NNSW YOUTH

Activity Risk Assessment
High & Low Rope Activities.

MEASURES

Consequence

Very High - Fatality/Multiple Hospitalisations
- Multiple life-threatening injuries with the same cause which requires immediate treatment as in-patients in a hospital.

High - Extensive Injuries / Hospitalisation
- Serious life-threatening injury which requires immediate treatment as an in-patient in a hospital.

Moderate - Medical Treatment
- An injury which requires medical treatment.

Minor - First Aid Treatment
- A non-life-threatening injury which can be adequately treated by a qualified first aider.

Negligible - No Treatment
- A non-life-threatening injury that does not require treatment.

Likelihood

Almost Certain
Is expected to occur in most circumstances.

Likely
Will probably occur in most circumstances.

Possible
May occur at some time.

Unlikely
Could occur from time to time.

Rare
May occur in exceptional circumstances.

MATRIX

Consequence	Likelihood: Rare	Unlikely	Possible	Likely	Almost Certain
Very High	High (12)	Very High (17)	Extreme (21)	Extreme (24)	Extreme (25)
High	Moderate (10)	High (15)	Very High (19)	Extreme (22)	Extreme (23)
Moderate	Moderate (6)	Moderate (9)	High (14)	Very High (18)	Very High (20)
Minor	Minor (3)	Moderate (5)	Moderate (8)	High (13)	High (16)
Negligible	Minor (1)	Minor (2)	Moderate (4)	Moderate (7)	Moderate (11)

RISK RATING

21-25	Extreme
17-20	Very High
12-16	High
4-11	Moderate
1-3	Minor

RISK CONTROLS

Elimination
Removal of hazard.

Substitution
Replacing (wholly or partly) with something that is a lesser risk.

Isolate
Isolating the hazard from any person.

Engineering
Redesign the activity or equipment.

Administrative
Information, training, instructions, signage, etc.

PPE/ PPC
Personal Protective Equipment & Clothing

Definitions:

Hazard A situation or thing that has the potential to cause harm to a person or equipment.

Risk The possibility that harm (death, injury) might occur when exposed to a hazard.

Risk Control Taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard.

Consequence The effects of either the risk or hazard.

Likelihood The chance in which the risk or hazard are likely to happen.

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Staff/Leadership Team

Hazard & Risk	**Risk Rating**	**Risk Control**	**Amended Risk Rating**	**Activity leader: to answer each section below 'YES,' if able to fulfil SOP's Risk Assessment, to be acceptable to proceed with the activity.**
Child safety at events	19	• WWCC number provided and checked if staff are over 18yrs old. • AdSafe Training completed if staff are over 18yrs old. • Code of Conduct completed for staff. • Staff are to remain vigilant.	6	☐
Dangerous activities	19	• Activities that require qualified staff to proceed for safety must control activity with correct ratio. • Minimum Cert 3 as guide in abseiling. • Group Ratio 1 to 15. • When participant/s are on the rope abseiling, 1 to 1 with guide. • All 'near miss or incident' must be recorded on the relevant forms. • At least one leader to have emergency communication capabilities. • At least one person to have the free mobile app on their phone called "Emergency Plus". • Each group to have a qualified First Aider and First Aid Kit on the activity.	9	☐

COVID-19	19	• All activities are to adhere to government legislation. • Have a COVID safe plan if applicable. • Have a Participant Registration if applicable.	5	☐
Activity info	21	• All required information to be filled in on the last two pages of this document.	12	☐

Environmental

Hazard & Risk	Risk Rating	Risk Control	Amended Risk Rating	Continue: can activity leader answer 'YES'?
Weather • Heat • Cold • Wind • Rain Adverse conditions can cause injury or ill health, e.g. hypothermia & hyperthermia.	14	• Check weather forecast before the activity. • Minimum clothing: shorts and t-shirt with shoes that have good grip. • Wear clothes to match the weather conditions. • Rain or adverse weather will stop activity. • Everyone to drink water as to weather conditions.	2	☐
Sun • Sunburn • Heat stroke • Hyperthermia	8	• Use sun protection e.g. hat and sunscreen before and throughout the activity. • As participants wait, place group in the best possible protected area, e.g. shaded. • Everyone to drink water as to weather conditions.	2	☐
Fall from heights • Guide/s • Participant/s	21	**High Ropes Only** • Everyone will need to be attached to safety line from the time they leave ground level to the end of the activity.	9	☐

		• Participants will be attached to high ropes with belay system called “Smart Snap” which ensures participants cannot become disconnected. • Top heavy people to wear a chest harness or full harness.		
Bites and stings • Adverse reactions causing ill health or death.	21	• Check site beforehand for ants, spiders & reptiles including snakes and be vigilant throughout the activity. • Check site beforehand for stinging bushes & trees. • If any of the above are found, adjust the activity to minimise contact. • Guide to check medical records for participants that have a history of negative allergic reactions and cater for participant needs. • Have First Aid Kit on activity site, including compression bandage. • Use insect repellent if needed. • Have alternative activity site.	15	☐
Slips, trips, falls	14	• Watch where you walk for trip hazards, including slippery surfaces. • Stay on designated tracks. • No running • Wear shoes with good grip. e.g., hiking boots/shoes.	5	☐
Falling objects	22	**High Ropes Only** • Wear helmets within high ropes activity area.	5	☐

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Human

Hazard & Risk	Risk Rating	Risk Control	Amended Risk Rating	Continue: can activity leader answer 'YES'?
Participants abilities • Fitness • Skill Injury caused by over physical exertion. Injury caused by lack of experience & not following instructions.	4	• Activity pre-brief of the dangers. • Clear explanation of the expectations of all participants. • Abseil instructors & guides to match level of activity to participants fitness & skill. • Participants have the right to withdraw from the activity.	2	☐
Negative psychological condition of the participants	14	• Adopt the 'Challenge by Choice' policy. If the participant is obviously distressed and the climb is going to be a negative experience, give them the option to say 'no' or 'perhaps later'.	5	☐
Participants behaviour • Not following instructions • Showing off • Being silly • Not listening • Endangering self or others	22	• Activity pre-brief of the dangers. • Clear explanation of the expectations of all participants. • Use the Clubs Discipline Policy to address a negative behaviour.	2	☐
Entanglement • Jewellery • Hair • Loose clothing	14	• All jewellery is to be removed before activity or made safe. • Remove loose items before entering high ropes activity area. **High Ropes Only** • Hair is to be tied back or placed in a hairnet. • Loose clothing is to be tucked in or removed.	5	☐

Rope burn	13	• Speed of the descent is to be controlled by top or bottom guides on belaying. • Gloves to be worn.	3	☐
Fear of heights • Injury	14	• Qualified high ropes personnel to support participant freezing at height. • Guides to be vigilant to support the participant with positive talk. • Guide/s to be ready to rescue these participants and carry rescue device to lower them down to the ground if needed.	5	☐
Incorrect climbing onto high ropes • Injury	15	• Climb with feet and use only hands to stop yourself falling off. • Use three points of contact.	5	☐
Incorrect technique on low ropes • Injury	19	• Participants to watch the ground when coming off the low ropes. • Participants to watch out of other participants when coming off. • Guides to demonstrate the correct method of “spotting” to all the participants before starting the activity. • Guides will designate other participants in the group to be placed in position to be a spotter/s. • Participants not to use interlocking fingers holding onto others within activities.	6	☐
Bullying • Emotional trauma	21	• Take any complaints seriously and take immediate action to safeguard the victim. • Stop the activity and staff/leaders to separate the	5	☐

		accused bully/ies for counselling. • Use the Clubs Bullying Policy to address an issue.		
Intentional self harm	15	• Instructors/guides to remain vigilant to negative mood shift and body language. • Separate the person endangering themselves with personnel from the activity to reduce tension/anxiety within a safe environment. • Check on all people within the activity for their mental wellbeing • Be aware of equipment which can intentionally become dangerous.	9	☐

Equipment

Hazard & Risk	**Risk Rating**	**Risk Control**	**Amended Risk Rating**	**Continue: can activity leader answer 'YES'?**
Rope & soft equipment failure • Death • Injury	21	• All ropes are to be rated abseiling ropes and use within standard life period and good practice by AAAS from Outdoor Council of Australia. • History of all equipment & ropes to be documented. • All ropes are to be inspected at the start of the activity, during and after the activity. • Guides for **Low Ropes**: make participants aware of the ropes on the ground and not to stand on them.	6	☐
Damage of hard gear	19	• All damaged gear is to be replaced and reported. • Only use within standard life period and good practice by Australian Adventure Activity Standard (AAAS) and	10	☐

		related Good Practice Guides (GPGs).		
Fall from heights • Guide/s • Participant/s	21	**High Ropes Only** • Everyone will need to be attached to a safety line from the time they leave ground level to the end of the activity. • Participants will be attached to high ropes with belay system called “Smart Snap” which ensures participants cannot become disconnected. • Top heavy people to wear a chest harness or full harness.	5	☐
Equipment failure • Helmet • Harness • Devices	21	**High Ropes Only** • All PPE is to be in date and inspected before & after use. • Only use within standard life period and good practice governed by AAAS from Outdoor Council of Australia.	10	☐
Incorrect fitting of low ropes equipment • Injury	21	**Low RopesOnly** • Guides to ensure steel rope/s are tensioned correctly. • Low Ropes to be adjusted approximately .3 m off the ground • Any bungee cords for the activity have to be adjusted & connected correctly. • Any carabineers will need to be used & closed correctly before weight goes on them. • Pulleys and d-bolts to be checked by guide/s before use.	10	☐

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Extra option: Activity leader take full responsibility for 'amending SOP Risk Assessment

Hazard & Risk	Risk Rating	Risk Control	Amended Risk Rating	Acceptable To Proceed

To be filled in by activity leader; copy be given to 'external contact person'.

Group Name:

Activity date/s:

Date when church approved the activity:

Number of Participants:
Pathfinders:
Adults:

Activity leader/s:
Phone No:

Activity Location:

Nearest Emergency Ward:

Helicopter Landing Area:

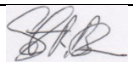
Emergency Exit Point/s:

External Contact:

Phone No:

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Activity leader/s print name and sign with date.

Version 1.0 Completed By					**Version 1.2 Completed by**			
Name:	Unknown	**Signature:**			**Name:**	Kev Price	**Signature:**	
Date:	19/06/2019	**Position:**			**Date:**	27/06/2024	**Position:**	Youth Administrator
Version 1.1 Completed By								
Name	Steven Bilson	**Signature:**						
Date:	13/06/2022	**Activity Revised**						
Activity Leader/s:								
Signature:		**Date:**						
Name:					**Name:**			