances (several times a year)	YMCA-AA-RAL03	MEDIUM	MEDIUM	HIGH	HIGH
	3-Possible Probably will occur at some time (may happen every 1-2 years)	LOW	LOW	MEDIUM	MEDIUM	HIGH
	2-Unlikely Possibly to occur at some time in 2-10 years	LOW	LOW	LOW	MEDIUM	MEDIUM
	1-Rare Unlikely to occur only in exceptional circumstances (may happen every 10 – 20 years)	LOW	LOW	LOW	LOW	MEDIUM
RISK CONTROL HEIRARCHY						
Proactive		Level 1	Elimination - Can risks be removed, repaired, outsourced or otherwise eliminated?			
		Level 2	Substitution - Can risks be reduced through substituting the hazard or process with a safer alternative?			
			Isolation - Can risks be reduced through isolating the hazard from possible contact with workers or patrons?			
		Level 3	Engineering - Can risks be controlled through engineering means or structural / equipment modification?			
Administration - Can risks be controlled through training, supervision and / or signage?						
Reactive		Level 4	Personal Protective Equipment - Can risks be controlled through the use of personal protective equipment?			
			Emergency Response - Can risks be reduced through the provision of special / additional emergency response equipment and/or procedures? (measures in addition to standard First Aid kits, First Aid personnel, Fire Safety Installations, Fire and Evacuation Plans, training and drills)?			

PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL

Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
			L	C	R			L	C	R
<i>What is the source of the Risk?</i>	<i>How can a person be injured?</i>	<i>What are the expected injuries / illness?</i>	L	C	R	<i>What will reduce the likelihood or consequences?</i>	<i>Who is responsible for implementing the control measure?</i>	L	C	R
Environment – hazards and risks associated with the Environment.										
Fire	Facility fire, bushfire	Severe burns, inhalation of smoke	3	D	M	<ul style="list-style-type: none"> • Check Fire bans prior to program https://www.qfes.qld.gov.au/safety-education/using-fire-outdoors/fire-bans-and-restrictions • Check wind direction and intensity prior to program • Modify activity to account for heightened fire risk and advise Outdoor Leaders 	Program Coordinator	2	C	L
Hot surfaces	Touching hot surfaces or food items	Minor burns	3	B	L	<ul style="list-style-type: none"> • Brief participants on safety aspects and exclusion zones for activity • General supervision and monitoring of behaviour during the activity session • Burn aid stocked in first aid kit • First aid qualification kept current • Brief participants on correct first aid treatment for burns should they become injured • Provide access to cool running water and/or burn aid • Brief participants on safe handling of cooking sticks and to wait until food has cooled before touching or eating 	Outdoor Leader	2	A	L

PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL										
Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
			L	C	R			L	C	R
<i>What is the source of the Risk?</i>	<i>How can a person be injured?</i>	<i>What are the expected injuries / illness?</i>	L	C	R	<i>What will reduce the likelihood or consequences?</i>	<i>Who is responsible for implementing the control measure?</i>	L	C	R
Compost / garden soil	Soil, pesticides or pathogens	Allergic reaction	3	B	L	<ul style="list-style-type: none"> Participants with open cuts and abrasions to cover wounds with suitable wound dressing Gloves advised if working with soil Participants to be briefed on washing hands after working in the garden Be aware of any participant pre-existing medical conditions which may be exacerbated by working in the soil 	Outdoor Leader	2	B	L

Please refer to Master Risk Assessment for Adventurous Activities for generic risk assessment and controls

PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL									
Hazard	Risk Event	Consequences	Initial Risk		Control Measures	Person Responsible	Current Risk		
People – List all hazards and risks associated with People.									
Allergens	Allergic reaction through food consumption or contact with food or similar	Anaphylaxis	3	B	L	Logistics Coordinator	2	B	L
						Outdoor Leader			
						Outdoor Leader			
					<ul style="list-style-type: none"> • Menu limited to low risk foods, such as pizza, damper, marshmallows • Ensure activity is set up to ensure no cross contamination • Ensure servers only use utensils provided for one item only • Obtain and read available medical and dietary requirements for participants • Separation between high risk allergens 				
					<ul style="list-style-type: none"> • Ensure activity is set up to ensure no cross contamination • Ensure servers only use utensils provided for one item only • Ask client staff and participants about any known allergies • Provide alternatives as necessary (i.e. gluten free flour, dairy free cheese) • Separation between high risk allergens 				

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PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL										
Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
Logistics & Equipment – List all risks associated with Logistics and Equipment.										
Sharp objects	Cutting food	Laceration	4	B	M	<ul style="list-style-type: none"> Brief participants how to safely cut food Ensure close supervision and monitoring of behaviour during the activity session by client staff 	Outdoor Leader	2	B	L
Food Hygiene	Spoilt food, cross contamination	Nausea, stomach cramps, diarrhoea, vomiting, fever, headaches	3	B	L	<ul style="list-style-type: none"> Provide appropriate food storage containers to prevent animal intervention and spoiling Store food in secure location Provide suitable equipment for hygienic preparation and serving of food Provide suitable equipment for cleaning Provide equipment for preparing and eating food 	Logistics Coordinator	2	A	L
						<ul style="list-style-type: none"> Brief on personal hygiene practices in preparing and eating food Ensure personal hygiene practices are being followed when preparing and eating food 	Outdoor Leader			
Outdoor Pizza Oven	Touching hot objects	Burns, asphyxiation	3	A	L	<ul style="list-style-type: none"> Brief participants not to come near the outdoor pizza oven Provide suitable equipment to hold and manipulate hot food Ensure close supervision and monitoring of behaviour during the activity session by client staff 	Outdoor Leader	2	B	L

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