

Alexandra Adventure Resort

RISK MANAGEMENT

Activity Booklet



This booklet contains all the activities available 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 student's skills in a sequential program, and to develop safety consciousness in the group, in the leadership and in the school.

All activities have a level of risk but 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 individual's 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 steps:

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

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

This will allow both students and staff to not only enjoy their activity, but also to gain the most from it by way of personal development.

SECTION 1

ACTIVITIES – Specialised and Unspecialised

Unspecialised Activities

Unspecialised activities are activities 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 all run by the teachers or supervisors after Alexandra Adventure Resort (AAR) staff have provided training for the adult supervisor on the technical, safety and supervisory aspect of each until they deem the teacher or supervisor competent to run this activity.

Should your school or group wish to have AAR run this activity, extra charges will apply. You must advise AAR staff 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 Alexandra Adventure Resort staff dependent upon 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 10 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/leader 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. Alexandra Adventure Resort 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 A.A.R 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. A.A.R Staff have been trained in and safely instructed archery over several years for a variety of user 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 A.A.R rules for the conduct of archery; notifying A.A.R staff at the end of the activity; ensuring bows are de-strung at the conclusion of the activity; and returning the bows/arrows left where found.

If you choose for an A.A.R staff member to supervise this activity, extra charges will apply.

Teacher Run Activities

Bocce / Beach Volleyball (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 aged all age, from as young as grade 3 – 4.

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. Alexandra Adventure Resort staff can provide training for the adult supervisor on the technical, safety and supervisory aspect of Beach Volleyball and Bocce. This occurs prior to the activity and if the group leader is deemed competent then they can instruct the activity. If A.A.R 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. A.A.R Staff have been trained in and safely instructed these activities over several years for a variety of user 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 A.A.R rules and notifying A.A.R staff at the end of the activity.

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 the kids on a bushwalk up 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 2 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 Camp 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. Camp 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 A.A.R staff member to supervise this activity, extra charges will apply.

Teacher Run Activities

Low Initiatives (A non-SPECIALISED ACTIVITY)

Location:

The Low Initiatives 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 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. Alexandra Adventure Resort staff can provide training for the adult supervisor on the technical, safety and supervisory aspect of low initiatives. This occurs prior to the activity and if the group leader is deemed competent then they can instruct the activity. If A.A.R 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. A.A.R Staff have been trained in and safely instructed these activities over several years for a variety of user 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 A.A.R rules and notifying A.A.R staff at the end of the activity.

Teacher Run Activities

Orienteering (A non-SPECIALISED ACTIVITY)

Location:

The 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 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. Alexandra Adventure Resort 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 A.A.R 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. A.A.R Staff have been trained in and safely instructed these activities over several years for a variety of user 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 A.A.R rules and notifying A.A.R staff at the end of the activity.

Teacher Run Activities

Raft Building (A non-SPECIALISED ACTIVITY)

Location:

Raft Building is conducted next to 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. Encourages team problem solving and creativity.

Age suitability:

This activity is suitable for participants at any age, but has to 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 – 1 Adult to 8 students.

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. Alexandra Adventure Resort staff can provide training for the adult supervisor on the technical, safety and supervisory components of raft making. This occurs prior to the activity and if the group leader is deemed competent then they can instruct the activity. If A.A.R 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. A.A.R staff have safely instructed raft making over several years for a variety of user group types and have successfully trained group leaders to instruct the activity.

Assisting leader experience:

Assisting leaders are permitted to assist this activity, due to the ratio of swimmers. It is acceptable to have one staff member supervising Raft Making 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 Alexandra Adventure Resort 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 and helmets are to be worn while Raft Making & canoeing at all times

If you choose for an A.A.R staff member to conduct the raft making activity or supervising the swimming pool, extra charges will apply.

Teacher Run Activities

Swimming Pool & 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 over 8 feet.

Anybody under the age of 18 years of age must be supervised by an adult that can swim, at all times. Anybody that cannot swim must not enter the pool area without being supervised, same goes for 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 at any age, but have to be supervised by an adult at all times.

Ratio:

1:8 – 1 Adult to 8 students.

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 A.A.R staff, you must sign A.A.R's Water agreement form to state you are taking full responsibility for all people swimming.

Assisting leader experience:

Assisting leaders are permitted to assist this activity, due to the ratio of swimmers.

It is acceptable to have one staff member supervising Raft Making 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 Alexandra Adventure Resort 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 jacket to be worn in the pool if a person cannot swim.

If you choose for an A.A.R staff member to conduct the raft making activity or supervise the swimming pool, extra 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.

Description:

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

Age suitability:

The activity is suitable for participants 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. Alexandra Adventure Resort 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 A.A.R 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. A.A.R Staff have been trained in and safely instructed these activities over several years for a variety of user 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 A.A.R rules and notifying A.A.R staff at the end of the activity.

Specialised Activities

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

The cost of AAR staff supervision is included in the camp cost.

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Harness Activities

Crate Stacking (A SPECIALISED ACTIVITY)

Location:

The Crate Stacking activity is located on the far side of the oval. The setup and arrangement of the ropes and carabineer is to be established by Alexandra Adventure Resort staff.

Description:

The Crate Stacking is considered a specialised activity as mis-use 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 the 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 9 and over

Ratio:

1:8. It is recommended that there is one instructor/leader per eight participants. Recommended maximum group size is 15.

Instructor experience:

Alexandra Adventure Resort 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 to help assist where indicated by AAR staff and to supervise students. A trained A.A.R Staff member must be present on the Crate Stacking at all times when operating.

A trained A.A.R 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 and notifying Alexandra Adventure Resort management 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 the staff at Alexandra Adventure Resort

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 6 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 15.

Instructor experience:

Alexandra Adventure Resort 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 A.A.R Staff member must be present on the Flying Fox at all times when operating. A trained A.A.R Staff member must show a leader how to dis-harness the participant at the landing end of the 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 and notifying Alexandra Adventure Resort management 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 fox are all 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 activity is located on the far end of the oval. The setup and arrangement of the ropes and carabineer is to be established by Alexandra Adventure Resort staff.

Description:

The Giant Swing is considered a specialised activity as mis-use 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 10 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 15.

Instructor experience:

Alexandra Adventure Resort 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 A.A.R Staff member must be present on the Giant Swing at all times when operating. A trained A.A.R 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 and notifying Alexandra Adventure Resort management 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 the staff at Alexandra Adventure Resort.

Description:

The High Ropes Course is considered a specialised activity and is monitored by professionally trained staff as it is 10 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.

- * 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 10 and over

Ratio:

1:8. it is recommended that there is one instructor/leader per eight participants. Recommended maximum group size is 15.

Instructor experience:

Alexandra Adventure Resort Staff have been trained on the technical, safety and supervisory components of the High Ropes Course including learning where to attach each carabiner plus 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 A.A.R Staff member must be present on the High Ropes at all times when operating. A trained A.A.R 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 and notifying Alexandra Adventure Resort management 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 staff at Alexandra Adventure Resort.

Description:

The Leap of Faith is considered a specialised activity as mis-use 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 8m 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 9 and over

Ratio:

1:8. it is recommended that there is one instructor/leader per eight participants. Recommended maximum group size is 15.

Instructor experience:

Alexandra Adventure Resort 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 A.A.R Staff member must be present on the Leap of Faith at all times when operating.

A trained A.A.R 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 and notifying Alexandra Adventure Resort management 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 Wall (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 a staff member before participation commences by climbing to the top harnessed and attaching the ropes to the pullies.

Description:

The Rock Climbing Wall is considered a specialised activity as monitored by professionally trained staff as it is 8 metres high and requires proper training. All participants must wear harness and helmets. The aim of the activity is to rock climb up the wall to the top and abseil back down to the ground.

Age suitability:

The activity is suitable for participants aged 8 and over

Ratio:

1:8. It is recommended that there is one instructor/leader per eight participants. Recommended maximum group size is 15.

Instructor experience:

Alexandra Adventure Resort 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 A.A.R Staff member must be present at the rock climbing wall at all times when operating.

A trained A.A.R Staff member must show a leader how to belay a person up and down the wall, be 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 A.A.R 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 and notifying Alexandra Adventure Resort management 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 A.A.R 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 Alexandra Adventure Resort's trained activity staff and is a flat water base activity. A maximum amount of 2 people per canoe at one time.

Age suitability:

This activity is suitable for participants at any age, but must be supervised by an adult at all times or used as a group. No one is to canoe solo.

Ratio:

1:8 – 1 Adult to 8 students. Recommended maximum group size is 15.

Instructor experience:

Alexandra Adventure Resort 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 A.A.R 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 and notifying Alexandra Adventure Resort management 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 and helmets are to be worn while Raft Making & Canoeing at all times

Laser Force Sport Onsite

Risk and Safety Management

For visiting groups



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

SECTION 2

ALL ACTIVITIES –

Risk

Management

Plans

Index

NON -SPECIALISED

- Archery
- Bocce / Beach Volleyball
- Bushwalking and walking generally
- Low Initiatives
- Orienteering
- Raft Building
- Swimming Pool and Lake
- Trampolining

SPECIALISED

- Crate Stacking
- Flying Fox
- Giant Swing
- High Ropes
- Leap of Faith
- Rock Climbing
- Canoeing
- Laser Sport

Risk Management Plan – Archery			
Causal Factor	Risk	Likelihood	Prevention
Environmental			
Exposure to cold	Mild Hypothermia	Low	Ensure participants are dressed appropriately; postpone activity in adverse weather conditions.
Exposure to high temps, 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 as well) 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
Equipment			
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/Leader/Instructor from the participant group to be with group at all times All participants to wear helmets and suitable footwear
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; ensure correct footwear is worn 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/Leader/Instructor from the participant 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 the equipment	Injuries	Low	Long hair to be tied back; no loose jewellery or objects worn that could be entangled.

Risk Management Plan – BOCCE			
Causal Factor	Risk	Likelihood	Prevention
Environmental			
Exposure to cold	Mild Hypothermia	Low	Ensure participants are dressed appropriately; postpone activity in adverse weather conditions.
Exposure to high temps, 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 as well) Communication equipment readily available Medical assistance within 15 minutes
Sunstroke/Sunburn	Headache, fainting, pain on burn area	Moderate	Wear appropriate sun care products
Equipment			
Incorrect use of equipment	Injury to participant or others	Moderate	Safety brief prior to commencing activity Teacher/Leader/Instructor from the participant group to be with group at all times All participants to wear suitable footwear
Human			
Student trips and falls	Sprained ankle Knee or Wrist	Low	Make sure ground is not compacted; ensure correct footwear is worn No equipment left lying around

Risk Management Plan – Beach Volleyball			
Causal Factor	Risk	Likelihood	Prevention
Environmental			
Exposure to cold	Mild Hypothermia	Low	Ensure participants are dressed appropriately; postpone activity in adverse weather conditions.
Exposure to high temps, 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 as well) Communication equipment readily available Medical assistance within 15 minutes
Sunstroke/Sunburn	Headache, fainting, pain on burn area	Moderate	Wear appropriate sun care products
Equipment			
Incorrect use of equipment	Injury to participant or others	Moderate	Safety brief prior to commencing activity Teacher/Leader/Instructor from the participant group to be with group at all times
Human			
Student trips and falls	Sprained ankle Knee or Wrist	Low	Make sure ground is not compacted; ensure correct footwear is worn 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 – Bush Walking

Causal Factor	Risk	Likelihood	Prevention
Environmental			
Exposure to cold	Mild Hypothermia	Low	Ensure participants are dressed appropriately; postpone activity in adverse weather conditions.
Exposure to high temps, 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 carried by instructor Instructors carry first aid kits with snake bite bandages 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 as well) Communication equipment readily available Medical assistance within 15 minutes
Sunstroke/Sunburn	Headache, fainting, pain on burn area	Moderate	Wear appropriate sun care products
Equipment			
Human			
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 Initiatives			
Causal Factor	Risk	Likelihood	Prevention
Environmental			
Exposure to cold	Mild Hypothermia	Low	Ensure participants are dressed appropriately; postpone activity in adverse weather conditions.
Exposure to high temps, 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, 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 as well) Communication equipment readily available Medical assistance within 15 minutes
Sunstroke/Sunburn	Headache, fainting, pain on burn area	Moderate	Wear appropriate sun care products
Equipment			
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.
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/Leader/Instructor from the participant group to be with group at all times All participants to wear helmets and suitable footwear
Human			
Student trips and falls	Sprained ankle Knee or Wrist	Low	Make sure ground is not compacted; ensure correct footwear is worn 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
Environmental			
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 temps, 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 as well) Communication equipment readily available Medical assistance within 15 minutes
Sunstroke/Sunburn	Headache, fainting, pain on burn area	Moderate	Wear appropriate sun care products
Equipment			
Chalkboard with clip	Participant can get finger caught	Low	Be careful when opening and closing clip
Human			
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
Environmental			
Exposure to cold	Mild Hypothermia	Low	Ensure participants are dressed appropriately; postpone activity in adverse weather conditions.
Exposure to high temps, 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 as well) 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; 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	Raft can capsize	Unlikely	Weather forecast and local conditions checked prior to activity Activity will be cancelled / substituted if conditions are dangerous
Equipment			
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
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.
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/Lake			
Causal Factor	Risk	Likelihood	Prevention
Environmental			
Exposure to cold	Mild Hypothermia	Low	Ensure participants are dressed appropriately; postpone activity in adverse weather conditions.
Exposure to high temps, 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 as well) Communication equipment readily available Medical assistance within 15 minutes
Sunstroke/Sunburn	Headache, fainting, pain on burn area	Moderate	Wear appropriate sun care products
Equipment			
Incorrect use of equipment	Injury to participant or others	Moderate	Safety brief prior to commencing activity Teacher/Leader/Instructor from the participant group to be with group at all times All participants to wear helmets and suitable footwear
Human			
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
Environmental			
Exposure to cold	Mild Hypothermia	Low	Ensure participants are dressed appropriately; postpone activity in adverse weather conditions.
Exposure to high temps, 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, 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 as well) Communication equipment readily available Medical assistance within 15 minutes
Sunstroke/Sunburn	Headache, fainting, pain on burn area	Moderate	Wear appropriate sun care products
Equipment			
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/Leader/Instructor from the participant group to be with group at all times No more than one participant using the trampoline at any one time
Human			
Student trips and falls	Sprained ankle Knee or 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
Environmental			
Exposure to cold	Mild Hypothermia	Low	Ensure participants are dressed appropriately; postpone activity in adverse weather conditions.
Exposure to high temps, 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 as well) Communication equipment readily available Medical assistance within 15 minutes
Equipment			
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 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 Activity staff All participants must wear correctly fitted harness and helmets, and safety lanyards Two belay ropes used for each participant AAR Activity 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 Activity 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

Human			
Participant scared to jump / stuck	Emotionally upset / stressed	Moderate	Participant given choice about coming down from tower of crates (jump/step, instructor assist, climb down) 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; 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
Environmental			
Strong winds propelling participant	Participant hits stoppage tyre and swings up and hit head on cable	Low	Stop fox if wind becomes too strong
Exposure to cold	Snake Bite	Low	Be observant
Exposure to high temps, 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 as well) Communication equipment readily available Medical assistance within 15 minutes
Trees Interference	Brush against tree	Low	Trees are trimmed back monthly
Equipment			
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 and 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 student's carabineer. First allow them to walk off then dismount the steel Strop Glide from the line.
Human	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
Environmental			
Exposure to cold	Mild Hypothermia	Low	Ensure participants are dressed appropriately; postpone activity in adverse weather conditions.
Exposure to high temps, 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 as well) Communication equipment readily available Medical assistance within 15 minutes
Sunstroke/Sunburn	Headache, fainting, pain on burn area	Moderate	Wear appropriate sun care products
Equipment			
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-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.
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; 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			
Causal Factor	Risk	Likelihood	Prevention
Environmental			
Exposure to cold	Mild Hypothermia	Low	Ensure participants are dressed appropriately; postpone activity in adverse weather conditions.
Exposure to high temps, 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 as well) Communication equipment readily available Medical assistance within 15 minutes
Sunstroke/Sunburn	Headache, fainting, pain on burn area	Moderate	Wear appropriate sun care products
Equipment			
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
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; 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 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	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.

Risk Management Plan – Leap of Faith

Causal Factor	Risk	Likelihood	Prevention
Environmental			
Exposure to cold	Mild Hypothermia	Low	Ensure participants are dressed appropriately; postpone activity in adverse weather conditions.
Exposure to high temps, 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 as well) Communication equipment readily available Medical assistance within 15 minutes
Sunstroke/Sunburn	Headache, fainting, pain on burn area	Moderate	Wear appropriate sun care products
Equipment			
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; 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 Wall			
Causal Factor	Risk	Likelihood	Prevention
Environmental			
Exposure to cold	Mild Hypothermia	Low	Ensure participants are dressed appropriately; postpone activity in adverse weather conditions.
Exposure to high temps, 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 as well) Communication equipment readily available Medical assistance within 15 minutes
Sunstroke/Sunburn	Headache, fainting, pain on burn area	Moderate	Wear appropriate sun care products
Equipment			
Hard ground causes injury	Sprained ankle, Knee, wrist or 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
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.
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 a hard landing and is 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 wear helmet

Risk Management Plan – Canoeing

Causal Factor	Risk	Likelihood	Prevention
Environmental			
Exposure to cold	Mild Hypothermia	Low	Ensure participants are dressed appropriately; postpone activity in adverse weather conditions.
Exposure to high temps, 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 as well) 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
Equipment			
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.
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