



Church of Christ Fellowship Clayton

### Activity Risk Management Plan

Prepared by Activity Leader: \_\_\_\_\_ Prepared Date: \_\_\_\_\_

This risk management template is to assist the activity organisers to identify various risks that may occur during the course of an activity related to Church of Christ Fellowship Clayton members and/or attendees or their associates. In addition, proposed steps to mitigate the risks are also described.

Title of Activity:

Date of Activity:

Location of Activity:

Brief description of activity:

#### Further Details:

1. Map of where Activity will be held (please cut and paste from google map and indicate where the activity will be held or route of travel around site where possible).

2. Nearest Hospitals/Clinics/Pharmacies

3. First Aid Officers and First Aid Kits

|   | Yes/No |
|---|--------|
| Does the Activity site have an on-site first aid officers and first aid kit for each high risk activity?  |        |
| Will either a Clayton COC trained first aid officer or trained medical practitioner be attending the activity?  |        |
| Clayton COC will provide first aid kits (with non ingestible, non injectable and non topical type) and will be carried at all times by the organiser or nominated responsible person. |        |

4. Risk Management Plan (RMP) and Safe Operating Procedure (SOP)

- a. Please list the likely risks you will encounter during the course of your activities in the table below.
- b. Please describe how you would mitigate or reduce the risk occurring by either eliminating it or implementing control measures.

Church of Christ Fellowship Clayton

### Activity Risk Management Plan

| Activity/<br>Location      | Hazard<br>Identification  | Elimination or Control<br>Measures   | Responsible<br>Person   | Timing  |
|----------------------------|---|--|---|---|
| Travel                     | Vehicle<br>Incident on<br>the road to<br>camp and<br>return journey                       | All drivers to campsite need to have valid driver's licence (full and not P or L) and have valid CTP insurances; All drivers need to be sober and not be under the influence of drugs, alcohol or medication when going to or leaving camp; All drivers are clear on the safest route to arrive at their destinations – use updated GPS/mobile or a suitable map | All nominated drivers   | On the way to activity site and on the return journey |
| Site<br>Activities         | Medical<br>Emergencies:<br>Injury, allergic<br>reactions,<br>sudden<br>illness.           | At the start of event, all attendees are briefed on basic safety, location of first aid kits and first aid officer/s (if any); All emergency services (hospitals/GP clinics, pharmacists) are included in this risk management plan.   | Activity<br>Leader, All<br>Staff, First<br>aid officers,<br>Medically<br>trained<br>persons | At all times<br>when on-site                          |
| Meals/<br>Kitchen          | Food<br>poisoning   | Attendees are discouraged to store cooked food outside for extended periods of time as this will increase food poisoning risks when eaten later; bring food in coolers, cooled eskies.   | Attendees   | on-site   |
| On site/ all<br>activities | Disputes or<br>unruly<br>behaviour<br>between<br>attendees or<br>other persons<br>on site | Attendees are briefed on expected good behaviour while at event; if any disputes or unruly behaviours arise, all attendees are required to report the matter to activity coordinator or any available staff member in the vicinity for quick resolution; If matter cannot be resolved by the activity committee, it may have to be escalated to                  | Activity<br>coordinator/<br>staff   | on-site   |

| Activity/<br>Location                                   | Hazard<br>Identification  | Elimination or Control<br>Measures  | Responsible<br>Person | Timing  |
|---|---|---|-----------------------|---------|
|   |   | an external law enforcing authority.  |                       |         |
| On site/<br>Organised<br>activities                     | Injury to<br>participants<br>during ad hoc<br>games/activities; | Activity leader is aware of ad hoc activity risks before their proposed activity; Activity leaders to brief all participants of safety risks before events; All participants are made aware of procedures for staff dealing with any injury/ medical emergencies; COC will bring official first aid kits. | Activity<br>Leader    | on-site |
| Activities<br>that are<br>next to<br>bodies of<br>water | Drowning risk   | Advise participants not to stay too close to bodies of water. Ensure you have safety vests or flotation device nearby in the unlikely event that someone falls into the water.  | Activity<br>Leader    | On-site |
| Working<br>with<br>Children                             |   |   |                       |         |