

PHILLIP ISLAND CAMPS

External Activity Risk Assessment

Phillip Island Camps @ The Island Accommodation is based in Newhaven, and provides group accommodation and can also coordinate activities for schools, groups and individuals.

As part of our commitment to safety, we have adopted a Risk Assessment Template for all externally provided activities. This assessment process provides persons in charge and camp organisers an opportunity to understand the potential risks and subsequent mitigation strategies to undertake.

Risk Assessment Criteria

Likelihood – This is the assessment of probability of an incident occurring that may lead to an injury

Consequence – This is the severity of the injury

The risk assessment matrix identifies the relationship between likelihood and consequence, and identifies the Risk Level

| Likelihood | Consequence | | | | |
|-------------------|------------------|----------|-------------|----------|-------------|
| | 1. Insignificant | 2. Minor | 3. Moderate | 4. Major | 5. Critical |
| 5. Almost Certain | Medium | Medium | High | Extreme | Extreme |
| 4. Likely | Low | Medium | High | High | Extreme |
| 3. Possible | Low | Medium | High | High | High |
| 2. Unlikely | Low | Low | Medium | Medium | High |
| 1. Rare | Low | Low | Low | Low | Medium |

| Inherent Risk Level | | Actions Required/Approval |
|---------------------|--|---|
| Low | Little chance of incident of injury | <input checked="" type="checkbox"/> Manage through regular planning processes |
| Medium | Some chance of an incident and injury requiring first aid | <input checked="" type="checkbox"/> Participants to be briefed by teachers/leaders prior to commencing <input checked="" type="checkbox"/> First aid kits to be carried by responsible persons <input checked="" type="checkbox"/> Communications (mobile phone) to be made available to each group or subgroup |
| High | Likely chance of a serious incident and injury requiring medical treatment | <input checked="" type="checkbox"/> School approval required prior to conducting activity <input checked="" type="checkbox"/> Parental or guardian permission forms to be completed prior to conducting activity (waiver forms) <input checked="" type="checkbox"/> All participants must undertake pre-activity briefing from the activity provider <input checked="" type="checkbox"/> Appropriate Leader to Student Ratios is in place and followed <input checked="" type="checkbox"/> Suitable Personal Protective Equipment in place and used by participants <input checked="" type="checkbox"/> First Aid Kits and Recovery Equipment (if appropriate) is available and in working order |
| Extreme | High chance of a serious incident resulting in highly debilitating injury | <input checked="" type="checkbox"/> The Island Accommodation will not arrange, book, or coordinate Extreme Risk activities for camp participants |

The Island Accommodation does not recommend students participate in activities that are categorised as Extreme.

Third Party Activity Providers

Phillip Island Camps @ The Island Accommodation has a series of providers for external activities. Each of these providers has been assessed by The Island Accommodation and have the appropriate systems and facilities in place for recommendation as an activity suitable for school groups.

The outcome of the assessments of current activities at The Island Accommodation are as follows

| Provider | Activity | Risk Analysis |
|----------------------------------|-----------------------------------|---------------|
| Maru Wildlife Park | Australian Wildlife Experience | Low |
| San Remo Fisherman's Co-op | Pelican Feeding | Low |
| Teacher Led | Trivia Night in house | Low |
| Phillip Island Nature Parks | Penguin Parade | Low |
| Phillip Island Nature Parks | Koala Sanctuary | Low |
| Phillip Island Nature Parks | Churchill Island Farm | Low |
| Phillip Island Chocolate Factory | Pannys Amazing World of Chocolate | Low |
| Vietnam Veterans Museum | Museum Visitation | Low |
| PI Ten Pin Bowling | Bowling and Laser Tag | Medium |
| Amazen Things | Maze, Mini Golf, Puzzles | Medium |
| Teacher Led | Cape Woolamai Walking Track | Medium |
| Teacher Led | Cowes Township Walk | Medium |
| Out There Outdoors | Mountain Biking | High |
| Out There Outdoors | Surf, Boogie Board, Beach | High |
| Clip N Climb | Indoor Climbing Walls | High |

All groups that are planning or booking activities will be provided with appropriate information pertaining to the risk level of the activity, including permission forms (to be signed by parents/guardians for under 18s)

High Risk Activities – Preliminary Documentation Provided to Camp Organisers

| Company | Information Provided |
|--------------------|--|
| Out There Outdoors | Group Leaders Roles and Responsibilities |
| | Booking Form |
| | General Waiver form (1 per participant) |
| | Emergency Procedures (Example document) |
| | Certificate of Currency for Public and Product Liability |
| Clip N Climb | Participant Info Sheet (per group) |
| | Risk Assessment |
| | General Waiver (1 per participant) |

Please note: the recommendation is not a warranty or guarantee against personal injury, and all participants are required to undertake their own assessment based on their own ability and situation. Phillip Island Camps @ The Island Accommodation is not liable for any incident, injury, or death that may occur at any activity that is undertaken by a third party service provider.