

Human Resources

5. Policy & SOP (Activities)

5.0 Risk Assessment

5.0.1 ACTIVITY RISK ASSESSMENT DOCUMENTATION

Wedderburn Christian Campsite is an organisation committed to providing a safe environment for all participants in its outdoor programmes. Wedderburn Christian Campsite recognises the importance of ensuring that its staff maintains appropriate levels of training and skills.

Staff Qualifications & Experience

All Wedderburn Christian Campsite staff are required to undertake a selection process comprising of a written application, face to face interview and on-site training. All staff responsible for the supervision of minors are 18 years and older. All Wedderburn Christian Campsite staff are to be Senior First Aid trained and qualified.

Outdoor activity staff will have appropriate experience and/or qualifications to conduct the activities for which they are responsible. All Wedderburn Christian Campsite camping and outdoor staff undertakes regular training to update/maintain their activity leader skills.

Mandatory Standards in OR (Outdoor Recreation)

There are no mandatory standards for the conducting of outdoor recreation in NSW. However, a range of guidelines exists for those working with people in the outdoors. These include:

- NSW Department of Education – Guidelines for School Excursions
- 'The Risk Management Document' – developed by The Outdoor Recreation Industry Council of NSW
- National Training Package for Outdoor Recreation – developed by Sport & Recreation Training, Australia

All Wedderburn Christian Campsite's Safe Operating Procedures and activity curricula have been developed with reference to these documents.

Duty of Care & Child Protection

Wedderburn Christian Campsite recognises that it has a duty of care to participants in its outdoor programmes and camps. Wedderburn Christian Campsite therefore is committed to providing all participants with: appropriate instruction prior to commencing activities; appropriately maintained and checked equipment; and ongoing supervision and instruction during activities.

When working with minors, Wedderburn Christian Campsite recognises the unpredictable nature of children and their reduced capacity to identify potentially dangerous situations and structures activities to cater for these.

All Wedderburn Christian Campsite staff involved in working with children have been appropriately screened and approved, in accordance with the Child Protection (Working with Children) Act 2012 & Child Protection (Working with children) regulation 2013.

Evaluation & Review

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All Wedderburn Christian Campsite outdoor programmes and camps complete an evaluation procedure. This process includes written evaluations from participants (teachers on school camps). The content of these evaluations forms the basis for any changes to future programming. Periodical checks and updates of Risk Assessment documentation is also a priority.

RISK ASSESSMENT

Each activity's assessment of risk has been calculated using the following table. We have used the following categories to assess both probability of an event and the risk rating associated, to be able to put in place control measures to reduce the risk of injury. Depending on participant's ability, the probability of accident may differ and therefore some risk ratings are marked as variable. Not every risk will be possible to foresee and therefore the following lists are not exhaustible, but are designed to reduce risk to our clients.

Term Used	Risk Rating	Probability
Variable	Dependant on participant's ability	
Low	Minor (e.g. First Aid needed)	Unlikely
Medium	Moderate (e.g. Medical Attention)	Possible
High	Major (e.g. Long term injury or illness)	Likely
Extreme	Catastrophic (e.g. Kill or Permanently Maim)	Almost Certain

Risk/Hazard	Risk Rating	Probability	Control Measures
Wedderburn General Risk Assessment			
Lightning	Medium	Low	Monitor weather both visually & on the internet. Cancel activities if a lightning storm is likely to become dangerous.
Natural Hazards: Dead Branches, Snakes, Spiders, Ants	Variable	Low	Staff to check for hazards before each group session. Monthly maintenance checks are to be carried out. Staff must carry first aid kits during all activities. Participants are to be led at the front by WCC staff.
Deterioration of Equipment Due to Wear	High	Low	In-house maintenance checks are to be conducted and logged.
First Aid Required	Variable	Low	Activity staff to carry mobile phones. Sufficient staff first aid qualified for the size of the group.
Inappropriate Footwear	Low	Medium	Participants are only allowed to undertake activities if wearing enclosed shoes.
Inappropriate Clothing: Skirts, Very Short Shorts, Midriff Tops, Singlets	Low	Medium	Participants to be informed of the danger of harness rubbing on exposed skin and sunburn.
Skin Protection – Sunburn	Medium	Medium	All participants are to wear appropriate clothing (including a hat) and use sunscreen.
Student Ability	Variable	Low	All participants are to be informed of ‘challenge by choice’ option before the commencement of the activity.
Dehydration	High	Low	All participants are advised to bring a water bottle to camp and drink plenty.
Uninformed Participant	High	Low	All participants are to receive the relevant safety brief from the activity leader before commencing an activity.
Tree Climbing	Medium	Low	All campers will be informed during induction that climbing trees is prohibited and must not be undertaken (Tree Climb N/A)
Getting lost	Low	Medium	Campers are instructed about boundaries upon arrival and the vastness of our bushland.
Playground Equipment	Low	Low	Maintained as per maintenance schedule. Children are instructed to be sensible while on equipment.

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Tree log (playground equipment)	Low	Low	Sharp edges removed. Children are instructed to be sensible while on the log.
High Winds	Medium-High	Likely	Monitor weather both visually & on the internet. Cancel or adjust activities if the winds become too dangerous to continue. Seriously Consider this when winds reach 25km/h or higher.

Risk/Hazard	Risk Rating	Probability	Control Measures
Climbing Wall: Risk Assessment			
Falling	High	Low	Activity leader to check all climbing wall hardware before each session and monitor belay teams during the session.
Bruising from Harness due to poor fitting	Low	Low	Activity leader to ensure the harness is correctly fitted.
Participants Being Lowered too fast	Low	Medium/ High	Belayers to be aware of their responsibilities before the commencement of the activity. Activity leader to be watching belayers at all times.
Hair and/or Clothing caught in Equipment	Low	Low	Activity leader to ensure all long hair and clothing is secured.
Emotional Distress Caused by Fear	Variable	Low	Reassurance by activity leader and teachers. Participants are to be safely brought back to the ground. Participants will be instructed about the challenge by choice, giving the participant an 'out'.
Feet Slipping on the way down Wall	Medium	Low	Activity leaders to pay particular attention to participant's feet positioning, especially in wet conditions
Rope becoming wet (rain) and not feeding through belay banks smoothly.	Medium	Medium	Activity to be called off in the event of rain being heavy enough to soak the ropes or if ropes do not feed smoothly through belay banks.
Items falling from the wall or climber onto participants on the ground	Low	Low	All people are to be instructed to remain at or behind the first belay bank while participants are climbing, or wear a helmet before entering.
Unlocked carabiners	High	Low	Activity leaders to check every carabiner before each participant has their turn.
Participants not involved in climbing distracting activity leader	Low	Medium	Participants instructed to remain seated on the logs provided when not involved in climbing.
Belay team failing to belay safely with ropes tight	Low	Medium	Activity leader to be monitoring belay teams as they do their job. Activity to be cancelled if belay teams cannot or will not belay safely.

Risk/Hazard	Risk Rating	Probability	Control Measures
Initiative Games: Risk Assessment			
Participants being Dropped in 'Electric Fence'	Medium	Low	Activity leader to monitor and assist when needed, any lifting that occurs. The hands of the person getting out must be held to guide them safely back to the ground.
Heavy Weight being carried in 'Crossing the Logs'	Medium	Low	Activity leader to ensure that all weight is distributed in a safe manner. If too heavy, offer to carry the log for them.
Participants hit by planks in 'Cross the Logs'	Medium	Low	Leader to ensure planks are carried in a safe manner at all times.
Participant's Ankle twisted in 'Crossing the Logs'	Low	Medium	Participants to be instructed to walk slowly & carefully on planks at all times. Participants instructed about the risk & told to watch out for it.
Participant's Ankles twisted in 'Walkers', Crossing the river, In and Out of the water, Pizza trays,	Low	Medium	Participants to be instructed to walk slowly & carefully on planks at all times. Participants will be instructed about the risk and told to watch out for it. Participants will be supervised while the activity is underway.
Rope burn in games using ropes	Low	Low	Participants to be informed and monitored about using ropes safely
Participant's foot under logs in 'Walkers'	Low-Medium	Medium	Participants to be instructed to walk slowly & carefully on planks at all times. Participants will be instructed about the risk and told to watch out for it.
Dust in participants' eyes in 'foam wars'	Low	Low	All participants are told not to throw foam at other people's heads, and all participants will be wearing safety glasses.
Tripping over in activities such as Crossing the river, In and Out of the water, Pizza trays, and Shoe toss	Medium	Possible	Participants will be supervised while the activity is underway. All items are removed from the activity area.
Falling off Earth Ball	Medium	Low	At least two adults to monitor the ball at all times while the participant is on it, ready to support them. Crawling only, no standing on the ball.
Being hit by Earth Ball	Low	Low	Activity is always supervised by a competent adult. Hands-only to push the ball around, no shoulder barging as this causes the ball to move fast.

Risk/Hazard	Risk Rating	Probability	Control Measures
Abseiling: Risk Assessment			
Falling	High	Low	Activity leader to check all hardware before each decent.
Bruising from Harness due to poor fitting	Low	Low	Activity leader to ensure the harness is correctly fitted.
Participants Being Lowered too Fast	Low	Medium	Activity leaders to manage ropes safely for a slow and controlled descent.
Hair and/or Clothing caught in Equipment	Low	Low	Activity leader to ensure all long hair and clothing are secured.
Emotional Distress Caused by Fear	Variable	Low	Reassurance by the activity leader. Participants may be told that they are unable to safely complete the Abseiling and the activity leader to stop the abseil of that participant. Participants will be instructed about the challenge by choice, giving the participant an 'out'.
Feet Slipping on the way down	Low	Low	Activity leaders to take particular attention to participant's feet positioning, esp. in wet conditions.
Injury by Falling Objects whilst on Ground	High	Low	Area pointed out at the bottom of the rock face where no one can enter without a helmet on.
Participants walk near the Edge of the 5m or 15m Rock Face	High	Low	Area marked out where no one can enter if not fitted to a safety line. Including a yellow marked area at a 5m cliff for viewer safety.
Unlocked carabiners	High	Low	Activity leaders to check every carabiner before each participant has their turn.
Poorly Fit Helmets	High	Low	Activity leaders to check each helmet before each participant has their turn.
Anchor system failure	High/Extreme	Low	Anchor system to be set up by one trained activity leader and to be double-checked by a second activity leader.
Abseiler inverting on the rock face	Low	Low	Activity leader to be watching and communicating with abseiler at all times during decent about abseil safety.

Risk/Hazard	Risk Rating	Probability	Control Measures
Archery/Archery Golf: Risk Assessment			
Being hit by arrows	High	Low	Participants instructed to always face targets when bows are in hand and to stay in bays until all participants have fired arrows. Activity leader to be constantly watching participants.
Being embedded by an arrow by tripping when retrieving arrows	High	Low	Participants to be directed to approach targets by walking only and to watch where they are walking.
Splinters	Low	Low	All arrows inspected before and at the end of each activity for damage.
Bruising on arm from string whip	Low	Medium	Armbands must be worn unless the participant is wearing a jumper. Participants are taught the correct technique.
Sunburn	Minor	Medium	Activity leader to make sure (where possible) participants are seated in the shade when they are not currently having a turn.
Being hit by arrows – Archery golf	Low	Low	Archery Golf arrows are fitted with a soft arrow tip. Participants were instructed to always face the ground targets when bows were in hand and to stay behind the rope until all participants had fired arrows. Activity leader to be constantly watching participants.
Passer-by being struck by an arrow – Archery Golf	Low	low	Participants have been instructed on safety. Activity leader to be constantly supervising participants.

Risk/Hazard	Risk Rating	Probability	Control Measures
Bushwalking/Eco Walk/Koala Conservation Experience: Risk Assessment			
Getting Lost	Low	Low	Ensure that an appropriate course is selected for each group based on age and perceived ability. Activity leader to ensure that there is an adult at the front and rear of the group.
Dehydration	Medium	Medium	Activity leader to ensure that participants have filled water bottles and wear appropriate clothing. Participants are instructed to drink plenty.
Injury from Falling on Rough Ground or Hard Surface	Variable	Medium	Activity leader to ensure participants walk at all times, not run and sufficient supervision provided for group size. The group is to be instructed about the rough surface and to watch where they are walking.
Walking on Public Road – getting hit by vehicle	High	Medium	Activity leader to brief group before departure on technique (single file), crossing only at designated cross-over points & using cross-over marker people. Leader to be at front of the group and mature adult at the rear, as a minimum.
Injury from branch being flicked into face	Low	High	Ensure participants are not pushing branches out of the way and letting them flick the person behind. Tree branches are managed along track edges for safety.
Hazardous Snake Bite	High	Low	Activity leader to physically lead the group with the mandate and responsibility to identify a snake. In the event of encountering a snake, the activity leader has a responsibility to manage the group in such a way that no individual in the group comes close to the snake.
Injury from using hand tools	Low	Low	Activity leader will advise participants on how to safely use tools
High Wind and older trees	Variable	Variable	Activity will be suspended when winds are constantly above 20kmh

Risk/Hazard	Risk Rating	Probability	Control Measures
Bushwalking/Self-guided Walk: Risk Assessment			
Getting Lost	Low	Low	Follow the map and stay on the formed track.
Dehydration	Medium	Medium	Ensure that you have filled a water bottle and wear appropriate clothing. Drink plenty of water. Be aware of weather conditions.
Injury from Falling on Rough Ground or Hard Surface	Variable	Medium	Do not run. Be aware of rough surfaces and watch where you are walking. Ensure appropriate footwear is worn.
Injury from branch being flicked into face	Low	High	If walking with others do not push branches out of the way and let them flick the person behind.
Hazardous Snake Bite	High	Low	Look out for snakes. In the event of encountering a snake stop and keep clear.

Risk/Hazard	Risk Rating	Probability	Control Measures
Swimming: Risk Assessment			
Drowning	Extreme	Low	Activity leaders to provide adequate supervision & ensure participants do not swim beyond their ability. Attending group to provide details of swimming abilities for all swimmers. Advise participants not to jump on top of others and hold them down. CPR instructions are installed on the fence in case of emergency.
Skin Protection – Sunburn	High	Medium	Sunscreen is to be applied before entering the pool area. Shirts will be worn at all times in the pool area unless shade is covering the swimming area.
Swimming pool wrestling pole	Medium	Medium	Activity leader to ensure participants are following the rules of the pole at all times. (Rules are listed on the side of the pole) No standing, only two participants at a time, knees must be touching before wrestling.
Slipping over in the pool area	Medium	Medium	Swimmers are instructed not to run in the pool area and to watch where they are going.
Falling/jumping on top of someone who is in the pool	Low	Low	Swimmers are instructed that pushing, bombing and diving are not allowed, for the safety of other swimmers.
Hitting head on bottom of pool	Medium	Low	Swimmers are instructed that no diving is allowed.
Waterhole Swimming (If applicable) – falling off embankments, submerged obstacles etc & check the strength of the current.	High	Low	Activity leader is to scope the waterhole area for any obstacles and clear them, as well as check the strength of the current and depth of water. The Leader is also to station mature adults at strategic viewing points around the waterhole. A minimum of 2 capable adults will be in the water with the students at any one time. Ropes will be placed at strategic points to assist students in manoeuvring around the waterhole. Wedderburn Christian Campsite will provide recreational flotation devices to assist swimmers in the waterhole if they are feeling fatigued.

Risk/Hazard	Risk Rating	Probability	Control Measures
BMX/Mountain Biking: Risk Assessment			
Injury from falling off Bike	Variable	Medium	Safety helmets must be worn. A riding test will be conducted to assess riding ability and then the activity leader to ensure participants ride according to perceived ability. Only 4 participants will be allowed on the track at any given time.
Injury from a branch being flicked into a face (Mountain Biking)	Low	High	Ensure participants are not pushing branches out of the way and letting them flick the person behind. Tree branches are to be trimmed off track edges for safety. Ensure sufficient distance between riders.
Non-riding participants being hit by moving bikes (BMX)	Low	Low	Activity leaders to ensure participants remain inside the safe waiting area for their turn and not on the track.
Getting Lost (Mountain Biking)	Low	Medium	Ensure that an appropriate course is selected for each group based on age and perceived ability. Activity leader to ensure that there is an adult at the front and rear of the group.

Risk/Hazard	Risk Rating	Probability	Control Measures
Bush Craft & Bush Creations: Risk Assessment			
Injury when collecting natural bush materials	Variable	Medium	Participants to wear appropriate footwear & to collect only within the areas specified by Activity Leader.
Hot Glue Gun, Saw, Drill, Knife injury, Scissor injury	Medium	Medium	Activity leader or mature adult ONLY to use these items.
Filing injury	Minor	Low	Participants are instructed on how to safely use the file.
Skin Protection – Sunburn (Bush Creations)	Medium	Medium	All participants are to wear appropriate clothing (including a hat) and use sunscreen.

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Risk/Hazard	Risk Rating	Probability	Control Measures
Beach Volley Ball: Risk Assessment			
Injury from ball or sand	Low	Medium	Use of appropriate Volleyball only. Participants are instructed not to throw sand at any time.
Dehydration	Medium	Medium	Activity leader to ensure that participants are aware of where they can get water and to wear appropriate clothing.
Skin Protection – Sunburn	Medium	Medium	All participants are to wear appropriate clothing (including a hat) and use sunscreen.

Risk/Hazard	Risk Rating	Probability	Control Measures
H2O Skirmish/Laser Tag: Risk Assessment			
Injury from tripping or falling on rough ground or hard surface	Variable	Medium	Activity leader to ensure participants are aware of their surroundings at all times and sufficient supervision provided for group size. Maintenance schedule to ensure trip hazards are buried or removed. Participants remain inside the boundary.
Injury to eye from wet sponge (H2O Skirmish only)	Low	Medium	Participants to always wear safety glasses when in Participating.
Getting Lost	Low	Low	Ensure that all participants remain inside the boundary.
Abrasion and spearing by tree	Medium	Low	Branches have been removed from trees to the height of 2.5m approx. Participants remain inside the boundary.
Injury to participant nominated for rescue (Emergency rescue simulation option only)	Low	Low	Direct supervision of stretcher assembly. Stretcher tested before use. Stretcher not lifted above 60cm in height. Safety Helmet to be worn by the participant.
Injury to stretcher bearers (Emergency rescue simulation option only)	Low	Low	Minimum of 6 participants to carry the stretcher. Predetermined routes with tripping hazards identified.
Dehydration	Medium	Medium	Activity leader to ensure that participants have filled water bottles and wear appropriate clothing.
Collision (person or equipment)	Low	Medium	Activity leader to brief participants about spatial awareness and that other participants may turn up unexpectedly.
Laceration or puncture wounds from laser tagger (Laser only)	Medium	Low	Participants reminded to remain 1M from other participants. Taggers are to be inspected before use for damage or sharp edges.
Emotional harm	Low	Medium	Participants reminded that they are not to chase the same person all the time and with Laser, there is a 4 shot rule and move on
Unknown skirmish area when running activity in mobile, off-site situation	Variable	High	Instructor to inspect skirmish area, remove any movable hazards, define a boundary with either landmark or create a visual boundary, and inform participants of any hazard that is not removable
High Wind and older trees	Variable	Variable	Activity will be suspended when winds are constantly above 20kmh

Risk/Hazard	Risk Rating	Probability	Control Measures
Mini Olympics: Risk Assessment			
Injury from moving object	Low	Low	Mini Olympic games are played indoors and all games are played from a stationary position. Any ball/objects that are thrown are faced towards a wall or are of a composition that would not inflict injury. Each team is supervised by an adult and teams are required to remain within designated areas during activities.
Collision	Low	Medium	Activity leader to brief participants about special awareness and that other participants may turn up unexpectedly. These games are fast-paced and require lots of movement.

Risk/Hazard	Risk Rating	Probability	Control Measures
Flying Fox: Risk Assessment			
Falling	High	Low	Activity leader to check all hardware before each ride.
Bruising from Harness due to poor fitting	Low	Low	Activity leader to ensure the harness is correctly fitted.
Participants falling during mount/dismount of the device.	Low	Low	Platforms in use for mount & dismount. Students are given clear instructions to be aware of their responsibilities before the commencement of the activity.
Hair and/or Clothing caught in Equipment	Low	Low	Activity leader to ensure all long hair and clothing are secured.
Emotional Distress Caused by Fear	Variable	Low	Reassurance by activity leader and teachers. Participants will be instructed about the challenge by choice, giving the participant an 'out'.
Contact with obstacles eg, branch while on Flying Fox	High	Low	Activity leaders to undertake pre-operation check of obstacles before activity.
Poorly Fit Helmets	High	Low	Activity leaders to check each helmet before each participant has their turn.
Unlocked carabiners	High	Low	Activity leaders to check every carabiner before each participant has their turn.

Risk/Hazard	Risk Rating	Probability	Control Measures
Giant Swing: Risk Assessment			
Falling	Extreme	Low	Activity leader to check all hardware before each swing. Clifftop safety procedures to be adhered to. Out-of-bounds areas are marked out and participants are aware of this.
Bruising from Harness due to poor fitting	Low	Low	Activity leader to ensure the harness is correctly fitted.
Injury caused to participant from the mounting ladder.	Medium	Low	Activity leaders are fully trained in Giant Swing procedures. Participants are instructed on how to carefully use equipment.
Hair and/or Clothing caught in Equipment	Low	Low	Activity leader to ensure all long hair and clothing is secured.
Emotional Distress Caused by Fear	Variable	Low	Reassurance by activity leader and teachers. Participants will be instructed about the challenge by choice, giving the participant an 'out'.
Equipment failure	Extreme	Low	Annual inspection conducted by a suitably qualified third party.
Injury to Haul Team members tripping over or unaware of the release of the participant.	Low	Low	All haul team members are fully briefed on procedures by the activity leader.
Injury to spectators	Medium	Low	All spectators are to be made aware of the out-of-bounds area. The boundary area is Chained off for further safety.
Poorly Fit Helmets	High	Low	Activity leaders to check each helmet before each participant has their turn.
Unlocked carabiners	High	Low	Activity leaders to check every carabiner before each participant has their turn.

Risk/Hazard	Risk Rating	Probability	Control Measures
Off-Track Experience/Orienteering: Risk Assessment			
Getting Lost	Low	Low	Ensure that an appropriate course is selected for each group based on age and perceived ability. Activity leader to ensure that there is an adult at the front and rear of the group.
Dehydration	Medium	Medium	Activity leader to ensure that participants have filled water bottles and appropriate clothing.
Injury from Falling on Rough Ground or Hard Surface	Variable	Medium	Activity leader to ensure participants walk at all times and sufficient supervision provided for group size.
Walking on Public Road – getting hit by vehicle (if used)	Extreme	Medium	Activity leader to brief group before departure on technique (single file), crossing only at the designated cross-over points & using cross-over marker people. Leader to be at the front of the group and mature adult at the rear as a minimum. Radios are to be used.
Participants being Dropped	Medium	Low	Activity leader to monitor and assist when needed any lifting that occurs.
Heavy Weight being carried	Medium	Low	Activity leader to ensure that all weight is distributed safely.
Participants being Hit by Planks	Medium	Low	Activity leader to ensure planks are carried safely at all times.
Participant's Ankle Twisted	Low	Medium	Participants are to be instructed to walk slowly and watch where they are going.
Rope burns to hands	Low	Medium	Participants are to be instructed to carefully manage rope to not burn the hands of other participants
Emergency Responder Access	High	Low	A remote area first aid kit is to be brought along on each session. This kit includes more than just a standard first aid kit

Risk/Hazard	Risk Rating	Probability	Control Measures
Night Program (Campfire & Night Walk): Risk Assessment			
Getting Lost	Low	Low	Ensure that appropriate course is selected for each group based on age and perceived ability. Activity leader to ensure that there is an adult at the front and rear of the group.
Injury from Falling on Rough Ground or Hard Surface	Variable	Medium	Activity leader to ensure participants walk at all times and sufficient supervision provided for group size.
Unable to see in the dark	Medium	Low	Activity leader to ensure that enough torches are present for at least one between two participants.
Participant's Ankle Twisted	Low	Medium	Participants are to be instructed to walk slowly and watch where they are going.
Fire, Friend or Foe (FFF)/Damper/Marshmallows Activity risk	See F,F,F Risk Assessment below	See F,F,F Risk Assessment below	See F,F,F Risk Assessment below

Risk/Hazard	Risk Rating	Probability	Control Measures
Vertical Challenge/Tree Climb: Risk Assessment			
Falling	High	Low	Activity leader to check all Vertical Challenge/Tree Climb hardware before each session and monitor belay teams during the session.
Bruising from poor Harness fitting	Low	Low	Activity leader to ensure the harness is correctly fitted.
Participants Being Lowered too fast	Low	Medium/ High	Belayers to be aware of their responsibilities before the commencement of the activity. Activity leader to be watching belayers at all times.
Equipment Snaring hair/loose clothing	Low	Low	Activity leader to ensure all long hair and clothing is secured.
Emotional Distress Caused by Fear	Variable	Low	Reassurance by activity leader and teachers. Participants are to be safely brought back to the ground. Participants will be instructed about challenge by choice, giving the participant an 'out'.
Feet Slipping on the way down	Medium	Low	Activity leaders to take particular attention to participant's feet positioning, especially in wet conditions
Rope becoming wet (rain) and not feeding through belay banks smoothly.	Medium	Medium	Activity to be called off in the event of rain being heavy enough to soak the ropes or if ropes do not feed smoothly through belay banks.
Items falling from apparatus or climber onto participants on the ground	Low	Low	Participants are to be instructed to remain behind belay banks unless it is their turn to climb. If they enter the area while there are climbers a helmet must be worn.
Unlocked carabiners	High	Low	Activity leaders to check every carabiner before each participant has their turn.
Participants not involved in climbing distracting activity leader	Low	Medium	Participants instructed to remain seated on the logs provided when not involved in climbing.
Belay team failing to belay safely with ropes tight	Low	Medium	Activity leader to be monitoring belay teams as they do their job. Activity is to be cancelled if belay teams cannot or will not belay safely.
Injured arm if placed inside staples or platform bracing (Tree Climb)	High	Low	Participants instructed not to place hands/arms through staple loops or platform bracing.

Risk/Hazard	Risk Rating	Probability	Control Measures
Glider Possum: Risk Assessment			
Falling	High	Low	Activity leader to check all Glider Possum hardware before each session and monitor belay teams during the session.
Bruising from Harness due to poor fitting	Low	Low	Activity leader to ensure the harness is correctly fitted.
Participants Being Lowered too fast	Low	Medium/ High	Belayers to be aware of their responsibilities before the commencement of the activity. Activity leader to be watching belayers at all times.
Hair and/or Clothing caught in Equipment	Low	Low	Activity leader to ensure all long hair and clothing are secured.
Emotional Distress Caused by Fear	Variable	Low	Reassurance by activity leader and teachers. Participants are to be safely brought back to the ground. Participants will be instructed about challenge by choice, giving the participant an 'out'.
Items falling from apparatus or climber onto participants on the ground	Low	Low	Participants are to be instructed to remain behind belay banks unless it is their turn to climb. They must wear a helmet when entering the area
Unlocked carabiners	High	Low	Activity leaders to check every carabiner before each participant has their turn.
Participants not involved in climbing distracting activity leader	Low	Medium	Participants instructed to remain seated on the logs provided when not involved in climbing.
Belay team failing to belay safely	Low	Medium	Activity leader to be monitoring belay teams as they do their job. Activity is to be cancelled if belay teams cannot or will not belay safely.
Belay team pulling too fast and rider going too high	High	Low	Instructor will manage belay team's pace while belaying and also the stopping point

Risk/Hazard	Risk Rating	Probability	Control Measures
Leap of Faith: Risk Assessment			
Falling	High	Low	Activity leader to check all Leap of Faith hardware before each session and monitor belay teams during the session.
Bruising from Harness due to poor fitting	Low	Low	Activity leader to ensure the harness is correctly fitted.
Participants Being Lowered too fast	Low	Medium/ High	Belayers to be aware of their responsibilities before the commencement of the activity. Activity leader to be watching belayers at all times.
Hair and/or Clothing caught in Equipment	Low	Low	Activity leader to ensure all long hair and clothing are secured.
Emotional Distress Caused by Fear	Variable	Low	Reassurance by activity leader and teachers. Participants are to be safely brought back to the ground. Participants will be instructed about challenge by choice, giving the participant an 'out'.
Items falling from apparatus or climber onto participants on the ground	Low	Low	Participants are to be instructed to remain behind belay banks unless it is their turn to climb.
Unlocked carabiners	High	Low	Activity leaders to check every carabiner before each participant has their turn.
Participants not involved in climbing distracting activity leader	Low	Medium	Participants instructed to remain seated on the logs provided when not involved in climbing.
Belay team failing to belay safely	Low	Medium	Activity leader to be monitoring belay teams as they do their job. Activity is to be cancelled if belay teams cannot or will not belay safely.
Injured arm if placed inside staples or platform bracing	High	Low	Participants instructed not to place hands/arms through staple loops or platform bracing.
Participant hitting pole or ladder when swinging back from jumping	Medium	Low	When the participant is jumping off the platform, the belay team will remove slack from the rope at the same time to reduce the back swing. Participants are not to jump from the ladder or pole, only the platform.

Risk/Hazard	Risk Rating	Probability	Control Measures
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Crate Climb: Risk Assessment			
Falling	High	Low	Activity leader to check all Crate Climb hardware before each session and monitor belay teams during the session.
Bruising from Harness due to poor fitting	Low	Low	Activity leader to ensure the harness is correctly fitted.
Participants Being Lowered too fast	Low	Medium/ High	Belayers to be aware of their responsibilities before the commencement of the activity. Activity leader to be watching belayers at all times.
Hair and/or Clothing caught in Equipment	Low	Low	Activity leader to ensure all long hair and clothing are secured.
Emotional Distress Caused by Fear	Variable	Low	Reassurance by activity leader and teachers. Participants are to be safely brought back to the ground. Participants will be instructed about challenge by choice, giving the participant an 'out'.
Items falling from apparatus or climber onto participants on the ground	Low	Low	Participants are to be instructed to remain behind belay banks unless it is their turn to climb. If they enter the area while there is a climber they must wear a helmet.
Unlocked carabiners	High	Low	Activity leaders are to check each carabiner before each participant has their turn.
Participants not involved in climbing distracting activity leader	Low	Medium	Participants instructed to remain seated on the logs provided when not involved in climbing.
Belay team failing to belay safely	Low	Medium	Activity leader to be monitoring belay teams as they do their job. Activity is to be cancelled if belay teams cannot or will not belay safely.
Participant falling onto crates	Low	Medium	Instructor will manage belay team so there is no slack in the rope, not allowing the participant to have any drop

Risk/Hazard	Risk Rating	Probability	Control Measures
'Learn To Cook': Risk Assessment			
Injury when working with hot surfaces, dishes, pans	Variable	Medium	Participants to wear appropriate heat proof PPE & to work only within the areas specified by Activity Leader.
Hot flames at the stove, knife injury	Medium	Medium	Activity leader or mature adult to use these items, or participant can use under direct supervision.
Hot/cold burns	Minor	Low	Participants instructed on how to safely handle extremely hot or cold items.
Hot liquid spills (particularly when taking food out of the oven)	Medium	Medium	All participants are to wear appropriate clothing including closed-in shoes with solid upper.
Risk of food contamination	Variable	Medium	Participants to use appropriate equipment for activity ie. Specific colour chopping board, disposable gloves. Go through the basic kitchen hygiene SOP covered in the briefing.
Slipping hazard	Medium	Medium	Activity leader to assist participants in identifying potential slip hazards eg. slip-proof mats in place in the wash up bay.

Risk/Hazard	Risk Rating	Probability	Control Measures
Fire, Friend or Foe/Damper/Marshmallows: Risk Assessment			
Burn from fire	Low	Medium	Participants learning how to light and safely manage fire during the activity. Participants are all to wear enclosed footwear to protect their feet. Participants are to stay outside the fire ring (brick edge) at all times and always be supervised by staff.
Being pushed into the fire due to overcrowding	Medium	Low	Number of people around the fire to be reduced to a small group of up to 25 around the large fire ring.
Food contamination	Low	Low	Food to be prepared in campsite kitchen areas using normal food safety procedures
Manual handling injury collecting firewood	Low	Low	Participants and staff only to carry or lift what they safely can.
Injury from vehicle movement	Medium	Low	Vehicles are not to be driven off roadways without a spotter as per vehicle policy and are only driven by staff trained in that policy.
Smoke inhalation from wood smoke	Low	Low	Work area is outdoors providing sufficient ventilation
Bite, sting or irritation from collecting wood	Medium	Low	First aid kit to be carried at all times. Participants are instructed to check timber before moving or lifting
Burn from hot marshmallow or damper	Low	Medium	Participants informed that they are cooking and therefore the item will be hot. Handle with care, blow to cool down before touching or wait.
Participant hit by stick	Low	Medium	Participants informed to hold the stick upright, not out when they are walking to prevent accidental hitting.
Uncontrolled fire in activity area	Low	Low	A reduction of flammable materials in activity area, hose on standby to put any spot fire out
Weather causing fire to be too dangerous	High	Low	Instructor to check fire danger (heat or wind) before lighting fire.
Trip and slip hazards	Medium	Low	Any unnecessary items will be removed from the activity area

Risk/Hazard	Risk Rating	Probability	Control Measures
Bush Survivor: Risk Assessment			
Falling Down (Sleeping Bag Race, Water Relay)	Medium	High	Activity staff to clear the activity area of excess trip hazards. Participants are briefed on the correct use and management of equipment and are supervised throughout the activity.
Rope Burn (Gear Up)	Low	Low	Length of rope is limited to reduce the risk. Participants are briefed on the correct use and management of equipment and are supervised throughout the activity.
Hammer injury (Building Tent)	Variable	Medium	Participants are instructed by activity staff on the safe handling of this tool and will be supervised as they use it.

Risk/Hazard	Risk Rating	Probability	Control Measures
BUSH2U: General Risk Assessment			
Lightning	Medium	Low	Monitor weather both visually & on the internet. Cancel activities if a lightning storm is likely to become dangerous.
Natural Hazards: Dead Branches, Snakes, Spiders, Ants	Variable	Low	Staff to check for hazards before each group session. Staff must carry first aid kits during all activities. Participants are to be led by a WCC activity leader.
Deterioration of Equipment Due to Wear	Low	Medium	In-house maintenance checks are to be conducted and logged.
Chafing of skin	Low	Medium	Participants to be informed of correct clothing that ensures coverage of the skin.
Skin Protection – Sunburn	Medium	Medium	All participants are to wear appropriate clothing (including a hat) and use sunscreen.
Dehydration	High	Low	All participants are advised to bring a water bottle to camp and drink plenty.

Risk/Hazard	Risk Rating	Probability	Control Measures
Slip 'n Slide: Risk Assessment			
Injury from tripping or falling on rough ground or hard surface	Variable	Medium	Activity leader to ensure participants are aware of their surroundings at all times and sufficient supervision provided for group size. A check before activity is set up to ensure trip hazards are removed. Participants remain inside the boundary of the activity area.
Slippery surfaces, participants running, structure hazards	Low	High	Explain risks and hazards as appropriate. Monitor continually. No standing or running on the tarp.
Long hours in the sun	Low	Medium	Apply sunscreen before activity. Bring a water bottle. Participants are to wait in the shade where possible. Shirt to be worn at all times.
Inappropriate clothing	Medium	Low	Activity leader to monitor signs of cold. Participants are to wear swimwear on the slide.
Multiple people on slide	Low	Low	Direct supervision and control of participants lining up to begin their turn of sliding. Only one participant slid at a time. Whistle can be used when necessary to stop the activity or get everyone's attention.
Too much detergent on slide	Low	Low	Activity leader to dilute detergent.
Dehydration	Medium	Medium	Activity leader to ensure that participants have filled water bottles and wear appropriate clothing.
Eye injury from soap	High	Medium	Activity leader to brief participants about potential hazards, and instruct them to shut their eyes if it sprays their face. Rinse their eyes out immediately with water.
Slide not wet	Low	Low	Ensure water is flowing sufficiently and that the mat is completely wet before the first participant goes down, as well as between participants.

Risk/Hazard	Risk Rating	Probability	Control Measures
Jumping Castle: Risk Assessment			
Dangerous clothing	Medium	Low	No shoes, belts or buckles to be worn on the castle.
Overcrowding/rough play	Medium	Low	Limit participants to 400kg or 15-20 children depending on size. Supervise children entering and exiting. Keep participants of a similar skill level on at the same time.
Trips and slips/choking	Low	Low	Mat at entry, ensure extension leads are secured and out of the way. No food or drinks are allowed in the castle.
Weather	High	Low	Monitor weather before use, winds predicted over 30km/hr castle should not be used. If the weather turns, the castle should be deflated. The castle should be anchored at all times. The castle should not be used in the rain.
Suffocation/entrapment	High	Medium	Supervisor to monitor power and sudden loss of power, children must be removed immediately. No children are to be on structure when inflating and deflating.
Environment	Low	Low	Castle will be inflated in an open space, away from trees, BBQ area and public walkways/pathways
Over enthusiastic participants	Medium	Medium	Responsible person supervising at all times. Rocking from side to side is NOT PERMITTED UNDER ANY CIRCUMSTANCES .
Danger of falling from height.	Medium	Medium	Climbing, hanging or sitting on walls is DANGEROUS and must not be allowed at any time. Equipment must always be supervised.
Back/neck injury from moving deflated castle	Low	Low	At least two people will collect, lift or move the Castle and a trolley will be used wherever possible. At least two people will roll up the Castle, and secure it with the strap provided. The castle should not be lifted
Electrocution from power lead	High	Low	All leads to be inspected before use.

Governing bodies &/or References:

- Workcover NSW
- Outdoor Recreation Industry Council NSW
- Risk Assessment for High schools (<http://www.riskassess.com.au/>)
- Swinburne Risk Assessment Information (<http://www.swinburne.edu.au/corporate/hr/ohs/risk/>)

Prepared by: Lyndon Bell **Date:** December 2007

Review details: (Old copies can be found in [CAMP\\$ S: Human Resources/Appendix D – Archive of past HR](#))

- Mal Baker July 2011
- Paul Muilwyk April 2012 (Added Laser Tag, H2O Skirmish, adjusted general risk assessment and opening statement)
- Andrew Vanderschoor, Berna Olthof & Paul Muilwyk March 2014 (Re-Formatting, added Off Track Exp, Night Program campfire, Added more risk control measures to most individual activities, adjusted risk assessment opening statement, added reference table)
- Paul Muilwyk December 2014 (added a self-guided bush walk risk assessment)
- Paul Muilwyk September 2017 (added Vertical Challenge, Glider Possum, Leap of Faith, Crate Climb, Koala Conservation)
- Paul Muilwyk June 2019 (minor adjustments to a few activities)
- Carna Feldtmann, Andrew Vanderschoor August 2020 (review, minor adjustments and added ‘Learn to Cook’ and Blacksmithing)
- Andrew Vanderschoor, August 2020, Archery Golf, and adjustments to Initiative Games
- Rebekah Bell, Andrew Vanderschoor, September 2020, BUSH2U General and Bush Survivor
- Paul Muilwyk August 2021 (general review and minor updates)
- Corey McMahon November 2023 (minor adjustments and updates based on some changes to activities)