



ADVENTURE ACTIVITIES RISK ASSESSMENT AND CONTROL RECORD

This Risk Assessment shall be reviewed at least every 2 years, upon identification of any new risks or whenever there is a related incident or change in a the task, process or activity which may alter risks

PART A - ACTIVITY DETAILS			
Name of activity:		Risk Assessment Number:	
Camp Warrawee		YMCA-AA-RA00	
Activity Scope:		ACTIVITY RISK RATING	
Master risk assessment for adventurous activities run at YMCA Camp Warrawee		Overall Risk Level (without Controls)	Overall Risk Level (with Controls)
		High	Moderate
Equipment / Facility Requirements:	Group Size and Supervision Requirements:	Activity Leader Qualification Requirements:	
As per selected adventurous activity	Recommended Group Size: 15 Minimum number of Leaders: 1 Maximum ratio: 1 Supervising Adult :15 Participants	As per selected adventurous activity	
Prepared By:	In Consultation with:	Issue Date:	Next Review Date:
Lynda Aldridge	Brent Greenfield, David Bailey, Angela Byrne	June 2021	June 2023
WHS Advisor	Group Manager		
Angela Byrne	Will Sambrook		
Reference Information: (e.g. manufacturer's instructions, operating manuals, industry information, Company Policies, CoP, Standards, Regulations)		Supporting Documentation: (e.g. Work Instruction, SWP, Guidelines, Manuals, Inspection Checklists, Training Records, Signage)	
YMCA Induction and Training Policy, YMCA Manual Task Policy, YMCA Chemical Safety Policy, YMCA Plant and Machinery Policy, YMCA Electrical Safety Policy, YMCA Emergency Preparedness and Response Policy, YMCA First Aid Policy, YMCA Safeguarding Children and Young People Policy, YMCA Childcare Policies <input type="checkbox"/> Work Health and Safety Act & Regulations, Children and Young Workers Code of Practice, Electrical Safety Code of Practice – Managing electrical risks in the workplace, First Aid in the Workplace Code of Practice, How to Manage Work Health and Safety Risks Code of Practice, Managing the Risk of Falls Code of Practice, Managing the Risk of Chemicals in the Workplace Code of Practice, Managing Risks of Plant in the Workplace Code of Practice, Managing Work Environment and Facilities Code of Practice, Building Fire Safety Regulations 2008 <input type="checkbox"/> Education and Care Services National Regulations, Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011		Activity specific Standard Operating Procedures Emergency Management Activity Equipment Checklist Equipment Inspection, routine Equipment Inspection, annual	

PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL										
Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
			L	C	R			L	C	R
<i>What is the source of the Risk?</i>	<i>How can a person be injured?</i>	<i>What are the expected injuries / illness?</i>	L	C	R	<i>What will reduce the likelihood or consequences?</i>	<i>Who is responsible for implementing the control measure?</i>	L	C	R
Environment – hazards and risks associated with the Environment.										
Hot/humid weather	<ul style="list-style-type: none"> Insufficient fluid intake Overexposure during program 	Dehydration Headaches Nausea Fainting	4	B	H	<ul style="list-style-type: none"> Monitor environmental temperatures, weather and UV reports on Bureau of Meteorology website Reassess overall risk when temperature reaches 35 degrees, depending on type of programmed activities, location, client age range and ability determine whether the activity should be modified to reduce the risk of over exposure Provide drinking water and shade at launch for activities longer than 1.5 hours 	Program Coordinator	2	A	L
						<ul style="list-style-type: none"> Provide Client with 'What to bring to Camp' and 'Teacher & Leader Info Pack' prior to arrival at camp, which outlines correct clothing and gear to bring on camp 	Guest Services Coordinator			
						<ul style="list-style-type: none"> Ensure participants have full water bottles and full brim sun hats on prior to starting the activity Review pre-existing medical conditions of participants which may be exacerbated by extreme temperatures• Encourage participants to maintain water intake Monitor participants for signs and symptoms of heat-related illness (e.g. heatstroke) and consider stopping activity if environmental conditions exceed the ability of the group Utilisation of shaded areas whenever appropriate (e.g. while taking breaks) 	Outdoor Leader			
Sun Exposure	Exposure to UV rays from sunlight	Sunburn/Skin Cancer	4	B	M	<ul style="list-style-type: none"> Provide Client with 'What to bring to Camp' and 'Teacher & Leader Info Pack' which outlines correct clothing and gear to bring on camp 	Guest Services Coordinator	2	A	L
						<ul style="list-style-type: none"> If the activity area will be in full sun then erect a sun shelters during activity set up for participants to access shade when appropriate Check participants are wearing sunsafe clothing, full brim hats and enclosed sturdy shoes prior to activity Encourage participants to use sunscreen (SPF 30+) Utilisation of shaded areas whenever appropriate (e.g. while taking breaks) 	Outdoor Leader			

PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL										
Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
Cold/wet weather	Overexposure during program	Hypothermia	3	C	H	<ul style="list-style-type: none"> Monitor weather reports and alerts on Bureau of Meteorology website Modify activities where possible to suit conditions Advise Outdoor Leaders if modifications occur during program 	Program Coordinator	2	C	M
						<ul style="list-style-type: none"> Check participants are wearing sunsafe clothing, full brim hats and enclosed sturdy shoes prior to activity Assess the environmental temperature throughout the day Monitor participants for signs and symptoms of cold-related illness (e.g. hypothermia) and consider stopping activity if environmental conditions exceed the ability of the group Move to areas that are protected from hail where necessary 	Outdoor Leader	2	B	L
Wet weather	Slips and falls caused by slippery surfaces or reduced visibility	Abrasions Contusions Lacerations Fractures Concussions	3	B	M	<ul style="list-style-type: none"> Monitor weather reports and alerts on Bureau of Meteorology website Reassess overall risk depending on type of programed activities, location, client age range and ability determine whether the activity should be modified to reduce risk Advise Outdoor Leader as to any modifications to the activity 	Program Coordinator	2	C	M
						<ul style="list-style-type: none"> Ensure participants are wearing enclosed sturdy shoes prior to commencing activity Brief participants on risks of slip trips and falls Ensure participants are staying on established trails and maintaining a safe walking pace Lead the group and point out any hazards 	Outdoor Leader	2	B	L

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Hazard	Risk Event	Consequences	Initial Risk	Control Measures	Person Responsible	Current Risk			
Strong winds	<ul style="list-style-type: none"> • Overexposure • Compromised group management 	Abrasions Contusions Lacerations Fractures Concussions	2	B M	<ul style="list-style-type: none"> • Monitor weather reports including wind direction and speed on Bureau of Meteorology website and provide Outdoor Leader with updated alerts where necessary • Cancel activity if considered unsafe • Post storm, once safe to go outside, conduct a visual inspection to ensure ground is not presenting slippery conditions, equipment has not been damaged, no overhanging trees appear unsafe and building fixtures appear safe 	Program Coordinator	1	B	L
	<ul style="list-style-type: none"> • Water craft separation from group • Capsize of water craft 				<ul style="list-style-type: none"> • Review journey plans when winds of 25 knots more are predicted, depending on location of journey and impact the wind will have on the activity modify if necessary and advise Outdoor Leader • Deploy safety boat as necessary 				
	Injury from deadfall					<ul style="list-style-type: none"> • Ensure all loose objects are secured in canoe or on craft deck • Ensure tents are not located under fall zone of trees • Ensure all loose objects are secured • Extinguish any campfires 	<ul style="list-style-type: none"> • Follow and notify participants of conditions and safety protocols • Consider stopping activity if environmental conditions exceed the ability of the group • Keep group in close proximity • Modify activity to suit conditions where possible, taking into consideration the group size, abilities, what they have already completed and staff qualifications • Record in register of non-conformance any trees or branches observed to be a hazard 	Outdoor Leader	

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Hazard	Risk Event	Consequences	Initial Risk		Control Measures	Person Responsible	Current Risk			
Electrical storm	Through lightning strike either direct, contact voltage, side flash or ground current	muscle pains, confusion, hearing loss, burns	3	C	M	<ul style="list-style-type: none"> Monitor weather reports and warnings, and provide Outdoor Leader with updated alerts where necessary 	Program Coordinator	1	B	L
						<ul style="list-style-type: none"> Follow 30/30 rule (30 seconds or less from the lightning flash to the thunder, avoid high and exposed areas. Wait at least 30 minutes after the last thunder before assuming that it is safe to continue) Follow 15s rule (15 seconds or less from the lightning flash to the thunder, you should get into a 'lightning position' (LP)) Ensure you maintain communication within the group Considerations to wait out thunderstorm are, being on high elements, connected to metal structures, cables or equipment, on highest ground in the area, near tall trees or structures that may act as lightning rod, water saturated ground, locations where group is unable to spread out Brief participants on LP if necessary. LP is to take off backpacks or similar loads, remove, and stay away from, all metal objects, spread the group out, approximately 15 metres apart if space allows to reduce risk of multiple injuries. Then crouch down, feet and knees together, head down, cover ears with hands, minimise contact with the ground. If anyone is struggling to maintain this position, use a rolled up mat, stuffed sleeping bag or bag of clothes to sit on. 	Outdoor Leader			
Fire	<ul style="list-style-type: none"> Facility Fire Bushfire 	Severe burns Inhalation of smoke	3	D	E	<ul style="list-style-type: none"> Fire Evacuation and Emergency Response Plan kept up to date and followed Provide fire and instruction training to staff Maintain fire safety installations 	Manager	1	D	M
						<ul style="list-style-type: none"> Monitor bush fire alerts on ruralfire.qld website Ensure Activity Staff are aware of and understand the communication plan In extreme alerts evacuate site Severe alerts modify procedures to account for heightened fire risks Contact emergency services should bush fire occur in close proximity to site 	Program Coordinator			
						<ul style="list-style-type: none"> Follow instructions given by emergency services / fire warden in relation to fire threat (e.g. fire bans etc. 	All Staff			

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Hazard	Risk Event	Consequences	Initial Risk		Control Measures	Person Responsible	Current Risk			
Local fauna hazards	Interaction with • Snakes • Possums, koalas • Bees, wasps, ants, ticks, spiders • Nesting birds	Irritation requiring first aid only	3	A	M	• Provided completed Medical Summaries for participants to Outdoor Leaders	Program Coordinator	2	A	L
						• Obtain Individual Details form (Medical Summary) from the client • Ensure the client understands their responsibility for carrying and administering appropriate medication at induction • Provide Client with 'Camp Induction Handbook' section pertaining to Wildlife and boundaries is adhered to	Guest Services Coordinator			
						• Review area for any infestations or nesting birds and set boundaries or use alternative location if necessary • Brief participants on how to respond to encounters and to observe wildlife from a safe distance • Receive and read Individual Details form for medical condition alerts • Manage movement of group through environment, including sticking to cleared pathways • Carry stocked first-aid kits	Outdoor Leader			
						• Maintain well stocked first-aid kits and ensure icepacks are available for treatment	Lead Outdoor Instructor			
						• Operations staff to perform routine pest control • Operations staff to complete pest treatments as required	Ground Staff			
Local flora hazards	Coming into contact with hazardous plants • stinging nettles • lantana • castor oil plants • grasses	Irritation requiring first aid only	3	A	M	• Review area for any known toxic or hazardous plants and advise Outdoor Leaders	Program Coordinator	2	A	L
						• Inform Client Staff of their responsibility for carrying and administering appropriate medication at induction • Maintain well stocked first-aid kits and ensure icepacks are available for treatment	Guest Services Coordinator			
						• Outdoor Leader to review area for any known toxic or hazardous plants and set boundaries • Brief participants on hazardous plant species commonly found in area • Carry stocked first-aid kits	Outdoor Leader			
Trees	Injury from deadfall	Abrasions Contusions Lacerations Fractures Concussions	2	B	M	• Arrange for arborist to remove any dangerous tree limbs as necessary	Camp Manager	1	B	L
						• Record in register of non-conformance any trees or branches observed to be a hazard	All Staff			

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Hazard	Risk Event	Consequences	Initial Risk		Control Measures	Person Responsible	Current Risk			
Uneven Ground or obstacles in walkways	<ul style="list-style-type: none"> Slip trips and falls Collisions Lack of co-ordination 	Abrasions, contusions, lacerations, concussions	4	A	M	<ul style="list-style-type: none"> Prior to client on site, advise ground staff to check all activity areas, tracks and trails for trip hazards 	Program Coordinator	2	A	L
						<ul style="list-style-type: none"> Site assessed for slippery conditions and trip hazards before session Remove non-essential equipment Remove debris and deadfall from activity site before beginning session Establish defined activity boundaries Advise participants to be aware of obstacles when walking on nature trails Enclosed footwear with slip resistant soles to be worn Record in register of non-conformance any tracks or trails have degraded and observed to be a hazard 	Outdoor Leader			
						<ul style="list-style-type: none"> Monitor register of non-conformance and undertake work required to minimise hazards on tracks and trails 	Ground Staff			
						<ul style="list-style-type: none"> Ensure participants bring and wear correct activity clothing and footwear, as per 'What to bring to Camp' document 	Guest Services Coordinator			
Sharp Objects	Needle-stick from disposed needles	Pain Discomfort Puncture wounds	3	B	M	<ul style="list-style-type: none"> Outdoor Leader to survey site and remove any sharps and dispose of in sharps container Enclosed sturdy shoes must be worn Define clear physical boundary for activities Brief participants on sharp objects that can be found in the area 	Outdoor Leader	2	A	L
Roads	Vehicles hitting participants	Abrasions Contusions Lacerations	3	D	H	<ul style="list-style-type: none"> Expedition routes be determined where pathways separated from the road where possible Provide suitable maps and route plans to ensure OLs follow planned routes 	Program Coordinator	2	C	M
						<ul style="list-style-type: none"> Brief participants on road safety whilst undertaking the expedition General supervision and monitoring of behaviour during the activity session When crossing roads OL to stand on side with maximum visual line of sight with approaching vehicles. OL to instruct Client staff to manage participants opposite side of road 	Outdoor Leader			

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Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
Participants	Environmental Damage	<ul style="list-style-type: none"> Noise pollution Pollution Damage to fauna and flora Repercussions from authorities or local residents 	4	B	H	<ul style="list-style-type: none"> Monitor site use and program activity locations accordingly 	Program Coordinator	3	A	M
						<ul style="list-style-type: none"> Maintain site appropriately Utilise temporary erosion control or vegetation protection measures in heavy traffic areas Exclusion zone around sensitive habitat and best practices used to prevent contamination of waterways with contaminants 	Operations Staff			
						<ul style="list-style-type: none"> Utilise recognised tracks to approach and move within activity areas Locate waiting areas that have a firm base and can tolerate groups without causing vegetation damage and erosion Actively managing participants to minimise trampling and damage to the surrounding vegetation Encourage quiet communication to minimise the noise Minimize environmental impact by noting changes and responding appropriately to any damage 	Activity Instructor			
						<ul style="list-style-type: none"> Provide Client with Information Handbook which outlines the requirements for general supervision and monitoring of behaviour during the activity session 	Guest Services Coordinator			

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Hazard	Risk Event	Consequences	Initial Risk	Control Measures	Person Responsible	Current Risk		
People – List all hazards and risks associated with People.								
Biological material	Contraction of infectious disease between humans	Illness of varying degree (e.g. influenza virus, measles, Covid19)	3	C H	<ul style="list-style-type: none"> • Ensure Covid-19 Safety Management Plan is followed by all staff • Ensure illness policy is followed by participants • Ensure staff who show symptoms of having an illness/infectious disease to be sent home 	Program Coordinator	2	C M
					<ul style="list-style-type: none"> • Advise clients that health checks of participants should be done prior to arrival and participants showing symptoms of illness or recently experiencing gastroenteritis MUST not attend • Ensure toilets are cleaned at least once daily so bodily fluids do not accumulate 	Guest Services Coordinator		
					<ul style="list-style-type: none"> • First Aid kit suitable to activity to be carried • Facemask to be carried • Follow Covid-19 Safety Management Plan • Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return the activity • All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious • If skin exposed to contaminant wash well with soap and water • Ensure any bodily fluid spillages are cleaned up whilst wearing gloves, disposed of accordingly, with the area cleaned and sanitised • Any soiled items to be double bagged and disposed of or arranged to be laundered • Assess and document the risk after every incident of occupational exposure • Ensure personal items (e.g. water bottles) are not shared • Ensure illness policy is followed by participants 	Outdoor Leader		
Allergens	Allergic reaction through food consumption or contact with food or similar	Anaphylaxis	3	C M	<ul style="list-style-type: none"> • Provide dietary requirements to kitchen staff in order to purchase relevant requirements • Provide dietary requirements form four weeks prior to commencement of camp as per Information pack 	Guest Services Coordinator	2	A L
					<ul style="list-style-type: none"> • Provide information dietary requirement allocations per Activity Group to kitchen staff 	Program Coordinator		

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Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
Allergens	Participant having an asthma attack	Asthma	3	C	M	<ul style="list-style-type: none"> Obtain medical information of participants prior to commencement of camp Advise client to bring own epipens and asthma medication as required 	Guest Services Coordinator	2	A	L
						<ul style="list-style-type: none"> Provide medical information requirement to Outdoor Leaders 	Program Coordinator			
						<ul style="list-style-type: none"> Read Individual Details form for medical condition alerts Ensure participants have required medication prior to proceeding to activities Monitor participants for signs and symptoms of asthma 	Outdoor Leader			
Pre-existing medical conditions	Exacerbation of injury or illness	Sprains, strains, contusions and lacerations	3	A	M	<ul style="list-style-type: none"> Provide received Individual Details form for medical condition alerts to Outdoor Leaders Modify programmed activities to suit client abilities Minimum of two supervising adults at all times 	Program Coordinator	2	A	L
						<ul style="list-style-type: none"> Read Individual Details form for medical condition alerts Modify programmed activities to suit participant abilities as practicable Participants who are actively participating in the activity, to be seen by at least one adult at all times Outdoor Leader to alert Program Coordinator if required Emergency services to be contacted directly in life threatening situation 	Outdoor Leader			
						<ul style="list-style-type: none"> Obtain parental permission including relevant medical information from client for each participant Obtain Individual Details form (Medical Summary) from client for each participant 	Guest Services Coordinator			

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Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
Manual Handling	<ul style="list-style-type: none"> Repeated, sustained or high force Sustained awkward posture Repetitive movements Exposure to sustained vibration Loads that are unstable, unbalanced or hard to hold 	Sprains, strains, contusions and lacerations	3	B	M	<ul style="list-style-type: none"> Ensure staff undertake YMCA Manual Handling Safety Awareness training 	Manager	2	B	M
						<ul style="list-style-type: none"> Allocate Outdoor Leader roles to ensure no pre-existing medical conditions can be exacerbated If possible, limit duration of extended manual handling to less than 20 minutes at a time 	Program Coordinator			
						<ul style="list-style-type: none"> Complete YMCA Manual Handling Safety Awareness training Adhere to manual handling guidelines to prevent or minimise the risk of injury. Use mechanical aids where possible to reduce manual handling requirements Seek assistance from another staff member where required Loading and unloading of equipment to occur after assessing physical abilities Supervise participants if carrying out lifting/carrying tasks Plan manual task and consider environment. load to be carried and route of Instruct participants to follow correct manual handling techniques 	Outdoor Leader			
Physical Exertion	Participants over challenged causing exhaustion and fatigue	Sprains, strains, contusions and lacerations	3	A	M	<ul style="list-style-type: none"> Consider age and abilities of participants when programing activities 	Program Coordinator	2	A	L
						<ul style="list-style-type: none"> Continuously monitor participants for signs of fatigue and exhaustion Continuously monitor participants for fear and/ or hesitancy, or loss of balance Where used, ensure paddles are appropriate to the type of craft and the build and skills of the participants. 	Outdoor Leader			
						<ul style="list-style-type: none"> Ensure ice packs are available if required 	Guest Services Coordinator			
Group Separation	<ul style="list-style-type: none"> Lack of supervision resulting in lost participant 	Minor physical injury	3	B	M	<ul style="list-style-type: none"> Clearly defined behavioural expectations outlined in briefing Standard Operating Procedures adhered to Visibility and access to be considered before choosing routes Conduct head count at start, regular intervals during and post activity to ensure all participants are present During transit have Outdoor Leader at the front and Client Staff at the back of the group Brief participants on what to do should they become injured or disorientated/lost 	Outdoor Leader	2	A	L

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Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
Interpersonal conflict	• Breakdown of group cohesion resulting in loss of morale and confidence	Minor psychological injury	3	B	M	<ul style="list-style-type: none"> Adequate briefing on activity with group, to ensure expectations are established Clearly defined behavioural expectations outlined at induction Consideration of group dynamics when grouping participants Build and maintain positive relationship within the group Client Staff has the primary responsibility for dealing with intergroup conflict. Any additional assistance required to come from Outdoor Leader Dynamics of group must be monitored at all times Activity stopped if Outdoor Leader feel it is unsafe to continue 	Outdoor Leader	3	A	M
Participants inability to comprehend instructions	• Failure to carry out instructions	Minor psychological or physical injury	3	A	M	• Program to be developed to ensure it fits with individual group capabilities	Program Coordinator	2	A	L
						<ul style="list-style-type: none"> Remain vigilant and modify activity where required Check all participants understand what is required of them prior to commencing activity 	Outdoor Leader			
						<ul style="list-style-type: none"> Provide Client with Information Handbook which outlines the requirements for general supervision and monitoring of behaviour during the activity session Ensure Client is aware an interpreter is required for non-English speaking participants 	Guest Services Coordinator			
Client unauthorised access to activity area	<ul style="list-style-type: none"> Exposure to hazardous chemicals Vehicle collisions 	Abrasions, contusions, lacerations	3	A	M	<ul style="list-style-type: none"> Client induction performed - No access rules Activity areas to be secured when not in use Suitable site signage to indicate off limit areas 	Program Coordinator	1	A	L
						• Follow correct travel path to activity area	Outdoor Leader			
						• Provide Client with Information Handbook which outlines the requirements for general supervision and monitoring of behaviour during the activity session	Guest Services Coordinator			

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Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
Outdoor Leader	<ul style="list-style-type: none"> Not fit for duty Not suitably qualified to run activity Not physically capable of running activity safely 	Sprains, strains, contusions and/or lacerations	4	A	M	<ul style="list-style-type: none"> Ensure suitable qualifications as per AAAS and experience to run programmed activities Ensure compliant with Code of Conduct Ensure compliant with Standard Operating Procedures Ensure appropriate allocation of roles and responsibilities Ensure appropriate scheduling and planning of activity times Ensure control measures for specific tasks, jobs and operations in place Provide procedures for reporting fatigue hazards and risk Provide procedures for managing those who are fatigued Provide suitable information, instruction, training and supervision Monitor and review procedures and control measures 	Program Coordinator	1	A	L
						<ul style="list-style-type: none"> Ensure fit and able to perform allocated role Ensure compliance with Code of Conduct Ensure compliance with Standard Operating Procedures Reporting fatigue hazards and risk Keep up to date with information, instruction, and training 	Outdoor Leader			
	<ul style="list-style-type: none"> Failure to facilitate activity in accordance with SOP Inappropriate activity selection Failure to set designated boundaries Failure to outline rules 	Sprains, strains, contusions and/or lacerations	4	A	M	<ul style="list-style-type: none"> Ensure all staff have completed YMCA Induction and Code of Conduct training 	Manager	1	A	L
						<ul style="list-style-type: none"> Allocate programed activities to suitably qualified Instructors who are competent in the use of all equipment Ensure Standard Operating Procedures training is completed and adhered to Carry out Quality Assurance checks Ensure adherence to minimum supervision ratios 	Program Coordinator			
	<ul style="list-style-type: none"> Only accept roles within skills, knowledge and experience Adherence to the Standard Operating Procedures Ensure activity location boundaries are set and understood by participants Ensure rules are clearly outlined for participants 	Outdoor Leader								
Failure to adhere to child protection policy	Abuse	3	D	H	<ul style="list-style-type: none"> YMCA staff, contractors and volunteers hold required current First Aid/ CPR and QLD Blue Card (working with children check). Minimum of two supervising adults at all times Staff training and adhering to Code of Conduct 	Program Coordinator	1	D	M	
Perceived abuse due to failure to confirm consent to adjust equipment/PPE	Significant emotional stress	3	A	M	<ul style="list-style-type: none"> Hold a current Blue Card Brief participants to go in pairs, as a minimum, when moving away from the group for toileting etc. Seek participant consent before fitting or adjusting PPE 	Outdoor Leader	2	A	L	

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Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
YMCA clients	Participants becoming violent towards others	Minor physical and/or psychological injury	3	A	M	<ul style="list-style-type: none"> Clearly defined behavioural expectations outlined at induction Build and maintain positive relationship within the group Safety instruction and learning check completed for all participants Zero tolerance of bullying Stop Activity if feel unsafe to continue Ensure Client staff are providing general supervision and monitoring of behaviour during the activity session Incident reports lodged for serious breaches 	Outdoor Leader	2	A	L
						<ul style="list-style-type: none"> Provide Client with Information Handbook which outlines the requirements for general supervision and monitoring of behaviour during the activity session 	Guest Services Coordinator			
						<ul style="list-style-type: none"> Removal from site due to non-compliance 	Manager			
General public	<ul style="list-style-type: none"> Inappropriate behaviour Unauthorised photography 	Minor physical and/or psychological injury	3	A	M	<ul style="list-style-type: none"> Cease activity if unsafe to continue Incident reports lodged for serious breaches Advise Program Coordinator 	Outdoor Leader	2	A	L
						<ul style="list-style-type: none"> Notify police for further action 	Program Coordinator			

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Logistics & Equipment – List all risks associated with Logistics and Equipment.										
Activity Structure	Failure of structure during activity session	Abrasions, contusions, lacerations	4	A	M	<ul style="list-style-type: none"> • Annual inspection by certified provider • 3 Month inspections 	Lead Outdoor Instructor	1	A	L
						<ul style="list-style-type: none"> • Standard and formalised pre-activity inspection (LandSCAPER) to be performed by trained and competent person before every use of the activity • Referral of any issues to Program Coordinator and write up in non-conformance register for action 	Outdoor Leader			
						<ul style="list-style-type: none"> • Structure designed and constructed by a qualified, experienced and professional challenge ropes course vendor 	Program Coordinator			
Incorrect set up or use of equipment	Equipment failure	Abrasions, contusions, lacerations	3	A	M	<ul style="list-style-type: none"> • Set-up performed by qualified instructor • Activity to only be facilitated by qualified instructors who are competent in the use of all equipment and have been instructed in the SOPs 	Program Coordinator	2	A	L
						<ul style="list-style-type: none"> • Provide specific (written and verbal) training to instructors in use of equipment and awareness of safety requirements. Instructors a periodically assessed for compliance. • Back up checks by peers and spot checks by supervising staff 				
						<ul style="list-style-type: none"> • Set up to be checked directly prior to commencing the activity 				

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Using damaged equipment	Equipment failure	Minor physical injury Abrasions, contusions, lacerations	3	A	M	<ul style="list-style-type: none"> Roster only qualified instructors who are competent in the use of all equipment and who have been instructed in the Safe Operating Procedures (SOPs) Instructors to be periodically assessed for compliance 	Program Coordinator	2	A	L
						<ul style="list-style-type: none"> Maintain and store equipment according to manufacturer's specifications Routinely check for worn or faulty equipment Adhere to manufacturer's guidelines for life of equipment Ensure all safety equipment is in good condition and discard immediately if not suitable Equipment to be retired by manufacturer's nominated expiry date 	Lead Outdoor Instructor			
						<ul style="list-style-type: none"> Use equipment according to manufacturer's specifications Ensure all equipment is in a clean and serviceable condition prior to use Ensure all safety equipment is in place and in good condition Ensure wet equipment is dried before storing Conduct regular equipment checks prior to start of sessions 	Outdoor Leader			