

### The Retreat Port Stephens Risk Management Plan

Activity	Hazards	Assessment	Treatment	Frequency
Group arrival and departure	Traffic Accident	High	Arrival / Departure schedule forwarded to supervising staff. Ensure driver has correct parking details Ensure staff is there to meet group Group to remain on bus until parked	On arrival  On arrival On arrival On arrival
Emergency Evacuation	Fire, Storm damage Flooding Hazardous Material	Medium	A copy of park rules and regulations handed to guests on arrival Emergency evacuation procedure visible in all accommodation	On arrival  All times
On Site Activities	Missing Persons Minor Injuries	Medium	Group supervisors to monitor all persons and maintain regular head counts Trained staff available to administer first aid Have a list of emergency contact numbers	At regular intervals  On application All times
Camp Fires	Burn Injuries	Medium	Group Supervisor present	All times
Swimming Pool	Drowning  Slips, trips and falls	High  Medium	Suitable signage promoting supervision of younger children. No swimming alone. Suitable signage, no running in the pool area	Start of swimming season  Start of swimming season
On Site Catering	Injury from catering equipment Kitchen Stove BBQ	Medium	Guests made aware of proper, safe use of all cooking equipment	On arrival
External Activities	Incidents occurring when groups utilising contractors or services	High to Medium	Supervisor to be briefed on the precautions they should consider for external activity Contractor made aware of groups arrival time Contractors public liability insurance is current and visible Supervisors to monitor all persons with regular head counts	Prior to booking  Before arrival at activity On arrival  At regular intervals
Slips, Trips and Falls	Incidents occurring from unfamiliar territory	Low to very low	Appropriate footwear to be worn	At all times
<b>Danger</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Very Low</b>
Outcome	Kill or cause permanent disability	Long term illness	Injury requiring medical attention	Minor injury requiring 1st Aid

	Danger	High	Medium	Low	Very Low
Frequency	Outcome	Kill or cause perma	Long term illness	Injury requiring medical attention	Minor injury requiring 1st Aid
Very Likely		1	1	2	3
Likely		1	2	2	3
Unlikely		2	3	3	4
Very unlikely		2	3	4	4