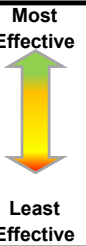




# ADVENTURE ACTIVITIES RISK ASSESSMENT AND CONTROL RECORD

*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*

<b>PART A - ACTIVITY DETAILS</b>			
<b>Name of activity:</b>		<b>Risk Assessment Number:</b>	
Environmental Walk		YMCA-AA-RAL02	
<b>Activity Scope:</b>		<b>ACTIVITY RISK RATING</b>	
The participants are guided along a track network receiving age appropriate environmental interpretation and education. They follow a formed track in close proximity to the main camp.		<b>Overall Risk Level (without Controls)</b>	<b>Overall Risk Level (with Controls)</b>
		Medium	Low
<b>Equipment / Facility Requirements:</b>	<b>Supervision Requirements:</b>		<b>Activity Leader Qualification Requirements:</b>
Program staff safety equipment and Environmental Walk 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)	
<b>Prepared By:</b>	<b>In Consultation with:</b>	<b>Issue Date:</b>	<b>Next Review Date:</b>
Lynda Aldridge	Brent Greenfield, Jackie Kelly, Jordan Devine, Graeme Ferguson	1-Jan-2024	31-Dec-2026
<b>WHS Advisor</b>	<b>Group Manager</b>		
Michael Schablon	Michelle Stanton		
<b>Reference Information:</b> (e.g. manufacturer's instructions, operating manuals, industry information, Company Policies, CoP, Standards, Regulations)		<b>Supporting Documentation:</b> (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 Environment Walk 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	<b>5-Almost Certain</b> 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
	<b>4-Likely</b> Will probably occur in most circumstances (several times a year)	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	<b>3-Possible</b> Probably will occur at some time (may happen every 1-2 years)	LOW	LOW	MEDIUM	MEDIUM	HIGH
	<b>2-Unlikely</b> Possibly to occur at some time in 2-10 years	LOW	LOW	LOW	MEDIUM	MEDIUM
	<b>1-Rare</b> 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	<b>Elimination</b> - Can risks be removed, repaired, outsourced or otherwise eliminated?			
		Level 2	<b>Substitution</b> - Can risks be reduced through substituting the hazard or process with a safer alternative?			
			<b>Isolation</b> - Can risks be reduced through isolating the hazard from possible contact with workers or patrons?			
		Level 3	<b>Engineering</b> - Can risks be controlled through engineering means or structural / equipment modification?			
<b>Administration</b> - Can risks be controlled through training, supervision and / or signage?						
Reactive		Level 4	<b>Personal Protective Equipment</b> - Can risks be controlled through the use of personal protective equipment?			
			<b>Emergency Response</b> - 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

<b>PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL</b>										
Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
<b>People – List all hazards and risks associated with People.</b>										
Group Separation	Lack of supervision resulting in lost participant	Minor physical or psychological injury	3	B	L	<ul style="list-style-type: none"> <li>Clearly defined behavioural expectations outlined in briefing</li> <li>Standard Operating Procedures adhered to</li> <li>Visibility and access to be considered before choosing routes</li> <li>Conduct head count at start, regular intervals during and post activity to ensure all participants are present</li> <li>During transit have Outdoor Leader at the front and client staff at the back of the group</li> <li>Brief participants on what to do should they become injured or disorientated/lost</li> </ul>	Outdoor Leader	2	A	L
	Lack of supervision resulting in participants accessing restricted areas	Minor physical or psychological injury	3	B	L	<ul style="list-style-type: none"> <li>Brief participants on predetermined safety bearings, instructions to proceed to nearest major feature if lost and adhere to start and finish times</li> <li>Provide participants with area map and instructions on how to use it</li> </ul>	Outdoor Leader	2	A	L
Participants	Fatigue / over exertion	Psychological injury	3	B	L	<ul style="list-style-type: none"> <li>Choose the track based on groups ability</li> <li>Participants encouraged to carry water bottles and drink water prior to and during activity</li> </ul>	Outdoor Leader	2	A	L
	Toileting in bush	Psychological injury	2	B	L	<ul style="list-style-type: none"> <li>Encourage participants to use bathrooms prior to walk</li> <li>Brief on appropriate toileting procedures as required</li> </ul>	Outdoor Leader	2	A	L

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

<b>PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL</b>						
Hazard	Risk Event	Consequences	Initial Risk	Control Measures	Person Responsible	Current Risk
<b>Logistics &amp; Equipment</b> – <i>List all risks associated with Logistics and Equipment.</i>						

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