

Risk Management Policy Kryal Castle

Risk Management Policy Statement – Kryal Castle

The owners/managers of this park are committed to implementing risk management procedures for the business to ensure a safe working environment for staff, a safe holidaying experience for customers, and security and safety for our residents. We encourage and train our staff in Workplace Health and Safety procedures to ensure they accept and adopt requirements as a matter of course in their day to day routine

Work Safe

Under the Work Health and Safety Act both the company and its employees have a responsibility for ensuring that the workplace is a safe environment for everyone. All accidents and incidents are to be reported to the most senior person on-site and reported to the Site manager and kept on file, with necessary action taken to ensure it does not occur in the future.

Employee Responsibilities

Employees must take reasonable care to protect the safety and health of themselves and others. They must cooperate with the employer to ensure the workplace is safe, and follow all instructions and training. Employees must wear any personal protective equipment that may be supplied by the company.

All staff employed by this business will read and understand the policy procedures outlined in this document and have, if appropriate, been trained in the different policy procedures.

Identifying Hazards

To identify safety and health hazards, on a continuous basis Management and staff follow these guidelines:

1. Together management and staff are to look at ways in which different tasks/ work activities may interact to cause a hazard.
2. Fill in a basic risk assessment sheet per job.
3. Management is to write down all the hazards that they and their staff have identified and record them on the Hazard and Risk Assessment form.
4. All actions to remedy these potential hazards are recorded and photographed.
5. Look at and record any information provided by manufacturers or suppliers to ensure equipment and materials will not harm employees or guests.

6. Workplace Inspection Check is conducted regularly using the Workplace Inspection Checklist and a Hazard Report form completed and submitted to management when a hazard has been identified

Hazard Control

Hazard control is the process of implementing measures to reduce the risk associated with a hazard. The control process follows the control hierarchy, in order, as prescribed in health and safety legislation.

The Hierarchy of Control is:

1. ELIMINATION – Remove the hazard completely
2. ISOLATION – Separate people from the hazard (guards, barriers, enclosures etc)
3. ENGINEERING – Engineering controls (earth leakage device, mechanical lifters etc)
4. ADMINISTRATION – Change of work practices (training, Safe Work Method Statements, procedures etc)
5. PPE – Personal Protective Equipment (hearing protection, eye protection, gloves etc)

Reporting Injuries

Should an injury occur to an employee and that injury is a reportable injury under the Work Safe Authority, the supervisor/ manager will complete an incident report and report it immediately to the site manager.

All managers and supervisors ensure that all incidents and injuries are recorded on an incident report form. At the time of a risk management assessment all completed incident report forms are to be collated to ensure all hazards have been identified and preventative actions have been put in place.

Medical Emergency

1. Check for any threatening situation and control it if safe to do so
2. Remain with casualty (unless there is no other option) and provide appropriate support
3. Do not move casualties unless in a life threatening situation
4. Notify the manager and the first aider
5. Notify the ambulance if not already done and designate someone to meet them
6. Provide support to first aider or ambulance if required

Kryal Castle Theme Park & Caravan Park Risk Assessment 2024

Risk Description	Existing Controls	Rating		Risk Level	Treatment
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk	Severity	Likelihood	Refer to Risk Matrix	For those risks requiring treatment in addition to the existing controls List: What will be done? Who is accountable? When will it happen?
Slips, trips and falls caused by uneven surfaces leading to injury.	Hazard information signage viewable at all entries to the park Pathways are provided and maintained. Dangerous areas are restricted by fencing and signage. Parents are expected to supervise children.	Minor	Likely	Medium	Kryal Castle has emergency response/First Aid procedures in place.

Ant, wasp or insect bite	Kryal Castle has procedures for identification and eradication of nests and hives.	Minor	Unlikely	Low	Kryal Castle has emergency response/First Aid procedures in place.
Injury caused by the use of medieval weaponry (bow and arrows, foam LARP weapons and siege machines).	Kryal Castle staff trained in the safe use of all equipment and correctly brief members of the public on the appropriate safe use of said equipment in accordance with Policy and Procedure documentation.	Moderate	Unlikely	Medium	Persons exhibiting dangerous behavior and breaching the code of conduct may be directed to cease the activity.
Sun exposure and heat stroke caused by being outdoors.	Areas of shade and access to drinking water provided.	Minor	Unlikely	Medium	Kryal Castle has emergency response/First Aid procedures in place.
Anaphylactic reaction to food or insect bite.	Food Safety training provided and adhered to by all F&B Staff. Dietary requirements catered to wherever practical.	Major	Unlikely	High	Kryal Castle has emergency response/First Aid procedures in place.

<p>Undesirable persons gain access to children while on excursion.</p>	<p>Children are to be supervised by parents at all times. Kryal Castle complies with Working With Children Check legislation. All suspicious circumstances should be reported to Kryal Castle staff.</p>	<p>Moderate</p>	<p>Unlikely</p>	<p>Medium</p>	<p>Kryal Castle staff are instructed to be on the lookout for suspicious behaviour and ensure parents are supervising children. Suspicious persons to be reported to and approached by management staff.</p>
<p>Injury caused by visitor misbehavior. (e.g. stone throwing)</p>	<p>Children are to be supervised by parents at all times.</p>	<p>Moderate</p>	<p>Unlikely</p>	<p>Medium</p>	<p>Persons exhibiting dangerous behavior may be directed to leave Kryal Castle.</p>
<p>Injury due to accessing restricted and dangerous areas, e.g. tournament arena.</p>	<p>Dangerous areas are restricted by fencing, signage and other barriers. Parents are expected to supervise children at all times. Kryal Castle staff monitor dangerous locations.</p>	<p>Moderate</p>	<p>Unlikely</p>	<p>Medium</p>	<p>Staff to monitor restricted areas, particularly during performances. Persons who ignore safety directions may be directed to leave Kryal Castle.</p>
<p>Horse trampling caused by inappropriate behaviour (e.g. walking into restricted areas) leading to injury.</p>	<p>Dangerous areas are restricted by fencing, signage and other barriers. Parents are expected to supervise children at all times. Kryal Castle staff monitor dangerous locations. Patrons are not to enter any restricted area where horses</p>	<p>Moderate</p>	<p>Unlikely</p>	<p>Medium</p>	<p>Kryal Castle has emergency procedures in place. Staff to monitor restricted areas, particularly during performances. Persons who ignore safety directions may be directed to leave Kryal Castle.</p>

	are being exercised or stalled.				
Food poisoning obtained from Kryal Castle food outlets.	Food Safety training provided and adhered to by all F&B Staff.	Moderate	Unlikely	Medium	Kryal Castle has emergency response/First Aid procedures in place.
Injury obtained by jousting staff as a result of a blow from a lance.	Training of jousters to be of a high level. Armour quality and maintenance to meet and exceed minimum requirements for jousting. Preparation of lances and tips to be done by trained staff.	Moderate	Unlikely	Medium	Kryal Castle has emergency response/First Aid procedures in place.
Slips and trips Kitchen/food service staff and customers may be injured if they trip over objects or slip on spillages.	Good housekeeping – work areas kept tidy, goods stored suitably etc. Kitchen equipment maintained to prevent leaks onto floor. Equipment faults leading to leaks quickly reported to manager. Drainage channels and drip trays provided where spills more likely. Staff clean up spillages (including dry spills) immediately using suitable methods and leave the	Moderate	Unlikely	Medium	Kryal Castle has emergency response/First Aid procedures in place.

	floor dry. Suitable cleaning materials available. Good lighting in all areas including cold storage areas. No trailing cables or obstruction in walkways. Steps and changes in level highlighted.				
Manual handling Handling heavy items such as parcels, boxes of meat, trays of crockery, kegs etc	Items bought in package sizes that are light enough for easy handling. Commonly used items and heavy stock stored on shelves at waist height. Suitable mobile steps provided and staff trained to use them safely. Handling aids provided for movement of large/heavy items. Sink at good height to avoid stooping. Staff trained in how to lift	Minor	Unlikely	Medium	Kryal Castle has emergency response/First Aid procedures in place. All staff are trained in safe lifting techniques
Adverse Weather Conditions particularly for the Caravan Park	Install weather monitoring systems to receive alerts about severe weather conditions. Establish protocols for evacuating common areas and providing shelter during storms. Ensure all outdoor structures are built to withstand typical weather conditions.	Moderate	Unlikely	Medium	Kryal Castle will follow all government directions and stay in constant contact with our guests

<p>Accidents in common areas (e/g. Camp Kitchen, Amenities Block or Deck)</p>	<p>Implement regular inspections and maintenance of common areas to identify and address potential hazards promptly. Provide clear signage indicating safety guidelines and rules for using recreational facilities. Conduct regular staff training on emergency response procedures.</p>	<p>Minor</p>	<p>Moderate</p>	<p>Low</p>	<p>Kryal Castle has emergency response/First Aid procedures in place. Staff training is constantly in place for monitoring these risks</p>
<p>Security Breaches, especially within the Caravan Park</p>	<p>Install surveillance cameras and adequate lighting in common areas to deter criminal activity. Implement access control measures such as gated entry points and keycard systems. Hire security personnel to patrol the premises during peak times and conduct security audits</p>	<p>Minor</p>	<p>Unlikely</p>	<p>Low/Medium</p>	<p>Kryal Castle completes regular security checks and is constant contact with the Ballan Police Station around potential threats</p>
<p>Wildlife Encounters, especially in caravan park with snakes and wild animals</p>	<p>Educate guests about local wildlife and how to safely coexist with them. Implement pest control measures to minimize the presence of venomous snakes and insects in common areas. Provide information on what to do in the event of a wildlife encounter, such as staying calm and slowly backing away</p>	<p>Minor</p>	<p>Unlikely</p>	<p>Low</p>	<p>Kryal Castle has emergency response/First Aid procedures in place. Staff training is constantly in place for monitoring these risks</p>

Electrical and Gas Safety within caravan park	Conduct regular inspections of electrical and gas systems to identify and repair any hazards. Ensure all electrical appliances and gas-powered equipment are properly maintained and used according to manufacturer guidelines. Provide clear instructions for safe usage and emergency shutdown procedures	Minor	Unlikely	Low	Kryal Castle has emergency response/First Aid procedures in place. Staff training is constantly in place for monitoring these risks
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S E V E R I T Y	Major	HIGH	HIGH	HIGH	MEDIUM
	Moderate	HIGH	HIGH	MEDIUM	MEDIUM
	Minor	HIGH	MEDIUM	MEDIUM	LOW
	Insignificant	MEDIUM	MEDIUM	LOW	LOW
		Very Likely	Likely	Unlikely	Very Unlikely
Likelihood					