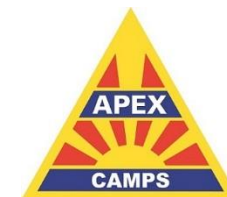


Risk Assessment for Low Ropes



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Reviews

Completed By	Revision Date	Approved By	Approval Date
R Shanks	23/07/2018	A Daykin	23/07/2018

Risk level	Action required/approval
Low Little chance of incident or serious injury.	<input checked="" type="checkbox"/> Manage through regular planning processes

Minimum Supervision

At least 1 qualified Activity Instructor is to be present to run Low Ropes

Recommendation

Low Ropes is recommended for grade 2 and above.

It is strongly recommended that at least 1 group teachers/ supervisors are present to assist with student behaviours

Qualifications

All Apex staff and contractors hold at a minimum, one of the following qualifications/skills sets or other recognised skill sets/qualifications from another jurisdiction, along with mandatory First Aid/ CPR and QLD Blue Card, working with children check.

- Certificate 3 Outdoor Recreation specialising in Conduct Low Ropes
- Certificate 4 Outdoor Recreation specialising in Conduct Low Ropes
- Diploma Outdoor recreation specialising in Conduct Low Ropes

Through the use of well maintained equipment, training and accredited staff and sound operating procedures and policies Apex Camps control the "real risks" associated with this activity

In assessing the level of risk, considerations such as the likelihood of an incident happening in combination with the seriousness of a consequence are used to gauge the overall risk level for an activity. The matrix below has been used as a guide to assist with developing the risk assessment:

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
5 Almost Certain	Medium	Medium	High	Extreme	Extreme
4 Likely	Low	Medium	High	High	Extreme
3 Possible	Low	Medium	High	High	High
2 Unlikely	Low	Low	Medium	Medium	High
1 Rare	Low	Low	Low	Low	Medium

Risk Level	
Low	Little chance of incident or serious injury.
Medium	Some chance of an incident and injury requiring first aid.
High	Likely chance of a serious incident and injury requiring medical treatment.
Extreme	High chance of a serious incident resulting in highly debilitating injury.

Minimum Equipment/Facilities

First aid kit suitable for activity

Communication system

Electronic and other equipment that can be damaged by water is to be carried in water resistant containers.

Leaders are responsible for determining the equipment to be carried by all participants. The following communication equipment should be appropriate for the activity and area of operations.

- Phone-line at location
- Mobile phone
- UHF Radio

Sun Safety equipment (hat, sunglasses, sunscreen, shirt etc)

Appropriate clothing and footwear (no singlets, skirts, short shorts, thongs, crocs etc)

Leader will inspect the area and ensure its soundness before commencing the activity

Equipment /maintenance log to be kept or each session

Drinking water (students should not share drinking containers)

Vehicular access to within a reasonable distance of the activity in case of emergency

Hazards and Control Measures

Listed below are the indicative hazards/risks and the control measures.

Hazards/Risks	Control Measures
Biological material <ul style="list-style-type: none">• Bodily fluids (e.g. blood, sweat, saliva)	<ul style="list-style-type: none">• Comply with HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions and Infection Control Guidelines. Students with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious.• Have sufficient and suitable containment material (bandages, etc.) available• Ensure that personal items are not shared.
Environmental conditions <ul style="list-style-type: none">• Weather• Surfaces• Surrounds	<ul style="list-style-type: none">• Assess weather conditions before and during activity (e.g. temperature, storms)• Check and assess surrounds for loose items, debris and hazards and suitability of participants.• The location should allow safe access to the staging areas• Visibility and access to be considered before choosing routes• Consider hazards associated with types of fencing material, gates and other infrastructure.
Equipment <ul style="list-style-type: none">• Equipment failure• Burns from ropes and wires	<ul style="list-style-type: none">• Use, maintain and store equipment according to manufacturer's specifications• Conduct regular equipment checks prior to start of sessions. Particular attention to fastening systems when removable rope systems are used• Check for worn or faulty equipment, and adhere to manufacturer's guidelines for life of equipment• Ensure all safety equipment is in place and in good condition and discard immediately if not suitable• Demonstrate safe spotting practice 2 spotters required for each participant.• Supply all equipment in a clean and serviceable condition• Ensure wet equipment is dried before storing• Check equipment before use• Provide specific (written and verbal) training in and awareness of safety requirements.
Heights <ul style="list-style-type: none">• Falling from elements	<ul style="list-style-type: none">• Have appropriate lead-up activities before students use the low ropes course• Follow progressive and sequential skill development eg. trust falls• Use, maintain and store equipment according to the manufacturer's specifications.• Use of helmets is recommended.

Hazards/Risks	Control Measures
<p>Physical exertion</p> <ul style="list-style-type: none"> • Strains and sprains • Exhaustion and fatigue 	<ul style="list-style-type: none"> • Have appropriate warm-up and warm-down activities • Follow progressive and sequential skills development • Have ice packs available • Continuously monitor students for signs of fatigue and exhaustion • Continuously monitor students for fear and/ or hesitancy, or loss of balance
<p>Students</p> <ul style="list-style-type: none"> • Special needs • High risk behaviours • Medical conditions • Student numbers 	<ul style="list-style-type: none"> • Obtain parental permission including relevant medical information • When students with medical conditions are involved, ensure that relevant medical/ emergency plans and medications are readily available (insulin, Ventolin, Epipen, etc) • Refer to individual education plan/Educational adjustment plan/Behaviour management plan and other student documents. • Where necessary, obtain advice from relevant advisory visiting teachers or specialist teachers • Ensure there is adequate adult supervision • Ensure long hair is tied back before participating in the activity • Students who are actively participating in the activity, to be seen by at least one adult at all times • Jewellery can be a serious hazard when undertaking many activities. All forms of jewellery should be considered in terms of the risk it presents for each activity. Procedures are in place to dissuade or protect (e.g. tape) the wearing of jewellery accordingly.

<p>Emergency Procedures</p> <p>1.Effect Rescue as required. 2.Conduct First Aid as required. 3.Contact Emergency Services via mobile phone, radio. 4.Depending on injury: Stabilise patient and await ambulance or remove patient to appropriate site to recover. 5.In the event of serious injury, suspend activity until incident can be investigated</p>	<p>Teacher/group leader responsibilities</p> <ul style="list-style-type: none"> • Inform & liaise with Activity Staff regarding any potential issues with group (behavioural, disabilities, injuries) • Listen to activity briefings and assist Staff in procedural aspects of session as required, such as helping students to belay under supervision of Activity Staff • Monitor & take charge of behavioural issues if needed and attend to any pre-existing medical conditions 	<p>Participant Briefing Instructor should cover:</p> <ul style="list-style-type: none"> •Challenge by Choice Philosophy •Session Objectives •OH&S Brief •Safety Brief •Equipment Familiarisation •Skills Demo & Practice 	<p>Participant Requirements</p> <ul style="list-style-type: none"> •sunscreen, insect repellent •medication (if relevant) •water bottle •fully enclosed shoes, hat •minimum of sleeved shirt that covers midriff when arms are raised •shorts/leggings that preferably cover knees (to prevent grazes) •hair tied back, jewellery removed
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