

Benedict XVI Retreat Centre - Risk Management Plan

Venue Name:	Benedict XVI Retreat Centre 347 Grose Wold Road Grose Vale NSW 2753
Phone Number:	(02) 4572 2899
Web Address:	www.benedictxvicentre.org.au
Email:	bxvi@sydneycatholic.org
Insurance:	A copy of the Centre's Public Liability Insurance Certificate of Currency can be provided upon request.

Overview

Personal Protection Requirements: We recommend that guests wear covered shoes, hats and sunscreen while outdoors, particularly during outdoor activities and sport. Sunscreen is available for guests at Reception. Certain activities have specific clothing requirements which are outlined in the specific Activity's Risk Management Plan.

Supervision/Services: On arrival, the Group Contact Person should report to Reception. All guests must be provided with an introductory welcome and summary of boundaries, safety and emergency procedures as soon as possible after arrival. Retreat Leaders/Teachers/Parents are responsible for the supervision of children at all times while on site.

Access: Benedict XVI Retreat Centre facilities have wheelchair access. All ground level rooms in both accommodation blocks provide level access. There are two accessible rooms that comply with AS1428.1 – Room 10 in the Our Lady of the Southern Cross Rooms and Room 25 in the Our Lady Help of Christians Rooms.

Emergencies: In the event of an emergency please inform staff at Reception or call (02) 4572 2899.

First Aid: First aid kits are available in Cana Dining Hall, Our Lady Help of Christians common room, Our Lady of the Southern Cross laundry and Reception. A defibrillator is available in Cana Dining Hall. All BXVI staff members are trained in its use. All Benedict XVI staff hold current qualifications in First Aid and CPR. The site is completely accessible via walking tracks.

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Risk Title	Risk Description & Effect	Likelihood	Consequence	Risk	Mitigating the Risk	Recommended Treatment Plan
Fire	Injury/ Death due to fire	Unlikely	Severe	2 Moderate	<p>Fire evacuation plan developed to Australian standards and clearly explained to all guests on arrival at BXVI.</p> <p>BXVI must be provided with a record of room occupants to be used as a checklist in the event of a fire.</p> <p>BXVI staff complete regular Fire Safety Training in accordance with the Centre's Emergency Management Plan.</p>	<p>In the event of Fire Alarm in the building complex or other emergency guests are to evacuate to signed Emergency Evacuation Point on oval.</p> <p>In the event of bushfire guests are to gather inside Chapel, which has been built to withstand extreme bushfire temperatures.</p> <p>BXVI staff will provide assistance in accordance with protocols outlined in the BXVI Emergency Management Plan.</p> <p>Five radios are available at reception for use during outdoor activities or where mobile phone reception is poor.</p>
Accommodation - Incidents during night	Guests: Accidents, Incidents of Property Damage, Illness, Inappropriate behavior	Unlikely	Major	2 Moderate	<p>Group Leaders are to ensure that adequate after hours' supervision is maintained to ensure guests remain aware of their responsibilities and are behaving appropriately.</p> <p>Group Leaders must ensure that guests are aware of Group Leaders' room number in case of emergency.</p> <p>Group Leaders must advise BXVI staff of any changes to accommodation arrangements.</p>	<p>BXVI staff member on site at all times that can be contacted via phone or at Reception.</p> <p>Ambulance or other emergency services can be called if required.</p> <p>BXVI staff must be contacted if emergency services are called.</p>

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Risk Title	Risk Description & Effect	Likelihood	Consequence	Risk	Mitigating the Risk	Recommended Treatment Plan
Incidents requiring First Aid which occur whilst on BXVI Property (excluding pool and sports)	Injury, Incidents,	Unlikely	Severe	2 Moderate	<p>Group Leaders are to ensure supervision of guests and that BXVI Centre guidelines, clearly outlined upon arrival, are followed.</p> <p>Groups are to provide their own first aid kit. Additional First Aid supplies are available at Reception.</p> <p>Groups must have a designated First Aid person in their group who holds a current First Aid qualification. The details of the designated First Aid person must be provided to BXVI and entered into the BXVI First Aid Register prior to the commencement of the retreat.</p> <p>Group Leaders should ensure that guests wear footwear at all times, except in rooms.</p> <p>It is strongly suggested that shoes must be worn at all times outside.</p> <p>Enclosed shoes should be worn when playing sporting activities and when walking in the bushland areas of the Centre.</p>	<p>Manage First Aid situations to any group protocols and recognised First Aid protocols.</p> <p>BXVI staff can provide assistance according to protocols outlined in the Centre's Emergency Management Plan.</p> <p>Incident Report Forms to be completed available at Reception.</p> <p>Five UHF radios are available at reception for use during outdoor activities or where mobile phone reception is poor.</p>

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Risk Title	Risk Description & Effect	Likelihood	Consequence	Risk	Mitigating the Risk	Recommended Treatment Plan
Missing Person	Guest goes missing or becomes lost while on site	Unlikely	Major	3 Moderate	<p>Group Leaders should ensure adequate supervision of guests at all times.</p> <p>Guests should advise Group Leaders of intention to go for a bushwalk and should not walk alone.</p> <p>Guests are advised upon arrival of BXVI boundary markers and provided with advice to find their way back to the Centre entrance.</p> <p>Bushwalkers should carry with them a phone or UHF radio to contact Group Leaders if necessary.</p>	<p>In the event of a missing person BXVI Staff are to be notified immediately.</p> <p>All guests are to be gathered in a suitable location, a check undertaken and details of guests' whereabouts to be sought. Guests are to remain in a defined area while a search by appropriate people is conducted.</p> <p>If person is still not located BXVI staff will liaise with Group Leaders as to when to contact emergency services.</p> <p>Incident report completed.</p> <p>Emergency Services contacted if required.</p>
Trespassing	Trespassing on neighbour's property	Very Unlikely	Minor	6 Low	<p>Welcome briefing details requirement to stay within BXVI property boundaries, BXVI property boundary is fenced and sign posted.</p>	<p>BXVI Staff will contact relevant property owner.</p> <p>Incident Report completed.</p>

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Incident at BXVI involving group run activities and games	Guests facilitating activities such as icebreakers, sporting games that result in injury.	Unlikely	Minor	5 Low	<p>Guests are encouraged to run activities that have a risk assessment, facilitated with appropriate risk management strategies.</p> <p>If inappropriate behavior is observed the activity should cease.</p> <p>Groups must have a designated First Aid person in their group that has a current First Aid qualification. The details of the designated First Aid person must be provided to BXVI and entered into the BXVI First Aid Register prior to the commencement of the retreat.</p> <p>Groups are to provide their own first aid kit. Additional First Aid supplies are available at Reception.</p> <p>Group Leaders should ensure that guests wear footwear at all times except in rooms.</p> <p>It is strongly advised that shoes must be worn at all times outside.</p> <p>Groups should follow relevant guidelines (such as NSW Department of Education Guidelines) applicable to group and activity.</p>	<p>First Aid response to be appropriate to extent and severity of injury, and the situation managed according to any group protocols and recognised First Aid protocols.</p> <p>BXVI Staff can provide assistance.</p> <p>Incident Report Forms to be completed, available at Reception.</p> <p>BXVI staff must be informed if emergency services are called.</p> <p>Five UHF radios are available at reception for use during outdoor activities or where mobile phone reception is poor.</p>

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Allergic Reaction,	Guest could have a Mild, Moderate, Severe Allergic Reaction to a trigger.	Unlikely	Severe	2 Moderate	<p>Group Leaders must ensure that pre-existing medical conditions and allergies of guests are known prior to retreat. Guests with known severe allergies must have appropriate medication with them and should provide the Centre with an Allergy Management Plan from doctors if applicable.</p> <p>Groups are invited to provide details of any specific dietary requirements prior to their arrival so that appropriate catering can be provided.</p> <p>BXVI do stock one Epi-pen for a child and one Epi-pen for an adult. They are located in the kitchen.</p> <p>Groups must have a designated First Aid person in their group who holds a current First Aid qualification. The details of the designated First Aid person must be provided to BXVI and entered into the BXVI First Aid Register prior to the commencement of the retreat.</p> <p>Groups are to provide their own First Aid kit. Additional First Aid supplies are available at Reception.</p> <p>BXVI does not provide or dispense any medication. It is the responsibility of the group to bring any required medication and that appropriate permission is sought for administration of medication to guests under 18 years of age.</p>	<p>First Aid response to be appropriate to extent and severity of allergy and Allergy Management Plan.</p> <p>Manage First Aid situations to any group protocols and recognized First Aid protocols. BXVI Staff can provide assistance.</p> <p>All BXVI staff are trained in the administration of Epi-Pens.</p> <p>Incident Report Forms to be completed available at Reception.</p> <p>BXVI staff must be contacted if emergency services called.</p> <p>BXVI reception can provide local medical centre and/or nearest hospital details if required.</p> <p>Five UHF radios are available at reception for use during outdoor activities or where mobile phone reception is poor.</p>

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Medical condition	Guest suffering from a pre-existing medical condition that requires medical assistance whilst on site.	Unlikely	Severe	2 Moderate	<p>Group Leaders must ensure that where appropriate guests' medical conditions are known prior to camp, that guests with known severe allergies have appropriate medication with them. If applicable, an Allergy Management Plan from doctors should be provided to BXVI on or prior to arrival.</p> <p>Groups must have a designated First Aid person in their group who holds a current First Aid qualification. The details of the designated First Aid person must be provided to BXVI and entered into the BXVI First Aid Register prior to the commencement of the retreat.</p> <p>Groups are to provide their own first aid kit. Additional First Aid supplies are available at Reception.</p> <p>BXVI does not provide or dispense any medication. It is the responsibility of the group to bring any required medication and that appropriate permission is sought for administration of medication to guests under 18 years of age.</p>	<p>First Aid response to be appropriate to extent and severity of medical condition.</p> <p>First Aid situations are to be managed according to any group protocols and recognised First Aid protocols.</p> <p>BXVI staff can provide assistance and details of the nearest medical facility or hospital if required.</p> <p>Incident Report Forms to be completed available at Reception.</p> <p>BXVI staff must be contacted if emergency services called.</p>
Dehydration	Dehydration in excessive heat could cause minor, moderate or major health issues.	Unlikely	Moderate	4 Low	<p>Guests must be aware of the importance of drinking lots of water particularly on very hot days. Guests are advised to keep water bottles filled and within close range at all times.</p> <p>Water is available to guests throughout their stay.</p>	<p>First Aid is administered situations to any group protocols and recognised First Aid protocols.</p> <p>Five UHF radios are available at reception for use during outdoor activities or where mobile phone reception is poor.</p>

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Snake/ Spider bite.	Guest bitten by a venomous snake or spider requiring medical assistance.	Very Unlikely	Severe	3 Moderate	<p>Groups must have a designated First Aid person in their group who holds a current First Aid qualification.</p> <p>Groups are to provide their own First Aid kit. Additional First Aid supplies are available at Reception.</p> <p>Group Leaders should ensure that guests wear footwear except in rooms.</p> <p>Shoes must be worn at all times outside.</p> <p>A portable First Aid Kit, available from Reception, should accompany any outdoor activity.</p> <p>If a venomous animal is found BXVI staff should be informed immediately and guests advised to stay away from the area.</p> <p>During warmer seasons guests are informed of the risk of snakes and other venomous creatures during the welcome briefing.</p>	<p>First Aid situations are managed according to any group protocols and recognised First Aid protocols.</p> <p>Ensure guest is not moved and assistance is taken to them as quickly as possible</p> <p>BXVI Staff can provide assistance.</p> <p>Incident Report Forms to be completed available at Reception.</p> <p>BXVI staff must be contacted if emergency services called.</p> <p>Five UHF radios are available at reception for use during outdoor activities or where mobile phone reception is poor.</p>
Car/ Bus Accident en route to BXVI	Vehicle occupant is injured or prevented from attending retreat	Unlikely	Severe	2 Moderate	<p>Group Leaders should ensure that legal and safe transportation arrangements are made and that vehicles are in road worthy condition.</p> <p>Group Leaders should have risk management procedures in place for incidents such as this, managed according to established protocols.</p>	<p>Contact BXVI staff to inform of incident.</p>

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Poor Management of Environmental Conditions causing injury or illness	Severe Weather, Heat Exhaustion, Heat Stroke, Sunburn, Hypothermia Lightning Tree Fall	Unlikely	Major	3 Moderate	<p>Group Leaders should check weather prior to stay and advise guests of inclement weather conditions if required.</p> <p>Groups must have a designated First Aid person in their group who holds a current First Aid qualification.</p> <p>Groups are to provide their own First Aid kit. Additional First Aid supplies are available at Reception.</p> <p>Guests are encouraged to stay indoors in the event of severe weather.</p> <p>Trees in regular use areas of BXVI are audited every year by a Level 5 Consultant Arborist. BXVI undertakes regular maintenance of trees in the Centre APZ according to the recommendations of the consulting arborist.</p> <p>Guests are advised to remain adequately hydrated according to environmental conditions.</p> <p>Group Leaders are to ensure that guests are wearing appropriate clothing according to environmental conditions. For example, in summer guests should wear hats, sleeved shirts and sun screen.</p>	<p>First Aid situations are managed to any group protocols and recognised First Aid protocols.</p> <p>BXVI Staff can provide assistance and provide details of local medical centres or hospitals if required.</p> <p>Incident Report Forms to be completed available at Reception.</p> <p>BXVI staff must be contacted if emergency services are called.</p> <p>Five radios are available at reception for use during outdoor activities or where mobile phone reception is poor.</p>

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<p>Contagious disease/ Condition</p>	<p>Guests become ill.</p> <p>Guests transmitting illness other guests.</p>	<p>Unlikely</p>	<p>Moderate</p>	<p>4 Moderate</p>	<p>Guests who are feeling unwell or are sick should not attend retreat.</p> <p>Group Leaders should be advised immediately if a guest becomes unwell while on retreat.</p> <p>Groups must have a designated First Aid person in their group hold holds a current First Aid qualification.</p> <p>Groups are to provide their own first aid kit. Additional First Aid supplies are available at Reception and in the Kitchen, the Northern Wing Common Room and the Southern Wing Laundry.</p> <p>BXVI does not provide or dispense any medication. It is the responsibility of the group to bring any required medication and that appropriate permission is sought for administration of medication to guests under 18 years of age.</p> <p>Guests exhibiting symptoms of a contagious or communicable disease should be isolated and organize to leave the Centre as soon as possible.</p>	<p>Manage First Aid situations to any group protocols and recognised First Aid protocols.</p> <p>BXVI Staff can provide assistance.</p> <p>Incident Report Forms to be completed available at Reception.</p> <p>BXVI staff must be contacted if emergency services called.</p> <p>If required contact Health Direct NSW, a government service providing advice from a Registered Nurse: 1800 022 222.</p> <p>Affected guests can be isolated in a separate room.</p> <p>BXVI reception can provide local medical center details.</p> <p>Five UHF radios are available at reception for use during outdoor activities or where mobile phone reception is poor.</p> <p>Refer to the BXVI COVIDSafe Plan for Covid - specific information regarding the testing, reporting and notification requirements on site.</p>

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Misplaced property or theft of personal property	Guests may lose items of personal value while on retreat.	Unlikely	Minor	5 Low	<p>Accommodation rooms can be locked. For school groups, retreat leaders are provided with keys to each room in use. Adult guests are provided with a key for each room.</p> <p>Lost property is handed to BXVI Reception during the cleaning process. BXVI staff will contact the group leader and can arrange for return of the items if required.</p> <p>BXVI staff are on duty 24hours/day to provide assistance.</p> <p>Where Guests are not provided with keys to their rooms, they are advised upon arrival of the need to secure their belongings carefully.</p>	<p>Report any lost property or concerns to BXVI Reception. BXVI staff must be contacted if emergency services are called.</p> <p>Extra searches may be undertaken by BXVI staff or cleaners upon request.</p>
Rooms and bunk beds	Guest may fall off top bunk or other accident may occur.	Unlikely	Major	3 Moderate	<p>Bunk beds at BXVI comply with the mandatory Australian standard - AS/NZS 4220:1994.</p> <p>Top bunks are not recommended for use by children under the age of 9 years.</p> <p>It is recommended that groups, in particular those with young people & children, have a designated Staff/Leader on active supervision of in-room activities and enforce no games / loud noises in rooms.</p> <p>Guests must be careful getting on and off the bunk beds.</p>	<p>Manage First Aid situations to any group protocols and recognised First Aid protocols.</p> <p>BXVI Staff can provide assistance.</p> <p>BXVI staff must be contacted if emergency services are called.</p>

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Food Poisoning	Guests contracting food poisoning during stay	Very Unlikely	Moderate	5 Low	<p>Food is prepared according to all Australian Food Safety Protocols.</p> <p>Guests are not to bring on site or consume any food from outside suppliers.</p> <p>Groups must have a designated First Aid person in their group that has a current First Aid qualification.</p> <p>BXVI does not provide or dispense any medication. It is the responsibility of the group to bring any required medication. Appropriate permission must be sought for administration of medication to guests under 18 years of age.</p> <p>Guests are invited to inform the Centre of their particular dietary requirements prior to their retreat,</p>	<p>Manage First Aid situations to any group protocols and recognized First Aid protocols.</p> <p>BXVI Staff can give assistance.</p> <p>Incident Report Forms to be completed available at Reception.</p> <p>BXVI staff must be contacted if emergency services called.</p> <p>If required contact Health Line Direct. NSW government service providing advice from Registered Nurse. 1800 022 222</p> <p>BXVI reception can provide local medical center details.</p>

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Pool Incident/ Accident	Guest injured, drowning, near drowning in pool.	Very Unlikely	Severe	3 Moderate	<p>School groups are advised to maintain a supervising staff to student ration of 1:20.</p> <p>School groups are encouraged to use a pool supervisor with a minimum of Bronze Medallion and CPR qualifications.</p> <p>School groups should comply with NSW Department of Education Water Safety Guidelines for Unstructured Aquatic Activity.</p> <p>Groups are to provide supervision of children in the pool according to the terms and conditions outlined on the pool entry sign.</p> <p>Groups must have a designated First Aid person, with current First Aid qualifications, in their group.</p> <p>Groups are to provide their own first aid kit. Additional First Aid supplies are available at Reception.</p> <p>All BXVI staff hold First Aid and CPR qualifications.</p> <p>Portable First Aid kit and Defibrillator is located in the entry area of the dining room.</p> <p>Epi-Pen and Epi-Pen Junior is located in First Aid Kit in Can Dining Hall kitchen.</p> <p>A Swimming Pool Specific Risk Management Plan is available from the Centre upon request.</p>	<p>Manage First Aid situations to any group protocols and recognised First Aid protocols.</p> <p>BXVI Staff can provide assistance.</p> <p>All BXVI Staff are trained in the administration of Epi-Pens.</p> <p>Incident Report Forms to be completed available at Reception.</p> <p>BXVI staff must be contacted if emergency services called.</p> <p>Five UHF radios are available at reception for use during outdoor activities or where mobile phone reception is poor.</p> <p>Teachers supervising school students in the pool must have knowledge and skills in rescue, personal survival and emergency care, as well as the ability to use the rescue equipment available on site.</p>

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Incident on internal road	Guest run over by car	Very unlikely	Severe	3 Moderate	<p>Speed limit is signposted throughout site.</p> <p>Group leaders should provide supervision according to age group near internal roads.</p> <p>Groups must have a designated First Aid person in their group who holds a current First Aid qualification.</p> <p>Groups are to provide their own first aid kit. Additional First Aid supplies are available at Reception.</p>	<p>Group Leaders can contact BXVI Centre management if required.</p> <p>Manage First Aid situations to any group protocols and recognized First Aid protocols.</p> <p>BXVI Staff can provide assistance.</p> <p>Incident Report Forms to be completed available at Reception.</p> <p>BXVI staff must be contacted if emergency services called.</p>
Child Protection	Incident or Allegations of Child Protection Issues.				<p>Guest are to ensure that if guests under 18 are on site that relevant Child Protection guidelines are followed and considered. All guests are to be made aware of these guidelines. Guests can contact the BXVI Centre for advice if required.</p> <p>BXVI staff are trained in Child Protection, hold valid Working with Children Checks and work according to established procedures.</p> <p>A Safeguarding Risk Management Plan is available on request.</p>	<p>Group Leaders can contact BXVI Centre management if required.</p> <p>Please note, the Centre has a Safeguarding Support Officer who is able to provide advice and assistance if required.</p>

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Safeguarding of Children and Young People	Psychological, physical or sexual harm.				<p>All employees, volunteers, clergy, and contractors are listed, where appropriate, in the WWCC register. All employees, volunteers, clergy and regular contractors (that have access to children and young people) have undergone Safeguarding Training.</p> <p>Visiting clergy register in place.</p> <p>On site Centre Safeguarding Support Officer available during office hours.</p>	<p>Any incident reported to Manager and CAS Safeguarding and Ministerial Integrity Office.</p> <p>Seek advice from Safeguarding Officer to follow reporting protocols as per CAS guidelines.</p> <p>Refer to Safeguarding and Child Protection Manual.</p>
Illegal or Illicit Drugs	<p>Drug use.</p> <p>Possible accident/incident while under the influence of drugs</p>	Very Unlikely	Severe	3 Moderate	<p>No illegal drugs are to be brought on site.</p> <p>Any prescribed medications are to be kept safe and secure.</p>	<p>Group Leaders must contact BXVI Centre management if required.</p> <p>Centre management reserve the right to ask any group or guest to leave.</p>
Under Age Drinking	<p>Illicit/Illegal consumption of alcohol.</p> <p>Possible accident/incident while under the influence of alcohol</p>	Very Unlikely	Major	4 Moderate	<p>Guests under the age of 18 are not to have access to alcohol. If any under 18 guest is caught drinking alcohol Centre Management is to be contacted immediately.</p>	<p>Group Leaders must contact BXVI Centre management if required.</p> <p>Centre management reserve the right to ask any group or guest to leave.</p>
Consumption of Alcohol	<p>Drinking when there is a duty of care.</p> <p>Intoxication</p>	Unlikely	Major	3 Moderate	<p>Adult guests are required to drink sensibly.</p> <p>Group leaders and teachers in charge of children and young people should not consume alcohol during retreats.</p>	<p>Group Leaders can contact BXVI Centre management if required.</p> <p>Centre management reserve the right to ask any group or guest to leave.</p>

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Night time noise	Disturbing neighbors	Unlikely	Minor	5 Low	<p>All guests are quiet outside after 9pm and before 7am.</p> <p>Guests are advised of the Centre curfew during the welcome briefing.</p>	<p>Group Leaders can contact BXVI Centre management if required.</p> <p>Centre management reserve the right to ask any group or guest to leave.</p>
Trampoline	Injury due to trampoline use	Unlikely	Major	3 Moderate	<p>Trampolines are to be used according to manufacturer's recommendations.</p> <p>Children and young people should be supervised while using the trampoline.</p>	<p>Manage First Aid situations to any group protocols and recognized First Aid protocols.</p> <p>BXVI Staff can give assistance.</p> <p>Incident Report Forms to be completed available at Reception.</p> <p>BXVI staff must be contacted if emergency services called.</p> <p>Five UHF radios are available at reception for use during outdoor activities or where mobile phone reception is poor.</p>
Campfire	<p>Bushfire risk</p> <p>Risk of injury - burns</p>	Unlikely	Moderate	4 Moderate	<p>Campfires that are group run are to be supervised by an adult at all times.</p> <p>Guests are advised to walk carefully to the campfire site in the dark.</p> <p>Group Leaders are to collect, matches and fire extinguishing water buckets prior to campfire.</p> <p>Group Leader or appointed adult must ensure that Campfire is completely extinguished using water after use.</p> <p>Campfires will not be used in severe weather or total fire bans.</p>	<p>Manage First Aid situations to any group protocols and recognized First Aid protocols.</p> <p>BXVI Staff can provide assistance.</p> <p>Incident Report Forms to be completed available at Reception.</p> <p>BXVI staff must be contacted if emergency services called.</p> <p>Five UHF radios are available at reception for use during outdoor activities or where mobile phone reception is poor.</p>

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Bushwalking	Guest may be lost or injured.	Unlikely	Minor	5 Low	<p>Guests who undertake a bushwalk within the uncleared grounds of BXVI do so at their own risk.</p> <p>Guests are advised to stay to defined paths.</p> <p>BXVI Staff can provide advice on BXVI bushwalking tracks.</p> <p>Guests are to advise their group leader of their intention to undertake a bushwalk, and their intended time of return.</p> <p>Guests are advised to take a First Aid kit with them on their walk.</p> <p>BXVI property boundary is fenced. Guests should not cross fences onto adjacent properties.</p>	<p>In the event of a missing person BXVI Staff are to be notified. All guests gathered in a suitable location, a check undertaken and details of guest's whereabouts to be sort. Keep guests in a defined area while a search by appropriate people is conducted. If person is still not located discussion with school and CAS as to when to contact emergency services Manage First Aid situations to any group protocols and recognised First Aid protocols.</p> <p>BXVI Staff can give assistance.</p> <p>Incident Report Forms to be completed available at Reception.</p> <p>BXVI staff must be contacted if emergency services called.</p> <p>Five UHF radios are available at reception for use during outdoor activities or where mobile phone reception is poor.</p>

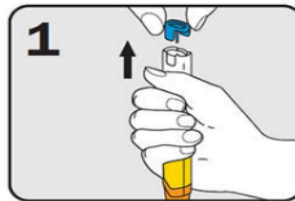
All identified risks are recorded in the following risk matrix according to likelihood and consequence. The purpose of this matrix is to provide a snapshot of all identified risks and established the level of risk to determine if further treatment is required.

Risk Assessment Conducted by: Activity Manager, Benedict XVI Retreat Centre
Date of Risk Assessment: 20/07/2021
Date of Review: July 2022

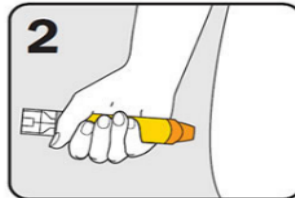
Risk Assessment Matrix

Consequences: 1. How severely could it hurt someone or How ill could it make someone?	Likelihood: How likely is it that someone will be harmed?			
	Very Likely Could happen any time (extreme)	Likely Could happen some time (moderate)	Unlikely could happen, but very rarely (moderate)	Very Unlikely Could happen, but probably never will (low)
Severe: Could kill or cause permanent disability or death	1	1	2	3
Major: Long term illness or serious injury	1	2	3	4
Moderate: Medical attention and several days off work	2	3	4	5
Minor: First aid needed	3	4	5	6
<p>The numbers can help to show you: How severe the risk is;</p> <ul style="list-style-type: none"> • Whether any existing control measures are effective; • What action you should take to control the risk; and • How urgently the action needs to be taken. <p>The most severe risks are rated 1. These risks must be controlled immediately.</p> <p>The least severe risks are rated 6. These risks should also be controlled but it is less urgent.</p>				
Legend				
1 Extreme risk; deal with the hazard immediately				
2, 3 and 4 Moderate risk; deal with the hazard as soon possible				
5 and 6 Low risk; deal with the hazard when able				

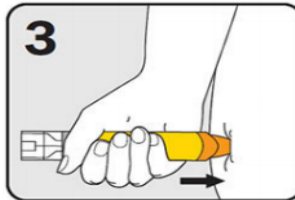
How to use Epi-Pen



1. Form fist around EpiPen® and PULL OFF BLUE SAFETY RELEASE.



2. Hold leg still and PLACE ORANGE END against outer mid-thigh (with or without clothing).



3. PUSH DOWN HARD until a click is heard or felt and hold for 3 seconds

REMOVE EpiPen®

Note: All EpiPen®s should be held in place for 3 seconds regardless of instructions on device label