

COVID-19 Campsite Risk Assessment and Compliance



The risks associated with the re-engagement of customers within Ankara Youth Camp.

Venue Details:

Venue Name: Ankara Youth Camp
Venue Address: 5038 Angas Valley Road, Walker Flat SA 5238

Venue Management:

Owned and Operated by: Seventh-day Adventist Church (South Australian Conference) Ltd
Camp Managers: Warren & Joy Richards (08) 8570 8043
Ankara Management Committee: Kaye Zyderveld (representative) (08) 8269 2177

Local COVID Testing Centres

Mannum District Hospital: Parker St, Mannum SA 5238 (08) 8569 0200
Murray Bridge Soldiers Memorial Hospital: 96 Swanport Rd, Murray Bridge SA 5253 (08) 8535 6777

Prepared by:
Joy Richards

Last reviewed:
14 September 2020

Risk Matrix

Use the Risk Matrix below to score the level of risk.

CONSEQUENCES	LIKELIHOOD				
	Rare (RA) Could only occur in exceptional circumstances.	Unlikely (UNL) Small chance of occurring at some time.	Possible (POS) Might occur at some time.	Likely (LIK) Will probably occur.	Almost Certain (AC) Expected to occur in most circumstances or occurs regularly.
Catastrophic (CAT) Loss of life, permanent disability or injury or multiple serious injuries. Financial impact on >10% of budget.	High (H) Urgent Board decision required		Extreme (EXT) ACT NOW Take immediate action		
Major (MAJ) Serious injury (injuries) requiring specialist medical treatment or hospitalisation or lost time of greater than four days. Financial impact on 5% - 10% of budget.	Tolerable (TOL) Decision required at the next Board meeting		High (H) Urgent Board decision required	Extreme (EXT) ACT NOW Take immediate action	
Moderate (MOD) Injury requiring medical treatment or lost time of four or fewer days. Financial impact on 2% - 5% of budget.	Low (L) Record and review if conditions change	Tolerable (TOL) Decision required at the next Board meeting		High (H) Urgent Board decision required	
Minor (MIN) Minor injury requiring first aid treatment (e.g. minor cuts, bruises, bumps). Financial impact on 1% - 2% of budget.	Very Low (VL) Review at the specified interval	Low (L) Record and review if conditions change		Tolerable (TOL) Decision required at the next Board meeting	
Insignificant (INS) No treatment required. Financial impact on less than 1% of budget.	Very Low (VL) Review at the specified interval			Low (L) Record and review if conditions change	

Risk Assessment

		Initial Risk Assessment				Final Risk Assessment		
HAZARD (What could potentially cause harm, e.g. ladder)	RISK (The harm that could be caused by the hazard e.g. falling from a ladder.)	Likelihood	Consequences	Risk Rating	Corrective Action / Controls (These actions will reduce the risk score in the Final Risk Assessment, on the right)	Likelihood	Consequences	Risk Rating
Guest attends venue whilst COVID-19 positive	Other Guests or Staff becoming infected with COVID-19 (could result in serious illness or death).	POS	MAJ	H	<ul style="list-style-type: none"> Group leader informed of the COVID-Safe Plan requirements to be adhered to before, during and after their time on the venue as part of communications by venue prior to camp. Group Leader informed of COVID-19 symptoms as listed on Health Department website: COVID-19 symptoms Instructions given to Group Leader that no guest is allowed to enter the facility if they demonstrate any COVID-19 symptoms (assessment to be completed before travelling to venue). Alcohol based hand sanitiser readily available in various locations on venue. Campsite staff will inform allowed numbers of persons per room and signage displayed in relevant areas indicating limits to number of people per room. Group Leader and COVID-Safe Marshal(s) responsible to ensure that appropriate distancing occurs in the accommodation and other areas of the venue. Group Leader asked to confirm (sign off) that no one in their group, to their knowledge, is ill or at risk and thus prevented from entering the venue as advised by SA Health at: Self-isolation & quarantine advice for COVID-19. SA Health signage prominently displayed outlining COVID-19 symptoms 	UNL	MAJ	TOL

Staff Member attends workplace whilst COVID-19 positive	Guests or other Staff becoming infected with COVID-19 (could result in serious illness or death).	POS	MAJ	H	<ul style="list-style-type: none"> • All Ankara staff to complete online hospitality focused training prior to commencing with return of guest groups onsite (COVID-Safe Training) • Camp Managers to inform Ankara Management Committee if they become ill or at risk and thus are unable to work • Casual Ankara staff, such as relief caretakers, are screened and asked to sign COVID-19 Workplace screening form at beginning of each period they are utilised (not longer than a week) – they to complete form and email to Ankara prior to commencement? • Relief caretakers will be provided with alternate accommodation and separate staff area when working onsite to prevent issue of all staff being in quarantine at same time. • Relief caretakers to supply own bedding and linen which is to be removed and washed after each stay. All areas of staff area to be cleaned and disinfected by them at the end of each stay. • Cleaning and disinfecting of staff areas in accordance with guidance from Safe Work Australia and SA Health. • Frequently touched surfaces including handrails, doors, etc, have all been identified for regular cleaning. • Contact the Department of Health to ensure they are aware of the diagnosis and seek their advice as to which employees are at risk of contracting coronavirus and whether the workplace needs to be shut down. • If the employee was present in the workplace immediately prior to the diagnosis, take the below additional steps: <ul style="list-style-type: none"> ○ Notify Ankara Management Committee (and any casual staff who were also onsite) that there has been a confirmed case of coronavirus in the workplace. ○ Notify appropriate authorities and follow their guidelines ○ Also, notify customers, clients of the risk. • Staff have been briefed on symptoms of COVID-19 and have been told to stay home if they aren't feeling well. 	UNL	MAJ	TOL
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					<ul style="list-style-type: none"> • 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. • Staff to limit contact with delivery drivers, prefer all paperwork is completed electronically. • Soap and water for hand washing and paper towel or air dryer for hand drying is available in staff areas. • Alcohol based hand sanitiser is available in all staff areas. • Where staff meetings are required, social distancing principles enforced, or completed electronically offsite • Staff are updated with any changes to government restrictions or COVID-Safe requirements 			
Transmission from delivery drivers and Contractors	Guests or Ankara staff becoming infected with COVID-19 (could result in serious illness or death).	POS	MAJ	H	<ul style="list-style-type: none"> • Contactless delivery of all goods where possible • All contractors to provide their COVID-19 policy before being admitted onsite • Social distancing procedures in place • Upon arrival, contractors are informed of symptoms of COVID-19 and asked if they have any flu like symptoms • Contractors who display flu like symptoms are isolated until they can be sent home • Information on procedures for when contractors required to be onsite during a group booking to be shared with relevant parties 	UNL	MAJ	TOL
Spread of COVID-19 within the venue	Staff and / or guests may become infected with COVID-19 (could result in serious illness or death).	POS	MAJ	H	<ul style="list-style-type: none"> • Venue facilities to be cleaned and disinfected by commercial cleaners between every change of group in accordance with guidance from Safe Work Australia and SA Health • Cleaning/disinfecting supplies are provided by venue for group to complete regular cleaning during their booking. • Booking groups to sign agreement below committing to adhere to all <i>COVID-Safe Plan</i> and <i>Campsite Risk Assessment & Compliance</i> requirements, including social distancing and hygiene requirements 	UNL	MAJ	TOL

					<ul style="list-style-type: none"> • COVID Marshal(s) to complete “walk arounds” to observe risk management controls are implemented, effective and being complied with by all people onsite, such as: <ul style="list-style-type: none"> ○ Social distancing ○ Density limits of rooms ○ Hygiene and cleaning ○ Infection control ○ Venue layout ○ Ensuring sufficient supplies for hygiene and cleaning ○ Other requirements, such as keeping attendance records • COVID Marshal(s) to ensure frequently touched surfaces cleaned regularly in line with guidelines from Safe Work Australia and SA Health. • Hand washing facilities are provided and kept clean, properly stocked and in good working order. • Waste bins provided in venue are emptied regularly. • Physical distancing to be observed by all – where appropriate and practical. • Alcohol based hand sanitiser is provided near entry to communal areas (out of reach of children). Group leader to encourage guests to bring personal hand sanitiser. • Posters on hand washing are prominently displayed in all public areas, toilets and bathrooms. • Group Leader responsible to ensure that capacity limits are adhered to in accommodation allocation • Group leader and COVID Marshal(s) to ensure activity equipment wiped down with disinfectant between uses – activity equipment not shared between guests unless sanitised first. 			
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Infection due to sleeping arrangements	Other guests could become infected	POS	MAJ	H	<ul style="list-style-type: none"> No guest permitted on camp if they display symptoms of COVID-19. Any guest who displays symptoms during camp immediately isolated and COVID-19 quarantine procedures put in place All guests to bring and use own bed linen, including pillow and bottom sheet Mattress covers will be cleaned at end of each booking. If a bed will have a change of occupant during the booking, then the mattress will need to be cleaned by the group with provided cleaning supplies. Cleaning/disinfecting supplies are provided by venue for group to complete regular cleaning during their booking Group Leader responsible to ensure that appropriate distancing occurs in the accommodation, including adults who are deemed high risk due to existing underlying medical conditions All groups briefed on COVID-Safe procedures during induction 	UNL	MAJ	TOL
Staff not adhering to social distancing requirements	Increased risk of the spread of COVID-19 if social distancing is not adhered to	LIK	MAJ	EXT	<p>Social distancing & limiting staff numbers</p> <ul style="list-style-type: none"> Camp Managers and relief caretakers not to work at same time as each other to prevent issue of all staff being in quarantine at same time. Relief caretakers briefed via Zoom meeting on control measures for COVID-19 prior to start of work if required to replace Camp Managers Relief caretakers to limit contact with Camp Managers during hand-over or while onsite, prefer all paperwork completed electronically. Processes/tasks/activities have been redesigned to ensure social distancing can take place. Where staff meetings are required with Group Leaders or whole group (e.g. manager briefing), choose appropriate location so that social distancing principles can be observed. Relief caretakers provided with alternate staff area with hand washing facilities, toilet, lunch and office area (including access to a computer, printer/scanner and internet) to avoid shared use of facilities in Camp Managers house 	UNL	MOD	TOL

Guests not adhering to social distancing requirements	Increased risk of the spread of COVID-19	UNL	MAJ	TOL	<ul style="list-style-type: none"> Group leader and COVID Marshal(s) are to advise guests of current government restrictions and COVID-Safe requirements of venue. COVID Marshal(s) responsible for ensuring that appropriate density requirements are met in all inside areas of the venue, including bedrooms. Signage displayed in relevant areas indicating limits to number of people per room COVID Marshal(s) will continue to reinforce the importance of social distancing and not gathering before, during and after activities, meals, meetings, etc and clients to only access their own assigned bedroom 	UNL	MOD	TOL
Social Distancing in Dining Room/Halls	Cross Contamination Infection Spread of COVID-19	POS	MAJ	H	<ul style="list-style-type: none"> COVID Marshal(s) responsible for ensuring that density requirements (density requirements) are met in the hall and dining spaces To meet density requirements, dining times may need to be staggered and/or use outdoor shelters and rotunda as additional dining space. 	UNL	MAJ	TOL
Spread of infection due to serving of food	Cross Contamination Infection Spread of COVID-19	POS	MAJ	H	<ul style="list-style-type: none"> All self-catered food served by servers trained in food safety (free online training Do Food Safely) and who have access to appropriate PPE (personal protective equipment) – group to supply additional PPE, such as disposable masks, aprons, hair nets/caps, eye protection, and alcohol-based wipes as deemed necessary. Communal food service areas are not permitted to be opened, including both self-service and/or kitchen staff serving food. Food is to be plated by a minimum number of people who have taken the appropriate food safe steps before serving. NO SELF SERVICE ALLOWED. Only kitchen staff to access dinnerware during food service. Servers to serve all plated food (with cutlery) and beverages for guests while using appropriate PPE, such as gloves, and hygiene protocols, or serve meals in disposable take-away containers (with cutlery). All food and beverages to be consumed while seated. All dinnerware (plates, cutlery, etc) cleaned in appropriate manner to meet HACCP standards, or are enviro-friendly disposable. 	UNL	MAJ	TOL

Cooking areas	Sharing of utensils and equipment to cook resulting in transmitting virus	POS	MAJ	H	<ul style="list-style-type: none"> Regular use of sanitiser which is provided in the cooking area. COVID Marshal(s) are to instruct catering staff of group on the requirement to disinfect touchpoints and surfaces before and after use. Reinforce the need to practice social distancing in these areas. Utensils and equipment should be cleaned in appropriate manner to meet HACCP standards (e.g. in dishwasher if possible, otherwise sanitised by other means such as S-Clean spray). 	UNL	MOD	TOL
Poor hand hygiene	Cross Contamination Infection Spread of COVID-19	POS	MAJ	H	<p>Hand Hygiene practices:</p> <ul style="list-style-type: none"> Hand washing facilities with soap and hot water in place on venue and in Ankara staff areas. Stringent hand washing to take place for both Ankara staff and guests Paper towels provided for drying of hands See hand washing guidance – signage provided in bathroom and kitchen areas Alcohol based sanitisers be made available in areas where washing facilities not readily available <p>Additional Controls:</p> <ul style="list-style-type: none"> Venue to display signage and COVID Marshal(s) to remind people on a regular basis to: <ul style="list-style-type: none"> Follow the correct hand hygiene practices Cough or sneeze into your elbow or a tissue (bin tissue and wash hands immediately) Avoid touching face, eyes, nose or mouth Use gloves appropriately to prevent cross contamination onto other surfaces during food handling or cleaning 	UNL	MOD	TOL
Persistent use of latex gloves	New or aggravated latex sensitivity	POS	MIN	L	<ul style="list-style-type: none"> Remove gloves when not necessary Group to source latex free options if necessary, for anyone allergic to latex 	UNL	MIN	L

Persistent use of hand sanitiser	Dermatitis	POS	MIN	L	<ul style="list-style-type: none"> All staff and guests onsite encouraged to wash hands with soap and water for 20 seconds where possible (in non-medical situations) as first preference to hand sanitiser 	UNL	MIN	L
Touchpoints and hard surfaces not sufficiently disinfected	Hard surface to person contact resulting in possible transmission of virus.	LIK	MOD	H	<p>General cleaning of equipment & surfaces:</p> <ul style="list-style-type: none"> Ankara is responsible for: <ul style="list-style-type: none"> Provision of enough cleaning and disinfectant supplies for group to complete cleaning required during their booking. Hand washing facilities readily available Group is responsible for: <ul style="list-style-type: none"> Group Leader and COVID Marshal(s) responsible for ensuring frequent cleaning and disinfecting of objects, surfaces and touchpoints (e.g. door and tap handles, tables, light switches, handrails) occurs at least daily during their booking. This should occur at least daily, and more frequent for food areas. Refer to: SWA Cleaning Advice. Group to provide additional supplies of PPE or cleaning products as deemed necessary (such as alcohol spray or disinfecting wipes) 	POS	MOD	TOL
Transmission of COVID-19 via use of outdoor equipment (includes kayaking plus sports equipment stored in hall)	Cross Contamination Infection Spread of COVID-19	UNL	MAJ	H	<ul style="list-style-type: none"> Group leader and COVID Marshal(s) to ensure all equipment wiped down with disinfectant between uses Group leader and COVID Marshal(s) to ensure equipment not shared between guests unless disinfected first COVID Marshal(s) to ensure that COVID-Safe requirements are being during activities and using outdoor equipment 	RA	MOD	L

Non-compliance to COVID-19 WHS risk control measures	Increased spread of COVID-19 Breach of COVID-Safe requirements	POS	MOD	TOL	<ul style="list-style-type: none"> • Camp Managers will review the risk management controls on a daily basis. • Group guests found not complying with COVID-19 WHS risk control measures may be issued an instruction terminating their stay. • Casual staff found not complying with COVID-19 WHS risk control measures may be issued an instruction not to attend the venue. • Any concerns that the group may have re Camp Managers and WHS risk matters to be referred to Ankara Management Committee via (08) 8269 2177 and request to speak to the Chief Financial Officer. • Camp Managers will do routine observations to see that the group is complying with the requirements in this document 	UNL	MOD	TOL
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Campsite Risk Assessment and Compliance Agreement:

The Campsite Risk Assessment and Compliance document supplied by Ankara Youth Camp has been compiled from direction provided by State and Federal Governments, as well as industry peak bodies. It is designed to provide a safe place for and care for the wellbeing of Ankara Youth Camp staff, guests and contractors during the COVID-19 pandemic. Groups who book the Ankara facility are not exempt from these guidelines and must ensure that both the COVID-19 Safe Plan and this Campsite Risk Assessment and Compliance document are adhered to. The Ankara COVID documents should be read in conjunction with all other Ankara Youth Camp documents.

It is the responsibility of the group, including the Group Leader:

- To research and assess for themselves what they will need to do to make sure they are compliant with the COVID-Safe requirements in regard to:
 - Catering and food service
 - Programs and running activities
 - Cleaning during the booking
 - COVID-Safe Marshal(s)
 - Any other training and knowledge that may be required
- To ensure that sufficient COVID Marshals are onsite to supervise COVID-Safe compliance for the duration of the booking.
 - The record of completion of training for each Marshal must be emailed to Ankara 1 week prior to commencement of your booking.
- To provide to Ankara staff a list of contact tracing details prior to the group leaving the site at the end of the booking
 - The list will include the name, contact number and email address of all people that will be onsite at any time during the booking
- To advise both Health Officials and Ankara Youth Camp if someone becomes ill with COVID-19 within the 14 days following the camp

Note: Final invoice charges will include the cost of cleaning the whole facility by a commercial cleaning company who are contracted by Ankara to provide this clean.

Booking Group Details:

Group Name: _____

Dates of Booking: _____

On behalf of the below named group for hire of the venue, I have read and understand the COVID-Safe Plan and Risk Assessment and Compliance documents and agree to these conditions and accept that it is my responsibility as the Group leader and/or COVID-Safe Marshal to see that they are adhered to.

Signatures:

Full Name: _____

Signature: _____

Date: _____

- Group Leader
- COVID-Safe Marshal

Full Name: _____

Signature: _____

Date: _____

- Group Leader
- COVID-Safe Marshal

Full Name: _____

Signature: _____

Date: _____

- Group Leader
- COVID-Safe Marshal

Full Name: _____

Signature: _____

Date: _____

- Group Leader
- COVID-Safe Marshal

Full Name: _____

Signature: _____

Date: _____

- Group Leader
- COVID-Safe Marshal