



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:	
Indoor High Challenge Ropes Course		YMCA-AA-RAH03	
Activity Scope:		ACTIVITY RISK RATING	
This heights activity involves a participant ascending to height and traversing ropes or cables completing challenges along the way. They then descend to ground level. The participants are attached to the system with safety belay tails at all times.		Overall Risk Level (without Controls)	Overall Risk Level (with Controls)
		Medium	Low
Equipment / Facility Requirements:	Supervision Requirements:		Activity Leader Qualification Requirements:
Bundalong Sports Hall, harnesses with safety tails, helmets, ropes, karabiners, belay devices	Supervision of active participants	1 Outdoor Leader 1 Assistant Leader	Lead Challenge Course - high elements skill set or similar qualification, YMCA Internal Training, and current first aid. Assistant Leader Qualifications - Lead Top Ropes skill set or Vertical Rescue qualification.
	Supervision of non-active participants	1 responsible person (e.g. Teacher)	
Prepared By:	In Consultation with:	Issue Date:	Next Review Date:
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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) & Challenge Courses GPG v1.0, Artificial Climbing Structures and Challenge Courses AS/NZS 2316.2.1:2016 CARA guidelines: Climbing and abseiling (artificial surfaces). Industrial Fall Arrest Systems and Devices AS1891		Master Adventurous Activity Risk Assessment and Control Record Indoor High Ropes 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		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		
			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		
<i>People – List all hazards and risks associated with People.</i>										
Swinging participant or equipment	Participants or bystanders being struck by swinging participant or equipment	Abrasions, contusions, lacerations	3	C	M	<ul style="list-style-type: none"> • Clear boundaries to be marked out with cones or rope for high risk flight or drop zone areas • Participants excluded from, and briefed about, drop zones/ flight lines during activity • Brief client staff on required general supervision and monitoring of behaviour during the activity session 	Outdoor Leader	2	B	L
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	2	B	L
						<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			

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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.										
Working or participating at heights	Participant sustaining a fall	Strains, sprains, concussions	3	C	M	<ul style="list-style-type: none"> Allocate participants buddies and brief on communication protocols (as per SOP) to look out whilst their buddy is on the course from the ground Ensure minimum slack on belay rope to minimise fall distance Ensure participants are completely 'on rope' and not holding or standing on anything prior to lowering. 	Outdoor Leader	2	B	L
	Panic attack	Minor psychological	3	B	L	<ul style="list-style-type: none"> Adhere to the 'Challenge by Choice' philosophy 		2	A	L
Working or participating at heights	Extended time in harness causing exposure to harness hang syndrome	nausea, low blood pressure, loss of responsiveness	3	C	M	<ul style="list-style-type: none"> Follow rescue hierarchy based on qualifications: unassisted self rescue -> basic assisted rescue -> technical rescue Undertake rescue training to ensure competence in undertaking rescues All rescues completed as expediently as safety allows Instruct participant to move their legs and try and remove the weight from their harness Have a suitably equipped rescue pack with spare equipment Know the signs and symptoms of Harness Suspension Trauma Move/encourage participant to climb back onto course 	Outdoor Leader	1	C	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	D	M	<ul style="list-style-type: none"> Ensure correct use of harness appropriate for the activity All participant shown how to correctly fit harness Harness to be checked by Program Staff Participants to be made aware of risks associated with the activity Briefed on risk of inversion Sit harness to be correctly fitted. A full body harness to be utilised if sit harness does not. If available harnesses do not fit participant then participant unable to partake in activity due to safety concerns. 	Outdoor Leader	1	D	L

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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.										
Falling Objects	Struck by falling objects	Lacerations, contusions, concussion	3	B	L	<ul style="list-style-type: none"> • Ensure all items in pockets etc. are removed prior to commencing activity • Brief participants not to throw items in activity area • Brief participants on where to stand during activity • Ensure no-one is beneath Outdoor Leaders when handling equipment • Ensure approved helmets are worn by anyone in the drop zone 	Outdoor Leader	2	A	L
Challenge Elements	Collision or entanglement with obstacle	Strains, sprains, fractures and/or concussion	3	B	L	<ul style="list-style-type: none"> • Advise and/or demonstrate how to negotiate obstacles 	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.										
Incorrect set up or use of equipment	Equipment failure	Abrasions, contusions, lacerations	3	A	L	• Set up to be cross-checked by qualified person prior to commencing the activity	Program Coordinator	2	A	L
Personal Protective Equipment (PPE)	Not provided or not correctly fitted	Abrasions, contusions, lacerations, asphyxiation	3	D	M	<ul style="list-style-type: none"> • Different size helmets available and highly adjustable • Helmets to be of the correct size and fit • Helmets to be checked prior to commencing activity • Helmets to be worn and secured throughout any activity session where participants are exposed to typical climbing/abseiling hazards • Helmets to remain on participants until completion of the activity 	Outdoor Leader	2	B	L
Using damaged equipment	Equipment failure	Abrasions, contusions, lacerations, asphyxiation	4	D	H	• Challenge course including cables, fixtures and challenge elements inspected half yearly	Logistics Coordinator	2	C	L
			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 • Inspect Challenge elements prior to use 	Outdoor Leader	2	C	L
Sharp objects	Wire strands on cables causing cuts	Minor abrasions, lacerations	3	A	L	<ul style="list-style-type: none"> • Outdoor Leader to survey site prior to activity commencement • Enclosed sturdy shoes must be worn • Define clear physical boundary for activities • Brief participants on sharp objects that can be found in the area 	Outdoor Leader	2	A	L
Handling Rope	Excessive friction if holding the rope and it is pulled quickly	Minor friction burn	3	C	M	• Participant attachment system as simple as possible and standard across multiple activities	Program Coordinator	2	A	L
						<ul style="list-style-type: none"> • Instruct participants not to wrap the rope around their limbs • Any loose ends of rope to be correctly secured • Gloves provided for belayers on request 	Outdoor Leader	2	C	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.							
Handling Devices	Entrapment of clothing or body parts, entanglement in equipment	Minor abrasions, contusions, lacerations	4	B M	<ul style="list-style-type: none"> • Program to be developed to ensure it fits with individual group capabilities 	Program Coordinator	2 B L
					<ul style="list-style-type: none"> • Ensure standard rescue kit with spare equipment is available in case of emergency is accessible • Design of setup includes standard attachment method across activities and sites (where possible), as simple as possible and using the safest devices available 	Logistics Coordinator	2 B L
					<ul style="list-style-type: none"> • Brief participants on activity and potential risk of injury • Demonstrate correct handling of equipment • Learning checks performed • Modifications made where necessary • Ensure long hair is tied back before participating in the activity • All forms of jewellery should be removed or protected (e.g. tape) before participating in the activity • Ensure client staff are providing supervision and monitoring of behaviour during the activity session 	Outdoor Leader	3 B L
					<ul style="list-style-type: none"> • Brief participants on positioning of hands and use of karabiners and descending device (where applicable) 		3 A L

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