

CHRISTIAN YOUTH CAMPS – BURLEIGH HEADS
ROCK CLIMBING/ABSEILING

Activity Coordinator:

Venue(s): Pt Danger, Turtle Rock

Date of Excursion:

Ages Attending:

The Process –

1. Breakdown the activity into actions (eg. off and on the bus, in transit, toilet stop, each activity at venue, unstructured time)
2. For each activity:
 - Identify what hazards may exist, what harm may result, and to whom - consider **consequences** should an incident occur
 - Enter what practices you currently have in place to reduce the **frequency** or **consequences** of injury
 - Discuss **as a group** what further controls are possible-consider risk versus educational outcome. Does the control measure actually introduce any **new risks?**
 - Identify & document **who** puts each control in place and in what time frame
3. When considering 'further controls' start at the top of the following 'hierarchy of control'- the higher on this list the more reliable the control:
 - Eliminate – some activities of an excursion may need to be eliminated if the risks can't be controlled eg swimming in a dangerous rock pool
 - Substitute - lower risk activity with same outcome eg swimming at patrolled beach between the flags
 - Redesign - change or reorder activities eg swimming activity changed to cooler time of day to avoid peak sun exposure
 - Isolate – provide clear instructions to participants at the start of an activity eg set boundaries to keep participants out of problem areas
 - Admin controls – plan & coordinate each action of an activity eg clear rules & expectations for activity, supervision roster
 - Personal protective equipment – last option that should be considered but in some cases the only practical control eg approved helmet for horse riding

Review – this workplace health and safety risk assessment is to be reviewed when:

- An incident where staff or students are injured
- Any staff member considers the level of risk has become unreasonable
- A change in staff or participant mix
- A new activity is introduced
- Circumstances change significantly
- There is new information that may influence the risk assessment
- After the activity
- Each time the activity is undertaken

You must do this step to complete the risk management process because: it's the law (WH&S Act), it is an internal audit requirement, it ensures the knowledge gained is passed on to others proposing to engage in a similar activity, the review process improves the skills of those staff involved.

Implemented by: _____

Site Manager: _____

WHSO: _____

Appendix B – Hazard Assessment Categories

Step 1 – Identify the Hazard

Risk category	Example of Risk	Hazard Category	Example of Hazard
Sound	Hearing Damage	Electrical	Shock, Burns
Biological	Micro-organisms	Kinetic Energy	Projectiles, Penetrating Objects
Hazardous Substances	Skin contact, Inhalation	Mechanical Energy	Caught between, Struck by / against
Extremes of Temp	Effects of Heat or Cold	Thermal Energy	Spills and Splashes of Hot Matter
Gravity	Falling Objects, Slips, Trips and Falls of People	Radiation	Ultra -violet, Arc Flashes, Micro-Waves, Lasers
Confined Spaces	Restriction of movement	Vibration	Aggravates body/limbs stability

STEP 2 - Calculate the RISK Rating (Low / Medium / High) using the chart below.

RISK ASSESSMENT FACTORS		
EXPOSURE (Rating) 1 RARE (less than 20%of time) 2 OCCASIONAL (20%-60% of time) 3 FREQUENT (over 60% of time) (This refers to the amount of time in any given working day that staff are exposed to the Hazard)	PROB. OCCURRING (Rating) 1 UNLIKELY 2 POSSIBLE 3 VERY LIKELY (This refers to the probability of an injury occurring should the Hazard be engaged)	CONSEQUENCES (Rating) 2 MINOR (Scratches/ Bruises) 3 MODERATE (Breaks/ Burns) 4 SERIOUS (Permanent loss) (This refers to the potential severity of the injury)
Score 6 and below = L	Score 7 = M	Score 9-10 = H

STEP 3 - Specify the Control Measure (Column 3 over page) required to **eliminate** the hazard or bring it's consequences to a **Low** rating.

Control Categories		
Elimination	Risks to be designed out and control measures to be designed in.	Hazard eliminated
Substitution	Replace the material / part or process with a less hazardous one.	Hazard eliminated
Re-Design	Redesign work processes to eliminate the risk.	Hazard eliminated
Separation	Isolating the hazard from the people by enclosing or guarding.	Hazard covered
Administration	Adjusting the time or conditions of risk exposure.	Hazard worked around

P. P. E.	Using appropriately designed and properly fitting equipment where above controls are not available.	Hazard remained but staff protected
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Please note: Some hazards may not be identified in the above "Hazard Assessments". These have been labelled as "other".

Activity/Camp Coordinator Date / / (Signature)	Site Manager Date / / (Signature)
Risk assessment authorised by WH&S Officer Andrew Grant Date / / (Signature)	Other relevant parties Name Date / / (Signature)

Activity Risk/Hazard	Consequences and/ or Description of Risk (Describe circumstances/tasks that might produce the Risk. If possible, list activity, procedure or job. Recall previous experience on similar projects if necessary.)	Level of Risk	Control Measure to be Implemented	N - Not Done D - Done I - Implementing		
				N	D	I
Walking to & from the venue (Roads, National Park, Bridges)	<ul style="list-style-type: none"> Slip, trip, fall - participants may be injured by passing vehicles Participants may lose their footing and slip, trip or fall Participants walk off designated path Participants lose contact with the group 	4	<ul style="list-style-type: none"> Participants to be asked to mind their step Participants are lead by instructors/leaders Participants only cross roads when deemed safe by instructors/leaders Participants use pedestrian crossings where available. Participants cross road using underpass Participants must use designated paths through National Park Participants are instructed to stay in between 2 designated leaders (front & rear). 		✓ ✓ ✓ ✓ ✓ ✓	
Supervision	<ul style="list-style-type: none"> Participant disappearance Participant behaviour Behaviour causing injury Drowning - Lack of supervision could result in participant disappearance Participant behaviour being affected, could lead to injury. 	2	<ul style="list-style-type: none"> Participant to instructor ratios met (as per Education Queensland guidelines) Unqualified leader is, UNDER NO CIRCUMSTANCES, to run the activity on their own. Qualified instructors are always used. 		✓ ✓ ✓	
Toilets	<ul style="list-style-type: none"> Sharps in toilet 	4	<ul style="list-style-type: none"> Participants to be "buddied" to ensure participants are in a minimum group of 2. 		✓	

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	<ul style="list-style-type: none"> Harm to participant - Sharps or a person intending harm. 					
Public Venue	<ul style="list-style-type: none"> Harm to participant Members of the Public - Sharps or a person intending harm. Disappearance of participant 	4	<ul style="list-style-type: none"> Participants to be buddied to ensure participants are in a minimum group of 2. 		✓	
Participant Health	<ul style="list-style-type: none"> Participant Health Participant Fitness - Participants not being in a fit physical state to participate 	4	<ul style="list-style-type: none"> Participants to remove all loose jewellery, apparel or ornaments, which may cause injury to themselves or other participants. Parental consent forms to be completed prior 		✓	
Safety	<ul style="list-style-type: none"> Training - Non-adherence to safety instructions 	2	<ul style="list-style-type: none"> Activity to be lead by qualified staff/trainers. 		✓	
First Aid	<ul style="list-style-type: none"> Unqualified staff - Further agitation of injury 	4	<ul style="list-style-type: none"> Administrator of first aid to have current first aid qualification First aid kit to be available at all venues 		✓	
Poorly fitted equipment		2	<ul style="list-style-type: none"> Briefing include awareness of hazard and instruction in appropriate fit and wear Check the fit of helmets and harnesses Constant supervision Assess participants for body shape, confidence & weight and provide appropriate gear 		✓	
Equipment failure	<ul style="list-style-type: none"> Age of equipment Storage and handling procedures Wear Lack of competent or experienced staff Complacency 		<ul style="list-style-type: none"> Visual inspection of ropes, webbing and hardware during session Regular inspection and maintenance of all equipment Staff ability to recognise worn or faulty equipment Maintaining a record of age of climbing belay ropes Separation of retired gear and usable gear Understanding of history of use and occurrences with equipment Correctly storing and maintaining gear Briefing to avoid damage 		✓	
Incorrect use of equipment	<ul style="list-style-type: none"> Lack of competency or experienced staff 		<ul style="list-style-type: none"> Briefing on correct use and awareness of consequences of incorrect use 		✓	

			<ul style="list-style-type: none"> • Assessment of participant ability to use equipment • Use standard belay system • Use according to manufacturer's specifications • Vigilant supervision • Leader Competence in use of equipment • Being particular about how equipment is used • Comply with all manufacturers recommendations 	✓	
Inappropriate attire e.g. rings and/or leather ankle/wrist/neck banks	<ul style="list-style-type: none"> • Entanglement 		<ul style="list-style-type: none"> • Ensure participants have adequate footwear, appropriate clothing, removed or taped jewellery and secured long hair 	✓	
Object falling	<ul style="list-style-type: none"> • Proximity of loose objects to cliff face • Proximity of participants to objects under cliffs • Unstable tree or cliff above climbing site • Items carried by climbers or staff • Inappropriate equipment used at the top of climbing site • Movement or access above other people by staff or participants 	2	<ul style="list-style-type: none"> • Inspect sites for loose material before use and use alternate sites if the risk is moderate or high that there will be falling debris • Helmets worn by participants at all times in the climbing environment • Minimize number of participants waiting or working below climbers if there is loose material • Have waiting areas out from under climbing areas • Do not have participants waiting or working below staff working at the top of cliffs • Do not have participants carry heavy items up climbs without the item on a separate belay • Clip any equipment or gear to anchors at the top of climbs or climbing sites 	✓	
Height/Gravity – Person falling	<ul style="list-style-type: none"> • Distance of fall to ground or other object • Distance of swing • Presence of hard abrasive or sharp objects onto which climbers may fall or swing • Difficulty of the climb • Weather conditions 	2	<ul style="list-style-type: none"> • Implement an appropriate belay system incorporating: <ul style="list-style-type: none"> ○ UIAA or CE climbing rope when climbing, or static rope when rappelling (in the case of school aged participants a dynamic rope in addition when rappelling); 	✓	

			<ul style="list-style-type: none"> ○ an appropriate system or mechanism, designed to anchor the climbers rope to a fixed object in the event of a fall; ○ the attachment of the climber to their rope by a harness with a rethread figure 8 knot; ○ a friction braking system acting to prevent rope running in the event of a fall. ● Competent leader supervising ● Ensure equipment is used appropriately and fitted correctly ● Ensure rescue equipment is available and positioned to be readily used ● Adequate briefing and sequencing ● Monitor participant behaviour and attitudes prior to and during the use of the course ● Vigilant supervision ● Ensure belays are managed to minimize slack ● Minimize swing by having climbers ascend vertically above their belay or having a belay that moves with the climber as they traverse. ● Leader competence ● Safe waiting areas at the top or bottom of climbing/abseiling areas which are able to be supervised by staff ● Areas near the top of cliffs roped off with a suitably anchored curtain rail if participants are to be moving in the vicinity. 		<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	
Sharp abrasive rock or other objects e.g. cable	<ul style="list-style-type: none"> ● Rope movement ● Non-redundancy on anchor lines ● Swinging falls or falls onto ledges or objects (see gravity above) 	2	<ul style="list-style-type: none"> ● Appropriate set up to avoid sharp edges and excessive rope drag across abrasive surfaces (ropes should run free if at all possible) ● Use of rope protection ● Inspection of rope / site during session 		<ul style="list-style-type: none"> ✓ ✓ ✓ 	
Ultra-violet rays	<ul style="list-style-type: none"> ● Radiation - Sunburn ● Heat stroke ● Heat exhaustion 	3	<ul style="list-style-type: none"> ● Participants to be requested to wear sunscreen and sun shirts. 		<ul style="list-style-type: none"> ✓ 	

			<ul style="list-style-type: none"> Participants to be requested to drink often to alleviate risk of heat stroke or heat exhaustion 		✓	
Non-participants	<ul style="list-style-type: none"> Supervision - lack of supervision 	4	<ul style="list-style-type: none"> One additional adult/leader to accompany instructors/leaders to supervise non-participants 		✓	
Safety	<ul style="list-style-type: none"> Contact - contactability 	4	<ul style="list-style-type: none"> Instructors/leaders to ensure mobile is available and taken on activity 		✓	
Weather	<ul style="list-style-type: none"> Slips, Trips & Falls Lightening - Injury Electrocution 	3	<ul style="list-style-type: none"> In the event of storm, cease all activities immediately Remove all participants from exposed sites Seek cover from closest building if possible Avoid contact with metal objects, trees, fences and other isolated objects First aid kit with every leader Have access to emergency transport/evacuation capacity 		✓	

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