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| **Activity: Low Ropes and Confidence Courses** | Version: | 1.0 | Date: | 27 July 2018 |

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| **Value of this activity – what do we hope to achieve?** | |  |
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| **General Risk Assessment - All Low Ropes & Confidence Course Activities** | | | | | |
| **Harm/Loss**  What could go wrong? | **Hazard**  Why would this happen? | **Risk Rating?**  How serious? | **Controls**  How can it be prevented? First try to eliminate, then minimise the risk  Who is responsible for implementing the control? | **Check**  Controls implemented?  Reviewed? | **Residual Risk Rating?** |
| Serious Injury (fracture, spinal, concussion) or other injury (sprain, strain, bruise). | Fall from height and hitting ground or structure caused by:  Structural failure  Loss of Control   * Losing balance * Slipping * Inattention * Lunging for end / rope * Awkward landing * Lost footing * Fooling around * Pulled off | **High** | **Organisation**  Design and build activity to:  - limit activity height to no more than 2000mm above ground  - reduce likelihood of impact with structure, fittings, concrete footings etc  - include impact attenuating surface, e.g. 300mm bark (where no impact attenuating surface, then limit activity height to 1500mm)  - comply with building regulations, and local body requirements  **and** (or - if hiring only)  Ensure activity/facility is well maintained, and has been inspected within past 6 months - with inspections to include a particular focus on critical connections and moving parts.  Provide (or ensure understand) clear operating parameters – e.g. maximum safe weights, number/age of participants, operational instructions, safe zones, emergency assistance information.  Ensure leader has sufficient competence and experience.  **Leader**  Set activity up correctly, including attachments of portable components.  Ensure understand operating parameters for activity.  Consider weather conditions and forecast, and adjust activities as appropriate.  Provide clear activity instructions - including ‘how to’, ‘step down’ and ‘what if?’  Identify risks associated with specific activity (e.g. wet and slippery) and discuss with participants.  Ensure the group is appropriately warmed up and prepared, including specific understanding of safety roles.  Provide clear instruction and practice of spotting technique and monitor throughout.  Provide close supervision of participants and spotters throughout activity - to ensure no sudden lunges, fooling around etc.  Give consideration to use of adjacent elements/activities to avoid congestion.  Ensure appropriate level of challenge to maintain participant interest.  **Participant**  Follow instructions, participate fully, remain attentive and spot effectively as required.  Wear appropriate footwear and clothing (as instructed).  Disclose relevant medical information. |  |  |
| Entrapment / entanglement / strangulation, due to:   * Activity design or build * As above | **High** | As above, and:  **Organisation**  Design and build activity so that cannot trap people or body parts e.g. in tunnels, nets, or crawling features.  **Leader**  Check for risk of entrapment/entanglement and manage/monitor closely.  Ensure participants clothing not likely to become entangled. |  |  |
| Collision with structure or other person; due to:   * Inattention * Uncontrolled landing * Poor boundaries | **High** | As above, and  **Organisation**  Design and build activity to avoid potential collisions - with structure, other participants.  **Leader**  Check for risk of collision and manage/monitor closely.  Ensure that landing areas clearly identified and kept clear. |  |  |
| Lessor Injury – cuts, grazes, burns, bruises etc | Abrasion due to friction, caused by:   * Rope burn * Sliding too fast * Grass burn * Protrusions | **Medium** | As above, and:  **Organisation**  Design and build activity to minimise potential for burns, and likelihood of splinters, loose nails, screws or other protrusions; including ensure tyres not steel belted.  **Leader**  Check for risk of abrasion and manage/monitor closely  Ensure participants are appropriately clothed.  **Participant**  Wear appropriate clothing - minimise bare skin. |  |  |
| General Difficulties – may result in either serious or lessor injury | Unsafe / reckless behaviour | **Medium** | **Organisation**  Ensure behavioural expectations are clear to participants and supervising teachers/helpers.  **Leader**  Provide appropriate supervision and reinforce behavioural expectations.  Minimise unstructured free time. |  |  |
| Inappropriate action by/with staff/volunteers | **Medium** | **Organisation**  Ensure staff are safety checked - including referee checks.  Consider police vetting of volunteers.  Provide clear guidelines around appropriate behaviour - avoid being alone with children, open door policy, involve other adults where possible. |  |  |
| Inappropriate action by/with public | **Low** | **Leader**  Provide clear guidelines around behaviour - at least 2 participants together at all times.  Provide clear boundaries.  Ensure understand who else is in area.  Provide visible supervision of minors. |  |  |
| Weather (e.g. heavy rain, wind, lightning) or geological (e.g. earthquake, volcanic) events | **Low** | **Organisation**  Consider environmental hazards (include wind effect, flooding potential and land stability.  Check weather forecast.  Consider how might evacuate if necessary.  Brief participants what to do if need to evacuate. |  |  |
| Medical Incident | Pre-existing Medical Condition | **High** | **Organisation**  Collect accurate medical information, discuss and ensure information is tagged to the right person.  Ensure participant carries appropriate medication and that others know how to administer it.  Ensure appropriately competent staff - First Aid minimum.  **Participant**  Honest disclosure of medical information. |  |  |
| Allergic Reaction | **Medium** | As above, and:  **Organisation**  Discuss allergy action plan, ensure info tagged to right person  Ensure appropriately competent staff know how to recognise & respond to anaphylaxis.  **Leader**  Know who is at risk, & be aware of their allergy action plan.  Minimise exposure to triggers, including wasps, onga onga, excessive grass  If known food allergy - manage food preparation, clearly labelled food, prevent cross contamination, personal hygiene. |  |  |
| Missing person | Wanders off | **Low** | **Leader**  Be familiar with whole of site beforehand.  Provide:  (and possibly mark) clear boundaries.  Clear guidelines around behaviour – stay in twos at all times.  Method of, and regular, accounting for everyone. |  |  |
| Hypothermia (too cold) | Cold and/or windy weather, inadequate clothing &/or shelter | **Medium** | **Organisation**  Be aware of weather conditions and plan accordingly – have contingency plan and consider cancel or alternate activity in poor weather.  Brief participants and provide checklist of suitable clothing.  **Leader**  Check participants clothing (wind and rainproof) is suitable.  Have extra clothing, food and hot drinks available in poor weather.  Be aware of signs of hypothermia and the need to keep energy level high. |  |  |
| Hyperthermia (overheating) | Hot weather (strong sun, no breeze) and/or overexertion | **Medium** | **Leader**  Ensure participants have plenty to drink, use sun hats and sunscreen and stay in shade, where possible.  Ensure extra water, spare sun hats and sunscreen available.  Provide/use shaded areas.  Adjust activity. |  |  |
| Emotional distress | Unfamiliar environment, routine, stressed, anxious | **Medium** | **Organisation**  Collect accurate medical/behavioural information, discuss with participant and/or caregiver.  **Leader**  Implement appropriate strategies re support etc. |  |  |

### In addition if Involving Water

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| Drowning | Entrapment under, or loses consciousness in, water | **High** | **Organisation**  Ensure all water activities are closely supervised by competent leaders/supervisors who have been thoroughly briefed.  Consider having buoyancy aid at hand or require non- floaters/swimmers to wear PFDs.  **Leader**  Check water for hazards prior to activity.  Ensure know whereabouts of, and account for, all participants entering water. |  |  |
| Serious Injury (fracture, spinal, concussion) or other injury (sprain, strain, bruise). | Diving/jumping/ collisions with:  - hard objects  - shallow water  - other participants | **High** | As above, and:  **Leader**  No diving or jumping into shallow, or water of an unknown depth.  Briefing participants to avoid diving or jumping onto other participants in the water. |  |  |

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| **Reviewed by:** |  | **Date:** |  | **Approved by:** |  | **Next Review:** |  |

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| **Activity Specific Hazard Analysis:** | By: |  | Date: |  |

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| Activity Specific Hazards  - What else could go wrong (with this particular activity at this site)? | Management - How can we control this? |
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| Specific Hazards on the Day  - What could go wrong at this site:  1. On this day (weather, etc)  2. With these people (participants, staff etc)? | Management - How can we control this? |
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| Past Incidents  - Any learnings to note? | Management - How can we control this? |
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| **Leadership and Supervision plan:** | By: |  | Date: |  |

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| Supervision Requirements | Consider the staff required to manage this activity safely | Contact details (mobile phone no./radio no. etc) |
| Who is in charge of the activity? (The Leader) |  |  |
| Who are assisting the leader? |  |  |
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| Staff Competency  Names | Are there any designated roles based on skills/competency (e.g first aider, cook, driver etc)? |  |
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| **Emergency Communication Plan:** | By: |  | Date: |  |

*This component should help users of the guide to consider site specific characteristics of their activity including details about evacuation procedure, communications (cell coverage), emergency resources and options that are available at the site.*

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| Assistance | | | |
|  | Detail | Location | Phone |
| Emergency | **Police, Fire or Ambulance** |  | 111 |
| Police | **Non-emergency** or from **Sat Phone** | North Comms (covers New Zealand north of Turangi): | +64 9 571 2800 |
| Central Comms (covers North Island south of Turangi): | +64 4 381 2000 (ask for Comms) |
| South Comms (whole of the South Island): | +64 3 363 7400 (ask for Comms). |
| Xxxx Hospital |  |  |  |
| Nearest Medical Centre | Open hours? |  |  |
| 24 Hour Surgery | 24 hrs |  |  |
| Urgent Pharmacy |  |  |  |
| Poison Centre |  |  | 0800 POISON (0800 764 766) |

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| Organisation contacts | | | |
|  | Name | Email | Phone |
| Organisation | Office Ph  Sat Phone |  |  |
| Duty Manager | Names of people who will need to know about an emergency (who are not next of kin) |  |  |
|  | On Call Phone |  |  |
| Legal |  |  |  |
| Insurance |  |  |  |

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| **Participant details/register:**  All participants including leaders, assistants, parents, helpers | | | | | | | By: |  | | Date: |  |
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| Participant Name | Role | Emergency Contact (next of kin, guardian, spouse etc) | Address | Phone | | | Critical Personal information | | |
|  | | e.g. participant, leader, parents/guardians, |  |  |  | | | Allergies, disabilities, medical conditions, medications carried etc | | |
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| **Site/Area Map:** | By: |  | Date: |  |

**Site/Area Map.** *Draw, paste or attach a map, diagram or photo of your site and note the following (if relevant): access points, hazard/out of bounds areas, emergency evacuation/exit points, key locations, locations of landline phones/areas with/without cell reception, emergency service access points and addresses/heli landing area, traffic/parking areas, toilets, water sources, emergency meeting areas, activity areas, drinking water sources, flammable storage areas.*

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| * **Resources and Equipment:** | By: |  | Date: |  |

*Use the Low Ropes and Confidence Courses Good Practice Guideline and Generic Guidelines to fill this out for your specific needs:*

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| Participant | Item | # Check | Item | # Check | Item | # Check |
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| **Post Event Review:** | By: |  | Date: |  |

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| Post Event Review  - Critical learnings from this event and previous events |  |
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