



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:	
Indoor High Challenge Ropes Course		YMCA-AA-RAH03	
Activity Scope:		ACTIVITY RISK RATING	
This heights activity involves a participant ascending to height and traversing ropes or cables completing challenges along the way. They then descend to ground level. They are connected to a safety belay system the whilst climbing to height, and being lowered from the course and on safety tail system whilst on the course		Overall Risk Level (without Controls)	Overall Risk Level (with Controls)
		High	Moderate
Equipment / Facility Requirements:	Group Size and Supervision Requirements:	Activity Leader Qualification Requirements:	
Bundalong Sports Hall, harnesses with safety tails, helmets, ropes, karabiners, belay devices	Recommended Group Size: 15 Minimum number of Leaders: 1 Maximum ratio: 1 Supervising Adult :15 Participants	Challenge Course Leader skill set or equivalent and current Vertical Rescue (Sport) qualifications and first aid	
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)	
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		Activity specific Standard Operating Procedures Rescue-Heights SOP/ 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"> • Utilise helmets with brims, when activity area is in full sun • Ensure participants are drinking water 	Outdoor Leader	2	A	L

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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.										
Swinging participant or equipment	Participants or bystanders being struck by swinging participant or equipment	Abrasions, contusions, lacerations	3	A	M	<ul style="list-style-type: none"> • Clear boundaries to be marked out with cones or rope for high risk flight or dropzone areas • Participants excluded from, and briefed about, drop zones/ flight lines during activity • Brief client staff on required general supervision and monitoring of behaviour during the activity session 	Outdoor Leader	2	A	L
						<ul style="list-style-type: none"> • Ensure minimum two suitably qualified adults present when working at height (>2 metres) • Ensure Heights Outdoor Leaders participate in regular rescue training (minimum annually) • Ensure SOP training is completed and adhered to. 	Program Coordinator			
Working or participating at heights	Participant sustaining a fall	<ul style="list-style-type: none"> • Strains • Sprains • Fractures • Concussions 	3	B	M	<ul style="list-style-type: none"> • Follow correct working at height and Standard Operating procedures • Demonstrate to participants how to correctly fit harness • Check participant harness prior to commencing activity • Ensure use of full body harness where inversion is probable • Ensure harnesses are connected by safety line to appropriate anchor point or belay where exposure to a fall exists • Use belay system appropriate to activity and location • Ensure that helmets are worn at all times when working at heights greater than 1200mm including ascending and descending • Check all participants understand the nature of the activity and instructors • Ensure correct usage of Safety Tails where applicable • Ensure suitably equipped rescue pack with spare equipment is accessible • Allocate participants buddies and brief on protocols to look out whilst their buddy is on the course from the ground • Ensure minimum slack on belay rope to minimise fall distance 	Outdoor Leader	2	B	M
Working or participating at heights	Extended time in harness causing exposure to harness hang syndrome	Unconsciousness	3	C	H	<ul style="list-style-type: none"> • Undertake annual rescue training in current skills sets • All rescues completed as expediently as safety allows • Instruct participant to move their legs and try and remove the weight from their harness • Have a suitably equipped rescue pack with spare equipment • Move/encourage participant to climb back onto course 	Outdoor Leader	2	C	H

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Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
			3	B	M			1	A	L
Dynamic nature of heights activities	Inversion of participant causing them to fall out of the safety harness	Strains, sprains, fractures and/or concussion	3	B	M	<ul style="list-style-type: none"> • Correct gear available for needs participants. • Ensure Outdoor Leaders complete training and follow Standard Operating Procedures 	Program Coordinator	1	A	L
	Failure to adhere to correct belay procedures	Strains, sprains, fractures and/or concussion	3	B	M	<ul style="list-style-type: none"> • Ensure correct use of harness appropriate for the activity • All participant shown how to correctly fit harness • Harness to be checked by Instructor • Participants to be made aware of risks associated with the activity • Briefed on risk of inversion • SOP training completed and adhered to 	Outdoor Leader			
Falling Objects	Struck by falling objects	Lacerations, contusions, concussion	3	A	M	<ul style="list-style-type: none"> • Participants briefed on positioning of hands and use of karabiners / descending device etc. • Minimum belay age of 12 years to be adhered to • Back up belay system to be used if participants belaying • Ensuring Client Staff are maintaining supervision and monitoring of behaviour during the activity session 	Outdoor Leader	2	A	L
						<ul style="list-style-type: none"> • Ensure all items in pockets etc. are removed prior to commencing activity • Brief participants on where to stand during activity • Ensure no-one is beneath instructor when handling equipment • Ensure approved helmets are worn by anyone in drop zone 	Outdoor Leader			

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Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
Logistics & Equipment – List all risks associated with Logistics and Equipment.										
Personal Protective Equipment (PPE)	Not provided or not correctly fitted	Abrasions, contusions, lacerations	3	A	M	<ul style="list-style-type: none"> • Demonstrate and brief on correct fitting of PPE • Ensure correct fitting of PPE when initially fitted • Double check PPE immediately before participating in activity • Check PPE during activity • Different size helmets available and highly adjustable • Helmets to be of the correct size and fit • Helmets to be checked prior to commencing activity • Helmets to be worn and secured throughout any activity session where participants are exposed to typical climbing/abseiling hazards • Helmets to remain on participants until completion of the activity • Different size harnesses available and highly adjustable • Suitable Harness to be of the correct size and fit • Harnesses to be checked prior to commencing activity and rechecked if removed for any reason 	Outdoor Leader	2	B	M
Using damaged equipment	Equipment failure	Minor physical injury Abrasions, contusions, lacerations	3	A	M	<ul style="list-style-type: none"> • Use International Climbing and Mountaineering Federation (UIAA) approved equipment • Challenge course including cables, fixtures and challenge elements inspected annually • Particular attention to fastening systems when removable rope systems are used • 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) Ropes course installer to be consulted regarding intended use of anchor points • Inspect Challenge elements prior to use 	Lead Outdoor Instructor Outdoor Leader	2	A	L
Sharp objects	Wire strands on cables causing cuts	Minor abrasions, lacerations	3	A	M	<ul style="list-style-type: none"> • Outdoor Leader to survey site prior to activity commencement • 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
Handling Rope	Excessive friction if holding the rope and it is pulled quickly	Minor friction burn	3	B	M	<ul style="list-style-type: none"> • Participant attachment system as simple as possible and standard across multiple activities 	Program Coordinator	2	A	L
						<ul style="list-style-type: none"> • Instruct participants not to wrap the rope around their limbs • Any loose ends of rope to be correctly secured 	Outdoor Leader	2	C	M

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Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
Handling Devices	<ul style="list-style-type: none"> • Entrapment or of clothing or body parts • Entanglement in equipment 	Minor abrasions, contusions, lacerations	4	A	M	<ul style="list-style-type: none"> • Program to be developed to ensure it fits with individual group capabilities • Provide suitably equipped rescue pack with spare equipment available in case of emergency • Design of setup to include; standard attachment method across activities and sites (where possible), as simple as possible and using the safest devices available 	Program Coordinator	2	A	L
						<ul style="list-style-type: none"> • Brief participants on activity and potential risk of injury • Demonstrate correct handling of equipment • Learning checks performed • Modifications made where necessary • Ensure long hair is tied back before participating in the activity. • All forms of jewellery should be removed or protected (e.g. tape) before participating in the activity • Ensure Client staff are providing supervision and monitoring of behaviour during the activity session • Brief participants on positioning of hands and use of karabiners and descending device 	Outdoor Leader			