

# Warrambui Risk Management Plan – Programs



Venue Name: **Warrambui Retreat and Conference Centre**  
 Location: **322 Greenwood Road, Murrumbateman NSW 2582**  
 Phone Number: **(02) 6220 1000** Fax Number: **(02) 6220 1001**  
 Web Address: **www.warrambui.com.au** Email: **office@warrambui.com.au**

Insurance: **Warrambui has public liability cover**

## Overview:

Personal Protection Requirements	<p>We require that all guests wear footwear in dining areas at all times.</p> <p>We recommend that guests sturdy, enclosed footwear and hats when outdoors.</p> <p>We recommend that guests apply and reapply sunscreen when outdoors.</p> <p>We recommend that guests wear long pant when undertaking outdoor activities.</p>
Supervision/Services	<p>On arrival, the Group Contact Person is given an introductory briefing which includes a summary of boundaries, safety and emergency procedures .</p> <p>The Group Contact Person is to ensure guests are briefed on required matters (Warrambui will happily brief the group if requested).</p> <p>Leaders/Teachers/Parents are responsible for the supervision of children while on site at all times.</p> <p>General bush safety awareness is also refreshed during the introductory briefing .</p>
Access	<p>Warrambui indoor facilities have wheelchair access.</p> <p>A number of disabled toilets and showers are available.</p>
Emergencies	<p>Warrambui has emergency procedures in place.</p> <p>Warrambui staff are trained to deal with site specific emergency situations.</p>
First Aid	<p>First aid is the responsibility of the Group who is to provide their own first-aid person and equipment.</p> <p>First aid kits are also available from the Office or Duty Manager.</p> <p>The site is accessible via walking tracks. Areas of the walking tracks are also accessible by 4WD.</p> <p>Designated Warrambui staff are also first aid trained.</p>

Ref	Programs/Activities	Age Group Affected	Staff Accreditation/ Competence	Potential Risks	Control strategies
51	Archery	Year 4 and up	All staff are trained in the use of archery equipment	<ul style="list-style-type: none"> <li>• Injury from being hit with arrow</li> <li>• Injury from walking into arrow or while taking an arrow out of a target</li> <li>• Participant turns around with a loaded bow</li> <li>• Bow string hitting arm</li> <li>• Injury from falling over onto arrow when retrieving</li> <li>• Dehydration</li> <li>• Sunburn</li> </ul>	<ul style="list-style-type: none"> <li>• Covered footwear must be worn</li> <li>• Instructor conducts a safety briefing and demonstration prior to commencing activity</li> <li>• No more than 6 students at a time are to use the bows</li> <li>• Spectators are required to sit in a safety zone behind the archers</li> <li>• Students are not to enter the archery field without permission from Warrambui personnel</li> <li>• Safety zone is a shaded/covered seating area</li> <li>• Warning signs placed on path and fire trail adjacent to archery field before beginning</li> </ul>
52	Wool Education	All ages	Experienced shearer leading the program	<ul style="list-style-type: none"> <li>• Sunburn</li> <li>• Falling off tiered seating</li> <li>• Falling over or accident on the way to or at the shed</li> <li>• Injury from sheep (e.g. bites)</li> </ul>	<ul style="list-style-type: none"> <li>• Warning provided instruction on seating, rules and boundaries</li> <li>• Teacher/leader supervised walk to/from shed on tracks</li> <li>• Sheep kept in fenced areas</li> <li>• Instructions given on feeding</li> <li>• Shearers have Working with Children Checks</li> </ul>
53	Bush Art	All ages	Trained program staff running activities	<ul style="list-style-type: none"> <li>• Dehydration</li> <li>• Sunburn</li> <li>• Snake/insect bite</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor briefs participants, including establishing boundary zone for program.</li> <li>• Materials are sourced by personnel and set-out for participants to prevent disturbing of the environment and risk of bites/stings.</li> <li>• Material checked for insects and mould, and to facilitate safe use</li> </ul>
54	Initiatives – Problem solving activities	Year 2 and up	Trained program staff running activities	<ul style="list-style-type: none"> <li>• Tripping Falling over</li> <li>• Running into objects (blindfolded)</li> <li>• Dehydration</li> <li>• Sunburn (if outside)</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor briefs participants and instructs safe use of equipment</li> <li>• Instructor briefs participants on safe guiding of blindfolded persons; and re-briefs at each change over</li> <li>• Equipment is checked and maintained on a regular basis</li> </ul>
55	Survivor Programs Mission Survivor	Upper Primary and up	Trained program staff running activities	<ul style="list-style-type: none"> <li>• Tripping Injury caused by sticks on/over walking areas</li> <li>• Falling off equipment</li> <li>• Dehydration Sunburn • Snake/insect bite</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor briefs participants on safe use of equipment and conduct of activities</li> <li>• Tracks are inspected regularly</li> <li>• Warrambui staff spot each activity with the assistance of Parents, Teachers or Leaders (briefing provided)</li> <li>• Equipment is checked and maintained on a regular basis</li> </ul>

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56	Orienteering Bushwalks Creation Walk, Treasure Hunt, Frisbee Golf, Stations of the Cross, Puzzle Mania	Year 2 and up	Trained program staff running activities.	<ul style="list-style-type: none"> <li>• Students getting injured during the activity</li> <li>• Students getting lost</li> <li>• Dehydration Sunburn</li> <li>• Snake/insect bite</li> <li>• Hit by vehicle when walking on the road</li> <li>• Nail or thorn injury (Stations of the Cross)</li> </ul>	<ul style="list-style-type: none"> <li>• Sturdy and enclosed footwear must be worn</li> <li>• It is recommended that long pants are worn</li> <li>• Instructor conducts safety briefing, including establishing boundary zones prior to beginning activities</li> <li>• Discussions with children during the walks</li> <li>• Trees along walking tracks regularly assessed and dangerous trees/limbs removed</li> <li>• Orienteering - students provided with maps</li> <li>• Frisbee Golf - grass mown, boundaries defined, buckets and tees moved away from hazards</li> </ul>
57	Obstacle Challenge	Year 2 and up	Trained program staff running activities.	<ul style="list-style-type: none"> <li>• Students falling and getting injured during the activity</li> <li>• Dehydration</li> <li>• Sunburn</li> <li>• Rope burn</li> <li>• Splinters</li> </ul>	<ul style="list-style-type: none"> <li>• Sturdy and enclosed footwear must be worn</li> <li>• Instructor conducts safety briefing before commencement of program, and each activity</li> <li>• Equipment is checked and maintained on a regular basis</li> <li>• Warrambui staff spot each activity with the assistance of Teachers or Leaders where required (briefing provided)</li> </ul>
58	Campfire (Self Run)	All ages (but adults must supervise)		<ul style="list-style-type: none"> <li>• Students getting injured</li> <li>• Students getting burned during the activity</li> <li>• Students getting lost</li> </ul>	<ul style="list-style-type: none"> <li>• Campfires are not permitted during the Bush Fire Danger Period</li> <li>• Campfires at all times must comply with requirements as described on the NSW Rural Fire Service website</li> <li>• Sturdy and enclosed footwear must be worn</li> <li>• It is recommended that participants wear low flammable clothing</li> <li>• Warrambui will set and light the fire, and hand over to the Group Contact Person (or as advised)</li> <li>• Teachers/Leaders/Parents responsible for supervision</li> <li>• Hose kept in close proximity, suitable for fire dousing</li> <li>• Fire must be fully out before departing the fireside (unless requested by Warrambui staff)</li> </ul>

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59	Campfire (Warrambui Run)	All ages	Trained program staff running activities Staff trained in fire safety	<ul style="list-style-type: none"> <li>• Students getting injured</li> <li>• Students getting burned during the activity</li> <li>• Students getting lost</li> </ul>	<ul style="list-style-type: none"> <li>• Campfires are not permitted during the Bush Fire Danger Period</li> <li>• Campfires at all times must comply with requirements as described on the NSW Rural Fire Service website</li> <li>• Sturdy and enclosed footwear must be worn</li> <li>• It is recommended that participants wear low flammable clothing</li> <li>• Instructor conducts safety briefing before commencement of activity</li> <li>• Instructor conducts safety briefing before commencement of program, and each activity</li> <li>• Teachers/Leaders/Parents responsible for supervision</li> <li>• Warrambui staff carry first aid kits</li> <li>• Hose kept in close proximity, suitable for fire dousing.</li> <li>• Provision of marshmallows in accordance with food safety procedures and with approval of Group Contact Person</li> </ul>
60	Open Space Areas Basketball Courts Beach Volleyball (including use during free time)	All ages	First aid kits are available from the Office	<ul style="list-style-type: none"> <li>• Students getting injured during or on the way to and from the activity</li> <li>• Sunburn</li> <li>• Dehydration</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor conducts safety briefing, including establishing boundary zones for program (when activity is led by Warrambui)</li> <li>• Teachers/Leaders/Parents responsible for supervision ( including during free time or during group led activities)</li> </ul>
61	Night Hike Star Gazing	All ages	Trained program staff running activities	<ul style="list-style-type: none"> <li>• Tripping due to limited vision</li> <li>• Injury caused by sticks on walking areas</li> <li>• Students getting lost</li> <li>• Snake/insect bite</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor conducts safety briefing, including safe use of equipment</li> <li>• Tracks are inspected regularly</li> <li>• Torches used for vision</li> <li>• Teachers/Leaders/Parents responsible for supervision</li> </ul>
63	Bush Dance	All ages	Trained program staff running activities or External Bush Band contracted by Warrambui	<ul style="list-style-type: none"> <li>• Injury caused by falling over or bumping into each other</li> <li>• Dehydration</li> </ul>	<ul style="list-style-type: none"> <li>• Dance instruction provided for each dance</li> <li>• Drink breaks encouraged between dances</li> <li>• External Bush Band has Working with Children Checks</li> </ul>
64	Mega – Movie Night	Upper Primary and up	Staff trained in equipment use	<ul style="list-style-type: none"> <li>• Inappropriate movie for students</li> <li>• Falling over whilst moving about during movie</li> </ul>	<ul style="list-style-type: none"> <li>• Only suitable movies are to be shown to Groups in accordance with ratings advices</li> <li>• Teachers or Leaders to select appropriate movie</li> <li>• Teachers/Leaders/Parents responsible for supervision</li> <li>• Provision of popcorn in accordance with food safety procedures and with approval of Group Contact Person</li> </ul>

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65	Quiz Night	Upper Primary and up	Trained program staff running activities	Injury caused by tripping/falling over	<ul style="list-style-type: none"> <li>• Warrambui staff to provide clear instructions and boundaries</li> <li>• Limited number of students per table/team</li> <li>• Teachers/Leaders/Parents responsible for supervision</li> <li>• Any prizes offered to be approved by Group Contact Person</li> </ul>