

Venue Name	CAMP COTTERMOUTH		
Location	1435 Cotter Road, Mount Stromlo, ACT		
Phone Number	02 6288 3270 (camp office) 02 6288 4054 (manager residence)	Fax Number	02 6288 5349
Web Address	www.campcottermouth.com.au	Email Address	cottermouth@bigpond.com
Contact	Stephen Rowley	Insurance	Yes

Amendment Log

Amendment no.	Detail	Date of change	Changed by:
1.	Changed contact details giving new phone and fax numbers	1 October 2009	Manager
2.	Inserted hazard of burn from Zip Boil urn	1 October 2009	Manager
3.	Insert all staff have a Working With Vulnerable People card	14 June 2016	Manager

Activity/program <i>Please list</i>	Recommended age group/fitness level/prerequisite skills	Staff accreditation/competence for this activity/program	Potential risks <i>List hazards/risks related to each activity/program at the venue</i>	Control Strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Moving around the venue	All ages	None required	<ul style="list-style-type: none"> • Accident in/on paths/driveways/car parks from fall/trip/slip. • Accident in/on driveways/car parks from vehicle. • Accident in/on driveways/car parks from misbehaviour. 	<ul style="list-style-type: none"> • Venue is away from all main roads and only traffic within Camp Cottermouth is likely to impact. Speed limit within the Camp is limited by posted speed signs of 15kph. • Students are to be made aware of Camp Rules as per list supplied. • Students are not to play games, ball games on the roads within the Camp. • Students should walk at all times when on roads & look for moving vehicles. • Teachers are to be present & supervise students at all times whilst in the driveways/ car park area.

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Moving to & from the accommodation cabins to the dining areas.	All ages	None required	<ul style="list-style-type: none"> • Accident in/on walkways/driveways/car parks from fall/trip/slip. • Accident in/on driveways/car parks from misbehaviour. 	<ul style="list-style-type: none"> • Students are to be made aware of Camp Rules as per list supplied. • Students should walk at all times and not ride bikes, skateboards, roller blades etc on paths around dining room, ramps etc • Teachers are to supervise students at all times whilst playing outside.
Movement around inside boundary of Camp Cottermouth.	All ages	None required	<ul style="list-style-type: none"> • Accident on uneven surfaces from fall/trip/slip. • Accident from misbehaviour. 	<ul style="list-style-type: none"> • Students are to be made aware of Camp Rules as per list supplied. • Students should walk at all times & look for moving vehicles. • Teachers are to be present & supervise students at all times whilst in the driveways/ car park area. • Students to be aware of being in a bush environment where the ground is often uneven and to take appropriate care.

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Overnight accommodation in rooms.	All ages	None required	<ul style="list-style-type: none"> • Accident in room from fall/trip/slip. • Accident in room from misbehaviour. 	<ul style="list-style-type: none"> • Floor space must be kept free of obstacles at all times. • All clothing should be stored in guest's bags or on shelves provided. • All bags should be stored under or on the beds. • Beds should be made each morning & all bed clothes be placed on the beds. • Towels should be hung to dry or folded on bed. • Teaching staff should undertake daily inspections of all students' rooms to ensure the above conditions are met. • Students must behave in a quiet & orderly manner whilst in the rooms. • No inappropriate behaviour such as pillow fights, wrestling, jumping on/off or trampolining on beds/bunk beds. • Teaching staff should supervise students until all is quiet & students are asleep.
Use of equipment provided by Scouts ACT.	All ages	Appropriate qualifications of teaching staff/supervisors.	<ul style="list-style-type: none"> • Accident from fall/trip/slip. • Accident from misbehaviour. • Lost in the bush 	<ul style="list-style-type: none"> • Students are to be made aware of Camp Rules as per list supplied • No Running. Students should walk at all times unless in open areas. • Students are to be instructed by camp staff, teachers or supervisors on the boundaries for all activities.

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Eating Meals in Dining Room	All Ages	None Required	<ul style="list-style-type: none"> • Accident from fall, trip, slip. • Accident from misbehaviour. 	<ul style="list-style-type: none"> • Students must behave in a quiet & orderly manner when entering & exiting the dining room. • Students should remain seated during meals & keep movement to a minimum. • Noise should be kept to an acceptable level to allow the delivery & receiving of instructions. • Teaching staff/supervisors should keep the movement of students orderly. We recommend that a maximum of two tables of students be standing at meal service area at one time. • Each student should be responsible for their own crockery & cutlery thus placing these in the appropriate area at the end of the meal. • Each table of students will be responsible to leave their area clean & tidy.
Eating Meals in Dining Room	All Ages	None Required	<ul style="list-style-type: none"> • Burn from hot water urn 	<ul style="list-style-type: none"> • Urn is only to be used by people over 14 years old or under direct control of a responsible adult. • Notice of this requirement is on urn. • Notice that urn dispenses boiling water is on urn.

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Eating Meals in Dining Room	All Ages	None Required	<ul style="list-style-type: none"> • Allergic reaction from Food. 	<ul style="list-style-type: none"> • Students with Food Allergies must be advised to the Camp Management 14 days prior to arrival. • A detailed description of Allergies must be provided along with the students' name and photograph. • Parents/Guardians of students with food allergies should be advised to contact the Camp to discuss the suitability of foods being served. • Students with Allergies must be made aware that they may be receiving a different meal and to make themselves known to kitchen staff. • Students with severe Allergies or Allergies to food vapours may be required to eat in a separate area. • Teaching staff/supervisors must supervise students during service & ensure students with Allergies do not eat or come into contact with something unsuitable. • Teaching staff must ensure students required to carry Allergy Medication must do so at all times. • Teaching staff should all be trained in the administration of Allergy Medications carried by students.

Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc.</i>	Cottermouth Managers are both 1st aid trained, Possess valid and current Food Safety Supervisors Certificate All Cottermouth staff employed by Scouts ACT have valid working with Vulnerable Persons Card Catering staff are trade qualified Instruction provided to teaching staff/supervisors & students as to safe practices in all areas of the Camp
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Access	Are accesses to and egress from the premises safe and without risk to health?	Yes
	Is the venue wheelchair accessible?	Yes
	Are disabled toilets available?	Yes

Emergencies	Are emergency procedures in place in the venue?	Yes
	Are staff trained to deal with emergency situations?	Yes

Construction/Maintenance/Repair	Are licensed personnel used for all construction, maintenance and repair work?	As Required
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Please note that the information has been provided by the venue to assist teachers in their risk management planning for excursion. If further information is required please contact the venue. If this information changes, the venue will advise the Department of Education and provide an update.