RISK ASSESSMENT AND MANAGEMENT PLAN – COTTERMOUTH

GENERAL RISKS FOR VISITING COTTERMOUTH

SUMMARY

Venue	Cottermouth, 1435 Cotter Road, Stromlo, ACT
Contact details	Phone – (02) 5104 2715 After hours contact – (02) 5104 2712
	Email - cottermouth@scoutsact.com.au
Activity	General Risks for any activity not covered by program activity specific risk assessments
Activity description	This RAMP applies to all groups and individuals visiting Cottermouth.
Date/s	February 2026
Time	All hours onsite
Location	This RAMP applies across the entire Cottermouth site.
Participants	This RAMP applies to all visitors (groups and individuals) onsite at Cottermouth– students, visiting staff, volunteers, parents, onsite staff, visitors and contractors.
Insurance	Yes, Certificate of Currency available on request.
Interested parties	Scouts ACT, visiting groups (students/participants, teachers/leaders, assistants, volunteers, parents, community members), external contractors.

PART B – IDENTIFIED RISKS AND TREATMENTS

Risk What can happen, how and outcome?	**Likelihood**	**Consequence**	**Initial Rating (before controls)**	**Risk Treatment** What will you do to prevent or reduce risk?	**Likelihood**	**Consequence**	**Revised Rating (after controls)**	**Responsible Officer**
Accident or injury from movement around the property including wounds, sprains and strains, fractures, etc. **Causes:** • Slips, trips or falls on uneven or slippery surfaces • Inattention or misbehaviour • Vehicle contact with a pedestrian	4	3	High	**Infrastructure and environment controls** Pathways, stairs and high-traffic areas maintained in safe condition and free of hazards. Uneven ground, tree roots and erosion identified and managed through regular inspections and maintenance. Non-slip surfaces and edging used where practicable, particularly in wet-prone internal and external areas. Adequate lighting provided along key pedestrian routes, stairs and communal areas. **Housekeeping and weather-related controls** Spills, mud and debris addressed promptly, particularly in kitchens, dining and amenities areas. Wet-weather controls implemented, including temporary signage and increased monitoring of slippery surfaces. Drainage maintained to minimise water pooling on walkways. **Signage and wayfinding** Permanent and temporary signage used to warn of uneven surfaces, slopes and temporary hazards. Designated pathways and walking routes clearly identified where practicable. **Participant briefings and rules** Safety information provided to all groups on arrival, including safe movement around the property. Behaviour expectations clearly communicated, particularly for children and youth groups. Closed footwear required when moving around the property. **Supervision** Appropriate supervision maintained during group movements, particularly at night or in unfamiliar areas. Group leaders responsible for participant behaviour during activities and transitions. **Traffic management controls** Vehicle movements restricted to designated roads and parking areas. Speed limits enforced and pedestrian-only areas clearly identified and communicated. **Visibility and separation** Adequate lighting provided in car parks and vehicle routes. Physical separation between vehicles and pedestrians implemented where practicable. **First aid capability**	3	3	Medium	**All Staff, Group Leaders and Participants**

Risk What can happen, how and outcome?	Likelihood	Consequence	Initial Rating (before controls)	Risk Treatment What will you do to prevent or reduce risk?	Likelihood	Consequence	Revised Rating (after controls)	Responsible Officer
				First aid kits maintained, accessible and checked regularly. Staff trained in First Aid, CPR and AED use where available. **Emergency response and escalation** Medical emergency procedures included in staff inductions and group briefings. Emergency contact numbers displayed and emergency services (000) contacted for serious incidents. Emergency vehicle access routes clearly identified and maintained. **Incident management and reporting** Incidents recorded in accordance with Scouts ACT reporting requirements. Post-incident reviews undertaken to identify improvements to controls.				
Illness and medical emergency Including severe chest pains, asthma attack, exhaustion or fatigue, dehydration, diabetic incident, epilepsy, anaphylaxis etc. **Causes:** • Pre - existing health conditions • Allergic reactions to food or environmental conditions • Sleep deprivation, stress, workload, illness, poor nutrition. • Food borne related illness • From intensity and lack of familiarity with activities, lack of sleep, disengagement, etc	4	3	High	**Pre-arrival medical information collection** Require all group leaders, hirers and event organisers to provide up-to-date participant medical information prior to arrival, including: • Pre-existing medical conditions • Allergies and anaphylaxis risk • Medication requirements (e.g. asthma inhalers, EpiPens, insulin) • Medical information to be reviewed by Cottermouth management prior to group arrival where possible. **Medication and allergy management** Group leaders remain responsible for participant medications unless otherwise agreed. Clear procedures in place for the identification, storage and access to emergency medications. Catering operations to manage food allergens in line with documented dietary requirements and food safety procedures. **Activity suitability and supervision** Activities adapted to suit participant age, fitness, experience and medical needs. Qualified or trained staff to supervise higher-risk activities. Clear briefing provided to participants on activity intensity, hydration, rest breaks and opting out if unwell. **Fatigue, hydration and wellbeing management** Scheduled rest periods incorporated into activity programs. Access to potable drinking water at all times. Encouragement of appropriate sleep, nutrition and hydration, particularly for multi-day programs. **Food safety and hygiene controls** Catering and food handling conducted in accordance with food safety legislation and Scouts ACT procedures. Hand-washing facilities and hygiene signage provided. Procedures in place to minimise the risk of food-borne illness. **Infection control and illness prevention**	2	3	Medium	**All Staff, Group Leaders and Participants**

Risk What can happen, how and outcome?	Likelihood	Consequence	Initial Rating (before controls)	Risk Treatment What will you do to prevent or reduce risk?	Likelihood	Consequence	Revised Rating (after controls)	Responsible Officer
• Spread of illness through poor hygiene practices and personal contact with infected individuals				Promotion of good personal hygiene practices. Isolation and management procedures for individuals displaying symptoms of contagious illness. Enhanced cleaning of shared facilities where illness is identified. **First aid capability** First aid kits maintained, accessible and checked regularly. Staff trained in First Aid, CPR and AED use where available. **Emergency response and escalation** Medical emergency procedures included in staff inductions and group briefings. Emergency contact numbers displayed and emergency services (000) contacted for serious incidents. Emergency vehicle access routes clearly identified and maintained. **Incident management and reporting** Incidents recorded in accordance with Scouts ACT reporting requirements. Post-incident reviews undertaken to identify improvements to controls.				
Risk of burn related injuries **Causes:** • Hot water boilers • Hot surfaces like BBQ's and food service equipment • Activities involving fire like campfires or campfire cooking	3	3	Medium	**Engineering and equipment controls** Commercial hot water boilers, urns and food service equipment to be installed, maintained and serviced in accordance with manufacturer specifications. Hot water boilers fitted with temperature controls, secure dispensing taps and stable mounting to reduce the risk of accidental contact or spillage. BBQs and cooking equipment positioned on stable, non-combustible surfaces and away from walkways and high-traffic areas. **Restricted access and supervision** Kitchen and food service areas restricted to authorised staff and trained volunteers only. Clear physical separation between food service equipment and diners, particularly children. Active supervision in place during meal service and food preparation times. **Safe work procedures** Documented Safe Operating Procedures (SOPs) for use of hot water boilers, BBQs and commercial kitchen equipment. Staff trained and inducted in safe handling of hot liquids, equipment start-up and shutdown procedures. Use of appropriate personal protective equipment (PPE) such as heat-resistant gloves where required. **Signage and hazard identification** Clear signage displayed warning of hot surfaces and boiling water. Temporary signage used during high-risk activities or peak service periods. **Activity planning and setup**	2	3	Medium	**All Staff, Group Leaders and Participants**

Risk What can happen, how and outcome?	Likelihood	Consequence	Initial Rating (before controls)	Risk Treatment What will you do to prevent or reduce risk?	Likelihood	Consequence	Revised Rating (after controls)	Responsible Officer
				Campfires and fire-based cooking activities only conducted in designated fire pits or approved areas. Fires established and managed in accordance with site procedures and seasonal fire restrictions. Fire size kept to the minimum required for the activity. **Participant briefing and behaviour management** Mandatory safety briefing provided to all participants prior to campfire activities, including safe distances, no running near fires and appropriate behaviour. Clear rules enforced around clothing, footwear and hair management to reduce ignition risk. **Supervision and competency** Campfire activities supervised at all times by trained staff or competent leaders. Higher supervision ratios applied where children or inexperienced participants are involved. Participants only permitted to handle hot cooking equipment or coals under direct supervision. **Environmental controls** Seating, cooking areas and walkways arranged to minimise accidental contact with flames or hot surfaces. Fire tools and cooking implements stored safely when not in use. **Immediate first aid response** First aid kits stocked with burn treatment supplies and readily accessible. Staff trained in the immediate treatment of burns and scalds, including cooling procedures. **Emergency response and escalation** Medical emergency procedures included in staff inductions and group briefings. Emergency contact numbers displayed and emergency services (000) contacted for serious incidents. Emergency vehicle access routes clearly identified and maintained. **Incident management and reporting** Incidents recorded in accordance with Scouts ACT reporting requirements. Post-incident reviews undertaken to identify improvements to controls.				
Child Safety Failure to adequately protect children and young people from harm while at Camp Cottermouth, including physical, emotional or	**3**	**4**	**High**	**Governance, Policy and Compliance Controls** Cottermouth operates in accordance with the **Scouts ACT Child Safety Policy** and Child Safe Organisation principles. **Two-Adult Strategy strictly enforced**: • No adult is to be left alone with a minor at any time unless they are the child's parent or legal guardian. • All interactions with children occur in open, observable environments.	**2**	**4**	**High**	

Risk What can happen, how and outcome?	**Likelihood**	**Consequence**	**Initial Rating (before controls)**	**Risk Treatment** What will you do to prevent or reduce risk?	**Likelihood**	**Consequence**	**Revised Rating (after controls)**	**Responsible Officer**
psychological harm, grooming, abuse, neglect, bullying or inappropriate conduct by adults or peers.				All Cottermouth staff required to hold a **current ACT Working With Vulnerable People (WWVP) registration** as a condition of employment. Contractors and volunteers required to comply with child safety requirements relevant to their role and access level. **Supervision and Operational Controls** Minimum supervision ratios maintained in line with program and group requirements. Visiting groups required to always provide adequate supervision of their participants. Clear delineation of responsibility between Cottermouth staff and visiting group leaders. Regular headcounts conducted, particularly during transitions and activities. Children and young people restricted to approved activity areas. **Staff Training, Awareness and Conduct** All staff inducted in child safety obligations, including: • Appropriate professional boundaries • Recognising grooming behaviours • Responding to disclosures or concerns Clear codes of conduct outlining acceptable and unacceptable behaviour. Zero tolerance for abuse, neglect, bullying, harassment or inappropriate conduct. **Participant Behaviour and Wellbeing Controls** Behaviour expectations clearly communicated to participants and group leaders. Bullying, harassment or unsafe behaviour addressed immediately. Additional support and supervision provided for participants with identified behavioural or wellbeing needs. Procedures in place to manage emotional distress, anxiety or psychological concerns. **Reporting, Escalation and Response** Clear procedures for reporting child safety concerns, incidents or disclosures. Staff and leaders required to report concerns immediately to Cottermouth management. Mandatory reporting obligations followed where applicable. Child safety incidents documented and managed in accordance with Scouts ACT procedures.				
Inadequate supervision / ratio and Inappropriate behaviour by participants • Students not briefed.	3	4	High	**Supervision ratios and responsibility** A **minimum supervision ratio of 1 teacher or group leader for every 20 students or participants** is required at all times. Higher supervision ratios applied where participants are younger, have additional needs, are inexperienced, or where activities or environmental conditions increase risk. **Group leaders retain primary responsibility for participant supervision and behaviour management at all times**. **Participant briefing and expectations** Mandatory safety briefings provided to all participants on arrival and prior to activities, including:	2	2	Medium	**Activity Leader, Group Leaders and supervising adults**

Risk What can happen, how and outcome?	Likelihood	Consequence	Initial Rating (before controls)	Risk Treatment What will you do to prevent or reduce risk?	Likelihood	Consequence	Revised Rating (after controls)	Responsible Officer
• Students non-compliant with instructions. • Inexperience/immaturity • Mental health issues or psychological disturbance • Staff unable to maintain group control. • Increased risk of accident, injury, bullying, harassment etc. • Individuals wandering off or an entire group becoming 'lost'.				• Site boundaries and restricted areas • Behaviour expectations and compliance with instructions • Consequences for unsafe or inappropriate behaviour • Briefings delivered in an age-appropriate and accessible manner to support understanding and compliance. **Behaviour management and engagement** Clear codes of conduct established for participants, including zero tolerance for bullying, harassment or unsafe behaviour. Activities structured to maintain engagement and reduce boredom, fatigue or disengagement that may contribute to poor behaviour. Participants encouraged to speak up if they feel unsafe or distressed. **Participant capability and wellbeing** Group leaders to identify participants who may require additional support due to inexperience, immaturity, fatigue or mental health considerations. Reasonable adjustments made to activities or supervision arrangements to support participant wellbeing and safety. Procedures in place to manage participants who are distressed, overwhelmed or displaying concerning behaviour. **Escalation and intervention** Staff and group leaders empowered to intervene immediately where unsafe or inappropriate behaviour is observed. Participants removed from activities if behaviour poses a risk to themselves or others. Additional supervision or modified activities implemented as required. **Lost or missing participant response** Clear procedures in place for managing missing or unaccounted participants, including immediate notification of Cottermouth management. Designated site boundaries communicated to participants and leaders. Headcounts conducted regularly, particularly during transitions between locations. **Incident response and support** Incidents involving behaviour, bullying or psychological distress managed in line with Scouts ACT procedures. Medical or psychological support sought where required.				
Security and safety • Unauthorised person onsite • Aggression or violence by a member of visiting	2	3	Medium	**Site access and visitor management** Access to the property managed through designated entry points. All visiting groups required to check in with Cottermouth management on arrival. Visitors restricted to approved areas of the site relevant to their booking or activity. Clear signage installed identifying private, staff-only and restricted areas. **Supervision and responsibility**	1	2	Low	**All Staff, Group Leaders and Participants**

Risk What can happen, how and outcome?	Likelihood	Consequence	Initial Rating (before controls)	Risk Treatment What will you do to prevent or reduce risk?	Likelihood	Consequence	Revised Rating (after controls)	Responsible Officer
group, Staff or unauthorised person on site. • Theft or damage to property by member of visiting group, staff or unauthorised person on site.				Visiting groups required to nominate a responsible leader or point of contact who remains on site at all times. Group leaders responsible for supervising participants and managing behaviour within their group. Staff presence maintained during operational hours to provide oversight of site activity. **Behaviour standards and expectations** Clear codes of conduct communicated to staff, volunteers and visiting groups. Zero-tolerance approach to aggression, violence, bullying, harassment or threatening behaviour. Alcohol, drug and prohibited item policies enforced in accordance with Scouts ACT requirements. **Physical security measures** Buildings, equipment and storage areas secured when not in use. Keys, access codes and swipe devices controlled and issued to authorised persons only. Lighting provided in key areas including buildings, car parks and pedestrian routes to improve visibility and deter unauthorised activity. **Property protection and asset management** Equipment and high-value assets stored securely when not in use. Hirers responsible for reasonable care of facilities and equipment under hire agreements. Regular inspections conducted to identify damage, security breaches or vulnerabilities. **Immediate response and de-escalation** Staff and group leaders trained to identify early signs of escalating behaviour. De-escalation techniques used where safe and appropriate. Individuals engaging in aggressive or violent behaviour removed from activities or isolated where necessary to protect others. **Escalation and external support** Police (000) contacted immediately where there is a threat to personal safety, violence or criminal behaviour. After-hours security procedures activated where applicable. Lockdown or site control measures implemented in accordance with the Emergency Management Plan if required. **Theft or property damage response** Incidents of theft or damage reported immediately to Cottermouth management. Evidence preserved where appropriate and police notified as required. Insurance and incident reporting processes followed in accordance with Scouts ACT procedures.				
Environmental conditions	3	5	Extreme	**Heat, cold and weather exposure** Activities planned with consideration of forecast weather conditions, temperature extremes and participant capability. Programs adjusted, modified or suspended during periods of extreme heat, cold or adverse weather. Access to shaded areas, shelters and indoor facilities provided where practicable. Participants briefed on the	3	4	High	Operations Manager

Risk What can happen, how and outcome?	**Likelihood**	**Consequence**	**Initial Rating (before controls)**	**Risk Treatment** What will you do to prevent or reduce risk?	**Likelihood**	**Consequence**	**Revised Rating (after controls)**	**Responsible Officer**
• Exposure to high or low temperatures leading to sunburn, blisters, dehydration, headaches, dizziness, hypo/hyperthermia. • Storm, high wind, heavy rain, lightening leading to injury and / or, damage to equipment and facilities. • Bush Fire or Building Fire leading to possible injury and / or evacuation of facilities and / or closure of site.				importance of sun protection, appropriate clothing, hydration and rest. Potable drinking water available at all times, with scheduled hydration breaks incorporated into programs. **Storms, high winds, heavy rain and lightning** Weather forecasts and warnings monitored prior to and during programs. Activities suspended or relocated to safer areas during storms, high winds or lightning. Outdoor equipment, structures and loose items secured or removed where severe weather is forecast. Trees and high-risk vegetation near activity areas, buildings and pathways inspected and maintained as part of routine property management. **Bushfire and building fire risk management** Cottermouth operates in accordance with an approved Bushfire Management Plan (BMP) and Emergency Management Plan (EMP). Property maintenance and fuel reduction works undertaken year-round to reduce bushfire risk as well as fire prevention and response resources maintained on site, including: • Regular mowing, slashing and removal of fine fuels • Management of vegetation around buildings, roads and activity areas • Maintenance of asset protection zones and access tracks • Fire extinguishers and fire blankets in buildings and activity areas • Designated fire breaks, access roads and water points • Campfires and fire-based activities managed in accordance with site procedures, seasonal restrictions and total fire ban requirements. • Fire danger ratings and local warnings monitored, with activities modified, relocated or cancelled as required. **Emergency response and evacuation** Clear emergency response and evacuation procedures outlined in the Emergency Management Plan. Assembly points and evacuation routes identified, maintained and communicated to staff and group leaders. Staff and group leaders briefed on emergency procedures and their roles during an incident. **Bushfire and building fire response process:** • Immediate implementation of EMP procedures in the event of bushfire or building fire. • Emergency services contacted immediately where required. • Site closures or early evacuations implemented in accordance with fire danger ratings, official warnings or direction from emergency authorities.				

Risk What can happen, how and outcome?	Likelihood	Consequence	Initial Rating (before controls)	Risk Treatment What will you do to prevent or reduce risk?	Likelihood	Consequence	Revised Rating (after controls)	Responsible Officer
Animals/insects • Contact with snakes, ants, spiders, birds, kangaroos and other animals leading to possible injury, allergic reaction or illness.	3	4	High	**Environmental management and property maintenance** Waste managed appropriately to minimise attraction of birds and animals. Food storage and disposal practices enforced to reduce wildlife interaction. Property maintained close to buildings and activity areas to reduce habitat that attracts snakes and insects, including: • Regular mowing, slashing and vegetation management around buildings, paths and activity areas • Removal of debris, timber piles and stored materials near occupied areas **Participant education and behaviour** Participants briefed on arrival and given clear instructions to remain on designated paths and avoid long grass, bushland and restricted areas and informed on local wildlife they can expect to see and risks associated, including: • No handling or feeding of animals • Awareness of snakes, ants and spiders • Reporting sightings immediately to staff or group leaders **Supervision and activity planning** Appropriate supervision maintained during outdoor activities, particularly in bushland areas. Activity areas selected and set up to minimise interaction with wildlife. Additional precautions applied for younger participants or those unfamiliar with outdoor environments. **Personal protection and hygiene** Participants advised to wear appropriate clothing and footwear, including closed shoes when moving around the property. Use of insect repellent encouraged where appropriate. Hand-washing facilities and hygiene practices promoted to reduce illness following contact with animals or insects. **Medical preparedness** Pre-arrival medical information reviewed to identify allergies, including insect sting or bite allergies. Group leaders responsible for ensuring access to emergency medications such as EpiPens where required. **Immediate response** First aid kits maintained and accessible across the site, including supplies for bites and stings. Staff trained in first aid response for bites, stings and allergic reactions, including anaphylaxis management. **Escalation and emergency response** Emergency services contacted immediately for: • Suspected snake bites	2	3	Medium	All Staff

Risk What can happen, how and outcome?	Likelihood	Consequence	Initial Rating (before controls)	Risk Treatment What will you do to prevent or reduce risk?	Likelihood	Consequence	Revised Rating (after controls)	Responsible Officer
				• Severe allergic reactions or anaphylaxis • Serious injuries **Incident management and reporting** All incidents and near misses recorded in accordance with Scouts ACT incident reporting procedures. Wildlife sightings or hazards reported to management for assessment and corrective action.				

PART C – RISK CRITERIA TO IDENTIFY RISK RATINGS

Risk Matrix

This risk matrix is used to complete **Part B**. Consider and apply the consequence first. Then consider and apply the likelihood to establish the risk rating. Use of the defined consequences and likelihoods below will assist a consistent approach being applied to risk ratings across ALL ACTIVITES at Cottermouth.

	CONSEQUENCE				
People	Injury/ailment not requiring medical treatment	Minor injury or first aid treatment	Serious injury; hospitalisation or multiple medical cases	Life threatening injury or multiple serious injuries - hospitalisation	Death or multiple life-threatening injuries
Products / Services	No disruption to activities or excursion	Limited disruption to activities or excursion	Some activities unable to proceed	Major disruption with multiple activities unable to proceed	Major disruption – no activities can proceed
Environment	No environmental or other damage	Minor short term environmental or other damage	Minor long term environmental or other damage	Moderate environmental damage	Extensive environmental damage
Financial	1% of budget or <$5,000	2.5% of budget or <$50,000	5% of budget or <$500,000	10% of budget or <$5,000,000	>25% of budget or > 5,000,000
	Insignificant	**Minor**	**Moderate**	**Major**	**Catastrophic**

				Risk matrix	1	2	3	4	5
LIKELIHOOD	Almost certain	Expected to occur in most circumstances	< 1 in 10	**5**	**Medium**	**High**	**High**	**Extreme**	**Extreme**
	Likely	Will probably occur	1 in 10 - 100	**4**	**Medium**	**Medium**	**High**	**High**	**Extreme**
	Possible	Might occur at some time in the future	1 in 100 - 1000	**3**	**Low**	**Medium**	**Medium**	**High**	**Extreme**
	Unlikely	Could occur, but doubtful	1 in 1000 – 10,000	**2**	**Low**	**Medium**	**Medium**	**High**	**High**
	Rare	Possible, but not likely	1 in 10,000 – 100,000	**1**	**Low**	**Low**	**Medium**	**Medium**	**High**

PART D – SUPPORTING INFORMATION

Documents	Pre-visit information provided with booking confirmation Site Map FAQ's
Services	Visitor orientation/briefing provided on arrival Instructions and signage provided on site as needed Cottermouth staff member on call as needed

PART E – VERSION CONTROL

Version	Author (name/position)	Amendment Date	Comments
1.0	John Speirs – Operations Manager	October 2025	Initial template created with risk matrix and limited risks assessed
1.1	John Speirs – Operations Manager	February 2026	Format updated, additional detail included for risk and treatments, risks expanded and first official release of the document to stakeholders upon request.