

BUSHTRACKER OWNERS GROUP

FORBES MUSTER 2024

RISK MANAGEMENT ASSESSMENT

Safety Officer: Bill Pahl Muster Coordinator: Graham Watson Deputy Muster Coordinator: Brian Douglas

Level 1	HIGH – The risk has the potential to disable or kill, cause major damage to structure or vehicle, have significant impact on surrounding environment
Level 2	MODERATE – The risk has the potential to cause major injury, cause minor damage to structure or vehicle, breach site boundary and pollute local environment
Level 3	LOW – The risk has the potential to cause minor injury or damage and normally contained within the site boundary

RISK NO.	DESCRIPTION OF RISK/HAZARD	RISK RATING	ACTIONS TO MINIMISE RISK	DATE OF ACTION	COMMENT

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1	Caravan fire/gas explosion	HIGH	<ul style="list-style-type: none"> *Site size to be in compliance with regulations (12m x 10m.) *All caravans to be parked in compliance with Deputy Muster Coordinator /Muster Coordinator directions *To be parked in such a manner as to enable immediate hook up for departure *All sites to be numbered and the van owners name registered to that site number on a central register held by both the Secretary and Safety Officer *Caravans parked back to back will have an appropriate walkway between them *Site Plan and Emergency Evacuation Plan to be displayed, available and known to all members *A dedicated Emergency Evacuation Assembly Area to be established on the site *Welcome packs to contain all emergency phone numbers *Sufficient 9 litre dry chemical powder (DCP) ABE type fire extinguishers to be located in key positions as indicated on the Site Plan Fire Authority and Emergency Services to be made aware of the Muster 		<ul style="list-style-type: none"> *Possibly the highest risk to a member while on site both to their caravan and those nearby *The signal for the complete evacuation of the site to the Emergency Evacuation Assembly Area will be a long continuous single blast of the Madison Air Signal (MAS) * DCP fire extinguishers will be added to the site plan once the committee is on site and locations are determined
2	Caravan site parking	MODERATE	<ul style="list-style-type: none"> *To be parked in such a manner as to enable immediate hook up for departure *Site spaces to be minimum 12m x 10m to minimise spread of fire, gas explosion or another emergency *Road width between rows to be sufficient to provide easy departure in the case of an emergency evacuation. 		<ul style="list-style-type: none"> *Imperative all members have immediate hook up ability for emergency departure should it be required

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3	Medical Emergency	MODERATE	<ul style="list-style-type: none"> *Dedicated First Aid Officer to be appointed on site *A white banner with a red cross will indicate the location of the First Aid Officer's caravan location *An AED (defibrillator) will be kept on site during the Muster *A demonstration on the use of the AED will be provided to all members at the first possible opportunity. *First Aid Kit to be held at the First Aid Officer's caravan Site *All sites to be numbered and the van owners name registered to that site number on a central register held by the secretary and safety officer *Welcome packs to contain all emergency contact numbers * Ambulance NSW to be advised of the Muster 		*With approximately 130 members on site with an average age above 65 years the likelihood of a medical emergency requires a moderate risk level
4	Muster arrival	LOW	<p>Arrival of Muster participants will be controlled by BOG Traffic Marshalls to ensure there is no congestion in and around the Muster site or adjoining roads.</p> <p>Entry to the site will be off Show Street, north of Forester Street. Arrivals will be greeted inside the Showground 140m from the entrance gate. Approx 8 vans will be able to stack within the Showground before being escorted to their site.</p> <p>There is sufficient width in Show Street (northbound) for additional overflow storage.</p>		<p>*It is anticipated that multiple caravans will have arrived in Forbes at around 9 am awaiting entry into the Muster</p> <p>*Traffic Marshalls will control the number of caravans proceeding into the Muster site to ensure there is minimal congestion.</p> <p>*Traffic Marshalls will maintain radio communication throughout the arrival period.</p>

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5	Malicious damage and/or theft of BOG property and personal property	LOW	<ul style="list-style-type: none"> *Members to be briefed on personal responsibility for security of private property, vehicles and caravans *Members to adopt a “Neighbourhood Watch” policy whilst on site *BOG property to be stored in a secure area when possible *Local Police are aware of the Muster and will undertake periodic patrols as other policing requirements permit 		<ul style="list-style-type: none"> *Forbes crime rating is Moderate overall *BOG members will be the only occupants of the Forbes Showground precinct during the Muster *Extra caution will need to be taken when all members expect to be absent from the Muster site
6	Communal “happy hour” fires	LOW	<ul style="list-style-type: none"> *Fires to be contained in appropriate containers minimising the threat of spread of fire *Fires to be in accordance with all requirements/conditions set by the fire authority *Fires to be positioned so as to minimise the threat of personal injury *A cleared area is to be maintained around each fire container *9 litre DCP type fire extinguisher to be located nearby and accessible *Water to be available as required *Clear policy to be in place in respect to unattended fires in containers each night 		<ul style="list-style-type: none"> *Each afternoon a large gathering of members will congregate around these fires on a social basis and for information updates from the committee *Alcohol and nibbles are consumed at these times

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7	Individual site camp fire	LOW	<ul style="list-style-type: none"> *Fires to be in accordance with all requirements/conditions of the fire authority *Fires are permitted if up off the ground and contained in an approved "fire box" *A water bucket is to be on hand in case of an emergency *DCP type fire extinguishers are located throughout the Muster site *Most individual caravans have an on-board fire extinguisher available *Fires are not to be left unattended *Fires to be extinguished when no longer required *To be positioned so as to minimise risk of fire spread or damage to any property 		<ul style="list-style-type: none"> *Lighting of individual fires will be ultimately at the discretion of the local fire authority and the BOG Safety Manager *Individual fires are the responsibility of the caravan owner * DCP fire extinguishers will be added to the site plan once the committee is on site and locations are determined

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8	Spit roast fires	LOW	<p>Fires to be in accordance with all requirements/conditions of the fire authority</p> <ul style="list-style-type: none"> *Trenches to be dug to contain fires *To be continually monitored when alight by designated person/s *To be located within a roped off fenced area using high visibility bunting *A 9 litre foam type fire extinguisher to be available nearby *Water is to be available by means of a hose and/or fire buckets *Only persons directly involved with these fires to be within the roped off area with the exception of:- <ul style="list-style-type: none"> (a) Those persons directly involved with any camp oven cooking competition and then only under the direct supervision of Pete Nalder and/or his representatives 		<ul style="list-style-type: none"> *Spit Roast Fire pits will be excavated under BOG supervision *BOG member Peter Nalder will be responsible for these fires. *These fires are required to burn throughout the day for cooking *The camp oven cooking competition is a popular and integral part of the BOG Muster * Trenches to be located outside the main gathering area and away from vans
9	Personal injury on site due to vehicular movement	LOW	<ul style="list-style-type: none"> *Speed limit to be a maximum of 5 kph through the site area *An appropriate roadway to be maintained between caravan rows *An appropriate pedestrian walkway between caravans parked back to back is to be kept clear *Deputy Muster Coordinator to supervise 		<ul style="list-style-type: none"> *With upwards of 80 vehicles on site it is expected that vehicular movement will be frequent

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10	Vehicle Entry / Exit points	LOW	<ul style="list-style-type: none"> *Speed limit within the Muster site to be a maximum of 5 kph *Members to be briefed on the requirement for extreme care when entering and leaving the Muster Site. *Entry/Exit Road is to be clear at all times. 		<p>*With upwards of 80 vehicles on site it is expected that vehicular movement will be high. The main entry is off Show Street. There is also access at the northwest corner from Racecourse Road. This may be available, providing a shorter departure route off the showground for those camped in the northwest area.</p>
11	Trip hazards	LOW	<ul style="list-style-type: none"> *Individual sites to be minimum 12 metres x 10 metres *Guy ropes, pegs, personal clothes lines to be maintained within individual sites *Power leads, sullage hoses, water hoses to be located in an appropriate manner to minimise the risk of tripping *Where possible these types of trip hazards to be kept away from walkways *Power leads should only be joined using waterproof connections that comply with Australian Standards. . 		<p>*As with any caravan park situation there will be awnings, poles, ropes, pegs, leads and hoses</p>