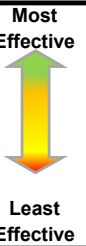




ADVENTURE ACTIVITIES RISK ASSESSMENT AND CONTROL RECORD

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:													
Bushwalking		YMCA-AA-RAL16													
Activity Scope:		ACTIVITY RISK RATING													
Bushwalking program provides an opportunity for participants to navigate a route (approx. 5km), using maps and compasses. They will be carrying their personal gear in backpacks. The bushwalk takes place along an formed track or easy untracked trail.		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. Maps, compasses, backpacks	Supervision of active participants	1 Outdoor Leader													
	Supervision of non-active participants	1 responsible person (e.g. Teacher)													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Prepared By:</td> <td>In Consultation with:</td> <td>Issue Date:</td> <td>Next Review Date:</td> </tr> <tr> <td>Lynda Aldridge</td> <td>Brent Greenfield, Jackie Kelly, Jordan Devine, Graeme Ferguson</td> <td>1-Jan-2024</td> <td>31-Dec-2026</td> </tr> </table>		Prepared By:	In Consultation with:	Issue Date:	Next Review Date:	Lynda Aldridge	Brent Greenfield, Jackie Kelly, Jordan Devine, Graeme Ferguson	1-Jan-2024	31-Dec-2026	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>WHS Advisor</td> <td>Group Manager</td> </tr> <tr> <td>Michael Schablon</td> <td>Michelle Stanton</td> </tr> </table>		WHS Advisor	Group Manager	Michael Schablon	Michelle Stanton
Prepared By:	In Consultation with:	Issue Date:	Next Review Date:												
Lynda Aldridge	Brent Greenfield, Jackie Kelly, Jordan Devine, Graeme Ferguson	1-Jan-2024	31-Dec-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), Bushwalking GPG v1.0 CARA guidelines: Bushwalking		Master Adventurous Activity Risk Assessment and Control Record, Expedition Standard Operating Procedures Equipment Inspection, routine Equipment Inspection, annual iAudit Training records													

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?			
			Engineering - Can risks be controlled through engineering means or structural / equipment modification?			
Level 3	Administration - Can risks be controlled through training, supervision and / or signage?					
	Personal Protective Equipment - Can risks be controlled through the use of personal protective equipment?					
Reactive		Level 4	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		
			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>			
Environment – hazards and risks associated with the Environment.										
Flooding	Swept away in fast waters	Drowning	4	D	H	<ul style="list-style-type: none"> Reassess the crossing of swollen creeks and rivers Know safe crossing techniques Visually monitor river levels 	Outdoor Leader	2	C	L
Drinking water	Water borne illness	Nausea, stomach cramps, diarrhoea, vomiting	2	C	L	<ul style="list-style-type: none"> Carry water quantities appropriate for the type of activity, its anticipated intensity and weather conditions Use water purification tablets when the water quality is unknown Brief participants to not drink the creek, river or dam water 	Outdoor Leader	1	B	L
						<ul style="list-style-type: none"> Provide water purification tablets for the activity as required 	Program Coordinator			
Roads	Vehicles hitting participants	Abrasions Contusions Lacerations	3	D	M	<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 Outdoor Leaders follow planned routes 	Program Coordinator	2	C	L
						<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 stand on side with maximum visual line of sight with approaching vehicles. Instruct client staff to manage participants opposite side of road 	Outdoor Leader			

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		
People – List all hazards and risks associated with People.										
Group Separation	Lack of supervision resulting in lost participant	Minor psychological injury	3	B	L	<ul style="list-style-type: none"> Clearly defined behavioural expectations outlined in briefing Maintain visual contact of the group Conduct head count at start, regular intervals during and post activity to ensure all participants are present Brief participants on what to do should they become injured or disorientated/lost 	Outdoor Leader	1	A	L
	Getting lost	Minor physical or psychological injury	3	B	L	<ul style="list-style-type: none"> Brief participants on basic navigational techniques using map and compass, and to stop at every decision point along the route to consult map Brief participants to remain together and follow convoy procedures. Everyone ensuring they can see the person behind them at all times Brief participants to find the first marker and return to base to ensure instructions have been understood prior to undertaking whole course 	Outdoor Leader	1	A	L
Participants	Fatigue / over exertion	Psychological injury	3	B	L	<ul style="list-style-type: none"> Choose the course/track based on groups ability Participants encouraged to carry water bottles and drink water prior to and during activity 	Outdoor Leader	2	A	L
	Toileting in bush	Psychological injury	2	B	L	<ul style="list-style-type: none"> Encourage participants to use bathrooms prior to walk Brief on appropriate toileting procedures as required 	Outdoor Leader	2	A	L

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PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL										
Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
Logistics & Equipment – List all risks associated with Logistics and Equipment.										
Map	Inaccurate maps or poorly designed courses causing participants to get lost or encountering unexpected hazards	Lacerations, contusions, minor psychological distress	3	B	L	<ul style="list-style-type: none"> • Ensure maps are up to date and potential hazards including out of bounds areas are clearly marked • Ensure courses are appropriate for skill level of participants 	Program Coordinator	2	A	L
	Inability to read a map causing participants to get lost or encountering unexpected hazards	Minor psychological distress	3	B	L	<ul style="list-style-type: none"> • Select and set up course appropriate to group • Provide basic orienteering training for beginners • Clearly explain course difficulty, rules and safety guidelines 	Outdoor Leader	2	A	L
Backpacks	Incorrect size or fitting of pack	Abrasion, strain	3	B	L	<ul style="list-style-type: none"> • Provide suitably sized backpacks for groups to carry personal gear 	Logistics Coordinator	2	A	L
						<ul style="list-style-type: none"> • Ensure participants select correct size backpack • Brief participants on how to adjust backpacks to fit them correctly • Brief participants on how to pack their backpacks to ensure the load is evenly distributed and heavy items close to lower back • Monitor participants to ensure wearing backpacks correctly 	Outdoor Leader			

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