

Risk Assessment Form – Outdoor Education & Activities

Risk Assessment reference Number: ACT-13

Date: 13/11/19	Conducted by: Scott Purdie
Department: Activities	Approved by: Kim Tantrum Department Manager
Area being assessed: High Ropes	Review date: 31/12/20 <i>[NB Annual anniversary as a minimum]</i>

Risk aspect	Contributory Factors	Likelihood	Conseq - uences	Risk Rating	Risk Control Measures	Likelihood	Conseq - uences	Final Risk Rating
Serious Falls	<ul style="list-style-type: none"> > Poor belaying > Belayer/s not ready > Ppt not attached > Lack of instructor supervision > Incorrect set up > Karabiners not done up > Slippery surfaces > Fainting/anxiety > Slack not taken out of ropes > Equipment not packed away after use >Smaller ppt belaying a larger ppt 	5	3	15	<ul style="list-style-type: none"> >Ensure instructor has adequate belaying training >A full demo safety brief given >Meet instr/ppts ratios >Equipment to be stored appropriately between use, ropes to be tied up out of the way >When pairing ppt’s instructor to ensure they are matched to similar sized people >Backup to help belay 	2	3	6

					where needed >Instructor to supervise any belaying carried out by ppt's			
Minor falls/trips	<ul style="list-style-type: none"> > Equipment on ground > Tree roots sticking out >Slippery surfaces when wet > Honkey nuts and debris on ground > Inattention to surroundings > Shoelaces not done up > Protrusions sticking out from platforms >tripping over logs on ground 	5	2	10	<ul style="list-style-type: none"> >Ppt's warned of slippery terrain and hazards at ground level >Area kept clear, raked if necessary before group arrives 	3	2	6
Structure Failure	<ul style="list-style-type: none"> > Poor maintenance > Elements causing wear and tear on platforms/anchors etc. > People using equipment out of Fairbridge hours causing damage 	3	5	15	<ul style="list-style-type: none"> >Routine maintenance checks to be carried out on the structure to ensure it is safe >Ensure all supporting structures are visually checked during set up >Access to the activity (ladders) to be removed/stored away appropriately when not in use 	1	4	4
Equipment Failure	<ul style="list-style-type: none"> > Equipment being incorrectly used > Equipment not being stored and maintained properly > Equipment left outside to be damaged by environment or people > Ppts not closing gates of 	3	4	12	<ul style="list-style-type: none"> >Ensure all ropes are flaked and checked before use >Ropes are stored correctly away and washed regularly >Only ropes designed for the intended purpose may be used >Equipment is routinely 	1	4	4

	<ul style="list-style-type: none"> karabiners correctly > Cross loading karabiners > Equipment not checked before use > Ppts too young to understand what to do > Karabiners done up too tight > Karabiners clipped on incorrectly > Dirt in rope from being on the ground 				<ul style="list-style-type: none"> washed, lubricated and inspected >A full demo safety brief given 			
Snake/Insect Bites	<ul style="list-style-type: none"> > Adventure area not inspected prior to use > Tall grass surrounding area > Time of year > Ppts wandering off without asking > Ppts wearing inappropriate clothing and footwear 	3	4	12	<ul style="list-style-type: none"> >Area to be monitored at all times for snakes >Tall grass to be cut >No items to left out on floor for snakes/spiders to hide in >Ppts to wear appropriate footwear and to be made aware of danger 	1	3	3
Dehydration	<ul style="list-style-type: none"> > Lack of adequate water supplies > Too much exposure to sun > Time of day that activity is run > Sunburn/sunstroke > Hot and humid conditions > Limited shade available > Ppts not being sunsmart (hat, sunscreen etc.) 	5	2	10	<ul style="list-style-type: none"> >Ensure all participants have adequate water supplies to last session >Ensure adequate shade is provided for group >Additional water to be available if needed >Sunscreen to be provided as needed 	3	2	6
Bad Weather	<ul style="list-style-type: none"> > Instr not aware of forecasted weather > Sudden change in weather 	4	2	8	<ul style="list-style-type: none"> >Forecast gained during winter months and postponed if deemed too 	2	2	4

	<ul style="list-style-type: none"> > Lightening strikes > extreme winds 				<p>dangerous</p> <ul style="list-style-type: none"> >If thunderstorms are to occur, instr to enforce appropriate action 			
Injuries	<ul style="list-style-type: none"> > Equipment falling from height > Ppt/belayer falling over > Loose items in ppts pockets falling out > Shoes falling off ppts > Helmets not correctly fitted > Hair getting jammed in belaying device > Honkey nuts getting thrown by ppts > Feet getting caught in Element 7 (tyres) 	3	3	9	<ul style="list-style-type: none"> > A full demo safety brief given >Unsecure objects not to be taken onto the activity >Correctly fitted helmets must always be worn during activity >Shoe laces to be tied >Long hair to be tied back from face >Ensure adequate supervision of groups by instructors/teachers/parents 	2	2	4
Rope Burn	<ul style="list-style-type: none"> > No gloves worn > Ropes wrapped around limbs > Inattention to situation > Ppts getting lowered down too quickly > Unnecessarily holding onto ropes > Belayers not watching/ready when ppts falls 	5	3	15	<ul style="list-style-type: none"> >Gloves to be worn, if necessary, by belayers >Ropes laid on ground, not around limbs >Constant attention to ppt during descent from belayer >Instructor to supervise any belaying carried out by ppt's 	2	2	4
Hair entanglement /Clothing Jam	<ul style="list-style-type: none"> > Hair not tied back/out of face > Jewellery getting caught in devices > Loose, baggy clothing worn by ppts > Fingers/gloves getting caught in descending/belaying devices 	4	3	12	<ul style="list-style-type: none"> >Checking ppts clothing before starting >All long hair is to be tied back and jewellery tucked away >A full demo safety brief given 	1	3	6

Risk calculation table

Likelihood	Consequences/Impact				
	Insignificant <i>No injuries/low financial loss</i>	Minor <i>First aid /medium financial loss, on site release immediately contained</i>	Moderate <i>Medical treatment/high financial loss. On site release contained on site with external resources</i>	Major <i>Extensive injuries/major financial loss. On site release contained on site with external resources</i>	Catastrophic <i>Death/huge financial loss. Toxic release with detrimental effect. Serious public or media outcry</i>
	1	2	3	4	5
5 - Almost certain Expected to occur in most circumstances	M (5)	H(10)	E(15)	E(20)	E (25)
4 – Likely Will probably occur in most circumstances	M(4)	H(8)	H(12)	E(16)	E(20)
3 – Possible Might occur at some time	L(3)	M(6)	H(9)	H(12)	E(15)
2 – Unlikely Could occur at some time	L(2)	M(4)	M (6)	H(8)	H(10)
1 - Rare May occur only in exceptional circumstances	L(1)	L(2)	L(3)	M(4)	M(5)

LEGEND

E (15-25)	Extreme Risk – Not permitted
H (8-14)	High Risk – Continuous monitoring of the controls measures.
M (4-7)	Moderate Risk – Permitted under supervision
L (1-3)	Low Risk - Manage by routine procedures