
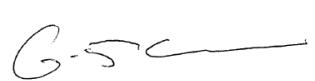
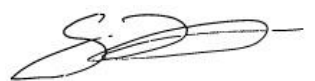


PROGRAM RISK ASSESSMENT AND CONTROL PLAN

This document is intended to identify hazards, assess risks and detail control measures to be implemented in order to eliminate or reduce the level of risk as low as reasonably practicable in YMCA programs. Consideration must be given to all parties whom may suffer injury or illness as a result of the program, activity or service, including workers, contractors, participants, and members of the public. Consultation must be undertaken with other relevant parties where there are shared WHS responsibilities. Amendments to this document should be considered whenever there is a related incident or change in a task, process, activity or equipment which may alter risks. Suggested amendments must be forwarded to safety.brisbane@ymcaqueensland.org.au for consultation and approval. This document shall undergo a full review at least every 12 months.

PART A. PROGRAM INFORMATION

Program Name:		Risk Assessment Number:																
Camp Kitchen		YMCA_PRA_WAR_001 Camp Kitchen																
Description of Program:		Last Review Completed:	Next Review Due:															
Kitchen staff operating the commercial kitchen, associated areas and dining hall (Including self-catering kitchen)		08/06/2026	08/06/2028															
Please refer to the YMCA Camping Food Safety Program/Plan for details on the management of food related safety risks.		<table border="1"> <thead> <tr> <th>PROGRAM RISKS</th> <th>INHERENT Number before Controls</th> <th>RESIDUAL Number after Controls</th> </tr> </thead> <tbody> <tr> <td>Low</td> <td>1</td> <td>26</td> </tr> <tr> <td>Medium</td> <td>26</td> <td>8</td> </tr> <tr> <td>HIGH</td> <td>7</td> <td>0</td> </tr> <tr> <td>EXTREME</td> <td>0</td> <td>0</td> </tr> </tbody> </table>		PROGRAM RISKS	INHERENT Number before Controls	RESIDUAL Number after Controls	Low	1	26	Medium	26	8	HIGH	7	0	EXTREME	0	0
PROGRAM RISKS	INHERENT Number before Controls	RESIDUAL Number after Controls																
Low	1	26																
Medium	26	8																
HIGH	7	0																
EXTREME	0	0																

Prepared in consultation with:							
Names:		Graeme Ferguson, Brent Greenfield, Tegan Homem, Michael Schablon, Graham Walker					
WHS Advisor:		Child Protection Advisor:		Centre Manager:		Group Manager:	
Name:	Michael Schablon	Name:	Graham Walker	Name:	Graeme Ferguson	Name:	Michelle Stanton
Signature:		Signature:		Signature:		Signature:	Michelle Stanton
Date:	08/06/2026	Date:	08/06/2026	Date:	08/06/2026	Date:	10/06/2026

PART B. RISK ASSESSMENT METHODOLOGY

The below **Risk Assessment Matrix** details the risk assessment methodology applied to the assessment of risk level.

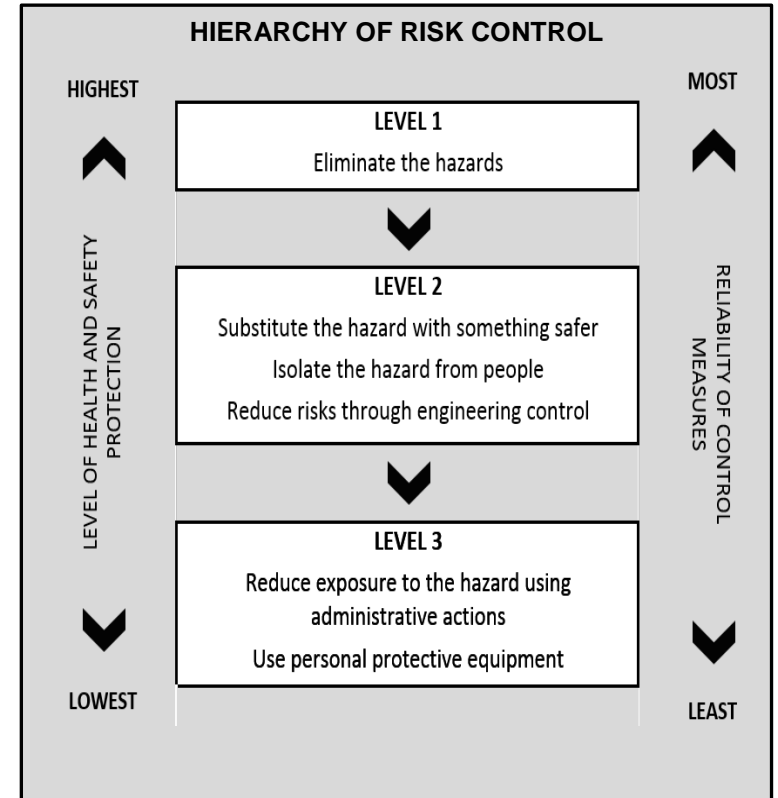
Risk Level = Consequence x Likelihood

Step 1. Consequences	Determine the expected Consequences that would result should the Risk Event occur. 'A – Minor' through 'E – Disaster'
Step 2. Likelihood	Determine the Likelihood of the Risk Event occurring resulting in the identified consequences. '1 – Rare' though '5 – Almost Certain'
Step 3. Match up	Match the Consequence rating with the Likelihood rating to identify the Risk Level .
Step 4. Controls	Select control measures based on the <i>Hierarchy of Risk Control</i>

Risk Tolerance

As described in the *YMCA Risk Appetite Statement Policy [YMCA_POL_RAC_001]* the YMCA will ensure WHS risks are *as low as reasonably practicable (ALARP)*. As such, to meet accepted organisational standards **all WHS risks shall be mitigated to a Risk Level of Low or Medium**. Risks with a rating of **High or Extreme**, **cannot** be accepted by the Establishment Manager and a method of risk control must be implemented in order to reduce the level of risk to an acceptable level. Should control of High or Extreme level risks be impractical or not financially viable, acceptance can only be approved by the Executive Lead - Risk and Compliance.

RISK ASSESSMENT MATRIX		Consequences				
		A Minor Injury / illness requiring first aid treatment only. Eg: cuts, bruises, minor basic sprain / strain	B Significant Disabling injury / illness requiring minimal medical treatment and/or rehabilitation.	C Substantial Serious injury / illness requiring overnight hospitalization, multiple medical treatments and/or short-term rehabilitation.	D Major Serious Injury / illness resulting in permanent impairment, ongoing medical treatment and/or long-term rehabilitation	E Disaster Fatality, multiple serious injuries / illnesses.
Likelihood	5 - Almost Certain Is expected to occur in most circumstances. (likely to occur most weeks or months)	HIGH	HIGH	EXTREME	EXTREME	EXTREME
	4 – Likely Would probably occur in many circumstances. (several times a year)	Medium	HIGH	HIGH	EXTREME	EXTREME
	3 – Possible Might occur at some time in the future (may happen every 1-2 years)	Medium	Medium	HIGH	HIGH	EXTREME
	2 – Unlikely Unlikely sequence or coincidence but could occur at some time. (possibly occur at some time in 2-10 years)	Low	Medium	Medium	HIGH	HIGH
	1 – Rare May only occur in exceptional circumstances (may happen every 10 – 20 years)	Low	Low	Medium	Medium	Medium



PART C. HAZARD IDENTIFICATION GUIDE

Hazard Categories – Consider the following examples of hazard types and associated risks when assessing risks for each activity.

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Animal / Biological – wild animals, swooping birds, insect bites / stings, needles, blood & bodily fluids. • Chemicals & Substances – cleaning chemicals, flammable / combustible materials, pool chemicals • Manual Tasks – sustained / awkward postures, forceful exertion, repetitive tasks, • Food Safety – chemical / biological / physical contamination, • Machinery, Tools & Equipment – powered machinery & tools, sporting / recreational equipment, playground structures, • Excessive Noise – loud machinery / equipment, amplified music, • Electrical – electrically powered equipment, extension cords / power boards • Fire / Flames – gas cooktops, BBQ's, camp fires, candles, • Falls from Height – unguarded edges, work from ladders, roofs / elevated platforms | <ul style="list-style-type: none"> • Workplace Environment – slippery / loose / uneven surfaces, weather conditions, sun exposure, lighting, • Work Systems – organisation of work activities, busy periods, lone workers. • Human Factors – human behaviors, pre-existing medical conditions, young or inexperienced workers, • Psychosocial – job demands, low job control, lack of role clarity, poor change management/organizational justice, lack of recognition/reward, remote/isolated work, poor work environment/conditions, traumatic situations • Safeguarding Children – potential interaction with abusive individual on YMCA premises, child using toilet facilities (on-site or off-site), Interaction with public on YMCA premises, staff travelling in vehicle with children, isolated work spaces, child leaving program on their own. |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Specific Reference Information: (e.g. industry guidelines, Regulations, Codes of Practice, Standards, manufacturer operating manuals)

External Reference Information:

- [Work Health and Safety Act 2011](#)
- [Work Health and Safety Regulation 2011](#)
- [How to manage work health and safety risks Code of Practice 2021](#)
- [Managing the risk of psychosocial hazards at work Code of Practice 2022](#)
- [Managing the work environment and facilities Code of Practice 2021](#)
- [Work health and safety consultation, cooperation and coordination Code of Practice 2021](#)
- [Hazardous manual tasks Code of Practice 2021](#)
- [Managing electrical risk in the workplace Code of Practice 2021](#)
- [Managing noise and preventing hearing loss at work code of practice 2021](#)
- [Managing risks of hazardous chemicals in the workplace Code of Practice 2021](#)
- [Managing the risk of falls at workplaces Code of Practice 2021](#)
- [Managing the risks of plant in the workplace code of practice 2021](#)

Internal Reference Information:

- [WHS Policy](#)
- [WHS Risk Management Procedures](#)
- [WHS Communication and Consultation Procedures](#)
- [WHS Induction, Training and Supervision Procedures](#)
- [WHS Monitoring and Inspection Procedures](#)
- [Contractor Safety Management Procedures](#)
- [Hazardous Chemical Safety Procedures](#)
- [Hazardous Manual Task Safety Procedures](#)
- [Hazardous Plant Safety Procedures](#)
- [Electrical Safety Procedures](#)
- [Lone and Remote Worker Safety Procedures](#)
- [Emergency Preparedness and Response Procedures](#)
- [BBQ Safety Guidelines](#)
- [Psychosocial Safety and Wellbeing Guidelines](#)
- [YMCA Camping Food Safety Plan](#)

PART D. ACTIVITY RISK REGISTER

RISK REGISTER – The following section outlines the identified foreseeable hazards and associated control measures for each Activity.

Risk Event <i>How could a person become injured or ill? What is it we are trying to prevent?</i>	Consequences <i>What will happen if the risk event occurs. What are the expected injuries or illness that would result?</i>	Initial Risk Assessment			Control Measures <i>What measures are in place to reduce the likelihood of injury / illness occurring or reduce the severity of the injury / illness?</i>	Person Responsible <i>Who is responsible for undertaking the control measure?</i>	Residual Risk Assessment			Continual Improvement <i>What additional measures to reduce risk further have been proposed?</i>
		L	C	R			L	C	R	
Animal / Biological										
1. Collection of syringes – needle prick	Infectious disease – Hepatitis	2	C	M	(SWP) Safe Work Procedure-Retrieval and disposal of Needles and Syringes Sharps- includes injury protocol and training record.	Camp Management Kitchen Supervisor/s All Kitchen Staff	1	C	M	
					SWP includes Sharps container to store/dispose needles available	Camp Management Kitchen Supervisor/s All Kitchen Staff				
2. Clean up of / vomit / bodily fluids	Infectious disease Other illness	2	B	M	PPE worn – gloves, facemask, if required etc	Kitchen Supervisor/s All Kitchen Staff	1	B	L	
					(SWP) Safe Work Procedure Cleaning Surfaces of blood and bodily substances Cleaning, Staff training on Induction and refreshed every two years	Camp Management Kitchen Supervisor/s All Kitchen Staff				
					Bodily fluids response kit available located in dining hall cleaners’ room	Kitchen Supervisor/s Camp Management				
					Disposal process and what equipment to use included in Safe Work Procedure	Camp Management Kitchen Supervisor/s All Kitchen Staff				
3. Insect bites/stings e.g., Mosquito / wasp / bee sting	Rash Bite Allergic reaction	3	A	M	Kitchen has bug zappers. Insect repellent available for groups doing activities	Camp Management Kitchen Supervisor/s All Kitchen Staff	2	A	L	
					Area around kitchen and dining hall are kept free from excess leaf litter / mulch / leaf matter	Camp Management Maintenance Staff				
					Staff medical information captured in Success Factors if disclosed at recruitment stage.	Camp Management Kitchen Supervisor/s				
					Areas around kitchen and dining hall (including outdoor dining areas) are regularly inspected and maintained as per camp maintenance plan	Camp Management Maintenance Staff				

PART D. ACTIVITY RISK REGISTER

4. Pest infestation	Rash Bite Allergic reaction Infectious disease /illness	3	A	M	Pest control is conducted every four months. (Contractor arranged to attend kitchen/dining hall)	Camp Management Maintenance Staff Kitchen Supervisor/s	1	A	L
5. Possible Exposure to mold	Rash Skin irritation Difficulty breathing Respiratory/health issues	3	A	M	Most kitchen dining surfaces in brand new condition, all kitchen and dining areas cleaned regularly as per cleaning & sanitizing program. E.g. daily/weekly /monthly cleaning schedule	Camp Management Kitchen Supervisor/s All Kitchen Staff	1	A	L
					Appropriate cleaning chemicals selected and used e.g. kitchen appropriate, food safe products E.g. food safe sanitizer – odour free	Kitchen Supervisor/s All Kitchen Staff			
					Any spills (floors, countertops) cleaned up efficiently, ensure proper drying of surfaces	Kitchen Supervisor/s All Kitchen Staff			
					Equipment prone to moisture build up regularly checked and cleaned e.g. dishwasher, refrigerators	Kitchen Supervisor/s All Kitchen Staff Maintenance Staff			
					Areas prone to mould e.g. kitchen and all wet room areas are well ventilated to minimise moisture e.g. extractor fans	Camp Management Maintenance Staff			
					AC units cleaned every 6 months by an external contractor.	Camp Management Maintenance Staff			
6. Infectious disease outbreak (e.g. gastroenteritis/norovirus)	Illness outbreak Closure of facilities Reputational damage Dehydration/hospitalisation	1	C	M	Isolation/exclusion process for symptomatic persons	Camp Management Kitchen Supervisor/s All Kitchen Staff	1	C	M
					Enhanced cleaning/disinfection procedures	Camp Management Kitchen Supervisor/s All Kitchen Staff			
					Food handlers excluded for 48 hours after symptoms cease	Camp Management Kitchen Supervisor/s All Kitchen Staff			
					Public health reporting process where required	Camp Management			
Hazardous chemicals & substances									
7. Exposure to/ use of hazardous cleaning chemicals – contact	Irritation Rash Burn	3	C	H	Safety Data Sheet located near any substance identified as hazardous (valid within five years of issue date)	Camp Management Kitchen Supervisor/s All Kitchen Staff	1	A	L

PART D. ACTIVITY RISK REGISTER

with skin, eye, inhalation of vapors	Nausea				Hazardous Substance Register located near hazardous substance storage areas	Camp Management Kitchen Supervisor/s			
					All Staff undertake YMCA Safety Awareness Training in Hazardous Substances Training completed on Induction and refreshed every two years	Camp Management Kitchen Supervisor/s All Kitchen Staff			
					Use food-grade detergents and sanitizers, always following the manufacturer's instructions	Kitchen Supervisor/s All Kitchen Staff			
					Any decanted substances are clearly labelled	Kitchen Supervisor/s			
					Safe Work Procedure developed for any high-risk hazardous substances, Staff trained on Induction and every two years	Camp Management Kitchen Supervisor/s			
					PPE in line the safety data sheets easily accessible to Staff and usage monitored	Camp Management Kitchen Supervisor/s			
					Stored appropriately /safely. Chemical storage areas are locked when not being accessed by Staff	Camp Management Kitchen Supervisor/s			
					Signage displayed identifying location of chemicals	Camp Management Kitchen Supervisor/s			
					Chemicals are disposed of in line with safety data sheet	Camp Management Kitchen Supervisor/s			
8. Exposure to pest control baits/poisons	Vomiting Illness Nausea	1	B	L	Pest control baits installed by licensed professional	Camp Management Maintenance Staff	1	A	L
					Safe placement of any bait traps currently installed, in inaccessible areas only. E.g. bait traps chained to exterior of kitchen dining hall	Camp Management Maintenance Staff			
					Pest control spraying completed when no staff or guests onsite	Camp Management Maintenance Staff			
Electrical									
9. Use of electrical cleaning equipment such as vacuum cleaner, extension cords	Burn Electric shock Electrocution	3	B	M	Residual Current Devices in place, push button tested 6 monthly and annual performance test	Camp Management Maintenance Staff	1	A	L
					Vacuums tested and tagged 12 monthly.	Camp Management Maintenance Staff			

PART D. ACTIVITY RISK REGISTER

				All electrical equipment is listed on the Equipment Register, regular inspections completed, and actions required noted on the Maintenance Register	Camp Management Maintenance Staff				
10. Use of basic electrical kitchen equipment e.g. / toaster/ kettle/ Rational ovens	Burn Electric shock Electrocution	3	B	M	Residual Current Devices in place, push button tested 6 monthly and annual performance test	Camp Management Maintenance Staff	1	A	L
					Staff trained in safe use and hired having relevant demonstrated experience	Camp Management Maintenance Staff			
					All electrical equipment is listed on the Equipment Register, regular inspections completed, and actions required noted on the Maintenance Register	Camp Management Maintenance Staff			
11. Use of generator	Burn Electric shock Electrocution Manual Handling injury	3	C	H	Residual Current Devices in place, push button tested 6 monthly and annual performance test	Camp Management Maintenance Staff	1	B	L
					Fuel stored a minimum of 5m from generator.	Camp Management Maintenance Staff			
					Follow manual handling protocols for transport and positioning of generator. Camp management & maintenance operate only.	Camp Management Maintenance Staff			
					YMCA Safety Awareness Training Manual Tasks completed on Induction and refreshed every two years	Camp Management Maintenance Staff			
					All electrical equipment is listed on the Equipment Register, regular inspections completed, and actions required noted on the Maintenance Register	Camp Management Maintenance Staff			
Fire / flames									
12. Use of gas cooktop /stored gas/combination oven – gas left on, flames catching, leak, ignition/fire	Burn Difficulty breathing Aspiration Physical injury psychological trauma Property damage	3	C	H	Staff trained in safe use on induction	Kitchen Supervisor/s	2	B	M
					Emergency Response and Evacuation Plan in place, all Staff trained on commencement and at least annually	Camp Management Kitchen Supervisor/s All Kitchen Staff			
					Practice Evacuations conducted at least annually	Kitchen Supervisor/s All Kitchen Staff			
					Staff undertake YMCA Safety Awareness Training Hazardous Substances on	Kitchen Supervisor/s All Kitchen Staff			

PART D. ACTIVITY RISK REGISTER

					commencement and refreshed every two years				
					Ensure cylinders area stored upright in a secure location	Camp Management Kitchen Supervisor/s			
					All electrical equipment is listed on the Equipment Register, regular inspections completed, and actions required noted on the Maintenance Register	Camp Management Kitchen Supervisor/s Maintenance Staff			
					Gas bottles are stored / located away from an ignition source	Camp Management Kitchen Supervisor/s			
					Staff and self-catering group leaders shown emergency shutoff location during induction	Camp Management Kitchen Supervisor/s			
Safeguarding									
13. Staff contact / interaction with children)	Physical or psychological trauma / illness; Loss of reputation; Financial loss; Loss of accreditation (ACF).	3	D	H	SC&YP Policy and Procedures; Recruitment, screening and reference checks; Police Check; Blue cards for child-facing roles	Camp Management Kitchen Supervisor/s	1	C	
					Staff training; Y General Code of Conduct and safeguarding training modules (SF)	Camp Management Kitchen Supervisor/s			
					Safeguarding Children and Young People Risk Management Strategy	Camp Management Kitchen Supervisor/s			M
					Guests only allowed in restricted kitchen areas under direct supervision from supervising adult to assist with meal service or clean-up tasks.	Camp Management Kitchen Supervisor/s			
					Guests only allowed in the dining hall under supervision from supervising adult. Guests entering dining hall alone asked to vacate the area if unsupervised.	Camp Management Kitchen Supervisor/s			
Food safety /provision of meals									
14. Contamination of food through improper food storage, preparation or handling process	Foodborne illness Food Poisoning Nausea Vomiting Diarrhea Norovirus	3	B	H	Accredited YMCA Camping Food Safety Plan developed, maintained and complied with (incl. food processes temperature checks, cleaning and sanitization program, hand hygiene practices etc)	Camp Management Kitchen Supervisor/s Food Safety Supervisor All Kitchen Staff	2	B	M
					Current food license held. Safe Food Pro (App) practices/system in place for equipment management, automated temperature monitoring etc	Camp Management Kitchen Supervisor/s Food Safety Supervisor All Kitchen Staff			

PART D. ACTIVITY RISK REGISTER

				<p>All Workers involved in food preparation must have successfully completed the YMCA Food Safety Awareness training</p> <p>Unwell or symptomatic staff not to work. Food that may have been contaminated by an ill person should be disposed of properly.</p> <p>Qualified Food Safety Supervisor available / contactable during kitchen operation</p>	<p>Kitchen Supervisor/s All Kitchen Staff</p> <p>Kitchen Supervisor/s All Kitchen Staff</p> <p>Camp Management Food Safety Supervisor</p>				
15. Preparing and serving of food containing allergens	Cross contamination Allergic reaction	3	C	H	<p>Information on food allergies and dietary requirements of guests collected at time of booking via Venue Life Portal</p> <p>Special dietary meals re-identified in menu planning for group, during meal service clearly labelled with guest name, dietary requirement/allergy info, double checked before serving</p> <p>All staff complete Food Safety Awareness and All about Allergens online training, further in-house training on processes, e.g. how to read ingredient labels</p> <p>Food allergen dietary requirements system in place. Staff trained, operate in accordance with Work Instruction-Service of Special Dietary Food & Special Diets Policy</p> <p>Allergens clearly identified against menu items /ingredients. Food Allergen Matrix</p> <p>Adequate cleaning, separate utensils equipment used, special dietary meals served first to minimise cross contamination.</p> <p>Client group appoint a responsible person to supervise the service of special dietary meals (administer any medications required) 1 x back up epi-pen located in Kitchen 1st Aid box</p> <p>Ensure food being served has its ingredients available to those consuming, staff aware of and allergen information available upon request.</p>	<p>Camp Management</p> <p>Kitchen Supervisor/s All Kitchen Staff</p> <p>Kitchen Supervisor/s All Kitchen Staff</p> <p>Camp Management Kitchen Supervisor/s All Kitchen Staff</p> <p>Camp Management Kitchen Supervisor/s</p> <p>Kitchen Supervisor/s All Kitchen Staff</p> <p>Camp Management Kitchen Supervisor/s All Kitchen Staff</p> <p>Kitchen Supervisor/s All Kitchen Staff</p>	2	B	M

PART D. ACTIVITY RISK REGISTER

				Special Diets – Data Entry Guide provided to client groups to help standardize language/interpretations so information supplied is accurate.	Camp Management				
16. Transportation of food not stored appropriately or contaminated	Food poisoning Nausea Vomiting Diarrhea	2	B	M	Incoming goods register to be completed each time food is brought into or delivered to kitchen	1	B	L	
					Food transport (other businesses) & Transport of food process -within YMCA Camping Food Safety Plan				Kitchen Supervisor/s All Kitchen Staff
					Take-away lunches/MT/AT upon request, either packed up and put in eskies or are distributed individually with a frozen popper. Y staff do not transport, handover to schools. School Coordinator must sign a Temperature Log (T/A Meals) form meal is provided.				Camp Management Kitchen Supervisor/s All Kitchen Staff
					Any food/ meals being transported out of the kitchen stored appropriately to maintain safe storage temp e.g. cooler bags, insulated containers (hot boxes for hot meals)				Kitchen Supervisor/s All Kitchen Staff
17. Unsafe food being served which is past its “used by date”	Foodborne illness Food Poisoning Nausea Vomiting Diarrhea	2	C	M	Incoming goods register to be completed each time food is brought into or delivered to kitchen, use by dates checked	1	B	L	
					Processes around food stock checks ‘use by dates’ in YMCA Camping Food Safety Plan				Kitchen Supervisor/s All Kitchen Staff
					Food items kept with original packaging. Check dates on items prior to selection for use that day.				Kitchen Supervisor/s All Kitchen Staff
18. Unsafe food or contaminated by pests or chemicals	Insect-borne diseases (e.g. cholera, salmonella, listeriosis, gastroenteritis etc.)	2	B	M	Pest control is conducted every four months, Routine checks by grounds maintenance staff	1	B	L	
					Chemicals and food to be stored separately				Maintenance staff
					All kitchen and dining areas cleaned regularly as per cleaning & sanitizing program in YMCA Camping Food Safety Plan. E.g. daily/weekly /monthly cleaning schedule				Kitchen Supervisor/s All Kitchen Staff
					Records kept of all food areas cleaning schedule /tasks being completed				Camp Management Kitchen Supervisor/s All Kitchen Staff

PART D. ACTIVITY RISK REGISTER										
					Use of non-hazardous cleaning products/chemicals where possible. Ensure any food is covered when spraying surfaces	Kitchen Supervisor/s All Kitchen Staff				
Falls from height										
19. Use of ladder /step ladder or stool – fall from, failure	Fall from height less than 1m Bruise Sprain / strain Fracture Concussion	3	B	M	Work at height should be avoided where possible kitchen staff use small step stools only	Kitchen Supervisor/s All Kitchen Staff	2	A	L	
				All step ladders/stools are listed on the Equipment Register, regular inspections completed and actions required noted on the Maintenance Register	Kitchen Supervisor/s Maintenance Staff					
				Staff are trained in general Step and A-Frame Ladders SWP should ladder use be required	Camp Management Kitchen Supervisor/s					
Human factors										
20. Campers – teachers, students, others – aggressive behavior, hit, push, punch Staff	Physical injury Bruise Laceration Psychological distress	2	B	M	Camper Behaviour Policies in place Code of conduct for participants	Camp Management Kitchen Supervisor/s	1	B	L	
				Incident reporting procedure. EAP accessible/available to staff if needed.	Camp Management Kitchen Supervisor/s					
				Groups have supervising teachers/adults.	Camp Management					
				Campers given induction briefing talk upon arrival to outline expected behaviours	Camp Management					
21. Inappropriate use of self-catering kitchen area and associated equipment/appliances	Fire Cuts & injuries Property damage Food contamination- from unclean surfaces /allergens	3	B	M	Provide clear signage, safety instructions, and hygiene rules.	Camp Management Kitchen Supervisor/s	1	B	L	
				Self-catering groups sign Induction Checklist via Safe Food Pro. A \$500 bond also charged to cover any lost equipment or damages.	Camp Management Kitchen Supervisor/s All Kitchen Staff					
				Fire and emergency evacuation response plan in place including smoke alarms	Camp Management Kitchen Supervisor/s					
				Use limited to certain age groups/people or require supervision e.g. client group camp coordinator.	Camp Management Kitchen Supervisor/s					
				Client groups responsibility to manage any food allergens with use of self-catering kitchen.	Camp Management					
				Regularly inspect equipment and clean the kitchen, ensure space is suitable for use as part of cleaning and sanitizing YMCA Camping Food Safety plan	Camp Management Maintenance staff Kitchen Supervisor/s All Kitchen Staff					

PART D. ACTIVITY RISK REGISTER										
					Self-catering group leaders shown emergency shutoff location during induction	Camp Management Kitchen Supervisor/s All Kitchen Staff				
					Post-use inspection by YMCA staff before bond refund issued	Camp Management Kitchen Supervisor/s All Kitchen Staff				
					YMCA does not supervise food preparation in self-catering kitchen; responsibility remains with group					
22. Campers smoking, combustible material catching fire	Burn Burn injuries Severe injury fatality Emergency evacuation Damage to property	3	C	H	All YMCA campsites are smoke free environments, smoking not permitted within campgrounds.	Camp Management Kitchen Supervisor/s All Kitchen Staff	1	B	L	
					Fire and emergency evacuation response plan in place including smoke alarms	Camp Management Kitchen Supervisor/s				
					Kitchens area dining hall kept clear from combustible materials	Kitchen Supervisor/s All Kitchen Staff Cleaning staff				
					Adult Campers are advised on induction re smoking / no smoking rules (including vapes). Groups have supervising teachers/adults.	Camp Management				
Manual tasks										
23. Lifting / carrying / moving heavy / bulky items	Bruise Sprain Strain Musculoskeletal disorder	3	B	M	YMCA Safety Awareness Training Manual Tasks completed on Induction and refreshed every two years	Camp Management Kitchen Supervisor/s All Kitchen Staff	2	B	M	
					Mechanical aids available and used by Staff Utilise team lifting where possible. Two-person lift for large heavy items	Kitchen Supervisor/s All Kitchen Staff				
					Staff are selected appropriate for the task. E.g. Ensure worker carrying out manual tasks has no pre-existing medical condition which may be exacerbated	Camp Management Kitchen Supervisor/s				
24. Ergonomics – sustained / awkward / repetitive postures	Bruise Sprain Strain Musculoskeletal disorder	3	B	M	YMCA Safety Awareness Training Manual Tasks completed on Induction and refreshed every two years	Camp Management Kitchen Supervisor/s All Kitchen Staff	2	B	M	
					Work is structured in a way to allow for rotation between tasks adequate rest/ breaks provided	Camp Management Kitchen Supervisor/s				
					Staff are selected appropriate for the task	Kitchen Supervisor/s				

PART D. ACTIVITY RISK REGISTER

Machinery, tools and equipment										
25. Use of sharp knives	Minor cuts Laceration injury	3	B	M	Knife skills are a requirement of the role of Kitchen Staff and as such staff are hired with demonstrated experience	Kitchen Supervisor/s All Kitchen Staff	1	B	L	
					Damaged knives removed from service.	Kitchen Supervisor/s All Kitchen Staff				
26. Broken crockery, glassware or opened tins/cans	Cuts Lacerations Blood contamination	1	A	L	Broken glass/crockery clean-up procedure including PPE	Kitchen Supervisor/s All Kitchen Staff	1	B	L	
					Staff trained not to compact rubbish manually	Kitchen Supervisor/s All Kitchen Staff				
					Tin openers maintain in good condition	Kitchen Supervisor/s Camp Management				
27. Use of trolleys- pushing around camp kitchen dining areas e.g. Brat Pan, Bain Marie, transporting trolleys.	Bruise Laceration Sprain Strain Collison with guest/another worker	3	B	M	All equipment is listed on the Equipment Register, regular inspections completed, and actions required noted on the Maintenance Register	Kitchen Supervisor/s Maintenance staff	1	A	L	
					YMCA Safety Awareness Training Manual Tasks completed on Induction and refreshed every two years	Camp Management Kitchen Supervisor/s All Kitchen Staff				
					Staff trained (informal) on safe use of trolleys. E.g. moveable Bain Maire, emptying of Brat Pan / use of specific trolley.	Kitchen Supervisor/s All Kitchen Staff				
28. Working near hot surfaces / contact with scalding water (commercial dishwasher sterilizer) – cooking trays, pots / pans, brat pan, heating units	Burn Scalds	3	B	M	Staff and guests trained in safe use of commercial dishwasher	Kitchen Supervisor/s All Kitchen Staff	1	B	L	
					Staff are trained on how to operate cooking/heating equipment during induction, ongoing training and supervision where required	Kitchen Supervisor/s All Kitchen Staff				
					“Hot Surface” signage displayed on surfaces with public access	Camp Management Kitchen Supervisor/s				
					Bain-maries have protective cases to stop people touching the element when serving	Camp Management Kitchen Supervisor/s				
					Oven mits provided for moving cooking trays, pots/pans etc	Kitchen Supervisor/s				
29. Use of slicing blending kitchen appliances/equipment e.g.	Minor cut Injury Serious injury/Laceration	3	B	M	Clear usage instructions available, all Staff are trained on how to operate during induction. SWP for meat slicer.	Camp Management Kitchen Supervisor/s All Kitchen Staff	1	B	L	

PART D. ACTIVITY RISK REGISTER

meat slicer, fruit & vegetable slicer, blenders	Amputation				Multiple safety features built into fruit & vegetable slicer	Kitchen Supervisor/s			
					Ongoing training and supervision where required	Kitchen Supervisor/s			
30. Cold room (cool and/or freezer rooms)	Slips/trips /falls Entrapment Asphyxiation, Exposure to cold Hypothermia	3	B	M	Staff are trained on cold room processes/ use during induction. Ongoing training and supervision where required	Kitchen Supervisor/s All Kitchen Staff	1	B	L
					Walkways kept clear checked in daily travel path. Cold room cleaned regularly as per cleaning & sanitizing schedule	Kitchen Supervisor/s All Kitchen Staff			
					Cold room latch design doesn't lock (eliminates entrapment/ lock in risk)	Camp Management Kitchen Supervisor/s			
					alarm bell and an emergency exit device to open the cold room from the inside	Camp Management Kitchen Supervisor/s			
Work environment									
31. Working in semi enclosed space exposure to heat working in high temperatures	Dehydration Heat stroke Heat exhaustion Reduced concentration	3	B	M	Regular breaks / rotation of work	Camp Management Kitchen Supervisor/s	1	B	L
					Staff wear suitable breathable clothing and PPE	Kitchen Supervisor/s			
					Regular hydration encouraged, cold water available for staff	Kitchen Supervisor/s			
					Extractor fans /range hoods. Kitchen airconditioned dining spaces have fans	Camp Management			
32. Slip/trip/fall Slippery surfaces kitchen wet floor /dining area), Uneven surfaces/ obstructed pathways)	Physical injury Bruise Laceration Sprain Strain Burn or collision injuries	3	B	M	Uneven concrete surfaces removed where possible or if not possible painted a bright yellow	Camp Management Maintenance staff	2	B	M
					Ramps used for transitions between floor heights	Camp Management All Kitchen Staff			
					'Slippery When Wet' signage used when wet floors are identified e.g. rain, cleaning. Any spills, leaks greasy floors addressed promptly	Kitchen Supervisor/s All Kitchen Staff			
					Ensure staff wear appropriate slip resistant footwear.	Kitchen Supervisor/s			
					Non-slip flooring used in wet areas e.g. epoxy flooring in kitchen. Pathways kept clear via daily travel path checks	Camp Management			
Work systems									

PART D. ACTIVITY RISK REGISTER

33. Split shifts resulting in fatigue, lack of concentration	Bruise Laceration Sprain /Strain Musculoskeletal disorder Overwhelm Burnout/mental stress	3	B	M	Staff rostered with appropriate breaks during and between shifts as per the Hospitality Award.	Camp Management Kitchen Supervisor/s	1	B	L
					Encourage adequate rest breaks, hydration during shifts. Structure roster to maximise breaks /days off etc.	Camp Management Kitchen Supervisor/s			
					Maintain a pool of casual staff to avoid excessive work shifts in 24hr period	Camp Management Kitchen Supervisor/s			
34. Isolated work, unable to raise alarm in emergency – delayed first aid / medical treatment e.g. injury or medical event	Slip/trip/fall Physical injury Psychological Trauma/distress	2	B	M	Periodic check on staff working in isolation. lone working doesn't occur often	Camp Management	1	A	L
					Management aware of works performed in isolation prior to work commencing	Camp Management Kitchen Supervisor/s			
					Any staff with medical conditions or injuries managed on a case-by-case basis work with them rostered accordingly	Camp Management Kitchen Supervisor/s			
					Landline phone in kitchen, camp manager on call. UHF radio also available	Camp Management			
35. Work pressures – incoming groups – shortcuts / errors	Physical Injury Bruise Laceration Sprain Strain Psychological /stress	3	A	M	Work is structured in a way to avoid added work pressures. Most efficient use of time during short time frames	Camp Management Kitchen Supervisor/s	1	A	L
					Pre-arrival preparation. Weekly planning meetings to plan and organise work ahead of incoming bookings / check ins.	Camp Management Kitchen Supervisor/s			
					Ensure adequate resources Additional staff will be called in or shift swaps etc to assist if needed e.g. for larger groups.	Camp Management			
Other									
36. English is second language, unable to understand instructions / induction / training therefore unable to perform tasks / activities safely	Bruise Laceration Sprain Strain	3	B	M	Staff paired up with an experienced staff member for on-the-job training, then under direct supervision to ensure competency. Help available with interpreting SF training	Camp Management Kitchen Supervisor/s	1	B	L
					Clients from non-English speaking backgrounds – ensure that someone is available to explain/interpret. Use of hand gestures and physically instruction.	Camp Management Kitchen Supervisor/s			