




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:	
Heights Rescue		YMCA-AA-RAH13	
Activity Scope:		ACTIVITY RISK RATING	
These procedures are to inform staff on Technical rescue procedures from various heights activities over multiple camp locations. They deal with the response to all foreseeable issues that prevent the safe descent of a Participant without intervention such as; equipment failure, Participant injury and medical issues.		Overall Risk Level (without Controls)	Overall Risk Level (with Controls)
		Medium	Low
Equipment / Facility Requirements:	Supervision Requirements:		Activity Leader Qualification Requirements:
Harness, helmet, Instructor kit, small or large rescue kit as required	Supervision of active participants	1 Outdoor Leader	Assisted and basic assisted rescues can be undertaken by staff with Lead Challenge Course - high elements, Top rope climbing and/or Abseiling or similar qualifications. Staff holding that hold Vertical Rescue qualifications can undertake technical rescues.
	Supervision of non-active participants	1 responsible person	
Prepared By:	In Consultation with:		Issue Date:
Lynda Aldridge	Brent Greenfield, Jackie Kelly, Jordan Devine, Graeme Ferguson		1-Dec-2023
Next Review Date:			
	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), AAAS Good Practice Guide – Abseiling and Climbing & Challenge Courses GPG v1.0, Artificial Climbing Structures and Challenge Courses AS/NZS 2316.2.1:2016		Master Adventurous Activity Risk Assessment and Control Record Heights Rescue Standard Operating Procedure 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>	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.

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.						
Working or participating at heights	Participant sustaining a fall	Strains, sprains, fractures, concussions	3	C M	<ul style="list-style-type: none"> • Program Staff are to climb only when under the direct supervision of another Ropes accredited Program Staff member with Vertical Rescue (VR) competency during rescue or resetting of trace lines • If no suitably qualified staff is available, based on the staff's experience approval can be provided to climb under the supervision of a non-accredited high ropes Program Staff member if there is a Staff member on-site with VR competency • Provide annual rescue training for Outdoor Leaders • Outdoor Leaders to have completed SOP training and adhere to requirements 	Program Coordinator
					<ul style="list-style-type: none"> • Follow correct working at height and Standard Operating procedures • Demonstrate to participants how to correctly fit the harness • Check participant harness before commencing activity • Ensure use of full body harness where inversion is probable • Ensure harnesses are connected by safety line to the 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 1200 mm including ascending and descending • Check all participants understand the nature of the activity and instructors • Ensure correct usage of safety tails where applicable • Ensure use of a rescue line when ascending staples where applicable • Ensure rescue pack with spare equipment is accessible 	Outdoor Leader
Participants	Unpredictable participant behaviour in rescue situation	Abrasions, contusions, lacerations	3	B L	<ul style="list-style-type: none"> • Communicate with the participant, providing information on the ongoing situation and explaining the actions being taken to aid them 	Outdoor Leader

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.										
Time pressure	Urgency to perform rescue increases risk of errors	Minor physical and/or psychological injury	3	C	M	<ul style="list-style-type: none"> Follow the Rescue Hierachy and choose the rescue technique which achieved in the safest and quickest manner Conduct rescues in accordance with your qualifications and demonstrated competencies. 	Outdoor Leader	2	A	L
Misscommunication	Communication challenges due to elevated environment	Minor physical and/or psychological injury	3	B	L	<ul style="list-style-type: none"> Follow the communication protocols in the handbook and SOP Confirm understanding prior to proceeding to next instruction as required 	Outdoor Leader	2	A	L

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	
Incorrect set up or use of equipment	Equipment failure	Abrasions, contusions, lacerations	3	A	L	<ul style="list-style-type: none"> Set up to be cross-checked by qualified person prior to commencing the activity 	Program Coordinator	2	A L
Using damaged equipment	Equipment failure	Abrasions, contusions, lacerations, asphyxiation	3	C	M	<ul style="list-style-type: none"> 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 	Outdoor Leader	2	C L