



YMCA Bush Capital Lodge Risk Assessment Overview for Schools and Sporting Groups

Public Liability Insurance	<ul style="list-style-type: none"> The YMCA of Canberra holds general and products liability insurance to the value of \$20 Million
Security	<ul style="list-style-type: none"> Keypad code entry for any afterhours access 24 hour on-call managers Drive by security checks Keypad entry to individual rooms CCTV is fitted to all corridors, common rooms and public areas within the buildings and to external door access areas in both lodges to ensure the safety of all staff, guests and their belongings.
Fire	<ul style="list-style-type: none"> The Facility maintains a fire monitoring and management contract which includes direct circuit back to base fire alarm system. This system complies with AS 1851 2012 Australian fire safety standards. Fire equipment includes thermo smoke and particle detectors in all common rooms, bedrooms, corridors and bathrooms. There are fire extinguishers, fire blankets and fire hose reels as per legislative requirements. Evacuation plans are clearly posted throughout the building, in all bedrooms and at exit points All groups are advised of evacuation procedure on arrival A comprehensive Bushfire Evacuation Plan is maintained for the facility
Emergencies	<ul style="list-style-type: none"> Emergency evacuation plans are posted throughout the building Staff are trained in YMCA policies and procedures for managing emergencies Management on-call 24 hours Prior to arrival groups are provided a complete list of all guest room allocations. On arrival the full timetable of all of meal times, confirmation of special diets, a list of individual room codes, evacuation plans and further guest information are presented, with full induction to the building, and suggested safety measures for the comfort and security of all guests



Access	<ul style="list-style-type: none"> • Facilities are available for guests requiring disability access • Emergency evacuation procedures for groups with guests requiring disability access will be discussed with each group in detail on arrival • Travel paths and all access areas are checked daily
Food Safety	<ul style="list-style-type: none"> • Bush Capital Lodge holds both Registration for Boarding House and Food Business licenses, issues by ACT Health – renewed annually • Catering arrangements and kitchen are managed by qualified staff • Kitchen staff are trained in food safety, handling & storage practices • Food allergies and special diets are managed from the booking through to food serving point • Groups must identify any guests with allergies or special dietary requirements in writing no later than 7 days prior to arrival • Guests with special dietary requirements are asked to identify themselves to kitchen staff. Refrigeration is provided separately for special meals/food brought onto the premises to avoid any cross contamination
Child Protection	<ul style="list-style-type: none"> • The YMCA of Canberra is a recognised Safeguarding Children and Young People organisation accredited by the Australian Childhood Foundation. Certificate of Accreditation available upon request.
First Aid	<ul style="list-style-type: none"> • First Aid kits should be brought by groups, specific to their needs, however the lodge has current fully stocked kits available as a supplement to group's own supplies should this be required • Sporting groups should provide their own hot and cold packs for sprains, scrapes or bumps etc, and these can be submitted for chilling and or heating to kitchen staff on arrival or throughout a tournament or stay. • Permanent staff are trained in and hold current certificates in basic first aid.
Nearest Hospital	<ul style="list-style-type: none"> • Calvary Hospital, Corner Belconnen Way & Hayden Drive – 3.4km from BushCapital Lodge
Ambulance, Fire, Police	<ul style="list-style-type: none"> • Dial 112 from mobile phones