

MTCC – Site Risk Register

Hazard or Risk	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Due Date	Date Complete	Maintenance and review
<i>Risks from Food Service – MTCC organised Conventions/Camps</i>	Medium risk of Food Poisoning	Low risk based on similar food handling businesses	Medium as food poisoning could be severe.	MTCC provides information, signage tools and products to comply with all aspects of food safety and hygiene	No			Ongoing	Review 30 June Annually
		Low risk based on similar food handling businesses		All Camp caterers involved in meal preparation meet safe food handling & hygiene requirements	No			Ongoing	
		Low risk based on similar food handling businesses		Food storage and handling procedures comply with the Scenic Rim Regional Council Health Regulations, with periodic visits carried out by Health Inspector.	No			Ongoing	
	Medium risk of Burns	Low risk based on similar food handling businesses	Medium as burns injuries may be severe	Hot water urn for beverages located in a high position in the dining room	No			Ongoing	

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	Medium risk of Electric Shock	Low risk based on similar food handling businesses	Medium as electric shock injuries could be severe.	All plug-in appliances and extension leads are tested and tagged, with all electrical needs met by qualified tradesmen.	No			Ongoing	
	Medium Risk of Slips and falls	Low risk based on similar food handling businesses	Medium as injuries sustained may be severe	Fluid spills immediately cleaned. Immediate area of broken glass etc is cleared, guests verbally alerted to danger, sign put out if required	No			Ongoing	
<i>Risk of Allergic Reactions (Food) to Known Trigger or Anaphylaxis – MTCC organised Conventions/Camps</i>	Low Risk of Anaphylaxis	Medium Risk based on increasing numbers of campers with allergies.	Medium Risk as anaphylaxis can be severe	<p>Camp leaders have the responsibility of being aware of known allergies and treatment thereof.</p> <p>All care is taken to obtain special dietary requirements and cooks are notified with details of allergens and food intolerances.</p> <p>This information must be communicated to MTCC Staff on booking.</p>	No			Ongoing	Review 30 June Annually
<i>Risk of Food Poisoning from Food Service – Self Catered Camps</i>	Medium risk of Food Poisoning	Low risk based on similar food handling businesses	Medium as food poisoning could be severe.	Camp Leaders are informed of appropriate behaviour and expectations.	No			Ongoing	Review 30 June Annually

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				MTCC provides information, signage tools and products to comply with all aspects of food safety and hygiene	No			Ongoing	
				Health and Hygiene Standards for Food Handlers are clearly displayed in all kitchens	No			Ongoing	
				MTCC encourages those involved in meal preparation to meet safe food handling & hygiene requirements and requires incoming camp to nominate a food safety supervisor.	No			Ongoing	
				Food storage and handling facilities comply with the Scenic Rim Regional Council Health Regulations, with periodic visits carried out by Health Inspector	No			Ongoing	
<i>Risk of Burns from Food Service – Self Catered Camps</i>	Medium risk of Burns	Low risk based on similar food handling businesses	Medium as burns injuries could be severe.	Camp Leaders are to advise campers when and where items are hot/dangerous, or any space issues where participants need to take care	No			Ongoing	Review 30 June Annually

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				Hot water urn for beverages located in a high position in the dining room	No			Ongoing	
<i>Risk of Electric Shock from Food Service – Self Catered Camps</i>	Medium risk of Electric Shock	Low risk based on similar food handling businesses	Medium as electric shock could be severe.	All plug-in appliances and extension leads are tested and tagged	No			Ongoing	Review 30 June Annually
<i>Risk of Slips & Falls from Food Service – Self Catered Camps</i>	Medium Risk of Slips and falls	Low risk based on similar food handling businesses	Medium as injuries sustained may be severe	Fluid spills to be immediately cleaned. Immediate area of broken glass etc is cleared, guests verbally alerted to danger, sign provided	No			Ongoing	Review 30 June Annually
<i>Risk of Injury from misuse of Equipment</i>	Medium risk of injury	Low risk based on similar food handling businesses	Medium as injuries sustained may be severe	MTCC provides a Compendium with instructions that explains usage of equipment e.g. gas oven, combination oven, cold room, dishwasher	No			Ongoing	Review 30 June Annually
<i>Risk of Allergic Reactions (Food) to Known Trigger or Anaphylaxis – Self Catered Camps</i>	Low Risk of Anaphylaxis	Medium Risk based on increasing numbers of campers with allergies.	Medium Risk as anaphylaxis can be severe	Camp leaders have the responsibility of being aware of known allergies and treatment thereof.	No			Ongoing	Review 30 June Annually

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<p><i>Risk of injury from - Fire, Severe Storm, Gas Leakage, Hazardous Material Spills, Medical Emergency, Missing or Lost Camper, Personal Threat or Terrorism.</i></p>	<p>High Risk of bushfire, and storms</p>	<p>Medium as risk is seasonal</p>	<p>High as injuries sustained may be severe</p>	<p>Evacuation plans are clearly displayed throughout the site.</p> <p>SAFE Emergency Procedures Manual in place</p> <p>All buildings are fitted with extinguishers or hoses as per Rural Fire Service Guidelines and comply with regular inspections</p> <p>All buildings are fitted with smoke alarms as per Local and State Legislation and comply with regular inspections</p> <p>Emergency Contact Telephone Numbers E.g. Hospital are listed on notice boards</p>	<p>No</p>			<p>Ongoing</p>	<p>Review 30 June Annually</p>
	<p>High Risk of gas Leakage and Hazardous Material spills due to gas and chemicals used on site</p>	<p>Low as gas & chemicals are safely stored</p>	<p>Medium as illness caused may be severe</p>	<p>Chemicals are stored in secured areas with First Aid and Material Safety Data Sheets.</p> <p>Gas bottles on premises are secured and comply with W.H.&S. guidelines</p>	<p>No</p>			<p>Ongoing</p>	<p>Review 30 June Annually</p>

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	High risk of medical emergency due to camp activities and large numbers of campers	Medium as camp activities can provide higher risk	High as injuries sustained may be severe	First Aid Kits are provided at all sites Camp Fire Register is required to be completed and maintained by Camp Leaders for Emergency Roll	No			Ongoing	Review 30 June Annually
	High risk of personal threat or terrorism due to isolation of site	Low target for terrorism	Medium as injury may be severe	Camp Leaders are recommended to keep facilities locked at night Other precinct camp groups asked to limit their access to their own site	No			Ongoing	Review 30 June Annually
	High risk of missing/lost camper due to proximity to National Park walks	Low as activities are usually group based	Medium as injury may be severe	Camp Leaders are responsible for the safety of their campers whilst offsite Emergency contact numbers are located around the site	No			Ongoing	Review 30 June Annually
<i>Buildings and Property – Risk of electrocution</i>	Low risk of electrocution	Low	Medium as Electric Shock injuries may be severe	All buildings are fitted with safety switches All provided plug-in appliances and extension leads are tested and tagged, with all electrical needs met by qualified tradesmen.	No			Ongoing	Review 30 June Annually

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<i>Buildings and Property – Risk of Falls</i>	Low risk of Falls	Low as hazards are identified and fixed in a timely manner	Medium as injuries from falls may be severe	Sufficient lighting is provided to all buildings/pathways Continuous improvement program in place to address	No			Ongoing	Review 30 June Annually
<i>Buildings and Property – Risk of Back Injury</i>	Risk of Back Injury	Low as signage recommends safe lifting	Medium as back injuries from lifting may be severe	Signage states that chairs are to be stacked to a maximum of 10 in the auditorium and 6 in all other buildings	No			Ongoing	Review 30 June Annually
<i>Buildings and Property – Risk of Injury</i>	Risk of Injury	Low as hazards are identified and fixed in a timely manner	Medium as injuries may be severe	Regular routine maintenance of grounds and buildings is carried out Camp leader requested to advise Staff of any maintenance issues arising during stay	No			Ongoing	Review 30 June Annually
<i>Buildings and Property – Risk of Asbestos Inhalation</i>	Risk of Asbestos Inhalation	Low as asbestos in maintained in a safe manner	Medium as illness caused by asbestos inhalation may be severe	An Asbestos materials report and Register and an asbestos management plan are maintained and implemented All internal and external claddings containing asbestos are clearly signed	No			Ongoing	Review 2021 Asbestos Report

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<i>Risk of Child abuse - Child Safety</i>	High as large numbers of children are on site	Medium as there are historical claims	High	<p>All staff understand and comply with current guidelines for child protection. MTCC uses its own system SAFE People, Place & Events. Information is located in folders and on signage in all buildings, and on website.</p> <p>All Volunteer leaders of MTCC Camp - children's programs are required to read, understand, and implement MTCC's Child Safety Policy</p>	No			Ongoing	Review as Government Regulations are updated & 30 June Annually
<i>Health and Hygiene- Risk of cross infection</i>	High as infectious disease illness may be severe	High due to large numbers of campers on site	High as illness may be severe	<p>Campers in shared accommodations must bring their own linen, pillowcase, and towels</p> <p>Hand wash and paper towel provided in kitchen and bathrooms</p> <p>Camp Leaders are responsible for checking, cleaning, and disinfecting kitchen/bathrooms during stay as necessary</p> <p>All rooms, bathrooms and kitchen are cleaned by MTCC staff between camps.</p> <p>MTCC Covid SAFE Risk Management plan and cleaning procedures are in place</p>	No			Ongoing	Review 30 June Annually
<i>Personal risk hazards due to falling trees or unforeseen circumstances</i>	High	Medium	Medium as injury from hazards may be severe	<p>Trees are cut back, tracks are cleared and general maintenance conducted to reduce risks</p> <p>First Aid Kits are provided on site</p>	No			Ongoing	Review 30 June Annually

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<i>Personal Risk Hazards due to Bites – snake/spider</i>	High	High	High	First Aid Kits are provided on site MTCC Staff Ongoing site maintenance	Signage			Ongoing	Review 30 June Annually
<i>Personal Risk Hazard due to - Sunburn/Heat Exhaustion</i>	Low	Low	Low	Camp Leaders are to instruct campers to keep outdoor experience in full sun to a minimum, wear suitable clothing and keep hydrated	No			Ongoing	Review 30 June Annually
<i>Personal Risk hazards due to - Allergies</i>				Camp Leaders have responsibility for obtaining medical information from campers, being aware of known allergies, and provide trained staff to administer treatment as needed. Campers to carry any personal medication e.g. epi-pen First Aid Kits are provided on site	No			Ongoing	Review 30 June Annually
<i>Personal Risk Hazard due to - Campers struck by vehicle</i>	Low	Low	Low	Signage indicates a speed limit of 15Klm Signage encourages vehicles to be parked in designated areas	No			Ongoing	Review 30 June Annually
<i>Personal Risk Hazard due to - Sporting Equipment – Volleyball Court, Basketball Ring</i>	Low	Low	Low	Permanent equipment meets building codes and council requirements Equipment is regularly inspected and is used in designated areas only, free of hazards, etc	Operational policy for allowing camps to operate independently with authorised person			Ongoing	Review 30 June Annually

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<p><i>Personal Risk Hazard due to – Water Slide</i></p>	<p>Medium</p>	<p>Low</p>	<p>Low</p>	<p>Supervised by authorised person signed off by MTCC staff</p> <p>Authorised person to instruct campers before activity commences regarding taking care, e.g. not standing on slide, no long run-ups</p> <p>Ensure minimal traffic on slide at one time</p> <p>Keep campers away from the sides of slide</p> <p>Campers exit the slide in a timely fashion</p> <p>Camp Leader is to ensure a First aid provider and kit is always present</p> <p>Provide soft fall pads at commencement of slide</p> <p>Ensure water slide is in good condition: not torn, etc</p> <p>Water slide (black plastic) is maintained in position by safe means: e.g. only use sand bags</p> <p>Electric pumps/leads are not used in wet weather or while slide (blue inflatable) is in operation</p> <p>Equipment is only used in correct weather conditions. B.O.M. website</p>	<p>Operational policy for allowing camps to operate independently with authorised person</p>			<p>Ongoing</p>	
<p><i>Personal Risk Hazard due to – Jumping Castle</i></p>	<p>Medium</p>	<p>Low</p>	<p>Medium</p>	<p>Supervised by authorised person signed off by MTCC staff</p> <p>Authorised person to instruct campers before activity commences</p>	<p>Operational policy for allowing camps to</p>			<p>Ongoing</p>	<p>Review 30 June Annually</p>

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				<p>regarding taking care, e.g. not climbing on sides</p> <p>Limit the number of users to reduce risk of collisions, and avoid mixing age-groups of users</p> <p>Campers exit the castle in a timely fashion</p> <p>Camp Leader is to ensure a First aid provider and kit is always present</p> <p>Provide soft fall pads at exit ramps</p> <p>Set-up and operation meets manufacturers standards and guidelines, including anchoring</p> <p>Equipment is only used in correct weather conditions. B.O.M. website</p> <p>Avoid using on very windy days and suspend use if strong wind gusts occur. Including deflating</p> <p>Ensure no hard or sharp objects in close proximity</p> <p>All provided plug-in appliances and extension leads are tested and tagged, with all electrical needs met by qualified tradesmen</p>	operate independently with authorised person				
<p><i>Personal Risk Hazard due to - Bonfire/firepit/ braziers</i></p>	High	Low	Medium	<p>Supervised by authorised person signed off by MTCC staff</p> <p>Fire bans checked.</p> <p>Fire not to be lit in windy conditions, 15klms or less. BOM website</p>	See Bonfire Firepit Brazier Policy and Procedures			Ongoing	Review 30 June Annually

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				<p>Firecom contacted: 5558 9185 MTCC Staff 15 minutes prior to operation.</p> <p>Bonfire less than 2m3 in size</p> <p>Safety gear e.g. shovel, rake, water buckets, fire extinguisher, first aid kit all close at hand.</p> <p>Camp Leader to get permission from Caretaker on duty before lighting fire.</p> <p>Supervision and safety talk conducted by caretaker on duty if requested by Camp Leader</p> <p>Firepits less than 2x2m – no permit required</p> <p>Braziers – no permit required</p>					
<p><i>Personal Risk Hazard due to - Avocado Harvest</i></p>	Low	Medium	Low	<p>Branches to be visually inspected/tested by caretaker on duty before bearing full weight of volunteers</p> <p>MTCC Staff to advise volunteers of safety requirements.</p> <p>Climbing of trees to be supervised and limited to 2 metres above ground</p> <p>Where possible fruit to be picked from ground by use of extension pole</p> <p>No pickers to be under tree while being picked, maintain a suitable distance from outer canopy</p>	No			Ongoing	Review 30 June Annually

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				<p>Machinery, e.g. tractors only to be operated by trained staff. Speed restricted to 5km hour or less</p> <p>All pickers to wear suitable protective clothing and sunscreen</p>					
<i>Other persons on site (contractors)</i>	Low	Low	Low	<p>Signage – all visitors are to report to the MTCC Office and sign in.</p> <p>All Contractors to site and sign Asbestos register if working on or around asbestos on site</p> <p>All contractors to be supervised by MTCC Staff while guests on premises</p>	No			Ongoing	Review 30 June Annually
<i>Volunteers</i>	Low	Medium	Low	<p>Signage – all visitors are to report to the MTCC Office</p> <p>All volunteers to sign volunteers log</p> <p>All volunteers to be supervised by MTCC Staff while guests on premises</p>	No			Ongoing	Review 30 June Annually
<i>Trespassers</i>	Low	Low	Low	<p>Signage – all visitors are to report to the MTCC Office</p> <p>Private Property signage is marked on site</p>	MTCC Volunteers Policy is in place			Ongoing	Review 30 June Annually
<i>General - Unsafe buildings</i>	Low	Low	Low	<p>MTCC holds all licences required to operate</p> <p>Licences on public display in office</p> <p>Construction meets relevant building codes</p> <p>Construction is undertaken by licensed, insured builders</p>	No			Ongoing	Review as Government Regulations are updated & 30 June Annually

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<i>General</i> - Site uninsured	Low	Low	Low	MTCC maintains Public Liability cover Certificate of Currency available on request	No			Ongoing	Review as Government Regulations are updated & 30 June Annually
<i>General</i> - Injury due to OH&S	Low	Low	Low	MTCC has a commitment to managing O.H.&S. issues	No			Ongoing	Review as Government Regulations are updated & 30 June Annually
<i>General</i> - Tripping over tools	Low	Low	Low	The workshop area has signage advising “Staff Entry Only” All cleaning materials e.g. mops, brooms, and buckets, stored when not in use. Tools are stored in workshop or in locked vehicles. All electrical cords are wound up when not in use During maintenance, areas are identified by road barriers, witches’ hats, safety tape or appropriate barricade	No			Ongoing	Review 30 June Annually
<i>General</i> - Faulty Tools	Low	Low	Low	MTCC promotes a safe working environment. Faulty tools to be tagged “do not use”, repaired or thrown away	No			Ongoing	Review 30 June Annually
<i>Hazardous Materials</i>	High	Low	Medium	MTCC has a designated chemical store and is inspected annually A delivery procedure is in place	Underway			Ongoing	Review 30 June Annually

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				<p>Chemicals are stored appropriately for their use in locked rooms</p> <p>Material Safety Data Sheets are maintained and located in all kitchens, storage rooms and in the office</p>					
<i>Privacy of information</i>	Low	Low	Low	<p>Information obtained is used only for express purpose MTCC Staff & Camp Leaders</p> <p>Access and storage of information meets Privacy Act requirements</p> <p>Information retained as required under the Freedom of Information Act</p>	No			Ongoing	Review 30 June Annually
<i>Medical – Risk of Aggravation of Existing Medical Condition or Injury</i>	Medium	Medium	Medium	<p>Information is obtained at booking for MTCC events for identifying allergies, special needs & other health related issues.</p> <p>Camp Leaders are to ensure that campers have medication prior to and throughout stay</p> <p>Access to First Aid providers and First Aid Kits available at each site</p> <p>Ensure Emergency vehicle access to all activities onsite</p> <p>Staff trained in First Aid</p>	Investigate First Aid Training for all staff?			Ongoing	Review 30 June Annually
<i>Client behaviour – Risk of Injury Due to other Campers</i>	Low	Low	Low	<p>MTCC promotes a smoke free environment. Smoking is not permitted in any building</p> <p>MTCC has a drug and alcohol-free policy</p>	No			Ongoing	Review 30 June Annually

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				<p>Information is sent to Camp Leaders on booking and they are responsible to pass this information onto campers</p> <p>No Smoking signage is displayed</p> <p>Action will be taken for infringements of these policies</p>					
<i>Client behaviour – Risk of Injury Due to Inappropriate Actions</i>	Low	Low	Low	<p>A layout of room configurations is sent to Camp Leaders when booking Centre</p> <p>Camp Leaders to ensure number of campers does not exceed number of available beds in rooms</p> <p>Camp Leaders to ensure separate accommodation for age, gender, and marital status.</p> <p>Camp leaders to ensure their accommodation is known by all campers</p>	No			Ongoing	Review 30 June Annually
<i>Risk of injury - due to faulty Vehicle</i>	Low	Low	Low	<p>MTCC Vehicle is regularly insured, registered and serviced</p>	No			Ongoing	Review 30 June Annually
<i>– Risk of Injury due to Vehicle Accident</i>	Low	Low	Low	<p>MTCC employee is licensed and all due care is taken</p>	No			Ongoing	Review 30 June Annually