

Risk management activity specific plan

AGH CAMPS
— SOUTH WEST SYDNEY —

These are for hazard identifications / controls not listed in the main risk assessment

<p>Name of workplace: AGH CAMPS</p> <p>Address: 71 DREDGE AVE, DOUGLAS PARK</p>						
Location / Activity	Hazard Identification Type / Cause	Current Controls	Risk matrix score	Elimination or Control Measures	Who	When
Abseiling Tower	Incorrect access to tower	Instructor briefing	4	Participants briefed on correct access up the multi activity tower and out along the suspension bridge.	Instructing staff	At the start of a briefing
	Drop Zones	Instructor briefing	5	Participants briefed on staying clear of the marked drop zone area around the base of the tower.	Instructing staff	At the start of a briefing
	Participant inversion	Instructor briefing	4	Participants are briefed on what an inversion is, common causes and what to do if they are in that situation	Instructing staff	At the start of a briefing
	Panels separating from the tower	Instructor pre-activity inspection	3	Staff are required to inspect the state of Abseiling Tower including: anchor points, panels and critical safety equipment (ropes, carabiners, harnesses and helmets) during set up to identify risks or faults	Instructing staff	During pre-activity inspection

Name of workplace: AGH CAMPS

Address: 71 DREDGE AVE, DOUGLAS PARK

Location / Activity	Hazard Identification Type / Cause	Current Controls	<u>Risk matrix score</u>	Elimination or Control Measures	Who	When
	Clients accessing climbing side of the tower after hours	All gates are locked at the end of each session	3	Staff are required to ensure that all gates to the climbing side of the tower are locked at the conclusion of each activity. Each staff member has access to gate keys.	Instructing staff	At the end of the activity
	Unconscious participant	Releasable abseiling system ensuring the participant can be lowered hands free	3	Staff trained on rescue, assessed, and signed off before leading activity. The abseiling system that is used ensures that this is possible even when a participant is unconscious (releasable system on top belay)	Instructing staff	Set up and throughout activity
High Ropes	Hands on safety line and jamming/crush injuries	Instructor briefing	5	Participants are briefed on keeping their hands off the critical line as much as possible.	Instructing Staff	At the start of the briefing
	Incorrect use of the simulator	Adult supervision	3	Instructor or Teacher to supervise participants using the simulator course in the correct manner with all safety gear attached.	Instructing and Visiting Staff	Before and during the activity session
	Loose quick links/maillons on obstacles	Quartely/Yearly Inspections	3	During Quarterly inspections performed by Instructing staff, each maillon/quick link will be tested (finger tight). If the maillon is loose then it will be adjusted with an appropriate tool (tool tight). During Yearly inspections performed by external engineers, the same process will be followed.	Instructing Staff External engineering staff (Vertical)	Quarterly / Yearly / As required

Name of workplace: **AGH CAMPS**

Address: **71 DREDGE AVE, DOUGLAS PARK**

Location / Activity	Hazard Identification Type / Cause	Current Controls	<u>Risk matrix score</u>	Elimination or Control Measures	Who	When
	Overloading critical belay lines	Instructor briefing	3	Students are instructed during briefing to ensure that only 2 participants can use 1 obstacle (1 critical belay line or 1 platform) at any 1 time. Instructors at each level supervise and enforce this.	Instructing Staff	Before and during the activity session
	Loose items falling	Participants instructed to remove loose items before activity	3	Instructors during their briefings instruct participants that they must remove all loose items from their pockets before starting the activity. Instructors stationed at each level check with participants again before allowing them on to the activity. All participants walking underneath the activity must wear a helmet to protect themselves from any loose items that are not removed. Participants are briefed on the "ROCK" call procedure as per the site's SOPs.	Instructing and Visiting Staff	Before and during the activity session
	Obstacle and Critical Line Failures	S.K.Y.S.C.R.A.P.E.R daily checks	3	S.K.Y.S.C.R.A.P.E.R checks are carried out by staff daily. This process provides daily reporting on the condition of the structure. Allowing any abnormalities to be picked up and addressed immediately.	Instructing Staff	Start of each day
	Equipment failure	Harnesses, straps and C links are checked Daily/Quarterly/Yearly	3	All PPE is visually inspected daily to ensure the safety of participants. Any damaged items are isolated immediately for further inspection.	Instructing staff	Before the activity session Quarterly/Yearly

Name of workplace: AGH CAMPS

Address: 71 DREDGE AVE, DOUGLAS PARK

Location / Activity	Hazard Identification Type / Cause	Current Controls	<u>Risk matrix score</u>	Elimination or Control Measures	Who	When
				<p>All PPE is inspected in detail quarterly/yearly to ensure that all equipment is suitable for use. Any damaged items are isolated, disposed of safely and replaced.</p> <p>Participants are instructed to refrain from dropping, dragging along the ground and/or swinging the equipment around to minimise wear and tear.</p>		
	Unconscious participant	Instructors carry quick rescue packs to lower participant	3	Instructing staff stationed at each level carry a ready-made rescue pack (Milan device). These rescue packs are checked before the activity starts to ensure that they are ready to deploy in the event of an emergency	Instructing staff	Before and during the activity session
	Grazes, cuts and scrapes	Adult supervision	4	Instructors carry first aid kits to manage any minor injuries	All staff	During the activity session
	Tangled in activities	Adult supervision	4	Instructing and assisting staff are placed at each level of the course. Coaching and reminders are given to participants that are experiencing difficulties. Staff are also on standby for a rescue.	Instructing and Visiting Staff	During the activity session
	Slippery obstacles when wet	Instructor briefing	5	Participants are briefed during wet weather that obstacles are slipperier than normal conditions. Participants are advised to take their time when traversing through the course	Instructing and Visiting Staff	Before and during the activity session

Name of workplace: AGH CAMPS

Address: 71 DREDGE AVE, DOUGLAS PARK

Location / Activity	Hazard Identification Type / Cause	Current Controls	<u>Risk matrix score</u>	Elimination or Control Measures	Who	When
	Disconnecting safety clips	Decreased ratios	3	Participants thoroughly briefed on the importance of safety clips remaining attached to safety lines. Adult to participant ratios decreased from a maximum of 1 to 15 down to a maximum of 1 to 10 by introducing an assistant into the lesson. Instructors are stationed at disconnection points to ensure the participant is not exposed to an edge while disconnected	Instructing and assisting staff	When required
Archery	Falling on arrows	Instructor briefing	4	Participants are briefed on the importance of firing down the range. Participants briefed on how to carry arrows correctly to avoid injury (arrow held underneath the fletch, between the webbing of fingers)	Instructing Staff	At the start of the briefing
	Bow strings bruising participants	Long sleeves for participants and briefing	4	Participants are shown correct firing techniques to ensure that forearms are clear of the bow string when firing. Additional arm protection in the form of long sleeves is encouraged.	Instructing staff and participants	During the activity
	Bow string breaking during aiming	Equipment is assessed during set up and pack down	4	Equipment is assessed for damage/wear and tear and is replaced at an appropriate time	Instructing staff	Ongoing

Name of workplace: AGH CAMPS

Address: 71 DREDGE AVE, DOUGLAS PARK

Location / Activity	Hazard Identification Type / Cause	Current Controls	Risk matrix score	Elimination or Control Measures	Who	When
	Arrows shot outside the range	Instructor briefing	3	Instructors' brief participants to understand the dangers of stray firing and demonstrate proper technique to ensure this does not occur. As an added measure, the nearby area is out of bounds during an archery lesson	Instructing staff	Before and during the activity
	Wayward shooting	Instructor briefing and supervision Freezing the course when pedestrians pass the archery field	3	Instructors' brief students on the inherent dangers involved with Archery. Instructors also run the session ensuring that participants stay behind the firing line until everyone has finished shooting and that arrows are collected at the same time after bows have been placed away. Instructors freeze the course as pedestrians pass the archery range on foot.	Instructing Staff	During the activity
Bushcraft	Burns	Instructor briefing Training	5	Participants are briefed on the correct techniques in dealing with fires to prevent burns All instructing staff have their senior first aid training and first aid kit to deal with any basic burns. Emergencies will call 000	Instructing staff	During the activity session
	Fire Spreading	Water / Dirt	6	All staff to carry sufficient water to douse a fire at the end of the session along with dirt if necessary	Instructing staff	At the end of the session

Name of workplace: AGH CAMPS

Address: 71 DREDGE AVE, DOUGLAS PARK

Location / Activity	Hazard Identification Type / Cause	Current Controls	Risk matrix score	Elimination or Control Measures	Who	When
Canoeing / Raft Building (creek)	Activity Access	Access trail	5	Access trail cleared and defined	Maintenance Staff	Ongoing
	Flooding	All equipment locked up and chained to surrounding trees	4	All equipment is locked to surrounding trees to ensure equipment is not lost during times of flood. Trails, equipment, and the condition of the river will all be assessed prior to any canoeing session following a flood. If it is safe to do so, the activity will resume.	Management	Before resuming activities after a flood
	Lost participants	Group management	4	Instructing staff ensure that one of them is first on the water and last off the water to ensure that the group is always managed within boundaries.	Instructing staff	During the activity session
	Participants falling/tripping on the walk to the activity	Group management and bush walking skills	4	Instructing staff utilise bushwalking skills and briefing to ensure students are aware of the steep terrain. Continuously monitor students progress down steep sections and use a teacher or second staff member at the back of the group to assist students. First aid kits are carried during all activities	Instructing staff	In transit to the activity
	Participants striking one another with paddles	Group management	4	Participants that use paddles to strike other students are excluded from the activity.	Instructing staff	During the activity session

Name of workplace: AGH CAMPS

Address: 71 DREDGE AVE, DOUGLAS PARK

Location / Activity	Hazard Identification Type / Cause	Current Controls	<u>Risk matrix score</u>	Elimination or Control Measures	Who	When
	Stolen equipment	Locked boxes and trace locks for all stored equipment	4	Equipment stored down at the river is secured inside of a locked container (paddles). Canoes stored down at the river is secured with a trace lock (chain and padlock).	All staff	When not in use
	Back injuries while lifting	Proper lifting techniques and teamwork	3	Instructors are taught and teach participants to work in groups of 4 when lifting or moving canoes to the water. This reduces the likelihood of injury as the weight is shared. Proper lifting techniques are also taught to reduce the chance of injury.	Instructing staff and participants	During the activity session
	Poor or non-swimmers	Safety Equipment Documentation	5	All participants are required to wear a correctly fitting PFD when on the water. Poor swimmers are closely monitored during the lesson	Instructing staff Instructing and visiting staff	During the activity session
	Weather conditions	Internet monitoring	5	Weather checks are made at regular intervals when sessions are due to run. Checks for tidal information to assess the potential currents.	Management	Prior and during an activity session
	Capsized canoes	Rescue procedures	4	All staff are trained and assessed to be able to perform rescues on capsized canoes when necessary	Instructing and training staff	During training

Name of workplace: AGH CAMPS

Address: 71 DREDGE AVE, DOUGLAS PARK

Location / Activity	Hazard Identification Type / Cause	Current Controls	Risk matrix score	Elimination or Control Measures	Who	When
Dangling Duo	Participant falling	Correct belaying techniques	3	Participants briefed on the importance of correct belaying techniques Instructors monitor the belay teams Communication between belay team and climbers to ensure an appropriate level of slack in the rope while climbing.	Instructing staff	At the start of a briefing
	Cutting hands on wires	Briefing	4	Participants instructed and coached through session to keep hands clear of the metal wires holding the activity up.	Instructing staff	During the activity session
	Splinters	Quarterly Inspections	5	Logs are checked for splinters Quarterly. Instructors will also remove presence of splinters if found immediately.	Instructing staff	After the activity and during Quarterly Inspections
	Supervision	Decreased ratios	5	Adult to participant ratios decreased from a maximum of 1 to 15 down to a maximum of 1 to 10 by introducing an assistant into the lesson.	Instructing staff and visiting teachers	During the activity briefing
	Failure of the anchor	S.K.Y.S.C.R.A.P.E.R daily check Yearly inspections	3	Anchor points will be checked as part of the S.K.Y.S.C.R.A.P.E.R daily set up check. If an issue is found, the activity will be isolated and another activity will be used whilst the issue is resolved.	Instructing staff External engineers	Daily, Quarterly and Yearly
	Protective Equipment	Helmets	5	Helmets to be worn by all participants when entering the drop zone under a climber or when climbing.	Instructing staff and VT's	During the activity session

Name of workplace: AGH CAMPS

Address: 71 DREDGE AVE, DOUGLAS PARK

Location / Activity	Hazard Identification Type / Cause	Current Controls	<u>Risk matrix score</u>	Elimination or Control Measures	Who	When
Gorge Swing	Falling off the step	Support available Flat loading zone	3	Participants guided up the step by the instructor and immediately connected once they are within range of the safety carabineers.	Instructing Staff	During the activity session
	Connection point failure	A – F safety checks Instructing staff working in pairs to double check each other's work. Regular gear inspection	3	Before any participants are winched up to begin the activity, each instructor completes an A – F safety check to ensure that all gear has been attached correctly. Instructing staff check the harnesses and connection points to eliminate the possibility of a connection being missed. Any worn gear is assessed daily and retired/replaced, as necessary.	Instructing staff	During the activity session
	Staff dragged off the edge of the cliff	Training staff on how to safely slow/stop the swing. Safety lines and clip in points for staff provided.	3	All instructing staff are trained on how to properly slow down the Gorge Swing as per the SOPs. This process involves taking the momentum out of the swing in increments, rather than grabbing on to the back of the swing and being dragged towards to edge of the cliff. Safety lines and a structural clip in point is provided for staff to remain attached to, to ensure they are not dragged or pushed off the edge of the cliff.	Instructing staff Trainers	During the activity session
	Hit by swing	Safe and danger zones designated during swings operation	3	Staff ensure that the area the swing operates in is clear of participants and staff before winching participants up. Staff also ensure that the area remains clear throughout the duration of the swing's operation, until it comes to a stop.	Instructing staff members	During the activity session

Name of workplace: AGH CAMPS

Address: 71 DREDGE AVE, DOUGLAS PARK

Location / Activity	Hazard Identification Type / Cause	Current Controls	Risk matrix score	Elimination or Control Measures	Who	When
	Participants slipping off the swing when disembarking	Instructor support	5	When disembarking from the swing, instructors provide support on the participants harness to ensure that they do not lose their balance.	Instructing staff	During the activity session
	Structural failure	Quarterly and Yearly inspections	3	Each Quarter, the structure and activity equipment are reviewed to ensure the continued safe operation of the activity. This is carried out by trained, instructing staff. Each Year, an inspection is carried out by an external engineering company to ensure the continued safe operation of the activity. All results are published in a report and reviewed.	Instructing staff External engineering company	Quarterly and Yearly inspections
	Swing does not release or the winch breaks during hoisting	Swing able to be lowered by hands on belay	4	In the event of a damaged/incorrectly threaded release cord or a broken winch, the participants can be lowered by a black rope safely. Instructing staff are all trained on how to perform this rescue.	Instructing staff	At all times
	Falling off the cliff edge	Red "Danger Zone" has been marked 2m away from the cliff. Gate installed Access to the activity is restricted when no staff are present.	3	The controls addressed serve to mitigate the likelihood of a participant falling off the edge of the cliff. Gate installed at the cliff edge to prevent entry when the activity is not in session. Gate is closed and locked by instructing staff at end of the session.	Instructing staff Touch Cloud Instructing staff	At all times After each session

Name of workplace: AGH CAMPS

Address: 71 DREDGE AVE, DOUGLAS PARK

Location / Activity	Hazard Identification Type / Cause	Current Controls	Risk matrix score	Elimination or Control Measures	Who	When
Mini and Maxi Zips	Hands on safety line	Instructor briefing	4	Participants are briefed on keeping their hands off the safety line as much as possible. Participants assisted to return to the landing zone if they fail to make it	Instructing and assisting staff	At the start of the briefing
	Fingers under flying fox	Instructor briefing	5	Participants are briefed on keeping their hands off the safety line as much as possible.	Instructing Staff	At the start of the briefing
	Trees running over/falling on the zip line	Daily check	3	All structural parts of the system are assessed using the S.K.Y.S.C.R.A.P.E.R. daily check. Ensuring that all critical lines are cleared of branches and free from points of wear is part of this check.	Instructing staff	Daily
	Falling off ladder during disconnecting	Instructors support harness	4	Instructors support the harness of participants as they descend the ladder and ensure the stability of the ladder prior to disconnecting.	Instructing staff	During the activity
	Clients unable to reach clip in point for zips	Step ladder/Gorilla Step	5	Gorilla steps or step ladders are provided to assist clients connecting to the zip line.	Management	Before the activity
	Trip hazard	Instructor briefing	4	Participants briefed on relatively rough terrain on their way back from the end of maxi zip.	Instructing staff	At the start of the briefing

Name of workplace: AGH CAMPS

Address: 71 DREDGE AVE, DOUGLAS PARK

Location / Activity	Hazard Identification Type / Cause	Current Controls	Risk matrix score	Elimination or Control Measures	Who	When
	Jammed pulley/zip device	Daily/Quarterly/Yearly inspections	5	Dirt can jam the pulley/zip system. Participants advised to not drag their pulley/zip along the ground. Instructors trained to inspect devices to clear dirt as it builds up.	Instructing staff	Quarterly/Yearly inspections or as required
	Safe and Hot Zones	Adult supervision	4	Participants briefed on only accessing the hot zones when under direct supervision and instruction from a qualified staff member	Instructing Staff	During the activity session
Pioneering	Falling off chariot	Instructor briefing and supervision	6	Participants briefed and coached on how to build a sturdy chariot and then making safe and controlled movements to get to their goal area.	Instructing staff	At the beginning and during the activity session
Quick Drop	Stumbling back into the tower on landing	Padding	4	Participants briefed on stepping not jumping off the platform	Instructing staff	At the start of briefing
	Slip hazard	Grip tape on stairs	5	Participants briefed on correct stair access for controlled ascent to the Drop platform	Instructing staff	During the activity session
	Malfunctions from operating outside of specifications (Min/Max rider weight, Max operating temperature)	Enforced during briefings	4	Min weight 20kg, Max weight 130kg, Max operating temperature 40 °C. These limitations are expressed to participants during their briefing. Limitations are set as per manufacturers specifications.	Instructing staff Teachers	During the briefing

Name of workplace: **AGH CAMPS**

Address: **71 DREDGE AVE, DOUGLAS PARK**

Location / Activity	Hazard Identification Type / Cause	Current Controls	<u>Risk matrix score</u>	Elimination or Control Measures	Who	When
	Retrieval hook falling off platform	S.K.Y.S.C.R.A.P.E.R daily check	4	Checked as part of the S.K.Y.S.C.R.A.P.E.R daily set up check. If an issue is found, the activity will be isolated and another activity will be used whilst the issue is resolved.	Instructing staff	At the beginning of the session
	Jarring landing	Instructor briefing	4	Participants briefed on bending the knees to brace for landing on the ground.	Instructing staff	During the activity session
	Emotional distress	No push policy	6	To maintain our child protection policy and to ensure that no emotional distress is unduly experienced, instructors are trained to not push students off the top platform.	Instructing staff	During the activity session
	Strap wrapping around participants neck	Ensuring there is no slack in the system before jumping	3	Visual check pre-jump to ensure there is no slack in the auto belay descent to minimise the chance of the strap wrapping around a participant's neck.	Instructing staff	During the activity session
	Landing on other participants	Drop zone designated	4	Drop zones are designated as non-entry zones when participants are on the platform to minimise this risk	Instructing staff	Participants are on the Drop platform
	Overloading platform	Weight / number of participant restrictions	5	There is no weight limit on the tower, however, the instructor may limit the number of people in "active" zones depending on the age and abilities of the group.	Instructing staff	During the activity session
Raft Building (Pool) **Creek see above	Poor or non-swimmers	Safety Equipment and documentation	5	Instructing staff manage students in the water. PFD's compulsory for students entering the water	Instructing staff	During the activity session

Name of workplace: AGH CAMPS

Address: 71 DREDGE AVE, DOUGLAS PARK

Location / Activity	Hazard Identification Type / Cause	Current Controls	Risk matrix score	Elimination or Control Measures	Who	When
				Instructors receive information from schools prior to camp identifying non-swimmers.		
	Crush injuries to extremities or back injuries	Limit carrying weights	4	When setting up or packing down the activity, instructors coordinate students in carrying the materials. Instructors ensure an appropriate amount of weight is carried or shared between enough students to prevent injuries.	Teachers Instructing staff	During the activity session
	Tangle in equipment/drowning	Instructors on standby to assist when participants are in the water	4	Instructing staff manage students in the water. PFD's compulsory for students entering the water	Instructing staff	During the activity session
Sky Cycle	Drop Zones	Instructor briefing	5	Participants briefed on staying clear of the marked drop zone area around the base of the tower.	Instructing staff	At the start of a briefing
	Incorrect access to tower	Instructor briefing	4	Participants briefed on correct access up the multi activity tower to the Sky Cycle level.	Instructing staff	At the start of a briefing
	Instructor/client disconnection on platforms	Working and managing clients at heights training	3	During training, instructors are trained and assessed on working at heights principles. Client management at height principles are also covered. This is done to ensure that instructors and participants are never exposed to an edge whilst disconnected from safety lines.	Instructing staff	At all times when working at heights During instructor training

Name of workplace: AGH CAMPS

Address: 71 DREDGE AVE, DOUGLAS PARK

Location / Activity	Hazard Identification Type / Cause	Current Controls	<u>Risk matrix score</u>	Elimination or Control Measures	Who	When
	Unconscious participant	Milan rescue training	3	Instructors trained and assessed on the correct rescue technique and use of equipment to use in varying situations. Training is refreshed as necessary to ensure that rescues are under 3 minutes.	Instructing staff	During instructor training
	Entanglement	A – F safety checks Instructor training	5	Students connected and checked that they are clear of any lines before commencing the activity. Instructors are provided with and trained in the correct use of rescue equipment.	Instructing staff	During the activity session
	Chain breaking on sky cycle	Routine maintenance Instructor rescue training	4	Routine maintenance is carried out on the sky cycles to ensure that the bike frames and critical elements are in working order. At the end of each term, sky cycles are taken down to protect them from weather related wear and tear. Drag rescues are taught to instructors to recover a conscious participant in the event of sky cycle malfunction.	Maintenance staff Instructing staff	End of each term During instructor training
	Dislodged from track	Instructor briefing	6	Students briefed on correct techniques to use when the bike comes off the wire track.	Instructing Staff	During the briefing
	Fall from table traverse	Safety matting	6	Instructing staff to place safety mats under the table and stay near to aid a falling participant	Instructing staff	During the activity session

Name of workplace: AGH CAMPS

Address: 71 DREDGE AVE, DOUGLAS PARK

Location / Activity	Hazard Identification Type / Cause	Current Controls	<u>Risk matrix score</u>	Elimination or Control Measures	Who	When
Challenge & Night shows	Broom traverse	Supervision	6	Instructing staff to maintain a close visual of the participants and their joints to stop a participant if they appear to be hyperextending.	Instructing staff	During the activity session
	Food challenges (choking / allergies)	Elimination of all food challenges/allergens	6	All food challenges have been removed	Management	Before the session
	Food challenges (choking / allergies)	Elimination of all food challenges/allergens	6	All food challenges have been removed	Management	Before the session

Relevant additional information reviewed and attached:

Yes No

Plan prepared by:

Position:

Date:

Prepared in consultation with:

Communicated to:

**This plan has been prepared by AGH Camps Pty Ltd and can be used as a guide when conducting your own risk assessment

*Note: assessments of risk vary with the particular circumstances (eg nature of the workplace, student group)

Risk Assessment Matrix

How serious could the injury be?	How likely is it to be that serious			
	Very Likely	Likely	Unlikely	Very Unlikely
Death or permanent injury	1	1	2	3
Long term illness or injury	1	2	3	4
Medical attention & several days off	2	3	4	5
First aid needed	3	4	5	6
Severity – is how seriously a person could be harmed		Likelihood – is an estimate of how probable it is for the hazard to cause harm.		
<p>Legend (as a guide only)</p> <p>1 Extreme risk; action to rectify the hazard should commence immediately</p> <p>2 High risk; action to rectify the hazard should occur within 48 hours</p> <p>3 Medium risk, action to rectify hazard should occur within 7 days</p> <p>4 Low risk; action to rectify hazard should occur within 14 days</p> <p>5 & 6 Minimal risk, action to rectify hazard should occur within 21 days</p>				