




# 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>	
Crate Climb		YMCA-AA-RAH12	
<b>Activity Scope:</b>		<b>ACTIVITY RISK RATING</b>	
This heights activity involves the participants climbing from the ground on milk crates. In can be facilitated outdoors or indoors where facilities exist. Participant safety is a top rope anchor system with the participants being belayed from the ground by either an Outdoor Leader and client staff.		<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>
Harnesses, helmets, ropes, karabiners, belay devices, selected activity apparatus	Supervision of active participants	1 Outdoor Leader and 1 responsible person (e.g. Teacher)	Lead Challenge Course - high elements, Lead Top Rope skill set, or similar qualification. 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>
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<b>Next Review Date:</b>			
	30-Nov-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), AAAS Good Practice Guide – Abseiling and Climbing & Challenge Courses GPG v1.0, Artificial Climbing Structures and Challenge Courses AS/NZS 2316.2.1:2016 CARA guidelines: Challenge high ropes		Master Adventurous Activity Risk Assessment and Control Record Crate Climb 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	<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?			
			<b>Engineering</b> - Can risks be controlled through engineering means or structural / equipment modification?			
Level 3	<b>Administration</b> - Can risks be controlled through training, supervision and / or signage?					
	<b>Personal Protective Equipment</b> - Can risks be controlled through the use of personal protective equipment?					
Reactive		Level 4	<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

**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"> <li>• Clear boundaries to be marked out with cones or rope for high risk flight or drop zone areas</li> <li>• Participants excluded from, and briefed about, drop zones/ flight lines during activity</li> <li>• Brief client staff on required general supervision and monitoring of behaviour during the activity session</li> </ul>	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"> <li>• 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</li> <li>• 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</li> <li>• Provide annual rescue training for Outdoor Leaders</li> <li>• Outdoor Leaders to have completed SOP training and adhere to requirements</li> </ul>	Program Coordinator	2	B	L
						<ul style="list-style-type: none"> <li>• Follow correct working at height and Standard Operating procedures</li> <li>• Demonstrate to participants how to correctly fit the harness</li> <li>• Check participant harness before commencing activity</li> <li>• Ensure use of full body harness where inversion is probable</li> <li>• Ensure harnesses are connected by safety line to the appropriate anchor point or belay where exposure to a fall exists</li> <li>• Use belay system appropriate to activity and location</li> <li>• Ensure that helmets are worn at all times when working at heights greater than 1200 mm including ascending and descending</li> <li>• Check all participants understand the nature of the activity and instructors</li> <li>• Ensure correct usage of safety tails where applicable</li> <li>• Ensure use of a rescue line when ascending staples where applicable</li> <li>• Ensure rescue pack with spare equipment is accessible</li> </ul>	Outdoor Leader			

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Hazard	Risk Event	Consequences	Initial Risk		Control Measures	Person Responsible	Current Risk	
<b>People – List all hazards and risks associated with People.</b>								
Working or participating at heights	Participant sustaining a fall	Strains, sprains, concussions	3	C M	<ul style="list-style-type: none"> <li>• Explain and demonstrate, to client staff the correct belaying technique appropriate to activity. (ensuring maintaining hand on brake rope at all times).</li> <li>• Check and confirm client staffs' ability to use and control equipment before activity commencement</li> <li>• Observe and monitor clietn staffs' performance of belay technique and provide feedback and corrective instruction</li> <li>• Ensure minimum slack on belay rope to minimise fall distance</li> <li>• Ensure participants are completely 'on rope' and not holding or standing on anything prior to lowering.</li> </ul>	Outdoor Leader	2	B L
	Panic attack	Minor psychological	3	B L	<ul style="list-style-type: none"> <li>• Adhere to the 'Challenge by Choice' philosophy</li> </ul>		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"> <li>• Follow rescue hierarchy based on qualifications: unassisted self rescue -&gt; basic assisted rescue -&gt; technical rescue</li> <li>• Undertake rescue training to ensure competence in undertaking rescues</li> <li>• All rescues completed as expediently as safety allows</li> <li>• Instruct participant to move their legs and try and remove the weight from their harness</li> <li>• Have a suitably equipped rescue pack with spare equipment</li> <li>• Know the signs and symptoms of Harness Suspension Trauma</li> </ul>	Outdoor Leader	1	C L

PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL										
Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
<b>People – List all hazards and risks associated with People.</b>										
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"> <li>• Ensure correct use of harness appropriate for the activity</li> <li>• All participant shown how to correctly fit harness</li> <li>• Harness to be checked by Program Staff</li> <li>• Participants to be made aware of risks associated with the activity</li> <li>• Briefed on risk of inversion</li> </ul>	Outdoor Leader	1	D	L
	Failure to adhere to correct belay procedures resulting sudden in impact with the ground or object	Strains, sprains, fractures and/or concussion	3	C	M	<ul style="list-style-type: none"> <li>• Full body harness to be correctly fitted. If available harnesses do not fit the participant then they are unable to partake in activity due to safety concerns</li> <li>• Participants briefed on positioning of hands and use of karabiners / descending device etc.</li> <li>• Minimum belay conditions Grade 7 (approx. 12 years old) to be adhered to</li> <li>• Back up belay system to be used if participants belaying</li> <li>• Ensure client staff are maintaining supervision and monitoring of behaviour during the activity session</li> </ul>	Outdoor Leader	2	B	L
Falling Objects	Struck by falling objects	Lacerations, contusions, concussion	3	B	L	<ul style="list-style-type: none"> <li>• Ensure all items in pockets etc. are removed prior to commencing activity</li> <li>• Brief participants not to throw items in activity area</li> <li>• Brief participants on where to stand during activity</li> <li>• Ensure no-one is beneath Outdoor Leaders when handling equipment</li> <li>• Ensure approved helmets are worn by anyone in the drop zone</li> </ul>	Outdoor Leader	2	A	L

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Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
<b>Logistics &amp; Equipment – List all risks associated with Logistics and Equipment.</b>										
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"> <li>• Different size helmets available and highly adjustable</li> <li>• Helmets to be of the correct size and fit</li> <li>• Helmets to be checked prior to commencing activity</li> <li>• Helmets to be worn and secured throughout any activity session where participants are exposed to typical climbing/abseiling hazards</li> <li>• Helmets to remain on participants until completion of the activity</li> </ul>	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"> <li>• Particular attention to fastening systems when removable rope systems are used</li> <li>• 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)</li> <li>• Ropes course installer to be consulted regarding intended use of anchor points</li> </ul>	Outdoor Leader	2	C	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"> <li>• Instruct participants not to wrap the rope around their limbs</li> <li>• Any loose ends of rope to be correctly secured</li> <li>• Gloves provided for belayers on request</li> </ul>	Outdoor Leader	2	C	L

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<b>Logistics &amp; Equipment</b> – <i>List all risks associated with Logistics and Equipment.</i>							
Handling Devices	Entrapment of clothing or body parts, entanglement in equipment	Minor abrasions, contusions, lacerations	4	B M	<ul style="list-style-type: none"> <li>• Program to be developed to ensure it fits with individual group capabilities</li> </ul>	Program Coordinator	2 B L
					<ul style="list-style-type: none"> <li>• Ensure standard rescue kit with spare equipment is available in case of emergency is accessible</li> <li>• Design of setup includes standard attachment method across activities and sites (where possible), as simple as possible and using the safest devices available</li> </ul>	Logistics Coordinator	2 B L
					<ul style="list-style-type: none"> <li>• Brief participants on activity and potential risk of injury</li> <li>• Demonstrate correct handling of equipment</li> <li>• Learning checks performed</li> <li>• Modifications made where necessary</li> <li>• Ensure long hair is tied back before participating in the activity</li> <li>• All forms of jewellery should be removed or protected (e.g. tape) before participating in the activity</li> <li>• Ensure client staff are providing supervision and monitoring of behaviour during the activity session</li> </ul>	Outdoor Leader	3 B L
					<ul style="list-style-type: none"> <li>• Brief participants on positioning of hands and use of karabiners and descending device (where applicable)</li> </ul>		3 A L

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