
Breakaway Camp Risk Management Process



The person responsible for your safety and the young people in your care is YOU!

Breakaway Camp - RISK Management Process

Why do Risk Management at Breakaway Camp?

The Breakaway Camp Leadership Team is committed to providing a safe environment through effective risk management. This means that all our behaviours and activities will involve informed decisions based on a reasonable analysis of foreseeable risks.

Implementing sound risk management practices is a continuous journey. Risk Management utilises a systematic process to manage (identify, analyse, assess, monitor, control and report / communicate) risks. The risk management process is a dynamic and ongoing process, not a one-off exercise.

Safety will be achieved through identifying and analysing risks, assigning risk owners and the implementation of pro-active risk reduction, prevention and continuous monitoring strategies.

Fully trained and accredited First Aid Officers and fully maintained First Aid equipment will be available during camp.

Scope of Risk Management at Breakaway Camp

For the purpose of this policy risk will be defined as any situation that may expose staff, leaders, kids or visitors to: -

1. The chance of injury, damage or loss during Breakaway Camp operated activities.

For all activities operated by the site management, please refer to the Campsite Risk Management Plans.

BE SAFE MATE!

How do we do Risk Management at Breakaway Camp?

1) Identify Risks

Objective: *Identify risks that pose an impact, either positive or negative, on a part of camp and require some form of management. Effectively, we should identify what, why, and how things can arise as the basis for further analysis*

Key questions to be asked include: -

- What is the risk - generate list.
- Why is it a risk - confirmation question.
- How and why it can happen (what is the source of the risk, under what situation can it occur).

These are a wide range of methods that enable us to identify risks for the camp. Some methods include: -

- Brainstorming alone or with other people.
- Personal experiences.
- Past history of incidents / losses.
- Gut feel / judgement.
- Etc.

Tools: *Use the Breakaway Camp Risk MATRIX to identify and rate risks & assign owners to the risk*

For each activity, we should complete a Risk MATRIX entry to determine the initial risk. If the initial risk is considered unacceptable, then we complete the Risk PLAN

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2) Analyse the Risks

Objective: To assess the risks in terms of Likelihood and Severity and assign an owner to each risk.

Key questions to be asked include: -

- What is the likelihood of the risk occurring?
- If it does occur, what is the magnitude of impact?
- Who is the appropriate person to manage the risk?
- What are the strategies / mitigation controls currently in place?
- How effective are these strategies / mitigation controls?

To help in the Analysis, try this: -

Likelihood	Description
Almost Certain	Could happen Frequently
Likely	Could happen Often
Possible	Could happen Occasionally
Unlikely	Could happen but Rare

Severity	Description
Catastrophic	Death or Permanent Disability
Severe	Serious Bodily Injury
Moderate	Requires Medical Treatment
Minor	First Aid Only

Tools: *Use the Breakaway Camp Risk MATRIX to identify and rate risks & assign owners to the risk*

For each activity, we should complete a Risk MATRIX entry to determine the initial risk. If the initial risk is considered unacceptable, then we complete the Risk PLAN

3) Develop Strategies & Plans and Implement Them

Objective: To identify possible mitigation strategies to reduce, eliminate, transfer, or accept the consequence and / or the likelihood of the risk.

- Identify all mitigation strategies that can be used to reduce its rating to an acceptable level.
- For each risk mitigation strategy: -
 - 1) Identify the actions needed to implement the mitigation strategy.
 - 2) Who will be responsible for each action?
- After the mitigation strategy has been actually been implemented, reassess the severity and likelihood of the risk to ascertain the new level of risk.
- The risk management process is a dynamic and ongoing process, not a one-off exercise. We must monitor the activity to ensure the risk remains acceptable. At the end of camp, review and update the activities matrix and plan for any "learnings" discovered during the camp.

Tools: *Use the Breakaway Camp Risk PLAN to identify strategies to reduce the risk*

For each activity, we should complete a Risk MATRIX entry to determine the initial risk. If the initial risk is considered unacceptable, then we complete the Risk PLAN

Almost Certain	Medium	High	Extreme	Extreme
Likely	Medium	High	High	Extreme
Possible	Low	Medium	High	High
Unlikely	Low	Low	Medium	Medium
	Minor	Moderate	Severe	Catastrophic

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- Likelihood - Severity Matrix**
- Extreme Level of Risk - Not Acceptable
 - High Level of Risk - Not Acceptable (Refer to Camp Director)
 - Medium Level of Risk - Acceptable
 - Low Level of Risk - Acceptable

Breakaway Camp Risk MATRIX - Example

Activity - Risks/Concerns:	Who will own the risk	Likelihood	Severity	Rank
Activity: Mid-Afternoon Wide Games Risk: Activity involves playing games in excessive heat	Activity Organiser	Almost Certain	Moderate	High
Activity: Mid-Afternoon Wide Games Risk: Child is bitten on unprotected foot by a snake	Activity Organiser	Possible	Severe	High
Activity: Mid-Afternoon Pool Games Risk: Child drowns in pool	All Leaders	Possible	Catastrophic	High
Activity: Mid-Afternoon Games Risk: Child falls off giant swing in full flight <i>Note: This Risk Assessment will be assessed by the Site Centre Management</i>	Site Centre Management	Unlikely	Catastrophic	High

Almost Certain	Medium	High	Extreme	Extreme
Likely	Medium	High	High	Extreme
Possible	Low	Medium	High	High
Unlikely	Low	Low	Medium	Medium
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Breakaway Camp Risk PLAN - Example

Activity - Risk	Likelihood	Severity	Rank
Activity: Mid-Afternoon Wide Games. Risk: Activity involves playing games in excessive heat	Almost Certain	Moderate	High

	Source(s) of Risk	(What Situation can cause this to Occur?)	Likelihood
1	Day becomes excessively Hot		Almost Certain
2	Outdoor Activity Planned		Almost Certain
3			
4			

	Risk Consequences	(What Scenario / Series of Events can this Risk Become?)	Severity
1	Heat Stroke		Moderate
2	Sunburn / Blistering		Moderate
3			
4			

	Mitigation Strategy and Assessment	(What Can we do to reduce or avoid the risk?)	New Likelihood	New Severity	New Assessment
1	Insist upon Slip, Slop Slap	All Leaders			
2	Ensure the Young People are well watered	Activity Organiser			
3	Allow for many shaded rest stops during the activity	Activity Organiser			
4	Available transport for affected kids and leaders	Activity Organiser			
	<i>Activity involves playing games in excessive heat</i>		Unlikely	Moderate	Low

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Breakaway Camp Risk PLAN

Activity - Risk	Likelihood	Severity	Rank
Activity: _____ Risk: _____			

	Source(s) of Risk (What Situation can cause this to Occur?)	Likelihood
1		
2		
3		
4		

	Risk Consequences (What Scenario / Series of Events can this Risk Become?)	Severity
1		
2		
3		
4		

	Mitigation Strategy and Assessment (What Can we do to reduce or avoid the risk?)	Likelihood	Severity	New Assessment
		Who is Responsible?		
1				
2				
3				
4				

Breakaway Camp - RISK Management Exercise

Your Turn

Your task is to go into groups of 4 and complete a Risk Management Matrix and Plan for the following Activities: -

1. Off Site activity in public where groups operate in teams with given challenges.
2. On Site Wide Games that operate through the oval and the bush
3. Pool Activities
4. Games on the Upper Oval
5. On Site Wide Games that operate through the oval and the bush while it is wet
6. On Site Wide Games that operate through the oval and the bush while it is hot
7. Slip N Slide activity
8. Room cleaning while leaders are in meeting
9. Shindig (Dance) activity
10. Activity where kids get to cook their own food