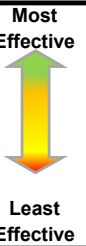




# ADVENTURE ACTIVITIES RISK ASSESSMENT AND CONTROL RECORD

*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*

| <b>PART A - ACTIVITY DETAILS</b>   |  |  |  |
|--|--|--|--|
| <b>Name of activity:</b>   |  | <b>Risk Assessment Number:</b>   |  |
| Giant / Mega Swing   |  | YMCA-AA-RAH02  |  |
| <b>Activity Scope:</b>   |  | <b>ACTIVITY RISK RATING</b>  |  |
| This heights activity involves the participant being attached to a large swing apparatus and being hauled to height of their choice by the rest of the participants, then releasing the haul rope to commence a large swing      |  | <b>Overall Risk Level (without Controls)</b>   | <b>Overall Risk Level (with Controls)</b>  |
|  |  | Medium   | Low  |
| <b>Equipment / Facility Requirements:</b>  | <b>Supervision Requirements:</b>                               |  | <b>Activity Leader Qualification Requirements:</b>   |
| Giant Swing activity site, harnesses, helmets, ropes, karabiners, belay devices  | Supervision of active participants                             | 1 Outdoor Leader<br>1 Assistant Leader   | Lead Challenge Course - high elements skill set or similar qualification, and current first aid. |
|  | Supervision of non-active participants                         | 1 responsible person (e.g. Teacher)  |  |
| <b>Prepared By:</b>  | <b>In Consultation with:</b>                                   | <b>Issue Date:</b>   | <b>Next Review Date:</b>   |
| Lynda Aldridge   | Brent Greenfield, Jackie Kelly, Jordan Devine, Graeme Ferguson | 1-Dec-2023   | 30-Nov-2026  |
| <b>WHS Advisor</b>   | <b>Group Manager</b>   |  |  |
| Michael Schablon   | Michelle Stanton   |  |  |
| <b>Reference Information:</b> (e.g. manufacturer's instructions, operating manuals, industry information, Company Policies, CoP, Standards, Regulations)   |  | <b>Supporting Documentation:</b> (e.g. Work Instruction, SWP, Guidelines, Manuals, Inspection Checklists, Training Records, Signage)                                       |  |
| Australian Adventure Activity Standard, Core Good Practice Guide (GPG). Challenge Courses GPG v1.0. Artificial Climbing Structures and Challenge Courses AS/NZS 2316.2.1:2016. Industrial Fall Arrest Systems and Devices AS1891 |  | Giant/Mega Swing Standard Operating Procedures<br>Activity Equipment Checklist<br>Equipment Inspection, routine<br>Equipment Inspection, annual<br>iAudit Training records |  |

| RISK ASSESSMENT MATRIX  |  | Consequences   |  |  |  |  |
|---|--|--|--|--|--|--|
|   |  | A – Insignificant<br>Near miss or limited harm not requiring first aid | B – Minor<br>Injury or illness requiring no medical treatment with no lost time and minor incidents  | C – Moderate<br>Compensable physical or phycological injury with > 7 days off. | D – Major<br>Serious Injury resulting in permanent impairment / long term rehabilitation | E – Extreme<br>Death, multiple serious injuries. |
| Likelihood  | <b>5-Almost Certain</b><br>Is expected to occur again either immediately or within a short period of time (likely to occur most weeks or months) | MEDIUM   | HIGH   | HIGH   | HIGH   | HIGH   |
|   | <b>4-Likely</b><br>Will probably occur in most circumstances (several times a year)  | LOW  | MEDIUM   | MEDIUM   | HIGH   | HIGH   |
|   | <b>3-Possible</b><br>Probably will occur at some time (may happen every 1-2 years)   | LOW  | LOW  | MEDIUM   | MEDIUM   | HIGH   |
|   | <b>2-Unlikely</b><br>Possibly to occur at some time in 2-10 years  | LOW  | LOW  | LOW  | MEDIUM   | MEDIUM   |
|   | <b>1-Rare</b><br>Unlikely to occur only in exceptional circumstances (may happen every 10 – 20 years)  | LOW  | LOW  | LOW  | LOW  | MEDIUM   |
| RISK CONTROL HEIRARCHY  |  |  |  |  |  |  |
| Proactive   |  <p>Most Effective</p> <p>Least Effective</p>                  | Level 1  | <b>Elimination</b> - Can risks be removed, repaired, outsourced or otherwise eliminated?   |  |  |  |
|   |  | Level 2  | <b>Substitution</b> - Can risks be reduced through substituting the hazard or process with a safer alternative?  |  |  |  |
|   |  |  | <b>Isolation</b> - Can risks be reduced through isolating the hazard from possible contact with workers or patrons?  |  |  |  |
|   |  | Level 3  | <b>Engineering</b> - Can risks be controlled through engineering means or structural / equipment modification?   |  |  |  |
| <b>Administration</b> - Can risks be controlled through training, supervision and / or signage? |  |  |  |  |  |  |
| Reactive  |  | Level 4  | <b>Personal Protective Equipment</b> - Can risks be controlled through the use of personal protective equipment?   |  |  |  |
|   |  |  | <b>Emergency Response</b> - Can risks be reduced through the provision of special / additional emergency response equipment and/or procedures?<br>(measures in addition to standard First Aid kits, First Aid personnel, Fire Safety Installations, Fire and Evacuation Plans, training and drills)? |  |  |  |

**PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL**

| Hazard                                 | Risk Event                          | Consequences                                     | Initial Risk |   |   | Control Measures  | Person Responsible  | Current Risk |   |   |
|--|-------------------------------------|--|--------------|---|---|---|---|--------------|---|---|
| <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.

Please refer to Master Risk Assessment for Adventurous Activities for generic risk assessment and controls

| PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL |   |  |              |   |   |  |                     |              |     |
|---|---|--|--------------|---|---|--|---------------------|--------------|-----|
| Hazard  | Risk Event  | Consequences   | Initial Risk |   |   | Control Measures   | Person Responsible  | Current Risk |     |
| Manual Handling   | Repeated, sustained or high force, sustained awkward posture, repetitive movements, exposure to sustained vibration, loads that are unstable, | Sprains, strains, contusions and lacerations           | 4            | C | M | <ul style="list-style-type: none"> <li>Once participant momentum from the swing has dissipated to a suitable degree, Program Staff to advise participant that they will be bringing them to a gradual stop by catching the 'tail' or feet</li> <li>Program staff to position themselves at a location towards the end of the participants swing (not directly under the rigging plate), catch the tail (or feet) and move with the participant providing additional friction to bring them to a gradual stop</li> </ul>  | Outdoor Leader      | 3            | B L |
| Swinging participant or equipment                           | Participants or bystanders being struck by swinging participant or equipment  | Abrasions, contusions, lacerations                     | 3            | C | M | <ul style="list-style-type: none"> <li>Clear boundaries to be marked out with cones or rope for high risk flight or drop zone areas</li> <li>Participants excluded from, and briefed about, drop zones/ flight lines during activity</li> <li>Brief client staff on required general supervision and monitoring of behaviour during the activity session</li> </ul>  | Outdoor Leader      | 2            | B L |
|   | Assisted deceleration of participant  | soft tissue injury due to sudden extension and flexion | 4            | C | M | <ul style="list-style-type: none"> <li>Once participant momentum from the swing has dissipated to a suitable degree, advise participant that they will be brought to a gradual stop by catching the 'tail' or feet.</li> <li>Position at a location towards the end of the participants swing (not directly under the rigging plate), catch the tail and move with the participant providing additional friction to bring them to a gradual stop</li> </ul>  | Outdoor Leader      | 3            | C L |
| Working or participating at heights                         | Participant sustaining a fall   | Strains, sprains, fractures, concussions               | 3            | C | M | <ul style="list-style-type: none"> <li>Program Staff are to climb only when under the direct supervision of another Ropes accredited Program Staff member with Vertical Rescue (VR) competency during rescue or resetting of trace lines</li> <li>If no suitably qualified staff is available, based on the staff's experience approval can be provided to climb under the supervision of a non-accredited high ropes Program Staff member if there is a Staff member on-site with VR competency</li> <li>Provide annual rescue training for Outdoor Leaders</li> <li>Outdoor Leaders to have completed SOP training and adhere to requirements</li> </ul> | Program Coordinator | 2            | B L |

| PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL |  |  |              |     |  |                    |              |     |
|---|--|--|--------------|-----|--|--------------------|--------------|-----|
| Hazard  | Risk Event   | Consequences                                       | Initial Risk |     | Control Measures   | Person Responsible | Current Risk |     |
| Working or participating at heights                         | Participant sustaining a fall                                      | Strains, sprains, fractures, concussions           | 3            | C M | <ul style="list-style-type: none"> <li>Follow correct working at height and Standard Operating procedures</li> <li>Demonstrate to participants how to correctly fit the harness</li> <li>Check participant harness before commencing activity</li> <li>Ensure use of full body harness where inversion is probable</li> <li>Ensure harnesses are connected by safety line to the appropriate anchor point or belay where exposure to a fall exists</li> <li>Use belay system appropriate to activity and location</li> <li>Ensure that helmets are worn at all times when working at heights greater than 1200 mm including ascending and descending</li> <li>Check all participants understand the nature of the activity and instructors</li> <li>Ensure correct usage of safety tails where applicable</li> <li>Ensure use of a rescue line when ascending staples where applicable</li> <li>Ensure rescue pack with spare equipment is accessible</li> </ul> | Outdoor Leader     | 2            | B L |
| Working or participating at heights                         | Panic attack   | Minor psychological                                | 3            | B L | <ul style="list-style-type: none"> <li>Adhere to the 'Challenge by Choice' philosophy</li> </ul>   | Outdoor Leader     | 2            | A L |
| Working or participating at heights                         | Extended time in harness causing exposure to harness hang syndrome | nausea, low blood pressure, loss of responsiveness | 3            | C M | <ul style="list-style-type: none"> <li>Follow rescue hierarchy based on qualifications: unassisted self rescue -&gt; basic assisted rescue -&gt; technical rescue</li> <li>Undertake rescue training to ensure competence in undertaking rescues</li> <li>All rescues completed as expediently as safety allows</li> <li>Instruct participant to move their legs and try and remove the weight from their harness</li> <li>Have a suitably equipped rescue pack with spare equipment</li> <li>Know the signs and symptoms of Harness Suspension Trauma</li> </ul>  | Outdoor Leader     | 1            | C L |

| <b>PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL</b> |   |   |              |   |   |   |                    |              |   |   |
|--|---|---|--------------|---|---|---|--------------------|--------------|---|---|
| Hazard   | Risk Event  | Consequences                                  | Initial Risk |   |   | Control Measures  | Person Responsible | Current Risk |   |   |
| Dynamic nature of heights activities                               | Inversion of participant causing them to fall out of the safety harness | Strains, sprains, fractures and/or concussion | 3            | D | M | <ul style="list-style-type: none"> <li>• Ensure correct use of harness appropriate for the activity</li> <li>• All participant shown how to correctly fit harness</li> <li>• Harness to be checked by Program Staff</li> <li>• Participants to be made aware of risks associated with the activity</li> <li>• Briefed on risk of inversion</li> <li>• Full body harness to be correctly fitted. If available harnesses do not fit the participant then they are unable to partake in activity due to safety concerns</li> </ul> | Outdoor Leader     | 1            | D | L |
| Use of ladders or trolley  | Falling from height   | Strains, sprains, fractures and/or concussion | 3            | C | M | <ul style="list-style-type: none"> <li>• Demonstrate and monitor correct mount/dismount procedure from ladder or trolley where applicable</li> <li>• Advise the participant to walk down the ladder backwards whilst maintaining 3 points of contact</li> <li>• Spot the participant to reduce risk of falling</li> <li>• Ensure correct positioning to assist mount/dismount</li> <li>• Lock trolley ladder at end of session</li> </ul>   | Outdoor Leader     | 2            | B | L |
| Falling Objects  | Struck by falling objects   | Lacerations, contusions, concussion           | 3            | B | L | <ul style="list-style-type: none"> <li>• Ensure all items in pockets etc. are removed prior to commencing activity</li> <li>• Brief participants not to throw items in activity area</li> <li>• Brief participants on where to stand during activity</li> <li>• Ensure no-one is beneath Outdoor Leaders when handling equipment</li> <li>• Ensure approved helmets are worn by anyone in the drop zone</li> </ul>  | Outdoor Leader     | 2            | A | L |

| <b>PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL</b>                         |   |  |              |   |   |  |                       |              |   |   |
|--|---|--|--------------|---|---|--|-----------------------|--------------|---|---|
| Hazard   | Risk Event  | Consequences                                     | Initial Risk |   |   | Control Measures   | Person Responsible    | Current Risk |   |   |
| <b>Logistics &amp; Equipment – List all risks associated with Logistics and Equipment.</b> |   |  |              |   |   |  |                       |              |   |   |
| Incorrect set up or use of equipment   | Equipment failure   | Abrasions, contusions, lacerations               | 3            | A | L | <ul style="list-style-type: none"> <li>Set up to be cross-checked by qualified person prior to commencing the activity</li> </ul>  | Program Coordinator   | 2            | A | L |
| Personal Protective Equipment (PPE)  | Not provided or not correctly fitted                            | Abrasions, contusions, lacerations, asphyxiation | 3            | D | M | <ul style="list-style-type: none"> <li>Different size helmets available and highly adjustable</li> <li>Helmets to be of the correct size and fit</li> <li>Helmets to be checked prior to commencing activity</li> <li>Helmets to be worn and secured throughout any activity session where participants are exposed to typical climbing/abseiling hazards</li> <li>Helmets to remain on participants until completion of the activity</li> </ul> | Outdoor Leader        | 2            | B | L |
| Using damaged equipment  | Equipment failure   | Abrasions, contusions, lacerations, asphyxiation | 4            | D | H | <ul style="list-style-type: none"> <li>Challenge course including cables, fixtures and challenge elements inspected half yearly</li> </ul>   | Logistics Coordinator | 2            | C | L |
|  |   |  | 3            | C | M | <ul style="list-style-type: none"> <li>Particular attention to fastening systems when removable rope systems are used</li> <li>Suitable top anchor points to be used with correct capacity (15kN if 1 person using anchor or 21kN if 2 people are using the anchor point)</li> <li>Ropes course installer to be consulted regarding intended use of anchor points</li> </ul>   | Outdoor Leader        | 2            | C | L |
| Handling Rope  | Excessive friction if holding the rope and it is pulled quickly | Minor friction burn                              | 3            | C | M | <ul style="list-style-type: none"> <li>Participant attachment system as simple as possible and standard across multiple activities</li> </ul>  | Program Coordinator   | 2            | A | L |
|  |   |  |              |   |   | <ul style="list-style-type: none"> <li>Instruct participants not to wrap the rope around their limbs</li> <li>Any loose ends of rope to be correctly secured</li> <li>Gloves provided for belayers on request</li> <li>Haul teams to be secured to the rope using karabiners and sit harnesses to prevent slippage</li> </ul>  | Outdoor Leader        | 2            | C | L |

| <b>PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL</b>                         |  |  |              |   |                  |  |                       |   |   |   |
|--|--|--|--------------|---|------------------|--|-----------------------|---|---|---|
| Hazard   | Risk Event   | Consequences                             | Initial Risk |   | Control Measures | Person Responsible   | Current Risk          |   |   |   |
| <b>Logistics &amp; Equipment – List all risks associated with Logistics and Equipment.</b> |  |  |              |   |                  |  |                       |   |   |   |
| Handling Devices   | Entrapment of clothing or body parts, entanglement in equipment              | Minor abrasions, contusions, lacerations | 4            | B | M                | <ul style="list-style-type: none"> <li>• Program to be developed to ensure it fits with individual group capabilities</li> </ul>   | Program Coordinator   | 2 | B | L |
|  |  |  |              |   |                  | <ul style="list-style-type: none"> <li>• Ensure standard rescue kit with spare equipment is available in case of emergency is accessible</li> <li>• Design of setup includes standard attachment method across activities and sites (where possible), as simple as possible and using the safest devices available</li> </ul>  | Logistics Coordinator | 2 | B | L |
|  |  |  |              |   |                  | <ul style="list-style-type: none"> <li>• Brief participants on activity and potential risk of injury</li> <li>• Demonstrate correct handling of equipment</li> <li>• Learning checks performed</li> <li>• Modifications made where necessary</li> <li>• Ensure long hair is tied back before participating in the activity</li> <li>• All forms of jewellery should be removed or protected (e.g. tape) before participating in the activity</li> <li>• Ensure client staff are providing supervision and monitoring of behaviour during the activity session</li> </ul> | Outdoor Leader        | 3 | B | L |
|  |  |  |              |   |                  | <ul style="list-style-type: none"> <li>• Brief participants on positioning of hands and use of karabiners and descending device (where applicable)</li> </ul>  |                       |   |   |   |
| Swinging participant or equipment  | Participants or bystanders being struck by swinging participant or equipment | Abrasions, contusions, lacerations       | 4            | B | M                | <ul style="list-style-type: none"> <li>• Clear boundaries to be marked out for high risk flight areas</li> <li>• Participants excluded from, and briefed about, drop zones/ flight lines during activity</li> <li>• Ensure client staff are supervising and monitoring of behaviour during the activity session</li> </ul>   | Outdoor Leader        | 2 | B | L |

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