



RISK ASSESSMENT DOCUMENT

Please note that the information provided above was current as at: Sept 2011.

It has been developed by the staff & Management of Kiah Ridge and has been provided to assist staff / group leaders in their risk management planning for your stay at Kiah Ridge. If further information is required please don't hesitate to contact us on the numbers provided at the top of the page.



The following is a list of the activities & facilities available at Kiah Ridge, and the potential risks associated with undertaking these activities &/or using the facilities. To assist in the safety of participants, the strategies & precautions are detailed.

All activities are the responsibility of group leaders / organisers.

Permission must be granted and supervision conducted by competent & appropriate leaders provided by the group.

Activities need to meet any standards or guidelines as set out by the schools normal procedures.

(eg: is there a requirement for life saving or swimming qualifications by staff prior to swimming activity being undertaken by students?)

NB: For any known medical conditions or allergies, appropriate precautions need to be undertaken prior to the guests/students participating in any activities.

ACTIVITY	POTENTIAL RISKS (include but not limited to)	PRECAUTIONS / STRATEGIES
Children's playground equipment	Tripping / Fall Collision with other participants Splinters Sunburn	Usage by young children only Supervision required Pine bark soft fall beneath Wear hat Sunscreen available on request
Swimming Pool	Injury caused by slipping / tripping / falling on surrounding hard surface Collision with other individuals Risk of serious spinal injury from diving into shallow water Drowning Eye or skin irritation from pool chemicals Sunburn	Permission & Supervision required at all times by staff / group leaders Pool depths clearly indicated No running, diving or bombing permitted Pool not to be used outside notified times Pool closed during electrical storms Self closing gates installed Water quality is checked prior to each group & is rechecked each day of occupancy Sunscreen available on request

ACTIVITY	POTENTIAL RISKS (include but not limited to)	PRECAUTIONS / STRATEGIES
Bushwalking (both onsite & offsite)	Snake or insect bite Tripping / Fall due to uneven surfaces Asthma attack Heart attack Dehydration or Heat exhaustion Other injury associated with strenuous walking If you depart from tracks: danger of fall from cliff /& other steep areas falling into Bargo River (potential drowning if river is in flood) Sunburn	Guests are advised not to go walking alone nor without permission Guests are advised not to climb over or through fences, and to stay on paths Instructions to organisers advise that offsite bushwalks must be organised & approved by group leader. Organisers & guests are advised to be aware of wildlife Maps are available Tracks are checked periodically Take plenty of water Wear hat Wear appropriate, sturdy walking shoes Sunscreen available on request
Tennis	Muscular, ligaments or tendon injury due to tripping / fall. Broken bones from fall / diving Risk of injury from running into net Collision with other participants Dehydration or Heat exhaustion Sunburn	Non-slip surface on court Supervision required Take water bottle Wear hat Sunscreen available on request
Basketball	Muscular, ligaments or tendon injury due to tripping / fall. Broken bones from fall / diving Risk of injury from running into exterior fencing Collision with other participants Dehydration or Heat exhaustion Sunburn	Non-slip surface on court Supervision required Take water bottle Wear hat Sunscreen available on request

ACTIVITY	POTENTIAL RISKS (include but not limited to)	PRECAUTIONS / STRATEGIES
Volleyball	Muscular, ligaments or tendon injury due to tripping / fall. Broken bones from fall/diving Risk of neck injury from running into net Risks associated with contact sport Dehydration or Heat exhaustion Sunburn	Supervision required Take water bottle Wear hat Sunscreen available on request
Grass playing fields	Muscular, ligaments or tendon injury due to tripping / fall on uneven surface Risks associated with contact sport Injury from impact by other participants Dehydration or Heat exhaustion Sunburn	Supervision required Take water bottle Wear hat Sunscreen available on request
Camp Fire Area	Tripping on logs or unseen surface in the dark Splinters from log 'seats' Smoke inhalation Burns	Kiah Ridge Staff only to light camp fire Supervision required Guests to use torches while walking in the area after dark Guests are not to be any closer to the fire than the log seating area.
Golf – driving range	Risk of being hit by golf balls Sunburn	Supervision required Do not practice on fairways where other guests are playing etc Wear hat Sunscreen available on request
Other onsite hazards: Dams (5)	Tripping due to uneven or slippery surfaces Falling into dam Drowning	Guests are advised not to go walking alone nor without permission Guests are advised not to climb over or through fences, and to stay on paths Guests are advised that dams are unfenced and to be cautious if activities are conducted near dams

Accommodation - bunk beds	Multiple people climbing onto top bunk &/or 'horsing around' on top bunk – could result in fall / injury.	Only one person to be on top bunk at any time. Bedroom are not areas of play & care should be taken climbing up to & off of top bunks.
Accommodation – bathroom	Tiled floor & shower are slippery when wet.	Take care when in this area.
Main Building - Dining Room	Tea & Coffee area includes a zip heater that supplies boiling water for hot drinks. Use by young children could result in burns	Boiling water should only be accessed by adults

Insurance	Kiah Ridge has adequate public liability insurance. A Certificate of Currency can be found on our website.	
Equipment:	Tennis Racquets are available for a refundable deposit of \$5 per racquet, balls are provided free of charge. Table Tennis balls are available for a refundable deposit of 50c, racquets are available free of charge. Volleyballs, Basketballs, Soccer & Footballs are available free of charge, All other sporting equipment, including golf clubs & balls, need to be provided by any visiting group. NB: All equipment is maintained in accordance with the OH&S regulations and appropriate standards.	
Other Requirements:	Sunscreen & hats are recommended for all outside activities. Appropriate footwear must be worn during any bushwalking. Sunscreen is available on request	
Supervision / Services	A general briefing is provided to all staff & students on arrival by Kiah Ridge management/staff. All supervision is the responsibility of school staff &/or group leaders.	
Access	Buildings are accessible by wheelchair. Disabled toilets & shower are available on request.	
Emergencies	Emergency Evacuation Procedures are in place & on display in all rooms. A briefing is given to all schools on arrival. Emergency siren is accessible as required. Staff are trained to deal with emergency situations	
Construction / Maintenance / Repairs	All construction, maintenance & repair work are carried out by licensed & qualified personnel.	
First Aid	It is recommended that schools bring a portable first aid kit particularly if the programme includes bushwalking etc, and have a designated First Aid Officer. An onsite first aid kit is available to provide basic first aid (Emergency supplies only). Staff are trained in first aid.	