




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:	
Bush Skills		YMCA-AA-RAL03	
Activity Scope:		ACTIVITY RISK RATING	
Develop basic bush skills within group including; water collection, fire lighting, damper and shelter making. Establish life skills. Develop a positive support network within participants.		Overall Risk Level (without Controls)	Overall Risk Level (with Controls)
		Medium	Low
Equipment / Facility Requirements:	Supervision Requirements:		Activity Leader Qualification Requirements:
Program staff safety equipment and Bush skills kit	Supervision of active participants	1 Outdoor Leader	YMCA Internal Training and current first aid
	Supervision of non-active participants	1 responsible person (e.g. Teacher)	
Prepared By:	In Consultation with:	Issue Date:	Next Review Date:
Lynda Aldridge	Brent Greenfield, Jackie Kelly, Jordan Devine, Graeme Ferguson	1-Dec-2023	30-Nov-2026
WHS Advisor	Group Manager		
Michael Schablon	Michelle Stanton		
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), Camping GPG v1.0		Master Adventurous Activity Risk Assessment and Control Record Bush Skills Standard Operating Procedures Equipment Inspection, routine Equipment Inspection, annual	

RISK ASSESSMENT MATRIX		Consequences				
		A – Insignificant Near miss or limited harm not requiring first aid	B – Minor Injury or illness requiring no medical treatment with no lost time and minor incidents	C – Moderate Compensable physical or phycological injury with > 7 days off.	D – Major Serious Injury resulting in permanent impairment / long term rehabilitation	E – Extreme Death, multiple serious injuries.
Likelihood	5-Almost Certain 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
	4-Likely Will probably occur in most circumstances (several times a year)	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	3-Possible Probably will occur at some time (may happen every 1-2 years)	LOW	LOW	MEDIUM	MEDIUM	HIGH
	2-Unlikely Possibly to occur at some time in 2-10 years	LOW	LOW	LOW	MEDIUM	MEDIUM
	1-Rare 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	Elimination - Can risks be removed, repaired, outsourced or otherwise eliminated?			
		Level 2	Substitution - Can risks be reduced through substituting the hazard or process with a safer alternative?			
			Isolation - Can risks be reduced through isolating the hazard from possible contact with workers or patrons?			
		Level 3	Engineering - Can risks be controlled through engineering means or structural / equipment modification?			
Administration - Can risks be controlled through training, supervision and / or signage?						
Reactive		Level 4	Personal Protective Equipment - Can risks be controlled through the use of personal protective equipment?			
			Emergency Response - Can risks be reduced through the provision of special / additional emergency response equipment and/or procedures? (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.										
Fire	Bush fire	Severe burns, inhalation of smoke	3	C	M	<ul style="list-style-type: none"> If wind speed is greater than 8 km/h extinguish any campfires 	Outdoor Leader	2	B	L
	Facility fire, bushfire	Severe burns, inhalation of smoke	3	D	M	<ul style="list-style-type: none"> Check Fire bans prior to program https://www.qfes.qld.gov.au/safety-education/using-fire-outdoors/fire-bans-and-restrictions Check wind direction and intensity prior to program Modify activity to account for heightened fire risk and advise Outdoor Leaders 	Program Coordinator	2	C	L
						<ul style="list-style-type: none"> Provide client with 'Campfire Information instructions' prior to attending camp 	Customer Service Officer			
						<ul style="list-style-type: none"> Ensure means of extinguishing fire appropriately Ensure open campfires are positioned and monitored to ensure they stay contained in the fire circle The fire must be smaller than two metres in all directions. Any larger fires require a permit to light a fire General supervision and monitoring of behaviour during the activity session Brief participants on fire safety Extinguishing the fire with water Do not put hot coals into other areas where they may catch alight 	Outdoor Leader			

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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>				<i>What will reduce the likelihood or consequences?</i>	<i>Who is responsible for implementing the control measure?</i>			
Hot surfaces	Touching hot surfaces or food items	Minor burns	3	B	L	<ul style="list-style-type: none"> Brief participants on safety aspects and exclusion zones for activity General supervision and monitoring of behaviour during the activity session Burn aid stocked in first aid kit First aid qualification kept current Brief participants on correct first aid treatment for burns should they become injured Provide access to cool running water and/or burn aid Brief participants not to wave marshmallows or damper around if it catches on fire Brief participants to wait for food to cool prior to eating. Brief participants on safe handling of cooking sticks and to wait until food has cooled before touching or eating 	Outdoor Leader	2	A	L
Drinking water	Water borne illness	Nausea, stomach cramps, diarrhoea, vomiting	2	C	L	<ul style="list-style-type: none"> Brief on suitable water purification and filtration methods 	Outdoor Leader	1	B	L

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

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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.										
Allergens	Allergic reaction through food consumption or contact with food or similar	Anaphylaxis	3	B	L	<ul style="list-style-type: none"> • Ensure activity is set up to ensure no cross contamination • Ensure servers only use utensils provided for one item only. • Read Individual Details form and identify allergen alerts • Separation between high risk allergens 	Outdoor Leader	2	B	L

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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.										
Poles or logs	Failure to adhere to correct use and carrying procedures resulting in person being hit by a pole or log	Abrasions, contusions, lacerations	4	B	M	<ul style="list-style-type: none"> Brief participants on correct carrying and of any poles or logs longer than their height, one participant to carry each ends 	Outdoor Leader	2	B	L
Construction	Collapse of construction	Minor abrasions, contusions, lacerations	3	B	L	<ul style="list-style-type: none"> Assess construction prior to use, ensure structural integrity and safety 	Outdoor Leader	2	B	L
Camp fires	Touching hot objects Causing fire hazard Inhaling smoke	Burns, asphyxiation	3	B	L	<ul style="list-style-type: none"> Use existing campfire circle locations Brief participants to only walk in campfire area and not to step over the fire Brief participants to check food it sufficiently cool prior to touching or consuming Provide suitable equipment to hold and manipulate hot food Ensure hot equipment, water, or food is not passed over another person Situate participants so they are able to quickly move away from hazards that might burn them Clear briefing on how to safely use Ferro rods and other fire lighting tools Ensure fires are set in suitable location with clearly defined fire circle clear of flammable debris Ensure close supervision and monitoring of behaviour during the activity session by client staff 	Outdoor Leader	2	B	L

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