



The Hermitage
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RISK ASSESSMENT VENUE INFORMATION
 March 2023

Risk Matrix					
Consequence	Likelihood				
	Very Likely, could happen anytime	Likely, could happen at some time	Unlikely, could happen but rarely	Very Unlikely, may happen but probably won't	
Cause Permanent disability or death	1	1	2	3	
Long Term Illness or serious injuries	1	2	3	4	
Medical Attention and several days off work / school	2	3	4	5	
First Aid Needed	3	4	5	6	
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4.0	03/04/2023	Operations and Facilities Manager	August 2024	Br Bill Sullivan	

Uncontrolled when printed.

Key To Risk Rating	
1 Extreme	INTOLERABLE - Significant and Urgent action required
2 High	Reduce Risk to as low as reasonably practical
3 and 4 Moderate	Reduce Risk to as low as reasonably practical
5 and 6 Low	TOLERABLE monitor and manage risk
Hierarchy of Control Measurers	
1. ELIMINATE (GET RID OF)	
2. SUBSTITUTE (CHANGE)	
3. ENGINEER CONTROLS (MAKE SOMETHING NEW)	
4. ADMINISTRATIVE CONTROLS (INSTRUCTIONS AND SIGNS)	
5. PERSONAL PROTECTIVE EQUIPMENT (GLOVES, EARPLUGS)	

Action	Risk	Current Risk Rating	Existing Controls	What Staff/Visitors can do
Private Transport	Parking & Access Person struck by vehicle Bus Access	Moderate	Students are given a welcome and a safety briefing on arrival. Included is a warning re where vehicles (buses, cars and farming vehicles) will be e.g. roads and parking areas. The site has signage informing drivers that there are pedestrians on site. A designated 40kmh speed limit also signed. Vehicle access during designated times to ensure safety	Appropriate and thorough supervision by staff/organisers, of those in their care. Bus drivers should enter the property via Bong Bong Road only. Bus drivers must remain on the bitumen road only and follow direction signs to the Le Rosey parking area. Driving on grass areas may result in the vehicle becoming stuck in wet ground.
Sun Protection	Excessive exposure to sun during recreation whilst outdoors. Exhaustion.	Low	Secured Structures and trees available to enable shade area for students	Supply sunscreen preparation. Ensure appropriate clothing such as hats.

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Action	Risk	Current Risk Rating	Existing Controls	What Staff/Visitors Can do
Hydration	Dehydration	Low	Access to clean water supply is always available. Chilled water is always available in the Games Room and Dining Room. These are topped up constantly by Kitchen staff and Students can fill their water bottles from them.	Appropriate and thorough supervision by staff/organisers, of those in their care. Ensure Students have water bottles.
Amenities Toilet Protocols	Not enough toilets Slip/trip Not hygienic	Low	Ensure toilets are well lit, clean and serviceable, Regular inspections are performed. There are sufficient night lights in dormitories for night toilet visits. Female toilets are equipped with sanitary bins. Outside toilets easily accessible if required and well lit in case of emergencies. No adults to enter the bathroom amenities when students are on site at Le Rosey.	Appropriate and thorough supervision by staff/organisers, of those in their care. Behaviour expectations clearly expressed by staff/organisers. Adults must use staff amenities. Adults not to enter bathroom amenities when students are on site at Le Rosey.
Alcohol, Tobacco and Drugs	Consumption of Alcohol, tobacco and drugs	Low	As per school policy, The Hermitage reinforces the banned alcohol, tobacco and drugs alcohol policy and all are prohibited Le Rosey. Alcohol consumption at La Valla site in accordance with The Hermitage policies	Staff Organisers should outline the policy and the use of alcohol, tobacco and drugs are prohibited at The Hermitage. Alcohol can be consumed at the La Valla dining room.
Wheel Chair Access	Un-accessible	Low	No wheel chair access for facilities on the first floor.	Appropriate and thorough supervision by visiting staff/organisers of those in their care, especially in the event of emergency evacuation.

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Visually Impaired Guests	Injury	Medium	<p>Assessment needs to be discussed with Teacher and the Hermitage Director or designated person prior to arrival.</p> <p>The Hermitage suggests that:</p> <p>The student is made familiar with his/her environment. That no walks are undertaken by the student alone. The Hermitage Fire Safety Officer is advised that there is a visually impaired student on site. Catholic Church Insurances covers all students from a Catholic School.</p>	<p>The school is to provide the Hermitage with a Risk Assessment on the student which will cover:</p> <p>Student's special needs. Student's limitations. Will he/she have a responsible person assisting them throughout the program including personal needs (bathroom etc)? What does the school's program consist of and what risks are associated if he/she participates? What has happened in past excursions he/she may have attended? Does he/she have a guide dog?</p> <p>The responsibility for any visually impaired student to attend the Hermitage will remain with the School.</p>
Dietaries	Allergies	Moderate	<p>The Le Rosey site will only cater for Gluten, Vegan and Vegetarian dietary requirements. Guests with other allergies will need to provide their own foods and snacks. Cold Storage and Microwave ovens are provided.</p>	<p>Appropriate and thorough supervision by visiting staff/organisers of those in their care.</p>

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Surface Suitability / Terrain	Excessive surface water e.g. flooding. Hazardous materials e.g. Glass Uneven Surfaces Fallen tree branches	Low	Grounds are inspected prior to arrival of groups and maintained regularly. All machinery is housed and secured in appropriate sheds. All surfaces checked and cleared debris. Flooding occurs during abnormal rainfall. The Director will address the circumstances with teachers and group leaders to decide on necessary action.	Appropriate and thorough supervision by visiting staff/organisers of those in their care, especially in the event of emergency evacuation.
Gardens	Rose Bushes / Thorns may cause injury	Low	Gardens are Maintained	Appropriate and thorough supervision by visiting staff/organisers of those in their care.
Tree Management	Falling Branches	Moderate	The Hermitage has an annual tree inspection program to remove dead trees and overhanging branches and prune healthy trees.	Staff organisers should outline suitable behaviour regarding climbing on trees and care exercised when taking walks.
Waste Management	Hygiene Risk	Low	Ensure adequate bin facilities and accessibility	Staff Organisers should outline suitable /acceptable behaviour regarding this issue
Unwanted Guests (Stranger Danger)	Abduction / Abuse	Low	Signage directing all visitors to report to reception. Hermitage staff are vigilant in this regard. All visitors and contractors must wear a name tag. All Hermitage staff will wear a name tag and be in in The Hermitage uniform.	Appropriate and thorough supervision by visiting staff/organisers of those in their care, especially in the event of emergency evacuation.
Electrical	Trip Hazard Electrocution	Low	Protect all power sources from weather. Ensure all cords are not damaged or frayed. Ensure electrical items are tagged. Toasters are operated by Hermitage Staff only. Heaters in staff accommodation only. Staff/Organisers NOT students to operate electrical equipment.	Appropriate and thorough supervision by visiting staff/organisers of those in their care, where such risks / hazards could be expected

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Emergencies	Fire Explosion Blackouts Bomb Threat	Low	<p>Smoking is forbidden in and around buildings.</p> <p>Bonfires are not permitted. Fire pits can be used by small groups during certain months, if supervised by school staff.</p> <p>Emergency Evacuation Procedures</p> <p>Emergency Evacuation Posters are displayed showing exit routes and fire extinguisher sites. Fire Extinguishers are serviced regularly.</p> <p>Smoke detectors in the Le Rosey dormitory block has a local alarm.</p>	<p>Appropriate and thorough supervision by visiting staff/organisers of those in their care, especially in the event of emergency evacuation.</p>
First Aid	Grazes, cuts, splinters	Low	<p>Most staff have First Aid certification but are not primary carers. All First Aid Kits are maintained (see above).</p> <p>Information regarding the closest hospital and medical centre is in the Introductory Package</p>	<p>Staff / Organisers are obliged to cater for minor accidents of those in their care. Visiting Groups are expected to supply their own First Aid Kit. An Up to date First Aid Kit is essential plus qualification to administer first aid.</p>

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Medical Emergencies	Snake bites Insect bites Tree branches accidents	Low	First Aid Kits checked regularly. Insect screens in dormitories inspected regularly Bushes, shrubs, trees etc trimmed and maintained bearing in mind active young guests. Electric Insect Zappers in common areas.	Schools are to provide specific dietary requirements prior to arrival. Staff/organisers must be aware of allergies of those in their care and possible treatment in emergencies. Ensure First Aid Kit includes suitable treatments.
Covid 19 and Other Pandemics	Spread of the Virus Contamination and Bacterial Infection	Low	The Hermitage will follow directives issued by NSW Health to ensure safety guidelines are in place to protect guests and staff. A "Welcome Letter" is sent to all incoming groups advising them of requirements during a pandemic. A major clean of all buildings, kitchens, accommodation areas, offices and amenities. Door handles, light switches wiped regularly with disinfectant. Bathrooms cleaned and disinfected regularly. Hand Sanitiser, masks are available. Staff will be asked to stay away from work if they show symptoms. Close Contacts will be allowed to work as long as they do not show symptoms and are willing to take RAT prior to attending for work. Guests/Coordinators to ensure no one attends if they show symptoms. Anyone showing symptoms will be directed to return home. If a staff/guest tests positive directly after attending the Hermitage, the group and school will be advised immediately. The Hermitage kitchen staff are trained in food preparation and handling. Cleaning Materials used are industrially tested. Staff wear appropriate PPE including masks, hats, and gloves in all food preparations.	Staff and guests are asked to ensure that they practice social distancing, wash their hands often and use the hand sanitiser provided. Disinfectant wipes are also provided for use in toilets to enable wiping of door handles. Masks will be made available for staff. Anyone showing symptoms will be isolated and directed to go home or see a doctor. All staff who have symptoms will be advised to do a Rapid Antigen Test and stay away from the Hermitage if not well. The Hermitage will follow directives from NSW Health at all times. Easing of Restrictions will be advised to staff as they are received.

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Farm Animals	Cattle loose / Cattle Grids	Low	Students are given a welcome and a safety briefing on arrival. Included is a warning re farm and nature animals and approaching and interacting with them. There are some areas designated non-access. Cattle are managed by a farmer with cattle grids in place to stop cattle wandering Gates for access located next to cattle grids with signage DO NOT ATTEMPT TO WALK ON CATTLE GRIDS.	Appropriate and thorough supervision by visiting staff/organisers of those in their care, accompanying them when exploring if necessary.
Dams	Drowning	Low	Students are given a welcome and a safety briefing on arrival. The property has five dams for the cattle to access. Most are fenced in areas. The "Mary Dam" is not fenced and the most accessible. Swimming in the dams is not permitted.	Appropriate and thorough supervision by visiting staff/organisers of those in their care, accompanying them when exploring if necessary.
Strolls in the dark	Slip/Trip Cattle Grids Dams Barbed Wire Fences	Low	Anyone wishing to take a stroll in the dark will need a torch and take extra care. There is sufficient night illumination for the outside around buildings. However most external lights are extinguished at times when guests are expected to be asleep. Most dams are in fenced areas. The Mary Dam is not fenced and the most accessible.	Appropriate and thorough supervision by visiting staff/organisers of those in their care, where such risks / hazards could be expected.
Heat & Cold	Inappropriate clothing Snow	Low	Students bring warm clothing and sleeping bags. Extra blankets are available. The Stanislaus Room, dining room and breakout rooms have heating. Retreat Room and dormitories have reverse cycle air conditioning.	Staff/Organisers ensure students know what clothing/bedding they will require.
Slip, Trip and Falls	Slippery floors Uneven paths	Moderate	Students are given a welcome and a safety briefing on arrival. Caution notices for mopped floors Areas and paths are refurbished.	Appropriate and thorough supervision by visiting staff/organisers of those in their care, where such risks / hazards could be expected.
Chemicals	Spill Drains Contact with skin	Moderate	Chemicals stored in locked locations. Use spill kits to contain spillage from entering drains Use correct PPE if decanting chemicals Dangerous chemicals to be kept in appropriate lockable storage cabinets	Approved staff to enter storage locations. Notify management of any spills and contact with skin.

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Food Safety	Contamination & Bacterial Infection	Low	The Hermitage kitchen staff are trained in food preparation and storage to meet legislation. Cleaning materials used are industrially rated. Most food prepared is fresh, little is stored or frozen for lengths of time. Nut products are not used in food preparation.	As per normal school protocol Staff draw from experience not to include as guests those who have contagious/ infectious illness symptoms.
Hazardous Activities	Climbing Trees, fences Kicking Balls Causing broken Glass	Low	Students are given a welcome and a safety briefing on arrival, including a warning re behaviour, sporting activities and barbed wire fencing.	Appropriate and thorough supervision by visiting staff/organisers of those in their care, accompanying them when exploring if necessary.
Behaviour (Violent or challenging)	Violent incident between guests, staff and others	Low	Students are given a welcome and a safety briefing on arrival. To assist with security, kitchen female staff are not usually alone on a shift.	It is recommended that besides the usual appropriate and thorough supervision, the retreat programme be organised to keep students from being bored, overactive or quarrelsome.
Lighting	Slip/trip/fall due to nil or inadequate lighting	Low	Night lights in dormitories. Extensive external lighting, regularly checked and maintained.	Appropriate and thorough supervision by visiting staff/organisers of those in their care, especially associated with dormitory areas and after sunset.
Machinery & Plant	Unauthorised use of farm equipment	Low	Farm sheds and equipment locked away where appropriate. Keys stored in a secure location. Guests are briefed regarding limitations of a farm property. Farm areas are out of bound to guests.	Appropriate and thorough supervision by visiting staff/organisers of those in their care, during recreation times and after sunset when activities involving the use of unauthorised use of such equipment could be likely.
Collision Against, with or by an object or person	Walking into obstacles, animals	Low	Contractors are responsible for the correct storage of their working materials. There is sufficient night illumination for night areas. However most external lights are extinguished at times when students are expected to be asleep. Emergency doors are alarmed. Dormitories are well lit for night toilet visits. There are no hopper windows	Appropriate and thorough supervision by visiting staff/organisers of those in their care, especially associated with dormitory areas and after sunset. Also acceptable behaviour should be outlined regarding this issue.

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