



Bayplay Risk Assessment – Table

Bayplay’s commitment to OH&S is evident by its comprehensive policies, procedures and safety guidelines. Risk issues and strategies are laid out in the following table.

GENERAL: Injury/ fatality on premises or grounds. LOW RISK
<p>Risk Mitigation Strategy</p> <ul style="list-style-type: none"> • Site orientation given to all clients upon arrival • Signage in place to warn guests of potential hazards (i.e. wet floors) • Instructions written on using appliances (i.e. gas heater, BBQ) • Encourage staff to report any workplace hazards immediately. • Monitor and improve health and safety procedures in accordance with legislation. • Emergency procedures followed in the event of an injury • Incident report form completed in the event of an incident and staff debriefed • Emergency Evacuation Plan in place • Premises well maintained and cleaned • Harmful substances locked away.
PUBLIC: Public/ Client injury during activities. MEDIUM RISK
<ul style="list-style-type: none"> • Risk Management procedures are communicated to staff • Guidelines in place to reduce potential risk in all activities. • Safety Standards/Procedures in place by Bayplay &/or Regulatory Bodies are adhered to. • Bayplay Health & Safety Policy carefully outlines risks to public safety with the aim to minimise these risks. Staff are trained to follow procedures.
SCUBA DIVING: Scuba Diving/ Snorkelling Injury. MEDIUM RISK
<ul style="list-style-type: none"> • Boat diving and shore diving/snorkelling procedures are in place • Dive Instructors and Dive Masters are aware of risk management control outlines and have personal insurance as required by the certification agency - PADI • PADI standards and safety ratios are adhered to. • Direct supervision of clients by an Instructor or Dive Master takes place at all times • Instructors and Dive masters are trained in CPR and First Aid – Level 2 or higher • A mobile phone & first aid kit is carried on all activities with oxygen on hand. • Clients are briefed on the dive plan prior to departure • New divers to the area must complete a shore dive before a boat dive in order to determine real capabilities, specifically if they were qualified in tropical waters. • Clients’ qualifications are checked prior to dives.
SEA KAYAKING: Sea Kayaking Injury – LOW RISK
<ul style="list-style-type: none"> • Sea kayaking procedures and trip guidelines are in place. • Qualified Sea Kayaking guides lead tours • Staff are aware of risk management control outlines for all trips • Direct supervision of clients takes place at all times by Kayak Guides. • Verbal recommendations are communicated to all guests/clients throughout the activity. • Clients are given a safety briefing on equipment and its use prior to departure of tours. • Safety ratios are adhered to. • A mobile phone and first aid kit is carried on all tours.

EQUIPMENT: Equipment Malfunction – LOW RISK

- Equipment is checked prior to use and cleaned after each use.
- Equipment is serviced in accordance with manufacturer guidelines.
- Broken equipment is reported and fixed prior to use. Spare equipment is kept on hand to replace equipment sent off for repair.
- Dive Equipment is serviced by qualified technicians
- All equipment is checked prior to and monitored during activity commencement.
- Stock control measures are in place to monitor stock

EQUIPMENT: Equipment theft - LOW RISK

- Specific security procedures are in place.
- Security alarms are installed in the booking office and equipment sheds.
- Equipment is packed away each evening
- Equipment theft insurance is in place

VEHICLE: Vehicle injuries/ fatality - MEDIUM RISK

- Only approved drivers are able to use vehicles and Australian Road Rules are adhered to.
- Staff must have 0 blood alcohol limit when driving Company vehicles.
- Clients are requested to wear seatbelts and are assisted in and out of vehicles as necessary.
- Vehicle insurance is in place

STAFF: Inadequate knowledge of procedures results in client incident - MEDIUM RISK

- All staff must complete an induction program which involves learning the Health & Safety Policy to ensure they know correct procedures & potential risk situations.
- As a PADI Dive Resort, Dive Staff are required to carry professional indemnity and public liability insurance. Dive Staff are also sent regular updates on standards and attend dive related workshops.

STAFF: Injury/ fatality to staff - MEDIUM/ LOW RISK

- Adequate work safety clothing is provided and safe work practices are promoted. For eg: 'Lifting techniques' emphasized
- Staff is made aware of their responsibility to ensure their personal health and safety. (eg. to wear sunscreen and to stay hydrated when working in the field)
- Staff are covered by work care
- A trolley system is used to carry dive equipment for staff and guests

STAFF: Legal Risks (E.g. Liability - sued for negligence) MEDIUM RISK

- Dive Instructors / Dive Masters must have professional liability insurance
- Follow PADI Standards and Community Standards
- Use judgement – by reducing ratios or cancelling trips due to poor conditions.
- Paperwork such as liability release and medical statement forms are filled out and reviewed.

FINANCIAL: Public Liability (Suings/ bankruptcy) MEDIUM RISK

- Public liability & professional indemnity insurance to 10 million is in place (Appendix 33)

FINANCIAL: Financial instability – LOW RISK

- Financial Stability is ensured by regular management of accounts
- A secondary consistent income stream comes into the business from a separate contract.
- The business mix with its range of target markets/products offers a range of income streams.

OUTCOMES: To date, there have been no incidents or injuries to Bayplay Staff or Clients.



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 - 3.2.1 INCIDENT/ACCIDENT REPORTING PROCEDURE
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