

# 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 | 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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|--|-------------------------------|--|---|---|----|--|--|---------|-------------------------|
|  |                               | with allergies.                                    |   | All care is taken to obtain special dietary requirements and cooks are notified with details of allergens and food intolerances.<br><br>This information must be communicated to MTCC Staff on booking. |    |  |  |         |                         |
| <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 |
|  |                               |  |   | MTCC provides information, signage tools and products to comply with all aspects  | No |  |  | Ongoing |                         |

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|--|--|--|--|---|----|--|--|--|---------|
|  |  |  |  | of food safety and hygiene  |    |  |  |  |         |
|  |  |  |  | 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,  | No |  |  |  | Ongoing |

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|--|-------------------------------|--|---|---|----|--|--|---------|-------------------------|
|  |                               |  |   | with periodic visits carried out by Health Inspector  |    |  |  |         |                         |
| <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 |
|  |                               |  |   | 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 |

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|---|--------------------------------|--|--|---|----|--|--|---------|-------------------------|
| <i>Risk of Slips &amp; 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</i>            | Low Risk of Anaphylaxis        | Medium Risk based on increasing                    | Medium Risk as anaphylaxis                 | Camp leaders have the responsibility of being aware of known  | No |  |  | Ongoing | Review 30 June Annually |

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| <i>Anaphylaxis – Self Catered Camps</i>   |                                   | numbers of campers with allergies. | can be severe                            | allergies and treatment thereof.   |    |  |  |         |                         |
|---|-----------------------------------|------------------------------------|--|--|----|--|--|---------|-------------------------|
| <i>Risk of injury from - Fire, Severe Storm, Gas Leakage, Hazardous Material Spills, Medical Emergency, Missing or Lost Camper, Personal Threat or Terrorism.</i> | High Risk of bushfire, and storms | Medium as risk is seasonal         | High as injuries sustained may be severe | Evacuation plans are clearly displayed throughout the site.<br>SAFE Emergency Procedures Manual in place<br>All buildings are fitted with extinguishers or hoses as per Rural Fire Service Guidelines and comply with regular inspections<br>All buildings are fitted with smoke alarms as | No |  |  | Ongoing | Review 30 June Annually |

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|--|--|--|--|---|----|--|--|---------|-------------------------|
|  |  |  |  | per Local and State Legislation and comply with regular inspections<br>Emergency Contact Telephone Numbers<br>E.g. Hospital are listed on notice boards         |    |  |  |         |                         |
|  | High Risk of gas Leakage and Hazardous Material spills due to gas and chemicals used on site | Low as gas & chemicals are safely stored | Medium as illness caused may be severe | Chemicals are stored in secured areas with First Aid and Material Safety Data Sheets.<br>Gas bottles on premises are secured and comply with W.H.&S. guidelines | No |  |  | Ongoing | Review 30 June Annually |



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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<br>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<br>Other precinct camp groups asked to limit their access to their own site  | No |  |  | Ongoing | Review 30 June Annually |

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|---|--|---|---|---|----|--|--|---------|-------------------------|
|   | 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<br><br>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<br><br>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<br>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<br>Camp leader requested to advise Staff of any | No |  |  | Ongoing | Review 30 June Annually |

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|---|-----------------------------|--|---|--|----|--|--|---------|-----------------------------|
|   |                             |  |   | maintenance issues arising during stay   |    |  |  |         |                             |
| <i>Buildings and Property – Risk of Asbestos Inhalation</i> | Risk of Asbestos Inhalation | Low as asbestos is 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<br><br>All internal and external claddings containing asbestos are clearly signed | No |  |  | Ongoing | Review 2021 Asbestos Report |

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

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|---|-----|-----|-----|--|----|--|--|---------|-------------------------|
| <p><i>Personal Risk hazards due to - Allergies</i></p>                |     |     |     | <p>Camp Leaders have responsibility for obtaining medical information from campers, being aware of known allergies, and provide trained staff to administer treatment as needed.</p> <p>Campers to carry any personal medication e.g. epi-pen</p> <p>First Aid Kits are provided on site</p> | No |  |  | Ongoing | Review 30 June Annually |
| <p><i>Personal Risk Hazard due to - Campers struck by vehicle</i></p> | Low | Low | Low | <p>Signage indicates a speed limit of 15km</p> <p>Signage encourages vehicles to be parked in designated areas</p>   | No |  |  | Ongoing | Review 30 June Annually |



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|---|-----|-----|-----|--|---|--|--|---------|-------------------------|
| <i>Personal Risk<br/>Hazard due to<br/>- Sporting<br/>Equipment –<br/>Volleyball<br/>Court,<br/>Basketball<br/>Ring</i> | Low | Low | Low | Permanent equipment meets building codes and council requirements<br><br>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>Operational policy for allowing camps to operate independently with authorised person</p> |  |  | <p>Ongoing</p> |  |
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|  |  |  |  | <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> |  |  |  |  |  |
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|---|-------------|------------|---------------|---|--|--|--|----------------|--------------------------------|
| <p><i>Personal Risk Hazard due to - Bonfire/firepit/ braziers</i></p> | <p>High</p> | <p>Low</p> | <p>Medium</p> | <p>Supervised by authorised person signed off by MTCC staff<br/>           Fire bans checked.<br/>           Fire not to be lit in windy conditions, 15 kms or less. BOM website<br/>           Firecom contacted: 5558 9185<br/>           MTCC Staff 15 minutes prior to operation.<br/>           Bonfire less than 2m3 in size<br/>           Safety gear e.g. shovel, rake, water buckets, fire extinguisher, first aid kit all close at hand.<br/>           Camp Leader to get permission from Caretaker on duty before lighting fire.</p> | <p>See Bonfire Firepit Brazier Policy and Procedures</p> |  |  | <p>Ongoing</p> | <p>Review 30 June Annually</p> |
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|  |  |  |  | Supervision and safety talk conducted by caretaker on duty if requested by Camp Leader<br>Firepits less than 2x2m – no permit required<br>Braziers – no permit required |  |  |  |  |  |
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|---|------------|---------------|------------|---|-----------|--|--|----------------|--------------------------------|
| <p><i>Personal Risk Hazard due to - Avocado Harvest</i></p> | <p>Low</p> | <p>Medium</p> | <p>Low</p> | <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> <p>Machinery, e.g. tractors only to be operated by trained staff. Speed restricted to 5 km hour or less</p> | <p>No</p> |  |  | <p>Ongoing</p> | <p>Review 30 June Annually</p> |
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|--|-----|--------|-----|--|----|--|--|---------|-------------------------|
|  |     |        |     | All pickers to wear suitable protective clothing and sunscreen   |    |  |  |         |                         |
| <i>Other persons on site (contractors)</i> | Low | Low    | Low | Signage – all visitors are to report to the MTCC Office and sign in.<br>All Contractors to site and sign Asbestos register if working on or around asbestos on site<br>All contractors to be supervised by MTCC Staff while guests on premises | No |  |  | Ongoing | Review 30 June Annually |
| <i>Volunteers</i>                          | Low | Medium | Low | Signage – all visitors are to report to the MTCC Office<br>All volunteers to sign volunteers log<br>All volunteers to be supervised by MTCC Staff while guests on premises   | No |  |  | Ongoing | Review 30 June Annually |

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|-----------------------------------|-----|-----|-----|---|------------------------------------|--|--|---------|---|
| <i>Trespassers</i>                | Low | Low | Low | Signage – all visitors are to report to the MTCC Office<br>Private Property signage is marked on site   | MTCC Volunteers Policy is in place |  |  | Ongoing | Review 30 June Annually   |
| <i>General - Unsafe buildings</i> | Low | Low | Low | MTCC holds all licences required to operate<br>Licences on public display in office<br>Construction meets relevant building codes<br>Construction is undertaken by licensed, insured builders | No                                 |  |  | Ongoing | Review as Government Regulations are updated & 30 June Annually |
| <i>General - Site uninsured</i>   | Low | Low | Low | MTCC maintains Public Liability cover<br>Certificate of Currency available on request   | No                                 |  |  | Ongoing | Review as Government Regulations are updated & 30 June Annually |



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|------------------------------|-----|-----|-----|--|----|--|--|---------|---|
| General - 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 |
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|---|------------|------------|------------|--|-----------|--|--|----------------|--------------------------------|
| <p><i>General</i> -<br/>Tripping over tools</p> | <p>Low</p> | <p>Low</p> | <p>Low</p> | <p>The workshop area has signage advising “Staff Entry Only”<br/>All cleaning materials e.g. mops, brooms, and buckets, stored when not in use.<br/>Tools are stored in workshop or in locked vehicles.<br/>All electrical cords are wound up when not in use<br/>During maintenance, areas are identified by road barriers, witches’ hats, safety tape or appropriate barricade</p> | <p>No</p> |  |  | <p>Ongoing</p> | <p>Review 30 June Annually</p> |
| <p><i>General</i> -<br/>Faulty Tools</p>        | <p>Low</p> | <p>Low</p> | <p>Low</p> | <p>MTCC promotes a safe working environment. Faulty tools to be tagged “do not use”, repaired or thrown away</p>   | <p>No</p> |  |  | <p>Ongoing</p> | <p>Review 30 June Annually</p> |

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|-------------------------------|------|-----|--------|--|----------|--|--|---------|-------------------------|
| <i>Hazardous Materials</i>    | High | Low | Medium | <p>MTCC has a designated chemical store and is inspected annually</p> <p>A delivery procedure is in place</p> <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> | Underway |  |  | Ongoing | Review 30 June Annually |
| <i>Privacy of information</i> | Low  | Low | Low    | <p>Information obtained is used only for express purpose MTCC Staff &amp; 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 |

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|---|---------------|---------------|---------------|--|--|--|--|----------------|--------------------------------|
| <p><i>Medical</i> – Risk of Aggravation of Existing Medical Condition or Injury</p> | <p>Medium</p> | <p>Medium</p> | <p>Medium</p> | <p>Information is obtained at booking for MTCC events for identifying allergies, special needs &amp; 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> | <p>Investigate First Aid Training for all staff?</p> |  |  | <p>Ongoing</p> | <p>Review 30 June Annually</p> |
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|--|------------|------------|------------|--|-----------|--|--|----------------|--------------------------------|
| <p><i>Client behaviour – Risk of Injury Due to other Campers</i></p> | <p>Low</p> | <p>Low</p> | <p>Low</p> | <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> <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> | <p>No</p> |  |  | <p>Ongoing</p> | <p>Review 30 June Annually</p> |
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|---|-----|-----|-----|--|----|--|--|---------|-------------------------|
| <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 | MTCC Vehicle is regularly insured, registered and serviced   | No |  |  | Ongoing | Review 30 June Annually |

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|---|-----|-----|-----|--|----|--|--|---------|----------------------------|
| – <i>Risk of Injury</i><br>due to Vehicle<br>Accident | Low | Low | Low | MTCC employee is licensed and all<br>due care is taken | No |  |  | Ongoing | Review 30<br>June Annually |
|---|-----|-----|-----|--|----|--|--|---------|----------------------------|