



851 Ramsden Drive, North Albury, NSW, 2640

[www.boystothebush.org.au](http://www.boystothebush.org.au)

Phone- 02 6025 2510

Email- [info@boystothebush.org.au](mailto:info@boystothebush.org.au)

ABN: 87 617 085 766

Activity/Task	Hazard and Risk type/cause	Risk Matrix			Risk Mitigation/Control Measures	By Whom	When
		Likelihood	Consequence	Risk			
Mechanical workshop/Shed	Mechanical equipment (Contact injuries e.g. entanglement, drawing-in, abrasions, cuts, burns)	C	3	MEDIUM	<ul style="list-style-type: none"> <li>Access to the workshops is strictly restricted to authorised personnel only.</li> <li>No one may operate workshop equipment unless they have received a sufficient training and permission from the BTTB Staff.</li> <li>Specific risk assessments for machinery and the generic risk assessment for power hand tools have been completed and safe systems of work issued to operatives.</li> <li>Guards on the machines must be used.</li> <li>All workshop equipment must be regularly maintained and serviced.</li> </ul>	All Staff	Prior During Post
General Activities	Electrical equipment (electric shocks or burns from using faulty electrical equipment)	D	4	SIGNIFICANT	<ul style="list-style-type: none"> <li>All portable electrical equipment must be tested at for electrical safety at correct intervals and labelled with the date of the test.</li> <li>Electrical cables and plugs should be regularly visually inspected by the user for damage.</li> <li>Electrical equipment must always be operated in accordance with manufacturers' instructions</li> </ul>	All Staff	Prior During Post

BttB Risk Assessment

General Activities	Manual handling of heavy/bulky objects (back injuries)	C	3	MEDIUM	<ul style="list-style-type: none"> <li>A risk assessment must be completed for lifting heavy and bulky loads that present a risk of injury.</li> <li>Training in lifting techniques must be provided for participants who undertake the lifting of heavy loads.</li> </ul>	Management	Ongoing
General Activities	Hazardous Substances (e.g. irritating vapours, skin sensitisation, dermatitis)	C	3	MEDIUM	<ul style="list-style-type: none"> <li>All containers used for storage of hazardous and non-hazardous substances must be suitably labelled indicating their contents.</li> </ul>	All Staff	Ongoing
General Activities	Electrical hazard from equipment and electrical cords	E	4	SIGNIFICANT	<ul style="list-style-type: none"> <li>All electrical equipment, multi-plug boards and extension cords are to be checked and in good repair.</li> <li>No plug sockets are to be overloaded.</li> <li>No double adaptors are to be used.</li> <li>Persons are to be adequately instructed in the correct use of equipment.</li> </ul>	All Staff	Ongoing
General Activities	Excessive Noise	B	2	MEDIUM	<ul style="list-style-type: none"> <li>If necessary, the noise risk assessment should be carried out and suitable hearing protection supplied.</li> </ul>	Program Coordinators	Ongoing
General Activities	Slips and trips	B	2	MEDIUM	<ul style="list-style-type: none"> <li>Working areas must be kept clear of obstructions and the floor must be kept free from oil and water.</li> <li>Any spillages should be cleaned up immediately.</li> <li>Any hazards such as trailing cables, defects to floor coverings and faulty lighting etc. should be reported immediately to BTTB Staff.</li> </ul>	All Staff	Prior During Post
General Activities	Fire	D	4	SIGNIFICANT	<ul style="list-style-type: none"> <li>Equipment should be switched off when not in use for long periods.</li> <li>All portable electrical equipment must be tested for electrical safety at correct intervals and labelled with the date of the test.</li> <li>Flammable substances must be kept away from naked flames and ignition sources.</li> <li>Flammable substances must be kept in an appropriate fire resistant metal cabinet.</li> <li>Participants must be acquainted with the Fire Routine Procedure for the farm/shed/other location.</li> </ul>	All Staff	Prior During Post

BttB Risk Assessment

General Activities	Cuts and abrasions to feet from plants, branches, stones, and wire	C	3	MEDIUM	<ul style="list-style-type: none"> <li>• Appropriate footwear (i.e., fully covered shoes with strong soles) must be worn at all times.</li> <li>• First Aid kit and First Aider available.</li> </ul>	All Staff	Ongoing
General Activities	Falls and sprains, strains and breaks to feet, ankles and knees from uneven ground at camp and field sites	C	3	MEDIUM	<ul style="list-style-type: none"> <li>• Appropriate footwear to be worn at all times (i.e., sturdy boots or sneakers).</li> <li>• Sandals and thongs are inadequate and are not to be worn.</li> <li>• First Aid Kit and First Aider available.</li> </ul>	All Staff Volunteers Participants	Ongoing
General Activities	Bites and stings from snakes and insects	C	3	MEDIUM	<ul style="list-style-type: none"> <li>• Appropriate footwear to be worn at all times.</li> <li>• All persons must be made aware of possible dangerous animals (especially snakes).</li> <li>• Persons are to check shoes, clothes and other equipment for animals before picking them up and putting them on.</li> <li>• Persons are not to handle snakes or spiders.</li> <li>• A First Aid Kit and First Aider will be available.</li> </ul>	All Staff Volunteers Participants	Ongoing
General Activities	Exposure to inclement weather (sun, cold, etc.)	B	2	MEDIUM	<ul style="list-style-type: none"> <li>• All persons are to be made aware of climatic conditions and are to bring appropriate clothing and camping equipment; i.e., warm weather/thermal clothing and sleeping gear for night, hats, sunglasses and protective clothing for day, wet weather gear etc.</li> <li>• Sunscreen is to be provided for all persons, although people are also advised to bring their own.</li> </ul>	Camp or Program Coordinator	Prior During
General Activities	Dehydration	E	3	LOW	<ul style="list-style-type: none"> <li>• Ensure all persons have an adequate supply of water.</li> <li>• Persons to carry water bottles with them whilst bush walking and at field sites.</li> </ul>	All Staff  Participants	Prior  During

BttB Risk Assessment

General Activities	Persons lost/missing whilst at fieldsite or bush walking	C	4	SIGNIFICANT	<ul style="list-style-type: none"> <li>All persons must be made aware of the dangers and consequences of being lost in the bush.</li> <li>The rules for leaving the camp for bush walking and/or working at field sites must be made clear to all personnel.</li> <li>A list of all persons going out from the camp is to be taken before any persons leave the site. All names must be accounted for and checked off the list before any group returns to camp, and in the evening when the group assembles.</li> <li>All persons are to remain in pairs and always remain in sight of each other.</li> <li>NO PERSON IS EVER TO LEAVE CAMP ON THEIR OWN OR WITHOUT INFORMING A MEMBER OF STAFF. NO STAFF MEMBER IS TO LEAVE CAMP WITHOUT INFORMING ANOTHER MEMBER OF STAFF.</li> <li>Persons are to wear appropriate protective equipment whilst bush walking and carry a water bottle and compression bandage with them.</li> <li>If in the event of a missing participant refer to "Missing Person" Flowchart.</li> </ul>	All Staff Volunteers Participants	Prior During Post
General Activities	Vehicles- Participant struck by moving vehicle	E	5	SIGNIFICANT	<ul style="list-style-type: none"> <li>Constantly monitor surroundings for presence of vehicles (e.g. boats, cars).</li> <li>Reversing Cameras installed in all BttB Vehicles</li> </ul>	All Staff Volunteers	Ongoing
General Activities	Environmental conditions	C	3	MEDIUM	<ul style="list-style-type: none"> <li>Assess weather conditions (Bureau of Meteorology) and obtain advice from the local authority about local conditions and potential hazards.</li> <li>Cease activities when conditions become unfavourable or rivers/creeks and weirs are closed to the public.</li> </ul>	Program Coordinators	Prior During
General Activities	Physical Exertion	E	3	LOW	<ul style="list-style-type: none"> <li>Continuously monitor persons for signs of fatigue and exhaustion.</li> <li>Opportunity for rest/s regularly</li> </ul>	All Staff Volunteers	During

BttB Risk Assessment

Camp Location	Unsafe surroundings Injury to participant from falling branch/object	C	4	SIGNIFICANT	<ul style="list-style-type: none"> <li>Staff carry out site inspection prior. Particular focus on dead tree branches, fast moving water, uneven ground, proximity to main roads/traffic</li> <li>Swags to be setup away from potential falling branches</li> </ul>	Camp Coordinator	Prior Ongoing
Night Movement	Falls, trips and sprains and breaks in the dark at campsite	B	2	MEDIUM	<ul style="list-style-type: none"> <li>Torches to be provided.</li> <li>First Aid Kit and First Aider available.</li> </ul>	Program Coordinators	Prior
Water Activities	Injuries and/or Drowning	C	4	SIGNIFICANT	<ul style="list-style-type: none"> <li>Staff to conduct safety assessment prior to participants entering water</li> <li>Staff to monitor currents/tides</li> <li>Participants to indicate swimming ability on Registration Forms</li> <li>Those with limited swimming ability to use PFD</li> <li>PFD's to be provided and used for swimming in lakes/rivers</li> <li>Participants to remain in sight of staff at all times</li> <li>Staff to monitor all swimming activities</li> <li>Staff to have First Aid Certification</li> <li>A supervising staff member to have Bronze Medallion Certification</li> </ul>	Parent/Carer  All Staff Volunteers	Prior  During
Fishing Activities	Safe use of fishing equipment	C	2	MEDIUM	<ul style="list-style-type: none"> <li>Provide instruction in: - the safe handling of hooks and fishing knives - safe casting of handlines and fishing rods (e.g. ensure participants are aware of their proximity to others)</li> <li>Safe storage of fishing equipment whilst traveling to and from the fishing location</li> <li>How to remove a hooked fish safely (using different types of hooks and lures).</li> </ul>	All Staff	Ongoing

BttB Risk Assessment

Fishing/Yabbying and bait collection	Contact with Biological material	E	4	MEDIUM	<ul style="list-style-type: none"> <li>Check with the local authority (e.g. council) for the presence of water contaminates (e.g. blue-green algae) and other dangers.</li> <li>Adhere to established hand hygiene practices outlined in the Infection Control Guideline (e.g. hands and nails should be washed thoroughly with warm running water and liquid soap, and then driedthoroughly using a single use towel or disposable paper towel), particularly when eating food after handling bait.</li> </ul>	Program Coordinator	Prior  Ongoing
Cooking/Meal preparation	Staff and participants and customers may be injured if they trip over objects or slip on spillages.	D	2	LOW	<ul style="list-style-type: none"> <li>Good housekeeping – work areas kept tidy, goodsstored suitably etc.</li> <li>Kitchen equipment maintained to prevent leaks ontofloor.</li> <li>Equipment faults leading to leaks reported promptlyto manager.</li> <li>Drainage channels and drip trays provided where spills are more likely.</li> <li>Staff clean up spillages (including dry spills) immediately using suitable methods and leave thefloor dry.</li> <li>Suitable cleaning materials available.</li> <li>Good lighting in all areas including cold storageareas.</li> <li>No trailing cables or obstruction in walkways.</li> <li>Steps and changes in level highlighted.</li> </ul>	All Staff  Volunteers  Participants	Ongoing
Cooking/Meal preparation	Contact with steam, hot water, hot oil and hot surfaces. Scalding or burns injuries.	C	3	MEDIUM	<ul style="list-style-type: none"> <li>Staff trained in risks of hot oils and on procedure for emptying/cleaning fryers and other cooking equipment such as camp oven.</li> <li>Staff trained in risks of release of steam.</li> <li>Heat-resistant gloves/cloths/aprons provided.</li> </ul>	Management  Program Coordinators	Prior  Ongoing
Cooking	Staff, participants, volunteers etc could suffer serious/fatal injuries asa result of explosion/ release of gas.	E	5	SIGNIFICANT	<ul style="list-style-type: none"> <li>Daily check of gas appliance controls if using stovesor outside butane stoves or BBQ's etc...</li> <li>Inspection, service and test carried out by Gas Safe registered engineer every 12 months on all gas appliances.</li> <li>Staff know where the main isolation tap is and howto turn supply off in an emergency if there is mainsgas supply.</li> </ul>	All Staff	Ongoing

BttB Risk Assessment

Food Handling	Staff involved in food preparation and service could suffer cuts from contact with blades.	C	3	MEDIUM	<ul style="list-style-type: none"> <li>Knives suitably stored when not in use.</li> <li>First-aid box provided and nominated first-aider always on site.</li> </ul>	All Staff	Ongoing
Food Handling	Frequent hand washing can cause skin damage. Some foods can cause some staff to develop skin allergies	D	2	LOW	<ul style="list-style-type: none"> <li>Where possible and sensible, staff use tools (cutlery, tongs, scoop etc.) to handle food rather than hands.</li> <li>Food grade, single-use, non-latex gloves are used for tasks that can cause skin problems, eg salad washing, vegetable peeling and fish filleting.</li> <li>Where handling cannot be avoided hands are rinsed promptly after finishing the task.</li> </ul>	All Staff	Ongoing
Machinery	Risk serious injury from contact with dangerous/ moving parts on machinery.	C	4	SIGNIFICANT	<ul style="list-style-type: none"> <li>Staff trained in cleaning, assembly and operating procedures of all equipment &amp; machinery</li> <li>All dangerous parts to machinery suitably guarded.</li> <li>Daily checks of machinery guards before use.</li> <li>Staff trained to spot and report any defective machinery.</li> <li>Safety-critical repairs carried out by competent person.</li> <li>Operating instructions easy to locate.</li> </ul>	Management All Staff	Prior Ongoing
Travel	Motor vehicle accidents getting to and from campsite/s/locations  Including any hired vehicles, staff personal vehicles, or Boys to the Bush owned vehicles	C	4	SIGNIFICANT	<ul style="list-style-type: none"> <li>Ensure motor vehicles are road-worthy and that all drivers are appropriately licensed to operate a motor vehicle.</li> <li>All drivers are to obey road regulations and speed limits</li> <li>Ensure driver fatigue is minimal and all passengers are wearing seat belts.</li> <li>Ensure field equipment within vehicle is secured and unlikely to injure passengers in the event of an accident.</li> <li>Use the most direct route to the final location</li> <li>Follow all safety signs while driving with participants and other staff</li> <li>Vehicle registration and insurance details held by Boys to the Bush Administration</li> <li>Staff licence details held by Boys to the Bush Administration</li> <li>Participants not to be left unattended in vehicles at any time</li> </ul>	Management All Staff	Prior Ongoing

BttB Risk Assessment

Organisation culture/ child safety	Inappropriate behaviour not reported Child safety incident occurs continues Physical or psychological injury Stress for all personnel involved Litigation / adverse court ruling Reputation damage	C	4	SIGNIFICANT	<ul style="list-style-type: none"> <li>Child Safety Code of Conduct</li> <li>Reporting Protocols developed and implemented</li> <li>Performance management procedures</li> <li>Child Safety standards discussion at Regular team meetings</li> <li>Critical Incident Flowcharts for staff developed</li> </ul>	Management	Prior  Ongoing
Unsupervised Participant	Child safety incident occurs Physical or psychological injury Stress for all personnel involved Litigation / adverse court ruling Reputation damage	D	4	SIGNIFICANT	<ul style="list-style-type: none"> <li>Unsupervised Participant Flowchart Implementation</li> <li>All visitors sign in/register</li> <li>Child Safety standards discussion at Regular team meetings</li> <li>Use of Health Metrics CRM for participant contacts and address</li> </ul>	Management  All Staff	Prior  Ongoing
Permission to publish participant images or information	Participant images/information could be published without permission	D	4	SIGNIFICANT	<ul style="list-style-type: none"> <li>Boys to the Bush staff to check participant record on Health Metrics for an alert not to publish</li> <li>If unsure staff not to publish image or details</li> </ul>	All Staff	Ongoing
False Allegations	Physical or psychological injury Stress for all personnel involved Litigation / adverse court ruling Reputation damage	C	4	SIGNIFICANT	<ul style="list-style-type: none"> <li>Child Safety Code of Conduct</li> <li>Reporting Protocols developed and implemented</li> <li>Sample Incident Report readily available for staff</li> <li>Child Safety standards discussion at Regular team meetings</li> <li>Legal Advice</li> <li>Management Staff to meet with affected staff member</li> <li>Professional Indemnity Insurance Cover</li> </ul>	Management	Prior
Online Environment	Psychological injury (stress / bullying) Stress for staff dealing with incident Litigation / adverse court ruling Reputation damage for organisation Reputation damage for staff/volunteer	D	4	SIGNIFICANT	<ul style="list-style-type: none"> <li>Online Policy &amp; Procedure</li> <li>Use of Internet Filter</li> <li>Cyber Security Installed</li> <li>Appropriate supervision of online activities</li> <li>Phones to be handed in at beginning of program</li> <li>Ongoing review of control effectiveness and improvements instigated as required.</li> </ul>	Management  All Staff	Prior  Ongoing



BttB Risk Assessment

Recruitment	Recruitment of inappropriate person	D	3	MEDIUM	<ul style="list-style-type: none"> <li>• Staff Recruitment Policy</li> <li>• Relevant WWCC</li> <li>• National Police Check</li> <li>• Reference Checks</li> </ul>	Management	Prior Ongoing
External activity providers at events/programs	Uninsured organisations/people providing activities to participants Inappropriate people in contact with participants	D	3	MEDIUM	<ul style="list-style-type: none"> <li>• Request Certificate of insurance from provider prior to event/program</li> <li>• Request Working with Children Checks from provider prior to event/program</li> <li>• Boys to the Bush staff to be present at all times participants</li> </ul>	Management All Staff	Prior Ongoing
COVID-19	Staff or participants contracting COVID-19 (could result in serious illness or death) from other staff/participants	C	3	MEDIUM	<ul style="list-style-type: none"> <li>• Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority.</li> <li>• Frequently touched surfaces including counters, handrails, doors, till, phones, keyboards and EFTPOS facilities are regularly cleaned.</li> <li>• Physical distancing – floor has markings to keep workers and customers at least 1.5m apart from each other.</li> <li>• Alcohol based hand sanitiser is provided at all work stations and on entry to the shop (out of reach of children).</li> <li>• Posters on hand washing are prominent in store and hand washing facilities are available in the bathrooms.</li> <li>• Face masks worn as directed by State Guidelines</li> <li>• QR code sign in to work each day and other businesses throughout the day</li> </ul>	Management All Staff	Ongoing
COVID-19	Staff or participants contracting COVID-19 (could result in serious illness or death) from other staff/participants	C	3	MEDIUM	<ul style="list-style-type: none"> <li>• Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority.</li> <li>• Frequently touched surfaces including counters, handrails, doors, till, phones, keyboards and EFTPOS facilities are regularly cleaned.</li> <li>• Physical distancing – floor has markings to keep workers and customers at least 1.5m apart from each other.</li> <li>• Alcohol based hand sanitiser is provided at all work stations and on entry to the shop (out of reach of children).</li> <li>• Posters on hand washing are prominent in store and hand washing facilities are available in the bathrooms.</li> <li>• Staff have been briefed on symptoms of COVID-19 and</li> </ul>	Management All Staff	Ongoing

BttB Risk Assessment

					<p>have been told to stay home if they aren't feeling well.</p> <ul style="list-style-type: none"> <li>If a staff member becomes unwell at work, a process is in place to isolate them and arrange for them to be sent home to receive medical attention.</li> <li>Where staff meetings are required, follow Covid Safe Protocols if this is unable to occur then they are held over the phone/internet and information sent by email where possible.</li> </ul>		
Persistent use of hand sanitiser	Dermatitis	D	2	LOW	<ul style="list-style-type: none"> <li>Staff and participants are encouraged to wash hands with soap and water for 20 secs where possible as an alternative to hand sanitiser in non-medical situations</li> </ul>	All Staff	Ongoing
Staff/Participants not adhering to policies/procedures	Reputational Damage to Organisation	C	3	MEDIUM	<ul style="list-style-type: none"> <li>Staff briefed on expectations at regular meetings</li> <li>Staff to enforce Covid safe protocols with participants</li> <li>Staff to adhere to guidelines and recommendations by relevant state governments/s whilst in the community.</li> <li>Participant to be removed from program if not willing to adhere to Covid Safe guidelines/expectations.</li> <li>Follow BttB Flowchart "Failure to comply with Directions"</li> </ul>	Management	Ongoing

BttB Risk Assessment

Risk Analysis & Evaluation

Likelihood	Consequence				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
<b>Almost Certain A</b>	Medium	Significant	Significant	High	High
<b>Likely B</b>	Medium	Medium	Significant	High	High
<b>Possible C</b>	Low	Medium	Medium	Significant	High
<b>Unlikely D</b>	Low	Low	Medium	Significant	Significant
<b>Rare E</b>	Low	Low	Low	Medium	Significant

Likelihood Rating Scale		Consequence Impact Scale	
Almost Certain	Is expected in most circumstances >20% >Once/week	Severe	Critical incident or disaster – long term human, legal and financial consequences
Likely	Will probably occur in most circumstances 10%-20% Once/week to once/month	Major	Major incident – human, resource, financial and potentially legal consequences
Possible	Could occur at some time 5%-10% Once/month to Once/year	Moderate	Significant drain on resources and time.
Unlikely	Not likely to occur in normal circumstances 1% - 5% <Once/year	Minor	Easily managed with existing systems and position descriptions
Rare	Only occurs in exceptional circumstances <1% <Once in % years	Insignificant	Little to no impact on day to day operations

Risk Level	Risk Evaluation Model (mitigation required and authority to accept risk)
High	The risk exceeds BttB’s risk appetite and requires URGENT attention. High risks require urgent attention. They are unacceptable without mitigating controls. Take immediate action to eliminate/avoid the risk or implement additional controls to reduce the risk to an acceptable level. All risks assessed as High should be reported to the CEO who will inform The Board.
Significant	The risk exceeds BttB’s risk appetite and requires PROMPT attention. Significant risks should only be accepted following consultation with the AM or CEO and in the absence of cost-effective controls. The effectiveness of existing controls and planned mitigation strategies should be reviewed bi-annually, and The Board briefed in regular meeting cycle.
Medium	The risk meets the BttB’s risk appetite and will be reviewed bi-annually by BttB Management to ensure the risk identification and assessment remain aligned with the operating environment. Moderate risks may be accepted and monitored by the Team Leader/Program Coordinator in the absence of cost-effective controls.
Low	The risk meets BttB’s risk appetite and will be reviewed annually by BttB Management to ensure the risk identification and assessment remain aligned with the operating environment. Low risks are acceptable.

