

Chittick Lodge



RISK ASSESSMENT DOCUMENTATION

VENUE INFORMATION

Property Address: Chittick Lodge,
21 Bridges Road, Gerringong NSW 2534.

Located at the corner of Fern Street & Bridges Road,
entrance from Bridges Road.

Administration: 0435 829 334
Host: 0401 882 462
Email: enquiries@chitticklodge.org.au
Web: www.chitticklodge.org.au

Insurance Details: Certificate of Currency is available on request.

EMERGENCY DETAILS

Call 000 in a fire, accident or other emergency

Hospital:
(30 mins drive)

Shoalhaven District Memorial Hospital

Shoalhaven Street, Nowra
Ph (casualty): 4423 9263

Directions: Turn left on Bridges Road, take 3rd exit head south on Fern Street – turn right at Princes Hwy, Nowra.
Turn right at first lights after Shoalhaven River Bridge
Follow Hospital signs on right.

Hospital:
(25mins drive)

Shellharbour Hospital

Madigan Boulevard, Shellharbour
Ph: 4295 2500

Directions: Turn left on Bridges Road, take 1st exit on Fern Street, head north on Princes Hwy
Take the Shellharbour City Centre exit
Turn right at the roundabout to New Lake Entrance Road
Follow New Lake Entrance Road
Turn left into Madigan Boulevard, then left up to the Hospital

Chemist:

Gerringong Pharmacy

113 Fern Street, Gerringong NSW 2534

Turn left on Bridges Road, take 3rd exit on roundabout on Fern Street to main street.
Ph: 4234 1333

Mon-Fri: 9:00 am till 5:30 pm
Sat: 9:00 am till 1:00 pm
Sunday & public hols: Closed.

Doctor:

Gerringong Family Medical Practice (for minor problems)

139 Belinda Street, Gerringong
Ph: 4234 1399

Hours: Mon-Fri: 8am-6pm
Sat: 8am-12noon

Directions: Turn right into Fern Street at the roundabout
Turn left into Belinda Street at the next roundabout
Medical Centre is on right at entrance to Motel

RISK ASSESSMENT – CHITTICK LODGE, GERRINGONG

This risk assessment has been prepared to assist School and other groups which require such documentation prior to a "camp". Whilst every effort has been made to cover the various risk scenarios, it is the responsibility of each group to satisfy themselves that the risks, as they relate to their group of participants, have been adequately Identified.

Therefore, we encourage group leaders to visit Chittick Lodge prior to a "camp" to inspect the facilities and implement/document any additional measures that need to be in place.

Our analysis follows:

Likelihood of hazard/risk occurring

| | |
|----------------|---|
| Almost certain | the hazard/risk is expected to occur in most circumstances |
| Likely | the hazard/risk will probably occur in most circumstances (more than 50% of the time) |
| Possible | the hazard/risk should occur at some time (less than 50% of time). |
| Unlikely | the hazard/risk could occur at some time, usually in exceptional circumstances. |
| Rare | the hazard/risk is possible but is not expected to occur. |

Consequence of hazard/risk occurring

| | |
|---------------|---|
| Extreme | Death; high financial loss; sustained national media coverage |
| Major | Extreme/permanent injuries (significant hospitalisation); major financial loss; major negative state media. |
| Moderate | Medical treatment required (may involve hospitalisation); moderate financial loss; some state media, sustained local media; |
| Minor | First aid treatment on site; minor financial loss; one off digital media |
| Insignificant | No injuries or treatment, low or no financial loss. |

RISK ANALYSIS MATRIX

The following risk analysis matrix is used to assign a risk rating to the identified hazard/risk. The risk rating considers the risk management strategies in place.

| | | CONSEQUENCE | | | | |
|------------|----------------|---------------|--------|----------|--------|---------|
| | | Insignificant | Minor | Moderate | Major | Extreme |
| Likelihood | Almost certain | Medium | Medium | High | High | High |
| | Likely | Low | Medium | Medium | High | High |
| | Possible | Low | Medium | Medium | High | High |
| | Unlikely | Low | Low | Medium | Medium | High |
| | Rare | Low | Low | Low | Medium | Medium |

| Hazard/risk identified | Likelihood | Consequence | Suggested Risk Control Measures: for information and guidance of visiting groups |
|--|-------------------|--------------------|---|
| Allergic reactions to foods, various environmental factors including bee stings and insect bites | Likely | Extreme | Participants should bring any required medication or other personal protection items. Information identifying food or other allergies is required to be communicated to the caterer (if Chittick Lodge is catering). In some circumstances food may need to be provided by the participant. |
| Lightning or other extreme weather events | Possible | Extreme | The prevailing and forecast weather conditions should be monitored and outdoor activities curtailed if conditions are deemed unsafe. Group members should be made aware of the risks of standing under trees during high winds or lightning. |
| Safe Food Handling | Possible | Extreme | Chittick Lodge takes no responsibility for food safety where groups have made a decision to self cater. Safe Food Handling is an extremely important issue. The NSW Food Authority website (www.foodauthoritynsw.gov.au) identifies the issues related to food poisoning and is well worth consulting. The Chittick Lodge caterer is very experienced and has completed Food Safety Supervisors Course and is registered with the NSW Food Authority. |
| Electrocution | Unlikely | Extreme | All electrical goods, power leads etc are maintained in good order and checked/tagged annually by a qualified electrician. Supervision of children in higher risk areas (eg kitchens) is required. |
| Slips and Falls | Possible | Moderate | Wet areas in bathrooms etc are identified as such after cleaning but care needs to be taken at all times. Particular care needs to be taken around pathways after rain. |
| Fire in a bedroom or other part of the site. | Unlikely | Moderate | Call the Fire Brigade on 000. Smoke alarms/exit signs and notification of Emergency Assembly area are in place in each bedroom. These are checked regularly. Fire equipment (hoses, extinguishers, fire blankets) are maintained by qualified personnel. |
| Danger to pedestrians in carpark | Unlikely | Moderate | Adult supervision of children is required Vehicles entering and leaving site should take appropriate care. |

| Hazard/risk identified (cont) | Likelihood | Consequence | Suggested Risk Control Measures: for information and guidance of visiting groups |
|---|-------------------|--------------------------------|--|
| Storage of potentially dangerous materials | Rare | Moderate | Chemicals & dangerous materials are stored behind lockable doors or out of reach of children. |
| An intruder enters the site | Rare | Moderate | Chittick Lodge has two metre high lockable gates which deny access to the site. And of course all bedroom doors may be locked. In the event that an intruder enters the site a call to the Police on 000 is the best course of action. |
| An unexpected emergency occurs | Rare | Depends on nature of emergency | The emergency meeting point is in the carpark and signs to this effect are included in each room. The group leader may wish to address this aspect at start of visit. |
| Burns, scalds and cuts in kitchens. | Possible | Minor | The kitchen should be supervised at all times and young children kept from harm's way. A first aid kit is available in kitchen. |
| Sunburn | Likely | Minor | Depending on the time of year it is suggested that participants wear a hat/cap and consider applying sun screen lotion. |
| Dehydration/heatstroke | Likely | Minor | Drinking water should be available at all times especially during activity sessions. |
| Barbeque area: avoiding burns and gas leaks | Unlikely | Minor | Adult supervision is required whilst barbeque area is in use. Ensure gas is turned on and off appropriately. |