



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:	
Expedition Program		YMCA-AA-RALW01	
Activity Scope:		ACTIVITY RISK RATING	
The expedition program provides an opportunity for participants to navigate a distance utilising hiking packs with their personal gear. They undertake a bushwalk guided along an formed track or easy untracked trail, then complete the loop in a canoe, or visa versa and camp overnight in tents		Overall Risk Level (without Controls)	Overall Risk Level (with Controls)
		Moderate	Low
Equipment / Facility Requirements:	Group Size and Supervision Requirements:	Activity Leader Qualification Requirements:	
Program staff safety equipment and Environmetnal Walk Kit	Recommended Group Size: 15 Minimum number of Leaders: 1 Maximum ratio: 1 Supervising Adult :15 Participants	Canoe Lead unit of competency or equivalent (Sport), water rescue qualification, internal YMCA Training and first aid	
Prepared By:	In Consultation with:	Issue Date:	Next Review Date:
Lynda Aldridge	Brent Greenfield, David Bailey, Angela Byrne	June 2021	June 2023
WHS Advisor	Group Manager		
Angela Byrne	Will Sambrook		
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), Bushwalking GPG v1.0, Paddling inland water GPG v1.0, Camping GPG v1.0		Activity specific Standard Operating Procedures Activity Equipment Checklist Equipment Inspection, routine Equipment Inspection, annual	

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.										
Strong winds	<ul style="list-style-type: none"> Water craft separation from group Capsize of water craft 	Abrasions Contusions Lacerations Fractures Concussions	2	B	M	<ul style="list-style-type: none"> Review journey plans when winds of 25 knots more are predicted, depending on location of journey and impact the wind will have on the activity modify if necessary and advise Outdoor Leader Deploy safety boat as necessary 	Program Coordinator	1	B	L
						<ul style="list-style-type: none"> Ensure all loose objects are secured in canoe or on craft deck Ensure tents are not located under fall zone of trees Ensure all loose objects are secured Extinguish any campfires 	Outdoor Leader			
Fire	<ul style="list-style-type: none"> Facility Fire Bushfire 	Severe burns Inhalation of smoke	3	D	E	<ul style="list-style-type: none"> Brief participants on behaviour in event of threat from fire In case of Bush fire alert re-evaluate route selection and evacuation options, re-evaluate campsite choices 	Outdoor Leader	1	D	M
Hot surfaces	<ul style="list-style-type: none"> Touching hot surfaces or food items 	Minor burns	3	A	M	<ul style="list-style-type: none"> Brief participants on safety aspects and exclusion zones for activity General supervision and monitoring of behaviour during the activity session Burn aid stocked in first aid kit First aid qualification kept current Brief participants on correct first aid treatment for burns should they become injured Provide access to cool running water and/or burn aid 	Activity Leader	2	A	L
Drinking Water	Water borne illness	Nausea Stomach cramps Diarrhoea Vomiting	3	B	M	<ul style="list-style-type: none"> Carry water quantities appropriate for the type of activity, its anticipated intensity and weather conditions Use water purification tablets when the water quality is unknown Brief participants to not drink the creek, river or dam water 	Outdoor Leader	2	B	M
						<ul style="list-style-type: none"> Provide water purification tablets for the activity as required 	Program Coordinator			

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Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
Body of Water	Falling into the water and panicking causing near drowning	Chest Pain, cough, shortness of breath, vomiting	3	B	M	<ul style="list-style-type: none"> Ensure the pool cleaning machine has been removed from the pool area and switched off Brief participants on the depth of the pool Ensure participants undertake a swim test prior to free swimming Ensure each participant that is a poor swimmer has a Life Jacket that meets Australian Standards for its intended purpose The Life Jacket should be the correct size for the wearer and be adjusted correctly before entering the water Check and place in a convenient area, suitable rescue devices: rescue ring, boating/ reach pole, pool noodle 	Outdoor Leader	2	B	M
Uneven Ground or obstacles in walkways	<ul style="list-style-type: none"> Slip trips and falls Collisions Lack of co-ordination 	Abrasions, contusions, lacerations, concussions	4	A	M	<ul style="list-style-type: none"> Brief participants to pull the canoes over shallow areas and how to carefully walk through the water 	Outdoor Leader	2	A	L
Tunnels	Hitting head on tunnel or protruding obstacle	Abrasions, contusions, lacerations, concussions	3	B	M	<ul style="list-style-type: none"> Brief participants to keep the canoe to the side of the tunnel under the road and to lean forward in the canoe 	Outdoor Leader	2	A	L
Sharp Objects	Needle-stick from disposed needles	Pain Discomfort Puncture wounds	3	B	M	<ul style="list-style-type: none"> Outdoor Leader to survey site and remove any sharps and dispose of in sharps container 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

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Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
Roads	Vehicles hitting participants	Abrasions Contusions Lacerations	3	D	H	<ul style="list-style-type: none"> Expedition routes be determined where pathways separated from the road where possible Provide suitable maps and route plans to ensure OLs follow planned routes 	Program Coordinator	2	C	M
						<ul style="list-style-type: none"> Brief participants on road safety whilst undertaking the expedition General supervision and monitoring of behaviour during the activity session When crossing roads OL to stand on side with maximum visual line of sight with approaching vehicles. OL to instruct Client staff to manage participants opposite side of road 	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.										
Group Separation	• Lack of supervision resulting in participants accessing restricted areas	Minor physical injury	3	B	M	<ul style="list-style-type: none"> Brief participants on predetermined safety bearings, instructions to proceed to nearest major feature if lost and adhere to start and finish times Provide participants with area map and instructions on how to use it 	Outdoor Leader	2	A	L

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Logistics & Equipment – List all risks associated with Logistics and Equipment.									
Personal Protective Equipment (PPE)	Not provided or not correctly fitted	Abrasions, contusions, lacerations	3	B	M	<ul style="list-style-type: none"> • Range of sizes of Life Jackets available • Life Jackets to be of the correct size, fit and suitability for activity • Life Jackets to be worn and secured throughout any activity session where participants are exposed to water hazards • Life Jackets to be checked prior to commencing activity • Range of sizes of Life Jackets available • Life Jackets to be of the correct size, fit and suitability for activity • Life Jackets to be worn and secured throughout required obstacles • Life Jackets to be checked prior to commencing obstacle 	Outdoor Leader	2	B M
Using damaged equipment	Equipment failure	Minor physical injury Abrasions, contusions, lacerations	3	A	M	<ul style="list-style-type: none"> • Check condition of fastening systems on Life Jackets prior to use 	Outdoor Leader	2	A L
Camping stoves	<ul style="list-style-type: none"> • Touching hot objects • Causing fire hazard • Inhaling toxic gas fumes 	Burns, scalds, asphyxiation	3	A	M	<ul style="list-style-type: none"> • Establish a cooking location and arrangement that minimises human traffic and congestion and avoids movement where users step over heat source • Provide suitable equipment to hold and manipulate hot food • Ensure hot equipment, water, or food is not passed over another person • Situate participants so they are able to quickly move away from hazards that might burn them • Only cook in well ventilated spaces to prevent build up of toxic gas fumes • Ensure stoves are located on a stable, flat and level base • Refuelling gas or liquid fuel stoves to be done in separate location to cooking area whilst stoves are cool • Ensure any fuel spillage cannot be accidentally ignited • Fuel containers to be located away from ignition sources • Ensure close supervision and monitoring of behaviour during the activity session by Client staff 	Outdoor Leader	2	B M

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Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
			3	A	M			2	B	M
Camp fires	<ul style="list-style-type: none"> Causing fire hazard Inhaling smoke 	Burns, asphyxiation	3	A	M	<ul style="list-style-type: none"> Ensure fires are set in suitable location with clearly defined fire circle clear of flammable debris Ensure close supervision and monitoring of behaviour during the activity session by Client staff 	Outdoor Leader	2	B	M
Food Hygiene	<ul style="list-style-type: none"> Spoilt food Cross contamination 	Nausea, stomach cramps, diarrhoea, vomiting, fever, headaches	3	B	M	<ul style="list-style-type: none"> Select appropriate food for storage type, length and location of activity Select appropriate food to meet specific dietary, medical or allergy requirements Provide suitable amount of food to meet participants needs Brief on personal hygiene practices in preparing and eating food Ensure personal hygiene practices are being followed when preparing and eating food 	Program Coordinator	2	A	L
							Activity Leader			
Outdoor Pizza Oven	<ul style="list-style-type: none"> Touching hot objects 	Burns, asphyxiation	3	A	M	<ul style="list-style-type: none"> Brief participants not to come near the outdoor pizza oven Provide suitable equipment to hold and manipulate hot food Ensure close supervision and monitoring of behaviour during the activity session by Client staff 	Outdoor Leader	2	B	M
Unders obstacle	Hitting head on bar	Consussion	3	A	M	<ul style="list-style-type: none"> Ensure pole pads are correctly fastned on under bars Ensure close supervision and monitoring of behaviour during the activity session by Client staff 	Outdoor Leader	2	B	M