



# 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>	
Apparatus climb (incl.crates, ropes, nets, ladders)		YMCA-AA-RAH05	
<b>Activity Scope:</b>		<b>ACTIVITY RISK RATING</b>	
This heights activity involves the participants climbing from the ground on ropes, milk crates, wire caving ladders, cargo nets or other objects. In can be facilitated outdoors or indoors where facilities exist. Participants are connected to a safety belay system the entire time. This may be a device belay or 'donkey belay' system		<b>Overall Risk Level (without Controls)</b>	<b>Overall Risk Level (with Controls)</b>
		High	Moderate
<b>Equipment / Facility Requirements:</b>	<b>Group Size and Supervision Requirements:</b>	<b>Activity Leader Qualification Requirements:</b>	
Harnesses, helmets, ropes, karabiners, belay devices, selected activity apparatus	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	
<b>Prepared By:</b>	<b>In Consultation with:</b>	<b>Issue Date:</b>	<b>Next Review Date:</b>
Lynda Aldridge	Brent Greenfield, David Bailey, Angela Byrne	June 2021	June 2023
<b>WHS Advisor</b>	<b>Group Manager</b>		
Angela Byrne	Will Sambrook		
<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		Standard Operating Procedure for Indoor Climb Rescue-Heights SOP/ Emergency Management Plan 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		
<b>People – List all hazards and risks associated with People.</b>										
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"> <li>• Clear boundaries to be marked out with cones or rope for high risk flight or dropzone 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	A	L
						<ul style="list-style-type: none"> <li>• Ensure minimum two suitably qualified adults present when working at height (&gt;2 metres)</li> <li>• Ensure Heights Outdoor Leaders participate in regular rescue training (minimum annually)</li> <li>• Ensure SOP training is completed and adhered to.</li> </ul>	Program Coordinator			
Working or participating at heights	Participant sustaining a fall	<ul style="list-style-type: none"> <li>• Strains</li> <li>• Sprains</li> <li>• Fractures</li> <li>• Concussions</li> </ul>	3	B	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 harness</li> <li>• Check participant harness prior to commencing activity</li> <li>• Ensure use of full body harness where inversion is probable</li> <li>• Ensure harnesses are connected by safety line to 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 1200mm 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 suitably equipped rescue pack with spare equipment is accessible</li> <li>• Ensure minimum slack on belay rope to minimise fall distance</li> </ul>	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"> <li>• Undertake annual rescue training in current skills sets</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> </ul>	Outdoor Leader	2	C	H

PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL										
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"> <li>• Correct gear available for needs participants.</li> <li>• Ensure Outdoor Leaders complete training and follow Standard Operating Procedures</li> </ul>	Program Coordinator	1	A	L
						<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 Instructor</li> <li>• Participants to be made aware of risks associated with the activity</li> <li>• Briefed on risk of inversion</li> <li>• SOP training completed and adhered to</li> </ul>	Outdoor Leader			
	Failure to adhere to correct belay procedures	Strains, sprains, fractures and/or concussion	3	B	M	<ul style="list-style-type: none"> <li>• Participants briefed on positioning of hands and use of karabiners / descending device etc.</li> <li>• Minimum belay age of 12 years to be adhered to</li> <li>• Back up belay system to be used if participants belaying</li> <li>• Ensuring Client Staff are maintaining supervision and monitoring of behaviour during the activity session</li> </ul>	Outdoor Leader	1	A	L
Falling Objects	Struck by falling objects	Lacerations, contusions, concussion	3	A	M	<ul style="list-style-type: none"> <li>• Ensure all items in pockets etc. are removed prior to commencing activity</li> <li>• Brief participants on where to stand during activity</li> <li>• Ensure no-one is beneath instructor when handling equipment</li> <li>• Ensure approved helmets are worn by anyone in drop zone</li> </ul>	Outdoor Leader	2	A	L

PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL										
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>										
Personal Protective Equipment (PPE)	Not provided or not correctly fitted	Abrasions, contusions, lacerations	3	A	M	<ul style="list-style-type: none"> <li>• Demonstrate and brief on correct fitting of PPE</li> <li>• Ensure correct fitting of PPE when initially fitted</li> <li>• Double check PPE immediately before participating in activity</li> <li>• Check PPE during activity</li> <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> <li>• Different size harnesses available and highly adjustable</li> <li>• Suitable Harness to be of the correct size and fit</li> <li>• Harnesses to be checked prior to commencing activity and rechecked if removed for any reason</li> </ul>	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"> <li>• Use International Climbing and Mountaineering Federation (UIAA) approved equipment</li> <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) Ropes course installer to be consulted regarding intended use of anchor points</li> </ul>	Lead Outdoor Instructor  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"> <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> </ul>	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"> <li>• Entrapment or of clothing or body parts</li> <li>• Entanglement in equipment</li> </ul>	Minor abrasions, contusions, lacerations	4	A	M	<ul style="list-style-type: none"> <li>• Program to be developed to ensure it fits with individual group capabilities</li> <li>• Provide suitably equipped rescue pack with spare equipment available in case of emergency</li> <li>• Design of setup to include; standard attachment method across activities and sites (where possible), as simple as possible and using the safest devices available</li> </ul>	Program Coordinator	2	A	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			
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"> <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 clients are supervising and monitoring of behaviour during the activity session</li> </ul>	Outdoor Leader	2	A	L