

Hazard Register

AOEC Kitchen, Pantry, Dishwashing Area - Hazard Register

Risk Rating System: Likelihood (1–5) x Consequence (1–5): 1–5 Low - 6–10 Moderate - 11–15 High				
Hazard Identified	Potential Harm	Risk Level (Pre Control)	Control Measures	Risk Level (Post Control)
Fires	• Death • Burns • Smoke Inhalation	25	→ Emergency Briefing by AOEC Staff on arrival → Make yourself familiar with the Evacuation Plan & Emergency Action Booklet → Appoint and brief Wardens → Make wardens and group leaders familiar with fire fighting equipment → Inform everyone in group about emergency plan → Fire Drill practice	10
Electrical Equipment & Appliances Ovens, Toaster, Fridges, Freezer, Urn, Kettles, Zip, Dishwasher, Fan, Fly Zapper	• Burns and Scalds • Electrocutation • Fire	20	→ No children in Kitchen without Adult supervision → Make wardens and group leaders familiar with fire fighting equipment → Don't overload PowerPoints → Use only tagged appliances/equipment	5
Power Outlets, Light Switches & Lights	• Electrocutation • Fire	16	→ Do not use multi-boards/do not overload power points	5
Hot Water from Taps, Kettles, Urn & Zip	• Burns, Scalds	15	→ No children in Kitchen without Adult supervision → Caution Boiling Water	6
Storage (high) Chiller, Pantry, Shelves	• Falls	5	→ Light items on top shelves → Use step ladder safely	2
Wet Floors & Surfaces	• Slips, Trips and Falls	6	→ Keep mop handy to dry wet floors → Wipe feet before coming inside → Put up wet floor sign when floors are wet → Don't run when floors are wet	4
Windows	• Cuts from breakage	6	→ No sports equipment and running inside → Report any damaged glass immediately	5
Extension cords	• Trips and Falls • Fire/Burns • Electric shock	6	→ Do not use extension cords in kitchen area → Be sure to keep extension cords out of high traffic areas → Cover Extension cords with Matts or tape	2
Food Scraps	• Attract pests	2	→ Place in black pig buckets with lids, secure lids. → Txt for pick up when 2 buckets are full or at end of stay	1
Rubbish & Recycling	• Attract pests	2	→ Rinse items before placing in recycling bins → No Food Scraps into rubbish bins → Place rubbish in bins provided, secure lids → Store full rubbish bags in boiler room until departure	2
Kitchen used as thorough fare	• Slips, Trips and Falls • Burns, Scalds	6	→ Do not use kitchen as thorough fare	2
Overcrowding, Rowdy Behaviour	• Slips, Trips and Falls • Burns, Scalds	4	→ Limit amount of people in kitchen and dish washing area	2
Food Hygiene	• Food Poisoning • Contamination	6	→ Wash Hands, → Cover Food & Refrigerate Food → Keep kitchen surfaces & floors clean	1

AOEC Dining Hall - Hazard Register

Risk Rating System: Likelihood (1–5) x Consequence (1–5): 1–5 Low - 6–10 Moderate - 11–15 High

Hazard Identified	Potential Harm	Risk Level (Pre Control)		Risk Level (Post Control)
Fires	• Death • Burns • Smoke Inhalation	25	→ Emergency Briefing by AOEC Staff on arrival → Make yourself familiar with the Evacuation Plan & Emergency Action Booklet → Appoint and brief Wardens → Make wardens and group leaders familiar with fire fighting equipment → Inform everyone in group about emergency plan → Fire Drill practice	10
Fire Place	• Burns - from touching hot surface, fire and handling hot ashes • Fire - items to close to fire place • Unsafe Equipment	9	→ Do not dry wet items within fire guard area → Do not place anything around the fire place within the fire guard → Only store firewood in cubicles provided → Make wardens and group leaders familiar with fire fighting equipment → Caution when handling ashes - use metal bucket provided	3
Power Outlets, Light Switches & Lights	• Electrocution • Fire	16	→ Do not use multi-boards/do not overload power points	5
Windows	• Cuts from breakage	6	→ No sports equipment and running inside → Report any damaged glass immediately	5
Moving Furniture, Stacking/Unstacking of Tables & Benches	• Back strain/injury • Items falling on feet • Trips and Falls	6	→ Use two people to lift/carry furniture and to fold down tables → Use safe lifting technique, bend at knees	2
Pin boards/White boards	• Stepping on Drawing Pins fallen on ground blocked accessibility • Accessibility of top of boards	2	→ Falls → Secure drawing pins safely → Children not to play with drawing pins	1
Wet Surface	• Slips, Trips and Falls	6	→ Keep mop handy to dry wet floors → Wipe feet before coming inside → Put up wet floor sign when floors are wet → Don't run when floors are wet	2
Extension cords	• Slips, Trips and Falls, • Fire/Burns, • Electric shock	6	→ Be sure to keep extension cords out of high traffic areas → Cover Extension cords with Matts or tape	2
Clutter on floor	• Slips, Trips and Falls	6	→ Keep floor clear → No furniture or equipment in front of doors → Store Resources out of way on tables or in resource room	1
Blocked Fire Exits	• Not able to exit building in emergency	16	→ No furniture or equipment in front of doors → Check fire exists daily and especially before bedtime → use alternate closest exit (see blue exit direction signs)	5
Rowdy Behaviour	• Slips, Trips and Falls	8	→ No Running inside → Apply Common Sense, Curtesy & Consideration	4

AOEC Dorms & Bunk Rooms Hazard Register

Risk Rating System: Likelihood (1–5) x Consequence (1–5): **1–5 Low** - **6–10 Moderate** - **11–15 High**

Hazard Identified	Potential Harm	Risk Level (Pre Control)		Risk Level (Post Control)
Fires	• Death • Burns • Smoke Inhalation	25	→ Emergency Briefing by AOEC Staff on arrival → Make yourself familiar with the Evacuation Plan & Emergency Action Booklet → Appoint and brief Wardens → Make wardens and group leaders familiar with fire fighting equipment → Inform everyone in group about emergency plan → Fire Drill practice	10
Bunk Beds	• Falls	16	→ Safety Briefing by AOEC Staff on arrival → Ensure children under 6 and sleep walkers are not on top bunks → Safety Briefing at arrival and at bedtime → No playing in dorms and on bunks	9
Concrete Floor	• Slips, Trips and Falls	9	→ No running or rowdy behaviour	3
Power Outlets, Light Switches & Lights	• Electrocution • Fire	16	→ Do not use multi-boards/do not overload power points → Make wardens and group leaders familiar with fire fighting equipment	3
Windows	• Cuts from breakage	6	→ No sports equipment and running inside → Report any damaged glass immediately	5
Extension cords	• Slips, Trips and Falls • Fire/Burns • Electric shock	6	→ Be sure to keep extension cords out of high traffic areas → Cover Extension cords with Matts or tape	2
Wet Surface	• Slips, Trips and Falls	6	→ Keep mop handy to dry wet floors → Wipe feet before coming inside → Put up wet floor sign when floors are wet → Don't run when floors are wet	2
Clutter on floor	• Slips, Trips and Falls	6	→ Keep floor clear → No furniture or equipment in front of doors → Store Resources out of way on tables or in resource room	1
Blocked Fire Exits	• Not able to exit building in emergency	16	→ No furniture or equipment in front of doors → Check fire exists daily and especially before bedtime → use alternate closest exit (see blue exit direction signs)	5
Rowdy Behaviour	• Slips, Trips and Falls	8	→ No Running inside → Apply Common Sense, Curtesy & Consideration	4
Food in Dorms	• Attract Pests	4	→ No food whatsoever in Dorms	1
Lack of Air Circulation in Main Building Dorms	• Condensation and Mould Build up	16	→ Advise lodge users to open windows and doors for air circulations and remove condensation off windows on a daily basis	2

AOEC Ablution Block, Showers & Toilets - Hazard Register

Risk Rating System: Likelihood (1–5) x Consequence (1–5): 1–5 Low - 6–10 Moderate - 11–15 High

Hazard Identified	Potential Harm	Risk Level (Pre Control)		Risk Level (Post Control)
Fires	• Death • Burns • Smoke Inhalation	25	→ Emergency Briefing by AOEC Staff on arrival → Make yourself familiar with the Evacuation Plan & Emergency Action Booklet → Appoint and brief Wardens → Make wardens and group leaders familiar with fire fighting equipment → Inform everyone in group about emergency plan → Fire Drill practice	10
Light Switches & Lights	• Electrocution • Fire	16	→ Open Window when Showering (Main Block Shower)	5
Windows (Main Building Only)	• Cuts from breakage	6	→ No sports equipment and running inside → Report any damaged glass immediately	5
Wet Surface	• Slips, Trips and Falls	6	→ Keep mop handy to dry wet floors → Wipe feet before coming inside → Put up wet floor sign when floors are wet → Don't run when floors are wet	2
Clutter on floor	• Slips, Trips and Falls	6	→ Keep floor clear → No furniture or equipment in front of doors → Store Resources out of way on tables or in resource room	1
Hot Water	• Scalds & burns	9	→ Briefing on Marshal Burner use by AOEC Staff on arrival → Ensure marshal burner is not too hot	6
Rowdy Behaviour	• Slips, Trips and Falls	8	→ No Running inside → Apply Common Sense, Curtesy & Consideration	4
Sanitary Items	• Spreading of Germs • Blocking Drains & Septic Tanks	9	→ Brief Students on correct disposal of Sanitary items → Use Disposal Bags provided and place in Rubbish Bin → Burn Sanitary Products in Marshal Burner	3
Hygiene	• Spreading of Germs	16	→ Wash Hands for 20 seconds after toilet use → Clean & Disinfect Toilets, Basins, Showers and Floors Regularly	4

AOEC Boiler Room & Marshall Burner - Hazard Register

Risk Rating System: Likelihood (1–5) x Consequence (1–5): 1–5 Low - 6–10 Moderate - 11–15 High				
Hazard Identified	Potential Harm	Risk Level (Pre Control)		Risk Level (Post Control)
Fires	- Death - Burns - Smoke Inhalation	25	→ Emergency Briefing by AOEC Staff on arrival → Make yourself familiar with the Evacuation Plan & Emergency Action Booklet → Appoint and brief Wardens → Make wardens and group leaders familiar with fire fighting equipment → Inform everyone in group about emergency plan → Fire Drill practice	10
Marshal Burner	- Fire - Burns & Scalds - Splinters	12	→ Briefing on use by AOEC Staff on arrival → Appoint 2 people only to operate → Follow Instructions → Ask AOEC Staff for help if unsure → Use gloves provided → Caution when handling ashes - use metal bucket provided	4
Hot Water	Scalds & burns	9	→ Briefing on Marshal Burner use by AOEC Staff on arrival → Ensure marshal burner is not too hot → Ensure marshal burner is not over stoked	6
Power Outlets, Light Switches & Lights	- Electrocution - Fire	16	→ Do not use multi-boards/do not overload power points	5
Windows	Cuts from breakage	6	→ No sports equipment and running inside → Report any damaged glass immediately	5
Washing Machine & Dryer	- Electrocution - Fire	16	→ Do not overfill washer or dryer → Clear lint from dryer after every use	8
Firewood	- Fire Risk - Splinters	12	→ Wear gloves, handle with care → Do not overstock firewood supply in boiler room (only fill up the provided boxes - no more) → No Smoking in boiler room → No Smoking, fire lighting or hot ashes in woodshed	2
Cardboard in Boiler Room	Fire Risk	12	→ Do not store an oversupply of cardboard boxes in boiler room - store in woodshed and burn all cardboard at the end of stay (Do not leave any cardboard behind)	2
Extension cords	- Slips, Trips and Falls - Fire/Burns - Electric shock	6	→ Be sure to keep extension cords out of high traffic areas → If using extension cords run them overhead not on ground → Cover Extension cords with Matts or tape	2
Kindling Cracker	Injury	16	→ Wear Covered shoes if chopping wood → Stored in Boiler Room when finished	6
Ladder	Falls	16	→ Follow Safe Ladder use Guidelines	6
Clutter	- Slips, Trips and Falls - Burns	6	→ Keep floor clear → No furniture or equipment in front of doors → Store Resources out of way on tables or in resource room	1
Cleaning Equipment	Slips, Trips and Falls	6	→ Store in designated area	1
Uneven Surface at back door	Slips, Trips and Falls	2	→ Take Care	1

AOEC Activity Centre - Hazard Register

Risk Rating System: Likelihood (1–5) x Consequence (1–5): 1–5 Low - 6–10 Moderate - 11–15 High				
Hazard Identified	Potential Harm	Risk Level (Pre Control)	Control Measures	Risk Level (Post Control)
Fires	• Death • Burns • Smoke Inhalation	25	→ Emergency Briefing by AOEC Staff on arrival → Make yourself familiar with the Evacuation Plan & Emergency Action Booklet → Appoint and brief Wardens → Make wardens and group leaders familiar with fire fighting equipment → Inform everyone in group about emergency plan → Fire Drill practice	10
Power Outlets, Light Switches & Lights	• Electrocution • Fire	16	→ Do not use multi-boards/do not overload power points → Make wardens and group leaders familiar with fire fighting equipment	3
Windows	• Cuts from breakage	6	→ No sports equipment and running inside → Report any damaged glass immediately	5
Climbing Wall	• Fall	20	→ Children must be supervised when using the activity centre → Climbing Wall Use only with Qualified AOEC instructor → Do not go behind barrier or cover → Lock door (front & back) when centre is not used	4
Wet Floors & Surfaces	• Slips, Trips and Falls	6	→ Keep mop handy to dry wet floors → Wipe feet before coming inside → Put up wet floor sign when floors are wet → Don't run when floors are wet	2
Concrete Floor	• Slips, Trips and Falls	12	→ Brief students → Take Care - Be Aware	6
Extension cords	• Trips and Falls • Fire/Burns • Electric shock	6	→ Be sure to keep extension cords out of high traffic areas → Cover Extension cords with Mats or tape	2
Moving Table Tennis Table & Stage Blocks	• Back strain/injury • Items falling on feet • Trips and Falls	9	→ Use two people to lift items and to fold down table → Use safe lifting technique, bend at knees	3

AOEC Lodge Grounds and Bush - Hazard Register

Risk Rating System: Likelihood (1–5) x Consequence (1–5): 1–5 Low - 6–10 Moderate - 11–15 High				
Hazard Identified	Potential Harm	Risk Level (Pre Control)	Control Measures	Risk Level (Post Control)
Fires	• Death • Burns • Smoke Inhalation • Falling trees & Debrief	25	→ Emergency Briefing by AOEC Staff on arrival → Make yourself familiar with the Evacuation Plan & Emergency Action Booklet → Appoint and brief Wardens → Make wardens and group leaders familiar with fire fighting equipment → Inform everyone in group about emergency plan → Fire Drill practice	10
Challenge Course	• Slips, Trips and Falls • Injury	25	→ Children must be supervised → Covered Shoes must be worn → Read Safety Signs at each section before proceeding → Do not use under the influence of alcohol	15
Pipehenge	• Slips, Trips and Falls • Injury	16	→ 30cm Playground Chip underneath	
Bush/Forest	• Slips, Trips and Falls • Injury • Getting lost • Environmental impact	16	→ Stay on Orange Triangle tracks only → Do not enter the bush surrounding lodge grounds unless on orange triangle tracks → Do not go beyond Forest Codon → Brief Students of No-Go-Zones → Become familiar and practice with the Outdoor Safety Code → Leave no Trace	6
Wasps & Bees	• Stings • Allergic reaction	12	→ First Aid Kit with Epi Pen, Antihistamine & No Sting → Report any sightings of wasps to AOEC staff	6
Tyre Swing at Clearing	• Slips, Trips and Falls	12	→ Children must be supervised → Covered Shoes must be worn → One person at a time → Avoid Swinging into the tree - swing in straight line → Keep clear of swing area not to be knocked → Report damage/hazard observation to AOEC staff	3
Brick Walls	• Slips, Trips and Falls	6	→ Do not move bricks → Do not balance on brick wall	3
Water Tanks	• Falls	12	→ Brief Students of No-Go-Zones	4
Power Box/ Transformer	• Electrocution	10	→ Brief Students of No-Go-Zones	4
Play Area/Field	• Slips, Trips and Falls • Wasps & Bee Stings	3	→ Report wasps on/near field to AOEC staff	2

Risk Rating System: Likelihood (1–5) x Consequence (1–5): 1–5 Low - 6–10 Moderate - 11–15 High

Hazard Identified	Potential Harm	Risk Level (Pre Control)	Control Measures	Risk Level (Post Control)
Offal Hole	• Falls	8	→ Brief Students of No-Go-Zones	3
Wet Floors & Surfaces	• Slips, Trips and Falls	3	→ Take Care when wet	3
Uneven Surfaces	• Trips, Falls & Stubbed Toes	12	→ Covered shoes are recommended. → Take Care	4
Extension cords	• Trips and Falls • Fire/Burns • Electric shock	16	→ Cover cords with matts or tape → Use only outdoor certified cords	10
Moving Table Tennis Table & Tables and Heavy Equipment	• Back strain/injury • Items falling on feet • Trips and Falls	9	→ Use two people to lift items and to fold down table → Use safe lifting technique, bend at knees	3
BBQ	• Fire • Burns	3	→ Take Care	1
Team Building Arena	• Slips, Trips and Falls	12	→ Do not use Challenge Wall without supervision → Covered Shoes must be worn → Read Instructions and Sign off Safety Guidelines	6
Driveway & Gate	• Cars Colliding	9	→ Observe Speed Limits. → Watch for pedestrians → Wait for Gate to open completely before exiting/entering	3
Other Outdoor Activities	• Slips, Trips and Falls	9	→ Adhere to the outdoor safety code at all times	3
Walking Tracks	• Lost • Wasps & Bee Stings		→ Be Prepared for all situations → Be aware of the Weather Forecast	
River	• Slips, Trips and Falls • Wasps & Bee Stings • Drowning		→ leave a note on safety station in kitchen of where you are going and when expected back → wear covered shoes & dress for the conditions → Carry a First Aid Kit and Emergency Supplies → Be aware of the distance back to the lodge incase of an emergency → Personal Locator Beacon	
Rowdy Behaviour	• Slips, Trips and Falls	8	→ Apply Common Sense, Curtesy & Consideration	4