



*Alexandra Adventure Resort*

# *RISK MANAGEMENT ACTIVITY BOOKLET*

This booklet contains information for the activities at Alexandra Adventure Resort and provides written procedures for specialised activities. No specialised activities can be undertaken without the prior approval of Alexandra Adventure Resort Staff.

# RISK MANAGEMENT

The purpose of games and activities at camp, is to develop each students skills in a sequential program and to develop safety consciousness in a group, in leadership and in the school.

All activities have a level of risk, yet different people will have a different perception of what that level is. Risk can be divided into:

**REAL:** where participants could be injured.

**PERCEIVED:** which is an individuals subjective assessment of the real risk present at any one time.

Risk can also be psychological, emotional, physical or social and all should be considered in the planning process.

The final plan for outdoor education will include the risk management component, providing an educational, challenging, enjoyable, yet safe experience for the students and staff.

In most cases the planning will include the following:

- People - leadership, skills, experience, qualifications, physical fitness etc.
- Equipment and Resources - clothing, quality, availability, special safety equipment, vehicles etc.
- Environment - weather, nature of the terrain etc.

For each causal factor, work out strategies to minimise the risk to an acceptable level. Include an emergency management plan, in case anything goes wrong.

This will allow both students and staff to enjoy their activity and also to gain the most from it, by way of personal development.

# SECTION 1

## ACTIVITIES

### Specialised and Unspecialised

# UNSPECIALISED ACTIVITIES

Unspecialised activities are those that do not require special skills in order to facilitate the activity. They are generally fun activities that can also work on team building and trust. These activities are run by teachers or adult supervisors, after Alexandra Adventure Resort (AAR) staff have provided training to the teacher or supervisor on the technical, safety and supervisory aspect of each, until they deem the teacher or supervisor competent to run the activity.

Should your school or group wish to have an AAR staff member run the activity, additional charges will apply. You must advise AAR prior to arrival.

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# Teacher Run Activities

## ARCHERY (A non-SPECIALISED ACTIVITY)

### Location:

Archery can only be undertaken on the allocated grass area. The positioning of the targets and the firing line is to be established by AAR staff, dependent on wind direction.

### Description:

The aim of the activity is to provide participants with a new recreation experience, develop psychomotor skills, increase self-confidence and understand the fundamental skills and safety issues associated with archery. At the conclusion of the activity, participants should be able to:

- Identify the parts of a bow, arrow and string
- Know the correct stance for loading and releasing an arrow
- Competently load and release an arrow
- Safely participate and understand the safety issues associated with the activity

### Age suitability:

The activity is suitable for participants aged ten and over. Sufficient upper body strength to pull the bow string should be the criteria for participation.

### Ratio:

1:12. It is recommended that there is one instructor/supervisor per twelve participants. Supervision of the campers waiting to fire is the main problem as instructors are concentrating on assisting the participant to load and fire the arrow. The recommended maximum group size using two targets is 14 campers. Any more makes supervision difficult and creates boredom for those waiting to fire. Boredom leads to disenchantment and mischief.

### Instructor experience:

Instructors must have had previous experience instructing and supervising small groups in recreation activities. AAR staff can provide training for the adult supervisor on the technical, safety and supervisory components of archery. This occurs prior to the activity and if the group leader is deemed competent then they can instruct the activity. If AAR staff are not satisfied with the competence level, they will observe and assist or instruct the activity until satisfied with the competence of the supervisor. AAR staff have been trained in and safely instructed archery over several years for a variety of group types and have successfully trained group leaders to instruct the activity.

### Assisting leader experience:

Assisting leaders must have had previous experience instructing and supervising small groups in recreation activities. Previous experience in archery is desirable but not essential.

### Participant experience:

No previous experience in the activity is required.

### Instructor responsibility:

The adult supervisor is responsible for camper supervision and behaviour at all times, this includes supervising the behaviour of campers at the activity, to and from the activity and for those campers waiting their turn. The instructor is also responsible for assessing first aid requirements, adhering to the AAR rules for the conduct of archery, notifying AAR staff at the end of the activity, ensuring bows are de-strung at the conclusion of the activity and returning the bows and arrows to where found.

If you choose for an AAR staff member to supervise this activity, additional charges will apply.

# Teacher Run Activities

## BEACH VOLLEYBALL/BOCCE BALL (A non-SPECIALISED ACTIVITY)

### Location:

These activities are held on the oval on the allocated grass area.

### Description:

The aim of the activity is to provide participants with a fun activity.

### Age suitability:

The activity is suitable for participants of all ages, as young as grade three.

### Ratio:

1:12. It is recommended that there is one instructor/supervisor per twelve participants.

### Instructor experience:

Instructors must have had previous experience instructing and supervising small groups in recreation activities. AAR staff can provide training for the adult supervisor on the technical, safety and supervisory aspect of beach volleyball and bocce ball. This occurs prior to the activity and if the group leader is deemed competent then they can instruct the activity. If AAR staff are not satisfied with the competence level, they will observe and assist or instruct the activity until satisfied with the competence of the supervisor. AAR staff have been trained in and safely instructed these activities over several years for a variety of group types and have successfully trained group leaders to instruct the activity.

### Assisting leader experience:

Assisting leaders must have had previous experience instructing and supervising small groups in recreation activities. Previous experience in this activity is desirable but not essential as AAR staff will instruct the leaders in this activity.

### Participant experience:

No previous experience in the activity is required.

### Instructor responsibility:

The adult supervisor is responsible for camper supervision and behaviour at all times, this includes supervising the behaviour of campers at the activity, to and from the activity and for those campers waiting their turn. The instructor is also responsible for assessing first aid requirements, adhering to the AAR rules and notifying AAR staff at the end of the activity.

If you choose for an AAR staff member to supervise this activity, additional charges will apply.

# Teacher Run Activities

## BUSHWALKING AND WALKING GENERALLY (A non-SPECIALISED ACTIVITY)

### General:

There are a variety of walking experiences available from the campsite, both urban and bush, or a combination.

### Location:

There is an area to take students on a bushwalk along Crystal Creek Road, however it is quite some kilometres from the camp and along a road. Please discuss with the camp owners if thinking about this walk.

### Description:

The walks follow clearly defined tracks and roads through bushland and/or urban settings. Groups may undertake walks in the area as detailed in a number of brochures and information available from the Parks Visitor Information Centre. Walks are not weather dependent however in periods of high fire danger or rough wet weather, groups are advised to select another activity.

### Age suitability:

School age and older is recommended.

### Ratio:

1:10. Leaders/teachers/adults to campers (a minimum of two leaders must be on the walk).

### Instructor experience:

Instructors must have previous experience in leading day walking groups in similar terrain and conditions and be confident of their own ability and fitness to complete the walk. The instructor must be experienced in search, rescue and emergency procedures appropriate to this level of walk. The instructor should complete the walk prior to the campers. One leader at least needs to be aware of the start and destination points and quick access points should an emergency occur.

### Assisting leader experience:

Must be confident in their ability and fitness to complete the walk. Must have previous experience in supervising groups in outdoor recreation activities.

### Participant experience:

Fitness level to complete the walk selected.

### Instructor responsibility:

If AAR staff instruct the activity, they will take responsibility for the safety of participants engaged in the activity. The assisting leader from the group will be responsible for the supervision and behaviour of campers on the activity, at all rest stops, at the destination and for first aid. AAR staff are available to guide on the walks if arrangements are made prior to the groups arrival at the campsite. Carrying of water is important, particularly on hot days.

Must be aware of the medical history of all campers.

If you choose for an AAR staff member to supervise this activity, additional charges will apply.

# Teacher Run Activities

## LOW ROPES INITIATIVE (A non-SPECIALISED ACTIVITY)

### Location:

The low ropes initiative takes place toward the back end of the oval.

### Description:

The aim of the activity is to provide participants with a fun activity and work on team building, trust and spotting properly.

### Age suitability:

The activity is suitable for participants of all ages.

### Ratio:

1:12. It is recommended that there is one instructor/leader per twelve participants.

### Instructor experience:

Instructors must have had previous experience instructing and supervising small groups in recreation activities. AAR staff can provide training for the adult supervisor on the technical, safety and supervisory aspect of low ropes initiative. This occurs prior to the activity and if the group leader is deemed competent then they can instruct the activity. If AAR staff are not satisfied with the competence level, they will observe and assist or instruct the activity until satisfied with the competence of the leader. AAR staff have been trained in and safely instructed these activities over several years for a variety of group types and have successfully trained group leaders to instruct the activity.

### Assisting leader experience:

Assisting leaders must have had previous experience instructing and supervising small groups in recreation activities. Previous experience in this activity is desirable but not essential because AAR staff will instruct the leaders in this activity.

### Participant experience:

No previous experience in the activity is required.

### Instructor responsibility:

The adult supervisor is responsible for camper supervision and behaviour at all times, this includes supervising the behaviour of campers at the activity, to and from the activity and for those campers waiting their turn. The instructor is also responsible for: assessing first aid requirements, adhering to the AAR rules and notifying AAR staff at the end of the activity.

If you choose for an AAR staff member to supervise this activity, additional charges will apply.

# Teacher Run Activities

## ORIENTEERING (A non-SPECIALISED ACTIVITY)

### Location:

Orienteering takes place throughout the camp.

### Description:

The aim of the activity is to provide participants with a fun activity, as well as team building and basic navigation skills

### Age suitability:

The activity is suitable for participants of all ages.

### Ratio:

1:12. It is recommended that there is one instructor/leader per twelve participants.

### Instructor experience:

Instructors must have had previous experience instructing and supervising small groups in recreation activities. AAR staff can provide training for the adult supervisor on the technical, safety and supervisory aspect of orienteering. This occurs prior to the activity and if the group leader is deemed competent then they can instruct the activity. If AAR staff are not satisfied with the competence level they will observe and assist or instruct the activity until satisfied with the competence of the leader. AAR staff have been trained in and safely instructed these activities over several years for a variety of group types and have successfully trained group leaders to instruct the activity.

### Assisting leader experience:

Assisting leaders must have had previous experience instructing and supervising small groups in recreation activities. Previous experience in this activity is desirable but not essential because AAR staff will instruct the leaders in this activity.

### Participant experience:

No previous experience in the activity is required.

### Instructor responsibility:

The adult supervisor is responsible for camper supervision and behaviour at all times, this includes supervising the behaviour of campers at the activity, to and from the activity and for those campers waiting their turn. The instructor is also responsible for: assessing first aid requirements, adhering to the AAR rules and notifying AAR staff at the end of the activity.

If you choose for an AAR staff member to supervise this activity, additional charges will apply.

# Teacher Run Activities

## RAFT BUILDING (A non-SPECIALISED ACTIVITY)

### Location:

Raft building is conducted beside and on the lake. All people raft building must be supervised as a group.

### Description:

Raft building is a flat water based activity. Participants are divided into small groups and are provided with a variety of materials from which to construct a raft, which is subsequently launched in a shallow area of the lake to establish its buoyancy. It encourages team problem solving and creativity.

### Age suitability:

The activity is suitable for participants of all ages, but must be supervised by an adult at all times or used as a group. No one is to conduct this activity on their own.

### Ratio:

1:8. One instructor/leader per eight participants.

### Instructor experience:

Water activities must be supervised by an adult at all times. Instructors must have had previous experience instructing and supervising small groups in recreation activities. AAR staff can provide training for the adult supervisor on the technical, safety and supervisory components of raft building. This occurs prior to the activity and if the group leader is deemed competent then they can instruct the activity. If AAR staff are not satisfied with the competence level, they will observe and assist or instruct the activity until satisfied of the competence of the leader. AAR staff have safely instructed raft building over several years for a variety of group types and have successfully trained group leaders to instruct the activity.

### Assisting leader experience:

Assisting leaders are permitted to assist this activity. It is acceptable to have one staff member supervising raft building, due to the activity mainly being conducted on land.

### Instructor responsibility:

The person supervising is responsible for camper supervision and behaviour at all time, to and from the activity and for those campers waiting their turn. The instructor is also responsible for assessing first aid requirements and notifying AAR staff at the end of the activity, ensuring everyone is safe while in the lake. The instructor must inform assisting leaders or instructors of their roles in the behaviour, supervision and instruction of campers.

- Life jackets and helmets are to be worn at all times while raft building and canoeing

If you choose for an AAR staff member to supervise this activity, additional charges will apply.

# Teacher Run Activities

## SWIMMING POOL AND LAKE (A non-SPECIALISED ACTIVITY)

### Location:

The swimming pool is located on the flat area near the oval and is the shape of a hexagon. The depth of the deepest end is eight feet. Anybody under the age of eighteen years of age, must be supervised at all times by an adult that can swim. Anybody that cannot swim, must not enter the swimming pool area without being supervised. The depth of the deepest end of the lake is also 8 feet and these same rules apply with the lake.

### Description:

The swimming pool is used for swimming. The lake is used for canoeing and raft building, to float their rafts on.

### Age suitability:

These activities are suitable for participants of all ages, but must be supervised by an adult at all times.

### Ratio:

1:8. One instructor/leader per eight participants.

### Instructor experience:

Water activities must be supervised by an adult at all times while others are swimming. One person must be water qualified or have their first aid qualification, while others supervising don't need to have any qualification. If no person has any qualifications and chooses to run the pool without any AAR staff, the Pool and Lake Agreement must be signed, to state you are taking full responsibility for all people swimming.

### Assisting leader experience:

Assisting leaders are permitted to assist this activity. It is acceptable to have one staff member supervising raft building, due to the activity mainly being conducted on land.

### Instructor responsibility:

The person supervising is responsible for camper supervision and behaviour at all time, to and from the activity and for those campers waiting their turn. The instructor is also responsible for assessing first aid requirements and notifying AAR staff at the end of the activity, ensuring everyone is safe while swimming. The instructor must inform assisting leaders or instructors of their roles in the behaviour, supervision and instruction of campers.

- Life jackets are to be worn in the swimming pool, by any person who is unable to swim.

If you choose for an AAR staff member to supervise this activity, additional charges will apply.

# Teacher Run Activities

## TRAMPOLINE (A non-SPECIALISED ACTIVITY)

### Location:

The trampoline is on the oval, on the grass area to the left of the high ropes course.

### Description:

The aim of the activity is to provide participants with a fun activity.

### Age suitability:

The activity is suitable for participants of all ages.

### Ratio:

1:12. It is recommended that there is one instructor/leader per twelve participants.

### Instructor experience:

Instructors must have had previous experience instructing and supervising small groups in recreation activities. AAR staff can provide training for the adult supervisor on the technical, safety and supervisory aspect of the trampoline. This occurs prior to the activity and if the group leader is deemed competent then they can instruct the activity. If AAR staff are not satisfied with the competence level, they will observe and assist or instruct the activity until satisfied with the competence of the leader. AAR staff have been trained in and safely instructed these activities over several years for a variety of group types and have successfully trained group leaders to instruct the activity.

### Assisting leader experience:

Assisting leaders must have had previous experience instructing and supervising small groups in recreation activities. Previous experience in this activity is desirable but not essential because AAR will instruct the leaders in this activity.

### Participant experience:

No previous experience in the activity is required.

### Instructor responsibility:

The adult supervisor is responsible for camper supervision and behaviour at all times, this includes supervising the behaviour of campers at the activity, to and from the activity and for those campers waiting their turn. The instructor is also responsible for: assessing first aid requirements, adhering to the AAR rules and notifying AAR staff at the end of the activity.

If you choose for an AAR staff member to supervise this activity, additional charges will apply.

## SPECIALISED ACTIVITIES

Specialised activities require Alexandra Adventure Resort (AAR) staff to run them, due to the technical nature and potential risk of these activities. The staff are each highly trained in all technical aspects of each activity, including rescues if required. A teacher or supervisor is also required to assist in all specialised activities.

Included in the camp cost, is the charge for AAR staff member supervision.

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# Harness Activities

## CRATE STACKING (A SPECIALISED ACTIVITY)

### Location:

Crate stacking is located on the far side of the oval. The set up and arrangement of the ropes and carabineer is to be established by AAR staff.

### Description:

Crate stacking is considered a specialised activity as misuse of the equipment or poor supervision has the potential to harm participants. All participants must wear harness and helmets.

The aim of the activity is to provide participants with a new recreation experience. It is designed to encourage teamwork and motivation, to see who can build the highest stack. Participants need to understand the fundamental skills and safety issues associated with crate stacking. At the conclusion of the activity, participants should be able to:

- Identify the safety procedures of using a harness
- Safely participate and understand the safety issues associated with the activity

### Age suitability:

The activity is suitable for participants aged nine and over.

### Ratio:

1:8. It is recommended that there is one instructor/leader per eight participants. Recommended maximum group size is fifteen.

### Instructor experience:

AAR staff have been trained and are competent in carrying out this activity. They have been instructed on the technical, safety and supervisory components of crate stacking, including learning the technical knots on the ropes involved.

### Assisting leader:

Assisting leaders must be present and help assist where indicated by AAR staff and to supervise students. A trained AAR staff member must be present at crate stacking at all times when operating. A trained AAR staff member must show a leader how to dis-harness the participant once landed.

### Participant experience:

No previous experience in the activity is required.

### Instructor responsibility:

The instructor is responsible for camper supervision and behaviour at all time, to and from the activity and for those campers waiting their turn. The instructor is also responsible for assessing first aid requirements, notifying AAR staff at the end of the activity, ensuring harnesses are not twisted when taken off and all carabineer are there at the conclusion of the activity and returning harnesses and helmets to safe storage. The instructor must inform assisting leaders or instructors of their roles in the behaviour, supervision and instruction of campers, and also train them in the technical and safety components of crate stacking.

# Harness Activities

## FLYING FOX (A SPECIALISED ACTIVITY)

### Location:

The flying fox flies over the lake on an angle. This activity is already set up. Carabineer and harnesses are organised by AAR staff.

### Description:

The flying fox is considered a specialised activity and is monitored by professionally trained staff. All participants must wear harness and helmets.

The aim of the activity is to provide participants with excitement and to have the courage to take off from the platform and glide. At the conclusion of the activity participants should be able to:

- Identify the safety procedures of using a harness
- Develop self-confidence
- Safely participate and understand the safety issues associated with the activity

While waiting to participate in this activity, a helmet is not needed to be worn. Students waiting their turn are instructed to wait at the bottom of the stairs in an orderly manner.

### Age suitability:

The activity is suitable for participants aged six and over. Enough body weight to reach the other end of the lake is the main criteria for participation.

### Ratio:

1:8. It is recommended that there is one instructor/leader per eight participants. Recommended maximum group size is fifteen.

### Instructor experience:

AAR staff have been trained on the technical, safety and supervisory components of the flying fox, including learning where to attach each carabiner and a rescue if and when required, and are competent in carrying out this activity.

### Assisting leader:

Assisting leaders must be present and to help assist where indicated by AAR staff and to supervise students. A trained AAR staff member must be present on the flying fox at all times when operating. A trained AAR staff member must show a leader how to dis-harness the participant at the landing end of the flying fox.

### Participant experience:

No previous experience in the activity is required.

### Instructor responsibility:

The instructor is responsible for camper supervision and behaviour at all time, to and from the activity and for those campers waiting their turn. The instructor is also responsible for assessing first aid requirements, notifying AAR staff at the end of the activity, ensuring harnesses are not twisted when taken off and all carabineer are there at the conclusion of the activity; and returning harnesses and helmets to safe storage. The instructor must inform assisting leaders or instructors of their roles in the behaviour, supervision and instruction of campers, and also train them in the technical and safety components of the flying fox. AAR Instructors and any adult supervising staff are to ensure themselves, participants and persons at the receiving end of the flying fox are wearing helmets at all times. Only one person/teacher/instructor at the receiving end at any one time.

# Harness Activities

## GIANT SWING (A SPECIALISED ACTIVITY)

### Location:

The giant swing is located on the far end of the oval. The set up and arrangement of the ropes and carabineer is to be established by AAR staff.

### Description:

The giant swing is considered a specialised activity as misuse of the equipment or poor supervision has the potential to harm participants. All participants must wear harness and helmets.

The aim of the activity is to provide participants with a new recreation experience, to enjoy a flying sensation when swinging and understand the fundamental skills and safety issues associated with the swing. At the conclusion of the activity participants should be able to:

- Identify the safety procedures of using a harness
- Develop teamwork participation
- Safely participate and understand the safety issues associated with the activity

### Age suitability:

The activity is suitable for participants aged ten and over. Sufficient upper body strength to pull the participant up should be the criteria for participation.

### Ratio:

1:8. It is recommended that there is one instructor/leader per eight participants. Recommended maximum group size is fifteen.

### Instructor experience:

AAR staff have been trained and are competent in carrying out this activity. They have been instructed on the technical, safety and supervisory components of the giant swing, including learning the technical knots on the ropes involved.

### Assisting leader:

Assisting leaders must be present and to help assist where indicated by AAR staff and to supervise students. A trained AAR staff member must be present at the giant swing at all times when operating. A trained AAR staff member must show a leader how to dis-harness the participant once landed.

### Participant experience:

No previous experience in the activity is required.

### Instructor responsibility:

The instructor is responsible for camper supervision and behaviour at all time, to and from the activity and for those campers waiting their turn. The instructor is also responsible for assessing first aid requirements, notifying AAR staff at the end of the activity, ensuring harnesses are not twisted when taken off and all carabineer are there at the conclusion of the activity and returning harnesses and helmets to safe storage. The instructor must inform assisting leaders or instructors of their roles in the behaviour, supervision and instruction of campers, and also train them in the technical and safety components of the giant swing.

# Harness Activities

## HIGH ROPES COURSE (A SPECIALISED ACTIVITY)

### Location:

The high ropes course is located near the entrance of the property, off the oval. This activity is already set up, carabineer and harnesses are to be organised by AAR staff.

### Description:

The high ropes course is considered a specialised activity and is monitored by professionally trained staff as it is ten metres off the ground. All participants must wear harness and helmets.

The aim of the activity is to make it from start to finish, through each section/obstacle of the course. At the conclusion of the activity, participants should be able to:

- Identify the safety procedures of using a harness
- Develop self-confidence to get around the course
- Safely participate and understand the safety issues associated with the activity

### Age suitability:

The activity is suitable for participants aged ten and over.

### Ratio:

1:8. It is recommended that there is one instructor/leader per eight participants. Recommended maximum group size is fifteen.

### Instructor experience:

AAR staff have been trained on the technical, safety and supervisory components of the high ropes course, including learning where to attach each carabiner, rescues, and are competent in carrying out this activity.

### Assisting leader:

Assisting leaders must be present and to help assist where indicated by AAR staff and to supervise students. A trained AAR staff member must be present at the high ropes course at all times when operating. A trained AAR staff member must show a leader how to dis-harness the participant once landed.

### Participant experience:

No previous experience in the activity is required.

### Instructor responsibility:

The instructor is responsible for camper supervision and behaviour at all times, to and from the activity and for those campers waiting their turn. The instructor is also responsible for assessing first aid requirements, notifying AAR staff at the end of the activity, ensuring harnesses are not twisted when taken off and all carabineer are there at the conclusion of the activity and returning harnesses and helmets to safe storage. The instructor must inform assisting leaders or instructors of their roles in the behaviour, supervision and instruction of campers, and also train them in the technical and safety components of the high ropes course.

# Harness Activities

## LEAP OF FAITH (A SPECIALISED ACTIVITY)

### Location:

The leap of faith activity is located on the far side of the oval, next to the giant swing. This activity is already set up, carabineer and harnesses are to be organised by the AAR staff.

### Description:

The leap of faith is considered a specialised activity as misuse of the equipment or poor supervision has the potential to harm participants. All participants must wear harness and helmets.

The aim of the activity is to provide participants with a new recreation experience. Participants are harnessed and climb a solitary pole eight metres high and leap out to hit a red ball. Participants need to understand the fundamental skills and safety issues associated with the leap of faith. At the conclusion of the activity participants should be able to:

- Identify the safety procedures of using a harness
- Develop self-confidence
- Safely participate and understand the safety issues associated with the activity

### Age suitability:

The activity is suitable for participants aged nice and over.

### Ratio:

1:8. It is recommended that there is one instructor/leader per eight participants. Recommended maximum group size is fifteen.

### Instructor experience:

AAR staff have been trained on the technical, safety and supervisory components of the leap of faith activity and are competent in carrying out this activity.

### Assisting leader:

Assisting leaders must be present and to help assist where indicated by AAR staff and to supervise students. A trained AAR staff member must be present at the leap of faith at all times when operating. A trained AAR staff member must show a leader how to dis-harness the participant once landed.

### Participant experience:

No previous experience in the activity is required.

### Instructor responsibility:

The instructor is responsible for camper supervision and behaviour at all time, to and from the activity and for those campers waiting their turn. The instructor is also responsible for assessing first aid requirements, notifying AAR staff at the end of the activity, ensuring harnesses are not twisted when taken off and all carabineer are there at the conclusion of the activity and returning harnesses and helmets to safe storage. The instructor must inform assisting leaders or instructors of their roles in the behaviour, supervision and instruction of campers, and also train them in the technical and safety components of the leap of faith.

# Harness Activities

## ROCK CLIMBING (A SPECIALISED ACTIVITY)

### Location:

The rock climbing wall is located near the tennis court, at the highest point of the property. The wall needs to be set up by AAR staff before participation commences, by climbing to the top harness and attaching the ropes to the pullies.

### Description:

The rock climbing wall is considered a specialised activity and monitored by professionally trained staff as it is eight metres high and requires proper training. All participants must wear harness and helmets.

The aim of the activity is to climb up the wall to the top and abseil back down to the ground.

### Age suitability:

The activity is suitable for participants aged eight and over

### Ratio:

1:8. It is recommended that there is one instructor/leader per eight participants. Recommended maximum group size is fifteen.

### Instructor experience:

AAR staff have been trained on the technical, safety and supervisory components of the rock climbing wall, including learning where to attach each carabiner, learning technical knots involved and how to attach the rope to the top of the wall and are competent in carrying out this activity.

### Assisting leader:

Assisting leaders must be present and to help assist where indicated by AAR staff and to supervise students. A trained AAR staff member must be present at rock climbing at all times when operating. A trained AAR staff member must show a leader how to belay a person up and down the wall and shown how to dis-harness the participant once landed. This can also be instructed to the students to give them the opportunity to belay, as long as AAR staff are monitoring closely, to belaying themselves.

### Participant experience:

No previous experience in the activity is required.

### Instructor responsibility:

The instructor is responsible for camper supervision and behaviour at all time, to and from the activity and for those campers waiting their turn. The instructor is also responsible for assessing first aid requirements, notifying AAR staff at the end of the activity, ensuring harnesses are not twisted when taken off and all carabineer are there at the conclusion of the activity and returning harnesses and helmets to safe storage. The instructor must inform assisting leaders or instructors of their roles in the behaviour, supervision and instruction of campers, and also train them in the technical and safety components of the rock climbing wall. If teachers and students are both belaying the climber up the wall, the AAR staff instructor must not be belaying also, but to be monitoring with full attention each person belaying.

# Water Activities

## CANOEING (A SPECIALISED ACTIVITY)

### Location:

Canoeing is conducted on the lake. All people canoeing must be supervised or shall canoe as a group.

### Description:

Canoeing is conducted by AAR staff and is a flat water base activity. A maximum of two people per canoe at one time.

### Age suitability:

The activity is suitable for participants of all ages, but must be supervised by an adult at all times or used as a group. No-one is to canoe solo.

### Ratio:

1:8. One adult to eight students. Recommended maximum group size is fifteen.

### Instructor experience:

AAR staff have been trained and are competent in carrying out this activity. They have been instructed on the technical, safety and supervisory components of canoeing.

### Assisting leader:

Assisting leaders must be present and to help assist where indicated by AAR staff and to supervise students. A trained AAR staff member must be present at canoeing at all times when operating.

### Instructor responsibility:

The person supervising is responsible for camper supervision and behaviour at all time, to and from the activity and for those campers waiting their turn. The instructor is also responsible for assessing first aid requirements, notifying AAR staff at the end of the activity and ensuring everyone is safe while in the lake. The instructor must inform assisting leaders or instructors of their roles in the behaviour, supervision and instruction of campers.

- Life jackets and helmets are to be worn at all times while raft building and canoeing

# Laser Sport (with Hedgend Maze)

## Risk and Safety Management for groups



Hazard Location: Alexandra Adventure Resort	
Children safety for Laser Sport during program	
Hazard Identification	Risk Reduction Control Measures
<p>Walking through the grounds</p> <ul style="list-style-type: none"> <li>- Children wondering off into the grounds alone</li> <li>- Possibility of heat stress and sun exposure on hot days</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure Students are aware of the boundaries of the activity</li> <li>• Ensure students wear appropriate footwear</li> <li>• Ensure students wear appropriate clothing</li> <li>• Supervising adults should follow recommended supervision ratios of 1:10</li> <li>• Supervising adults should implement effective supervision strategies e.g. name badges, mobile contact number displayed on students, utilising Alexandra Adventure Resort or Laser Sport staff in case of emergencies, regular roll calls and emergency meeting points</li> <li>• Laser Sport staff and AAR staff have emergency management systems in place to handle missing students and medical emergencies</li> <li>• Ensure students are provided with adequate sun protection</li> <li>• Supervising adults to be aware of undercover areas in case of hot or wet weather</li> <li>• Hedgend Maze complies with all access requirements for disabled persons</li> </ul>
<p>Contact with animals and plants</p> <ul style="list-style-type: none"> <li>- Unlikely exposure to bites, diseases and allergies</li> </ul>	<ul style="list-style-type: none"> <li>• Activities involving animals are always under the control and supervision of Laser Sport staff</li> <li>• Animals and their enclosures are regularly checked for potential diseases and fencing by Alexandra Adventure Resort, especially around the Laser field area</li> <li>• Hand washing facilities are available in toilet facilities at the campsite</li> </ul>
<p>Traffic hazards</p> <ul style="list-style-type: none"> <li>- Risks of managing the car park upon entry to AAR</li> </ul>	<ul style="list-style-type: none"> <li>• Designated and marked entrance ways are signed</li> <li>• Students are to stand on the grass area each side of the bridge and well off the road, if they see a vehicle approaching the bridge from either direction</li> </ul>
<p>Child protection</p>	<ul style="list-style-type: none"> <li>• Where applicable, all staff are compliant with police checks/working with children requirement checks</li> </ul>
<p>Alexandra Adventure Resort and Hedgend Maze who conduct Laser Sport, recognise that jointly, they have a role in prevention and mitigation activities, to reduce the effects of emergencies occurring.</p>	

# SECTION 2

## ALL ACTIVITIES

# Risk Management Plans

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Risk Management Plan - Archery			
Causal Factor	Risk	Likelihood	Prevention
<b>Environmental</b>			
Exposure to cold	Mild Hypothermia	Low	Ensure participants are dressed appropriately. Postpone activity in adverse weather conditions
Exposure to high temperatures, sunlight etc.	Mild Hyperthermia	Low	Ensure participants stay hydrated and are dressed in a sun smart way
Snakes inhabiting land around camp	Snake bite	Low	Be observant
Lightning	Electrocution	Low	Activity to be stopped during electrical storms.
Allergic reactions caused by organism	Swelling, breathing difficulties, itchiness	Moderate	Brief students on arrival for appropriate actions if bitten by an insect/snake/spider Activity areas regularly monitored for organisms commonly causing allergic reactions and treated accordingly Suitable medication and first aid to be readily available (teachers should have first aid kit) Communication equipment readily available Medical assistance within 15 minutes
Spiders living on outdoor equipment	Spider bite	Moderate	Tell participants to look before they pick up anything. Be observant
Sunstroke/sunburn	Headache, fainting, pain on burn area	Moderate	Wear appropriate sun care products
<b>Equipment</b>			
Worn equipment (fatigue of strings or stress of bow arms)	Injury to participant	Moderate	Checks carried out by instructors prior to and immediately after use. Regular equipment checks are completed and recorded
Incorrect use of equipment	Injury to participant or others	Moderate	Safety brief prior to commencing activity Teacher/Instructor from the group to be with group at all times All participants to wear helmets and suitable footwear
<b>Human</b>			
Unauthorised access	All un-authorized users	Likely	Regularly remind activity instructors on the importance of ensuring area is secure At changeover of groups, the area never to be left unsupervised or unsecured
Student trips and falls	Sprained ankle, knee or wrist	Low	Make sure ground is not compacted, ensure correct footwear is worn and no equipment left lying around
Student gets hit with an arrow	Injuries / Arrow wounds	Moderate	Ensure safety aspects discussed Participants that are not shooting the arrow to stay away from the shooting area Teacher/Instructor from the group to be with group at all times
Bow string not held correctly	Bruising	Moderate	Keep kink in elbow when holding bow to avoid this
Hair, clothing or jewellery catching on equipment	Injuries	Low	Long hair to be tied back, no loose jewellery or objects worn that could be entangled

Risk Management Plan - Beach Volleyball			
Causal Factor	Risk	Likelihood	Prevention
<b>Environmental</b>			
Exposure to cold	Mild Hypothermia	Low	Ensure participants are dressed appropriately. Postpone activity in adverse weather conditions
Exposure to high temperatures, sunlight etc.	Mild Hyperthermia	Low	Ensure participants stay hydrated and are dressed in a sun smart way
Snakes inhabiting land around camp	Snake bite	Low	Be observant
Lightning	Electrocution	Low	Activity to be stopped during electrical storms
Spiders living on outdoor equipment	Spider bite	Moderate	Tell participants to look before they pick up anything. Be observant.
Allergic reactions caused by organism	Swelling, breathing difficulties, itchiness	Moderate	Brief students on arrival for appropriate actions if bitten by an insect/snake/spider Activity areas regularly monitored for organisms commonly causing allergic reactions and treated accordingly Suitable medication and first aid to be readily available (teachers should have first aid kit) Communication equipment readily available Medical assistance within 15 minutes
Sunstroke/sunburn	Headache, fainting, pain on burn area	Moderate	Wear appropriate sun care products
<b>Equipment</b>			
Incorrect use of equipment	Injury to participant or others	Moderate	Safety brief prior to commencing activity Teacher/Instructor from the group to be with group at all times
<b>Human</b>			
Student trips and falls	Sprained ankle, knee or wrist	Low	Make sure ground is not compacted, ensure correct footwear is worn and no equipment left lying around
Hair, clothing or jewellery catching on the equipment	Injuries	Low	Long hair to be tied back, no loose jewellery or objects worn that could be entangled

Risk Management Plan - Bocce Ball			
Causal Factor	Risk	Likelihood	Prevention
<b>Environmental</b>			
Exposure to cold	Mild Hypothermia	Low	Ensure participants are dressed appropriately. Postpone activity in adverse weather conditions
Exposure to high temperatures, sunlight etc.	Mild Hyperthermia	Low	Ensure participants stay hydrated and are dressed in a sun smart way
Snakes inhabiting land around camp	Snake bite	Low	Be observant
Lightning	Electrocution	Low	Activity to be stopped during electrical storms
Spiders living on outdoor equipment	Spider bite	Moderate	Tell participants to look before they pick up anything. Be observant
Allergic reactions caused by organism	Swelling, breathing difficulties, itchiness	Moderate	Brief students on arrival for appropriate actions if bitten by an insect/snake/spider Activity areas regularly monitored for organisms commonly causing allergic reactions and treated accordingly Suitable medication and first aid to be readily available (teachers should have first aid kit) Communication equipment readily available Medical assistance within 15 minutes
Sunstroke/sunburn	Headache, fainting, pain on burn area	Moderate	Wear appropriate sun care products
<b>Equipment</b>			
Incorrect use of equipment	Injury to participant or others	Moderate	Safety brief prior to commencing activity Teacher/Instructor from the group to be with group at all times All participants to wear suitable footwear
<b>Human</b>			
Student trips and falls	Sprained ankle, knee or wrist	Low	Make sure ground is not compacted, ensure correct footwear is worn and no equipment left lying around

Risk Management Plan - Bush Walking			
Causal Factor	Risk	Likelihood	Prevention
<b>Environmental</b>			
Exposure to cold	Mild Hypothermia	Low	Ensure participants are dressed appropriately. Postpone activity in adverse weather conditions
Exposure to high temperatures, sunlight etc.	Mild Hyperthermia	Low	Ensure participants stay hydrated and are dressed in a sun smart way
Lightning	Electrocution	Low	Activity to be stopped during electrical storms
Bite/sting - snake, spider, other insect	Injury or death	Moderate	Participants required to stay on designated tracks. Be observant Participants are required to stay together as a group Communication equipment and first aid kits with snake bite bandages carried by instructor Use of insect repellent
Allergic reactions caused by organism	Swelling, breathing difficulties, itchiness	Moderate	Brief students on arrival for appropriate actions if bitten by an insect/snake/spider Activity areas regularly monitored for organisms commonly causing allergic reactions and treated accordingly Suitable medication and first aid to be readily available (teachers should have first aid kit) Communication equipment readily available Medical assistance within 15 minutes
Sunstroke/sunburn	Headache, fainting, pain on burn area	Moderate	Wear appropriate sun care products
<b>Human</b>			
Getting Lost	Injury/Hypothermia/Hyperthermia	Low	Participants are required to walk as a group Activity is conducted on clearly marked and defined trails Activity is to have Instructor and/or supervising adult present Instructor carries map of trails Participants are briefed on what to do if they are separated from group Communication equipment carried by instructor
Fatigue/over exertion	Injury/Hypothermia/Hyperthermia	Low	Participants instructed in proper walking technique Bushwalk length amended according to group ability Participants encouraged to carry water bottles, drink plenty of water prior to activity
Slip, trip or fall	Injury to participant	Moderate	Appropriate footwear must be worn at all times Participants instructed to walk Trip hazards are identified to the group on the walk Instructor carries first aid kit
Toilet requirements	Discomfort	Moderate	Participants are encouraged to use bathrooms at camp site prior to bushwalk Participants are briefed on appropriate toileting procedures in the bush Instructor carries towel and paper for toileting in pack

Risk Management Plan - Low Ropes Initiative			
Causal Factor	Risk	Likelihood	Prevention
<b>Environmental</b>			
Exposure to cold	Mild Hypothermia	Low	Ensure participants are dressed appropriately. Postpone activity in adverse weather conditions
Exposure to high temperatures, sunlight etc.	Mild Hyperthermia	Low	Ensure participants stay hydrated and are dressed in a sun smart way
Lightning	Electrocution	Low	Activity to be stopped during electrical storms
Allergic reactions caused by organism	Swelling, breathing difficulties, itchininess	Moderate	Brief students on arrival for appropriate actions if bitten by an insect/snake/spider Activity areas regularly monitored for organisms commonly causing allergic reactions and treated accordingly Suitable medication and first aid to be readily available (teachers should have first aid kit) Communication equipment readily available Medical assistance within 15 minutes
Sunstroke/sunburn	Headache, fainting, pain on burn area	Moderate	Wear appropriate sun care products
<b>Equipment</b>			
Unauthorised access	All un-authorised users	Likely	Regularly remind activity instructors on the importance of ensuring area is secure At changeover of groups, the area never to be left unsupervised or unsecured
Worn equipment	Injury to participant	Moderate	Checks carried out by instructors prior to and immediately after use Regular equipment checks are completed and recorded
Incorrect use of equipment	Injury to participant or others	Moderate	Safety brief prior to commencing activity Teacher/Instructor from the group to be with group at all times All participants to wear helmets and suitable footwear
<b>Human</b>			
Student trips and falls	Sprained ankle, knee or wrist	Low	Make sure ground is not compacted, ensure correct footwear is worn and no equipment left lying around
Hair, clothing or jewellery catching on the equipment	Injuries	Low	Long hair to be tied back, no loose jewellery or objects worn that could be entangled

Risk Management Plan - Orienteering			
Causal Factor	Risk	Likelihood	Prevention
<b>Environmental</b>			
Spiders living on outdoor equipment	Spider bite	Moderate	Tell participants to look before they pick up anything
Exposure to cold	Mild Hypothermia	Low	Ensure participants are dressed appropriately. Postpone activity in adverse weather conditions
Exposure to high temperatures, sunlight etc.	Hyperthermia	Low	Ensure participants stay hydrated and are dressed in a sun smart way
Lightning	Electrocution	Low	Activity to be stopped during electrical storms
Snakes inhabiting land around camp	Snake bite	Low	Be observant
Allergic reactions caused by organism	Swelling, breathing difficulties, itchiness	Moderate	Brief students on arrival for appropriate actions if bitten by an insect/snake/spider Activity areas regularly monitored for organisms commonly causing allergic reactions and treated accordingly Suitable medication and first aid to be readily available (teachers should have first aid kit) Communication equipment readily available Medical assistance within 15 minutes
Sunstroke/sunburn	Headache, fainting, pain on burn area	Moderate	Wear appropriate sun care products
<b>Equipment</b>			
Chalkboard with clip	Participant can get finger caught	Low	Be careful when opening and closing clip
<b>Human</b>			
Participants become disorientated	Participant gets lost	Low	Orientate students at start of activity, point out landmarks. Tell participants if they can't find the marker to go back the way they came
Participant trips and falls	Sprained ankle, knee or wrist	Moderate	Tell participants not to run and to watch where they step

Risk Management Plan - Raft Building			
Causal Factor	Risk	Likelihood	Prevention
<b>Environmental</b>			
Exposure to cold	Mild Hypothermia	Low	Ensure participants are dressed appropriately. Postpone activity in adverse weather conditions
Exposure to high temperatures, sunlight etc.	Mild Hyperthermia	Low	Ensure participants stay hydrated and are dressed in a sun smart way
Snakes inhabiting land around camp	Snake bite	Low	Be observant
Lightning	Electrocution	Low	Activity to be stopped during electrical storms
Spiders living on outdoor equipment	Spider bite	Moderate	Tell participants to look before they pick up anything. Be observant
Allergic reactions caused by organism	Swelling, breathing difficulties, itchiness	Moderate	Brief students on arrival for appropriate actions if bitten by an insect/snake/spider Activity areas regularly monitored for organisms commonly causing allergic reactions and treated accordingly Suitable medication and first aid to be readily available (teachers should have first aid kit) Communication equipment readily available Medical assistance within 15 minutes
Sunstroke/sunburn	Headache, fainting, pain on burn area	Moderate	Wear appropriate sun care products
Bank side obstacles and branches	Raft catching on them or capsizing	Moderate	Brief group to stay away from obstacles Maintain bank and manage vegetation growth
Difference in water depths	Paddle getting caught in shallow water	Low	Instructor to have knowledge of lake depths and brief students prior to going on water Use appropriate part of the lake for different skills and age groups
Dangerous water conditions usually caused by high winds	Raft can capsize	Unlikely	Weather forecast and local conditions checked prior to activity Activity will be cancelled/substituted if conditions are dangerous
<b>Equipment</b>			
Injury caused by careless handling of raft components	Injury	Low	Good brief by instructor at beginning of the session Instructor to be vigilant through the session
Raft breaking/falling apart	Injury/drowning	Moderate	Ensure raft is built with the aims and objectives set Ensure appropriate safety measures are in place at all times Instructor to be vigilant through the session
Flipping raft	Injury/drowning	Low	Ensure weight of group is evenly distributed over the raft
<b>Human</b>			

Unauthorised access	All un-authorized users	Likely	Regularly remind activity instructors on the importance of ensuring area is secure At changeover of groups, the area never to be left unsupervised or unsecured
Falling into the water	Injury/drowning	Low	Brief group on technique for getting on and off the raft Make group aware of tree roots and branches that could cause capsizing or tipping of the raft
Lifting and moving raft	Injuries	Low	Show the correct procedure for moving and carrying All participants to assist in lifting and moving raft into water
Dirty water	Infection	Low	Cover all cuts/new piercings etc. Advise all students to dry themselves thoroughly after water activities

Risk Management Plan - Swimming Pool and Lake			
Causal Factor	Risk	Likelihood	Prevention
<b>Environmental</b>			
Exposure to cold	Mild Hypothermia	Low	Ensure participants are dressed appropriately. Postpone activity in adverse weather conditions
Exposure to high temperatures, sunlight etc.	Mild Hyperthermia	Low	Ensure participants stay hydrated and are dressed in a sun smart way
Snakes inhabiting land around camp	Snake bite	Low	Be observant
Lightning	Electrocution	Low	Activity to be stopped during electrical storms
Spiders living on outdoor equipment	Spider bite	Moderate	Tell participants to look before they pick up anything
Allergic reactions caused by organism	Swelling, breathing difficulties, itchiness	Moderate	Brief students on arrival for appropriate actions if bitten by an insect/snake/spider Activity areas regularly monitored for organisms commonly causing allergic reactions and treated accordingly Suitable medication and first aid to be readily available (teachers should have first aid kit) Communication equipment readily available Medical assistance within 15 minutes
Sunstroke/sunburn	Headache, fainting, pain on burn area	Moderate	Wear appropriate sun care products
<b>Equipment</b>			
Incorrect use of equipment	Injury to participant or others	Moderate	Safety brief prior to commencing activity Teacher/Instructor from the participant group to be with group at all times All participants to wear helmets and suitable footwear
<b>Human</b>			
Risk of drowning	Participants (if they become unconscious or cannot swim properly). Staff (during rescue)	Moderate	Fully supervised by teacher/instructor poolside Ratio 1:8 Displaying safety signs Children are not to be left unsupervised Clear "No Diving" signs
Hard to observe areas: Swimmers getting into difficulty without the Staff/Supervisors knowing	Drowning	Low	Placing supervisors in sensible positions around the pool Displaying clear safety signage in these areas
Slippery or uneven surfaces, equipment on floor/lying around	Risk of falls/injuries	Low	Signage Staff wear sensible shoes Ensure equipment stored when not in use

Risk Management Plan - Trampoline			
Causal Factor	Risk	Likelihood	Prevention
<b>Environmental</b>			
Exposure to cold	Mild Hypothermia	Low	Ensure participants are dressed appropriately. Postpone activity in adverse weather conditions
Exposure to high temperatures, sunlight etc.	Mild Hyperthermia	Low	Ensure participants stay hydrated and are dressed in a sun smart way
Lightning	Electrocution	Low	Activity to be stopped during electrical storms
Allergic reactions caused by organism	Swelling, breathing difficulties, itchinness	Moderate	Brief students on arrival for appropriate actions if bitten by an insect/snake/spider Activity areas regularly monitored for organisms commonly causing allergic reactions and treated accordingly Suitable medication and first aid to be readily available (teachers should have first aid kit) Communication equipment readily available Medical assistance within 15 minutes
Sunstroke/sunburn	Headache, fainting, pain on burn area	Moderate	Wear appropriate sun care products
<b>Equipment</b>			
Unauthorised access	All un-authorized users	Likely	Use of trampoline without teacher supervision is not allowed
Worn equipment	Injury to participant	Low	Checks carried out by instructors prior to and immediately after use Regular equipment checks are completed and recorded
Incorrect use of equipment	Injury to participant or others	Moderate	Safety brief prior to commencing activity Teacher/Instructor from the participant group to be with group at all times No more than one participant using the trampoline at any one time
<b>Human</b>			
Student trips and falls	Sprained ankle, knee, wrist, head injury	Low	Participants should only use the trampoline to a suitable level for their skill and confidence range No stunts are allowed on the trampoline which could endanger the participant and others
Hair, clothing or jewellery catching on the equipment	Injuries	Low	Long hair to be tied back, no loose jewellery or objects worn that could be entangled

Risk Management Plan - Crate Stacking			
Causal Factor	Risk	Likelihood	Prevention
<b>Environmental</b>			
Exposure to cold	Mild Hypothermia	Low	Ensure participants are dressed appropriately. Postpone activity in adverse weather conditions
Exposure to high temperatures, sunlight etc.	Mild Hyperthermia	Low	Ensure participants stay hydrated and are dressed in a sun smart way
Snakes inhabiting land around camp	Snake bite	Low	Be observant
Lightning	Electrocution	Low	Activity to be stopped during electrical storms
Spiders living on outdoor equipment	Spider bite	Moderate	Tell participants to look before they pick up anything. Be observant
Allergic reactions caused by organism	Swelling, breathing difficulties, itchiness	Moderate	Brief students on arrival for appropriate actions if bitten by an insect/snake/spider Activity areas regularly monitored for organisms commonly causing allergic reactions and treated accordingly Suitable medication and first aid to be readily available (teachers should have first aid kit) Communication equipment readily available Medical assistance within 15 minutes
<b>Equipment</b>			
Incorrect use of, or worn equipment including lanyards, harness, pulley, helmet and carabineer	Participant falls causing injury	Unlikely	Instructor checks all harnesses and helmets prior to commencement Carabiner attachment points checked prior to commencement Participants are attached to two independent rope lanyards AAR staff are trained to recognise worn or faulty equipment Regular equipment checks are completed and recorded
Fall from height/structure failure	Participant falls causing injury	Unlikely	Pre-activity briefing conducted by AAR staff All participants must wear correctly fitted harness and helmets, and safety lanyards Two belay ropes used for each participant AAR staff check that participants are connected to belay lines and check equipment prior to participant starting Friction devices installed in belay lines to slow movement of rope AAR staff are trained in proper belaying technique
Crates falling	Falling on anyone in activity area or near tower	Unlikely	Safe area on ground limited to small numbers Participant waiting area behind instructors and away from the crates Participants warned about the dangers of crates If and when possible, participants are instructed to move out of the way of falling crates
<b>Human</b>			

Participant scared to jump/stuck	Emotionally upset/stressed	Moderate	Participant given choice about coming down from tower of crates (jump/step, instructor assist, climb) Instructors are trained in the use of rescue techniques and in the unlikely case of a student needing rescue, this would be a priority
Student trips and falls	Sprained ankle, knee or wrist	Low	Make sure ground is not compacted and ensure correct footwear is worn
Hair, clothing or jewellery trapped in equipment	Injuries	Low	Long hair to be tied back so helmet fits correctly. No loose jewellery or objects worn that could be entangled, clothing should be tucked away in the harness
Fingers getting caught in carabineer	Hand injuries	Low	Participants are instructed to complete the course without holding onto belay cable so fingers can't become entangled

Risk Management Plan - Flying Fox			
Causal Factor	Risk	Likelihood	Prevention
<b>Environmental</b>			
Strong winds propelling participant	Participant hits stoppage tyre, swings up and hits head on cable	Low	Stop fox if wind becomes too strong
Exposure to cold	Snake bite	Low	Be observant
Exposure to high temperatures, sunlight etc.	Hyperthermia	Low	Ensure participants stay hydrated and are dressed in a sun smart way
Snakes inhabiting land around camp	Mild Hypothermia	Low	Ensure participants are dressed appropriately. Postpone activity in adverse weather conditions
Lightning	Electrocution	Low	Activity to be stopped during electrical storms
Spiders living on outdoor equipment	Spider bite	Moderate	Tell participants to look before they pick up anything. Be observant
Allergic reactions caused by organism	Swelling, breathing difficulties, itchiness	Moderate	Brief students on arrival for appropriate actions if bitten by an insect/snake/spider Activity areas regularly monitored for organisms commonly causing allergic reactions and treated accordingly Suitable medication and first aid to be readily available (teachers should have first aid kit) Communication equipment readily available Medical assistance within 15 minutes
Trees interference	Brush against tree	Low	Trees are trimmed back monthly
<b>Equipment</b>			
Primary lanyard fails	Participant becoming detached from the pulley system	Unlikely	Provide an independent back up system between the pulley and the participant which conforms to Worksafe standards. Primary lanyard to have eyes fabricated into each end. Inspect weekly/before use
Pulley jams	Participant stops above lake	Low	Pulleys checked weekly and at start of each session. Pulley Rope in place to pull down to allow participant to continue over lake if stops
Travelling block fails	Participant falls from flying fox	Unlikely	Travelling block designed and installed so a fall will not occur if it fails. A guard that prevents a fall should a sheave or pin fails. The trolley must meet requirements of AS 3533 for breaking strength and working load. Inspect weekly and before use
Harness fails to hold participant in	Participant falls from flying fox	Unlikely	Ensure harness fitted correctly and that chest harness is in place; ensure harness is used in accordance with manufactures instructions. Inspect before each use

Carabiner is opened	participant detaches from one of the lanyards	Low	Tri-lock Carabineer attached by trained professional, checked to be locked closed before departure from platform. Students instructed not to play with carabineer
Fox strop glide	Falls on participant while dismantling from fox with one person unclipping participant	Low	Leaders are instructed how to unclip the Fox Strop from the Line. One person is to unclip the students carabineer. First allow them to walk off, then dismount the steel Strop Glide from the line
Human			
Hair, clothing or jewellery trapped in equipment	Injuries	Low	Long hair to be tied back so helmet fits correctly. No loose jewellery or objects worn that could be entangled, clothing should be tucked away in the harness
Weight/size of participants	Participant hits ground at end	Moderate	Apply a 110kg weight limit to the fox

Risk Management Plan - Giant Swing			
Causal Factor	Risk	Likelihood	Prevention
<b>Environmental</b>			
Exposure to cold	Mild Hypothermia	Low	Ensure participants are dressed appropriately. Postpone activity in adverse weather conditions
Exposure to high temperatures, sunlight etc.	Mild Hyperthermia	Low	Ensure participants stay hydrated and are dressed in a sun smart way
Snakes inhabiting land around camp	Snake bite	Low	Be observant
Lightning	Electrocution	Low	Activity to be stopped during electrical storms
Spiders living on outdoor equipment	Spider bite	Moderate	Tell participants to look before they pick up anything. Be observant
Allergic reactions caused by organism	Swelling, breathing difficulties, itchiness	Moderate	Brief students on arrival for appropriate actions if bitten by an insect/snake/spider Activity areas regularly monitored for organisms commonly causing allergic reactions and treated accordingly Suitable medication and first aid to be readily available (teachers should have first aid kit) Communication equipment readily available Medical assistance within 15 minutes
Sunstroke/sunburn	Headache, fainting, pain on burn area	Moderate	Wear appropriate sun care products
<b>Equipment</b>			
Incorrect use of, or worn equipment including lanyards, harness, pulley, helmet and carabineer, ropes	Participant falls from swing	Unlikely	Instructor checks all harnesses and helmets prior to commencement; carabiner attachment points checked prior to commencement; Participants are attached to two independent rope lanyards, staff are trained to recognise worn or faulty equipment, regular equipment checks are completed and recorded
Harness fails to hold participant in	Participant falls from swing	Unlikely	Ensure harness fitted correctly, ensure harness is used in accordance with manufactures instructions. Inspect before each use
Pulling rope breaks when participants pull swinger up	Students trip or fall	Low	In-house maintenance checks are completed by trained staff Annual activity checks are completed by external qualified independent professionals and recommendations for replacements if any
Haul rope breaking	Participant remains suspended from a height	Low	Haul rope is checked prior to commencement of activity Instructor to instruct participants in correct use of rope hauling
Cable breaking or other structure failure	Fall or injury to the participant	Low	In-house maintenance checks are completed by trained staff Annual activity checks are completed by external qualified independent professionals and recommendations for replacements if any

Suspension Trauma caused by student in need of rescue hanging in harness too long	Fainting or unconsciousness; stress	Unlikely	Instructors are trained in the use of rescue techniques and in the unlikely case of a student needing rescue, this would be a priority
Carabineer is opened	participant detaches from swing	Low	Tri-lock carabineer attached by trained professional, checked to be locked closed before climbing Students instructed not to play with carabineer
Human			
Unauthorised access	All un-authorised users	Likely	Regularly remind activity instructors on the importance of ensuring area is secure At changeover of groups, the area never to be left unsupervised or unsecured
Swinger hitting ladder	Injury to participant	Moderate	Instructor to ensure ladder is moved from the swing area as soon as the swinger steps off the ladder and not brought back until the swinger comes to a complete halt
Swinger hitting another group member	Injury to participant	Moderate	Instructor to inform participants to stay outside swing area unless invited in. Instructor to be alert at all times
Student trips and falls	Sprained ankle, knee or wrist	Low	Make sure ground is not compacted and ensure correct footwear is worn
Hair, clothing or jewellery trapped in equipment	Injuries	Low	Long hair to be tied back so helmet fits correctly. No loose jewellery or objects worn that could be entangled, clothing should be tucked away in the harness
Fingers getting caught in carabineer	Hand injuries	Low	Participants are instructed to complete the course without holding onto belay cable so fingers can't become entangled

Risk Management Plan - High Ropes Course			
Causal Factor	Risk	Likelihood	Prevention
<b>Environmental</b>			
Exposure to cold	Mild Hypothermia	Low	Ensure participants are dressed appropriately. Postpone activity in adverse weather conditions
Exposure to high temperatures, sunlight etc.	Mild Hyperthermia	Low	Ensure participants stay hydrated and are dressed in a sun smart way
Snakes inhabiting land around camp	Snake bite	Low	Be observant
Lightning	Electrocution	Low	Activity to be stopped during electrical storms
Spiders living on outdoor equipment	Spider bite	Moderate	Tell participants to look before they pick up anything. Be observant
Allergic reactions caused by organism	Swelling, breathing difficulties, itchiness	Moderate	Brief students on arrival for appropriate actions if bitten by an insect/snake/spider Activity areas regularly monitored for organisms commonly causing allergic reactions and treated accordingly Suitable medication and first aid to be readily available (teachers should have first aid kit) Communication equipment readily available Medical assistance within 15 minutes
Sunstroke/sunburn	Headache, fainting, pain on burn area	Moderate	Wear appropriate sun care products
<b>Equipment</b>			
Splinter in poles	Cuts and abrasions	Low	Check for any sharp edges before the start of the session
Harness fails to hold participant in	Participant falls from high ropes	Unlikely	Ensure harness fitted correctly, ensure harness is used in accordance with manufactures instructions. Inspect before each use. Regular equipment checks are completed and recorded
Carabineer is opened	participant detaches from rope	Low	Tri-lock carabineer attached by trained professional, checked to be locked closed before climbing. Students instructed not to play with carabineer
<b>Human</b>			
Unauthorised access	All un-authorised users	Likely	Regularly remind activity instructors on the importance of ensuring area is secure At changeover of groups, the area never to be left unsupervised or unsecured
Student trips and falls	Sprained ankle, knee or wrist	Low	Make sure ground is not compacted; ensure correct footwear is worn. No equipment is left lying around
Hair, clothing or jewellery trapped in equipment	Injuries	Low	Long hair to be tied back so helmet fits correctly. No loose jewellery or objects worn that could be entangled, clothing should be tucked away in the harness
Fingers getting caught in carabineer	Hand injuries	Low	Participants instructed to complete course without holding onto belay cable, so fingers aren't entangled

Suspension trauma caused by student in need of rescue hanging in harness too long	Fainting or unconsciousness; stress	Low	Instructors are trained in the use of rescue techniques and in the unlikely case of a student needing rescue, this would be a priority
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Risk Management Plan - Leap of Faith			
Causal Factor	Risk	Likelihood	Prevention
<b>Environmental</b>			
Exposure to cold	Mild Hypothermia	Low	Ensure participants are dressed appropriately. Postpone activity in adverse weather conditions
Exposure to high temperatures, sunlight etc.	Mild Hyperthermia	Low	Ensure participants stay hydrated, and are dressed in a sun smart way
Snakes inhabiting land around camp	Snake bite	Low	Be observant
Lightning	Electrocution	Low	Activity to be stopped during electrical storms
Spiders living on outdoor equipment	Spider bite	Moderate	Tell participants to look before they pick up anything. Be observant
Allergic reactions caused by organism	Swelling, breathing difficulties, itchiness	Moderate	Brief students on arrival for appropriate actions if bitten by an insect/snake/spider Activity areas regularly monitored for organisms commonly causing allergic reactions and treated accordingly Suitable medication and first aid to be readily available (teachers should have first aid kit) Communication equipment readily available Medical assistance within 15 minutes
Sunstroke/sunburn	Headache, fainting, pain on burn area	Moderate	Wear appropriate sun care products
<b>Equipment</b>			
Incorrect use of, or worn equipment including lanyards, harness, pulley, helmet, ropes and carabineer	Participant falls causing injury	Unlikely	Instructor checks all harnesses and helmets prior to commencement; carabiner attachment points checked prior to commencement. Participants are attached to two independent rope lanyards, staff are trained to recognise worn or faulty equipment, regular equipment checks are completed and recorded
Participant scared to jump/stuck	Emotionally upset/stressed	Moderate	Participants given choice about coming down from pole (jump/step, instructor assist, climb down)
Participant falls from height/structure failure	Head, back or neck injuries or breaks	Unlikely	Pre-activity briefing conducted by AAR staff All participants must wear correctly fitted harness and helmet, and safety lanyards Two belay ropes used for each participant AAR staff check that participants are connected to belay lines and check equipment prior to participant starting Friction devices installed in belay lines to slow movement of rope AAR staff are trained in proper belaying technique In-house maintenance checks are completed by trained staff Annual activity checks are completed by external qualified independent professionals and recommendations for replacements if any
Splinters in pole	Splinters	Low	Check for sharp edges before start of session

Carabineer is opened	Participant detaches	Low	Tri-lock carabineer attached by trained professional, checked to be locked closed before climbing Students instructed not to play with carabineer
Human			
Unauthorised access	All un-authorized users	Likely	Regularly remind activity instructors on the importance of ensuring area is secure At changeover of groups, the area never to be left unsupervised or unsecured
Student trips and falls	Sprained ankle. knee or wrist	Low	Make sure ground is not compacted and ensure correct footwear is worn
Hair, clothing or jewellery trapped in equipment	Injuries	Low	Long hair to be tied back so helmet fits correctly. No loose jewellery or objects worn that could be entangled, clothing should be tucked away in the harness
Fingers getting caught in carabineer	Hand injuries	Low	Participants are instructed to complete the course without holding onto belay cable so fingers can't become entangled
Suspension trauma caused by student in need of rescue hanging in harness too long	Fainting or unconsciousness; stress	Unlikely	Instructors are trained in the use of rescue techniques and in the unlikely case of a student needing rescue, this would be a priority

Risk Management Plan - Rock Climbing			
Causal Factor	Risk	Likelihood	Prevention
<b>Environmental</b>			
Exposure to cold	Mild Hypothermia	Low	Ensure participants are dressed appropriately. Postpone activity in adverse weather
Exposure to high temperatures, sunlight etc.	Mild Hyperthermia	Low	Ensure participants stay hydrated and are dressed in a sun smart way
Snakes inhabiting land around camp	Snake bite	Low	Be observant
Lightning	Electrocution	Low	Activity to be stopped during electrical storms
Spiders living on outdoor	Spider bite	Moderate	Tell participants to look before they pick up anything. Be observant
Allergic reactions caused by organism	Swelling, breathing difficulties, itchiness	Moderate	Brief students on arrival for appropriate actions if bitten by an insect/snake/spider Activity areas regularly monitored for organisms commonly causing allergic reactions and treated accordingly Suitable medication and first aid to be readily available (teachers should have first aid kit) Communication equipment readily available Medical assistance within 15 minutes
Sunstroke/sunburn	Headache, fainting, pain on burn area	Moderate	Wear appropriate sun care products
<b>Equipment</b>			
Hard ground causes injury	Sprained ankle, knee, wrist, head injury	Low	Ensure fall surfaces uncompacted and climbing frames are within work safe height requirements
Broken rocks on wall	Cuts and abrasions	Low	Check for any sharp edges before the start of the session. Ensure fall surface uncompacted
Harness fails to hold participant in	Participant falls from climbing wall	Unlikely	Ensure harness fitted correctly. Ensure harness is used in accordance with manufactures instructions Inspect before each use
Carabiner is opened	participant detaches from climbing rope	Low	Tri-lock carabiner attached by trained professional, checked to be locked closed before climbing Students instructed not to play with carabiners
<b>Human</b>			
Unauthorised access	All un-authorized users	Likely	Regularly remind activity instructors on the importance of ensuring area is secure At changeover of groups, the area never to be left unsupervised or unsecured
Belay team trips and falls	Sprained ankle, knee or wrist	Low	Make sure belay team are concentrating. Have a practise before starting
Haul team lowers participant too fast	Participant has hard landing and injured	Low	Instructor ensures belay team are belaying correctly. Haul team has a practice before commencing
Participant falls and hits head	Head injuries	Low	Make sure belay team are doing their jobs correctly. Practice before you start. Climber to

Risk Management Plan - Canoeing			
Causal Factor	Risk	Likelihood	Prevention
<b>Environmental</b>			
Exposure to cold	Mild Hypothermia	Low	Ensure participants are dressed appropriately. Postpone activity in adverse weather conditions
Exposure to high temperatures, sunlight etc.	Mild Hyperthermia	Low	Ensure participants stay hydrated and are dressed in a sun smart way
Snakes inhabiting land around camp	Snake bite	Low	Be observant
Lightning	Electrocution	Low	Activity to be stopped during electrical storms
Spiders living on outdoor equipment	Spider bite	Moderate	Tell participants to look before they pick up anything. Be observant
Allergic reactions caused by organism	Swelling, breathing difficulties, itchiness	Moderate	Brief students on arrival for appropriate actions if bitten by an insect/snake/spider Activity areas regularly monitored for organisms commonly causing allergic reactions and treated accordingly Suitable medication and first aid to be readily available (teachers should have first aid kit) Communication equipment readily available Medical assistance within 15 minutes
Sunstroke/sunburn	Headache, fainting, pain on burn area	Moderate	Wear appropriate sun care products
Bank side obstacles and branches	Canoe catching on them or capsizing	Moderate	Brief group to stay away from obstacles Maintain bank and manage vegetation growth
Difference in water depths	Paddle getting caught in shallow water; in case canoe capsizes	Low	Instructor to have knowledge of lake depths and brief students prior to going on water Use appropriate part of the lake for different skills and age groups
Dangerous water conditions usually caused by high winds	Canoe can capsize	Unlikely	Weather forecast and local conditions checked prior to activity Activity will be cancelled/substituted if conditions are dangerous
<b>Human</b>			
Unauthorised access	All un-authorised users	Likely	Regularly remind activity instructors on the importance of ensuring area is secure At changeover of groups, the area never to be left unsupervised or unsecured
Falling into the water	Injury/drowning	Low	Brief group on technique for getting back into the canoe Make group aware of tree roots and branches that could cause capsizing or tipping of the canoe
Canoe capsizing	Drowning	Medium	Instructor training and experience Assessment of group's abilities All participants around or in the water must wear buoyancy vests and helmets

			Dry land capsize and rescue brief Avoid students wearing large footwear and heavy clothing
Struck by paddle	Drowning, head injury	Low	Students safe distance apart whilst practising on dry land Inspection of paddles for sharp edges etc. Sufficient spacing during paddling Safety briefing on games before they are played All participants to wear buoyancy vests and helmets
Lifting and moving canoes	Injuries	Low	Show the correct procedure for moving and carrying At least 2 people to carry each canoe
Dirty water	Infection	Low	Cover all cuts/new piercings etc. Advise all students to dry themselves thoroughly after water activities