

Living Springs

Adventure Activities Department
Action Management Plan

V2.0

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OVERVIEW

The Action Management Plan (AMP) contains Safety Operating Procedures (SOP's) and the Risk Analysis & Management (RAM's) for activities run at Living Springs Camp and Conference Centre (Living Springs/LS). This document should be read and adhered to by all staff and adults that take lead responsibility for running the activity and maintaining the safety of participants.

Ratios detailed within this document are maximum numbers for best practice. The ratios should be re-assessed prior to commencing activity according to individual needs of groups or other variables affecting the activity.

In the case of extreme weather, the programmes manager will make decisions on whether activities should go ahead. If they are not present, the most senior programmes staff will make the decision with consultation from higher management.

Before activities, instructors must check for participants' medical issues, injuries, and appropriate clothing for the activity and weather. During setup and takedown, equipment should be checked, stored correctly, and any faulty equipment reported to the Programmes Manager. The misuse of equipment must be stopped immediately.

During activities, the responsible instructor will continually assess weather conditions and hazards. Authority is given to the instructor to halt an activity immediately if any safety concerns or hazards arise.

Assessment of the area used for activities are monitored by all Living Springs staff to ensure no excessive damage to environment and wildlife.

This document is fully endorsed and authorised by the Programmes Manager.

Joseph Aldridge, Programmes Manager.

The AMP document is located within the SMS (Safety Management System) available in the Living Springs office. There are also electronic copies within the shared files on the Living Springs network.

This AMP is the property of Living Springs Camp and Conference Centre. The information it contains is confidential and privileged. Any unauthorised use, distribution, or copying of the contents is expressly prohibited.

Reviews of this document will be conducted on an annual basis or when necessary and link into the review of the SMS.

Major Changes

Version No.	Date	Author	Reviewed by
1.0	January 2013	Mike Barber, Programmes Administrator	Denis Aldridge, CEO Jon Ward, Operations Manager
1.1	April 2013	Mike Barber, Programmes Administrator	Jon Ward, Operations Manager Sarah Le Page, Outdoor Instructor
1.2	July 2013	Mike Barber, Programmes Administrator	Jon Ward, Operations Manager Emma Ward, Health and Safety
1.3	February 2015	Hannah Strickland, Senior Instructor	Joseph Aldridge, Programmes Administrator
1.4	April 2016	Craig Turner	Joseph Aldridge, Programmes Administrator Wendy Duggan, Business Development Manager
1.5	January 2017	Cindy Tapscott	Joseph Aldridge, Programmes Administrator
1.6	August 2018	Joseph Aldridge	Wendy Duggan, Business Development Manager
1.7	August 2019	Alex Lattimore	Joseph Aldridge, Programmes Administrator
1.8	October 2021	Alex Lattimore	Joseph Aldridge, Programmes Manager
1.9	August 2022	Alex Lattimore	Joseph Aldridge, Programmes Manager
2.0	August 2024	Alex Lattimore	Joseph Aldridge, Programmes Manager

Minor Changes

<u>Date</u>	<u>Item/page</u>	<u>Name</u>	<u>Reviewer</u>
March 2018	Tree Climb – changed Competent Instructor requirements. Clarified the ratio requirements	Joseph Aldridge, Priscilla Hill	Wendy Duggan
March 2018	Crate Stack – added helmet requirements	Joseph Aldridge, Priscilla Hill	Wendy Duggan
April 2018	Defined Wide Games – Added Animal Survival and Colours to the heading	Joseph Aldridge	Wendy Duggan
April 2018	Added Zipline AMP	Joseph Aldridge	Wendy Duggan
June 2018	Added Archery Tag AMP	Joseph Aldridge	Wendy Duggan
August 2018	Removed detail about falling pinecones etc from Arch/Air rifles AMP due to change in location of the activity	Joseph Aldridge	Wendy Duggan
April 2019	Added Mountain Boarding	Alex Lattimore	Wendy Duggan
April 2019	Added Stream Study AMP	Joseph Aldridge	Wendy Duggan
Aug 2019	- Removed BMX & Chariot Rides - Added Rogaine specific RAMs and added Rope Swing, Mini Golf, and Trampolines	Alex Lattimore	Wendy Duggan
Aug 2020	Added Age limit to Zipline	Alex Lattimore	Joseph Aldridge
Sept. 2020	- Edited Tree Climb inspection timeframe - Reworded when we watch lowering to until confident	Alex Lattimore	Joseph Aldridge
Aug. 2021	Reviewed (No Changes)	Alex Lattimore	Joseph Aldridge & Priscilla Hill
October 2021	- Removed Balanz Bikes & Horse Riding - Added Running into Objects as risk for Wide Games - Changed all Person Responsible to Joseph Aldridge - Minor rewording/additions to some activities	Alex Lattimore	Joseph Aldridge
April 2022	- Added note about looking out for people in the way at the dismount platform	Alex Lattimore	Joseph Aldridge
August 2023	- Added ladders as a risk in tree climb and Mountainboards as a hazard to go along with cars	Alex Lattimore	Joseph Aldridge & Programmes Team
August 2024	- Massive format change and overall clarity on risk levels and responsibility to mitigate those risks	Alex Lattimore	Joseph Aldridge

TRAINING

The AMP is used as part of training and sign off on individual instructors and activities. During training, specific references to actions detailed in the AMP's will be made. Below is a simple system outlining the followed procedure to train instructional staff, leading them to be signed off as competent for that specific activity. Training and assessments are delivered and assessed by senior competent instructors.



EMERGENCY MANAGEMENT PLAN

For all Living Springs Activities	
1	Ensure your own safety before addressing the situation.
2	Secure the safety and control of the group, enlisting responsible adults for assistance if applicable. Contact the office if necessary.
3	Provide first aid if required.
4	Call 111 / raise alarm / call office if necessary.
5	Monitor and support the individual, administering additional first aid if necessary.
6	Evacuate groups and affected individuals if necessary and safe to do so. If no evacuation – move person and group appropriately.
7	Conduct an appropriate debrief and complete an incident report.
8	Ensure equipment deemed unsafe is replaced or repaired.
Utilize the Emergency Management Plan as a foundational guideline during emergencies. Adaptations to the plan may be made in response to the specific circumstances of the situation.	
Communication	
Joseph Aldridge	021 257 2696
John Donaldson	021 045 0749
Alex Lattimore	022 676 2916

Risk Rating

Risk Assessment is a crucial part of Living Springs' operations. For each activity, Living Springs identifies the potential hazards and evaluates the likelihood and severity of these hazards using the table below. **This assessment determines the remaining level of risk posed by the hazards of each activity after attempted mitigation measures have been applied.**

Consequence of injury/ harm Likelihood of injury/harm	Insignificant Minor injury, onsite 1st aid	Minor Injury requiring medical attention eg Dr or 24hr clinic	Moderate Immediate medical treatment eg ambulance / ED	Major Serious injury / hospitalisation / permanent disability	Catastrophic 1 or more fatalities
Almost certain	Medium	High	Extreme	Extreme	Extreme
Likely	Low	Medium	High	Extreme	Extreme
Possible	Low	Medium	High	High	Extreme
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	High

General Camp Hazards

The chart below outlines general camp risks that are not tied to specific activities, requiring ongoing attention and management.

Harm (What could go wrong)	Hazard (Why would this happen)	Mitigation (How we try to prevent it)	Risk
Impact Injury - Hit by Vehicle	- Improper Supervision - Vehicle driving too fast in main camp area - Children not paying attention around road	- Properly briefed supervising adults and participants - Speed Limits & signs for children crossing posted at camp entrance - Strategically stationed parents for activities where there is a higher chance of occurrence	Medium Major/Unlikely
Wasp Stings (Seasonal)	- Inadequate proactive measures taken by LS staff to reduce likelihood of occurrence	- Annual preventative plan to reduce the number of nests on the property - Vigilant staff observation to address any areas where wasps are seen	Low Insignificant/ Possible
Plant related injury - Onga-Onga Sting - Trees or branches falling	- Inadequate Instruction - Failure of staff to warn participants of it - Failure to follow instructions - Results of weather and aging	- Briefing participants on arrival of what it is and what it does if you touch it - Removal of it around high traffic areas - Regular path checks - Annual arborist report	Low Insignificant/ Possible
Minor Injury - Bumps, bruises, cuts, scrapes, strains, sprains	- Leg Falling through cattle stop - Hilly, uneven, sometimes slippery terrain	- Briefing group when walking in areas where cattle stops will be - Briefing group on managing themselves on this type of terrain - Changes to programme at instructors' discretion	Low Insignificant /Possible
Natural Disasters - Earthquake - Rockfall - Landslip	- Can happen without an identifiable cause - Can be a result from other natural disasters	- LS will verify that all planned routes are open and safe following any natural events that might increase the risk of rockfall and landslides. - Good instructor judgment when in areas with potential rockfalls	Medium Major/Rare
Weather Related Illness - Sunburn - Heat related illness - Hypothermia	- Group is inadequately prepared/equipped - Failure to adjust programmes in extreme weather conditions	- Group advised by Programmes Manager or instructor of appropriate clothing/gear prior to arrival - Weather checked regularly by Programmes Team - Programmes adjusted to reduce the likelihood of occurrence - More water/rest breaks - Changing or moving to indoors if possible	Low Minor /Unlikely
Lost Participant(s)	- Insufficient instruction from Instructor - Lack of group management - Failure to follow instructions	- Properly briefed supervising adults and/or participants - Instructor keeps group together when travelling around camp	Low Moderate/ Rare
- Poisoning - Serious Injury	- Eating poison pellets from pest control devices - interfering with pest control traps	- Properly briefed participants to be aware that there are various kinds of pest control devices placed around camp and the importance of not interfering with them in anyway	Medium Major/Rare

Self-Supervised Activity - Burma Trail						Person Accountable: Joseph Aldridge
Ratio:	Max #	Required Skills:	Equipment:	Clothing:	Vehicle Access:	Storage:
1:10	40	Briefed Adult by LS Staff	<ul style="list-style-type: none"> - First Aid Kit - Mobile phone - Torches (if at night) - Blindfolds 	<ul style="list-style-type: none"> - Weather appropriate clothing - Enclosed suitable footwear 	OCC Burma trail – via driveway Bush Camp Burma - trail 4WD drive access at start of trail, Road access Bamfords Road at end of trail	N/A

Safe Operating Procedure

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment.

- Small groups should stay in line with Adult Helpers. Larger groups should station adults throughout.
- Participants must always hold rope during walk
- Instructor and Adult Helpers walk the course prior to activity with hazards pointed out
- Participants should walk with their hand forward while blindfolded

Risk Analysis & Management

Harm (What could go wrong)	Hazard (Why would this happen)	Mitigation (How we try to prevent it)	Responsibility	Risk
Minor Injury <ul style="list-style-type: none"> - Bumps, bruises, cuts, scrapes, strains, sprains 	<ul style="list-style-type: none"> - Inadequate instruction - Failure to follow instructions - Wearing inappropriate footwear 	<ul style="list-style-type: none"> - Instructor will provide a clear safety briefing, covering key points (terrain, stationing adults, safe movement.), and ensuring understanding - Instructor walks route with Adult Helpers - Participants listen attentively and follow instructions - Checking participants footwear before activity begins 	<ul style="list-style-type: none"> - LS Staff - Participants - Adult Helpers & participants 	Low Insignificant/ Likely
Impact injury <ul style="list-style-type: none"> - Walking into trees or people while blindfolded 	<ul style="list-style-type: none"> - Inadequate instruction/ Supervision - Failure to follow instructions 	<ul style="list-style-type: none"> - Instructor will provide a clear safety briefing, covering key points (terrain, stationing adults, hand forward while blindfolded.), and ensuring understanding - Participants listen attentively and follow instructions 	<ul style="list-style-type: none"> - LS Staff - Participants 	Low Insignificant/ Likely

Self-Supervised Activity - Campfire					Person Accountable: Joseph Aldridge	
Ratio:	Max #	Required Skills:	Equipment:	Clothing:	Vehicle Access:	Storage:
1:10 w/ Minors	30 Directly near fire	Briefed Adult by LS Staff	- First Aid Kit (recommended) - Hose	- Weather appropriate clothing - Enclosed suitable footwear	- OCC – driveway access - Bush camp - 4wd drive track, access up to camp by foot	N/A

Safe Operating Procedure

Safety:

The following key safety points must be shared with responsible adults, as highlighted in the Risk assessment.

- fire size - Flames should not exceed 1 meter.
- Do not wave burning marshmallow around to put it out. Gently blow it out
- Hold roasting skewers up/down to avoid poking other participants.
- Clear area of any debris
- Extinguish the fire at the end of the session.
- OCC - Ensure the hose is by fire pit and inform of location of hose tap.
- Bush Camp – shown location of closest taps (sinks)

Risk Analysis & Management

Harm (What could go wrong)	Hazard (Why would this happen)	Mitigation (How we try to prevent it)	Responsibility	Risk
Burn - Contact with fire or hot object such as burning marshmallow or Hot skewer	- Inadequate instruction - Poor management of activity - Failure to follow instructions	- Instructor will provide a clear safety briefing, covering key points (marshmallow roasting safety, proper care of fire, limited space), and ensuring understanding - Listen attentively and follow instructions	- Instructor Adult Helpers - Participants	Medium Moderate/ Unlikely
Minor Injury - Cuts, Scraps, Bumps, Bruises, Sprains, & Strains	- Inadequate Instruction - Poor management of activity - Failure to follow instructions - Darkness & Terrain	- Instructor will provide a clear safety briefing, covering key points (Properly handling skewers, limited space, safe movement near fire), and ensuring understanding - Listen attentively and follow instructions - Recommend walking, suitable footwear & torches	- Instructor - Adult Helpers - Participants - Adult Helpers & Participants	Low Insignificant/ Likely
Damage to the environment - Wildfire	- Inadequate instruction - Poor management of fire	- Instructor will provide a clear safety briefing, covering key points (Fire size, water source location, fire always monitored), and ensuring understanding - Adhering to local fire restrictions	- Instructor Adult Helpers - LS Staff	High Catastrophic/ Rare

Self-Supervised Activity – Mini Golf						Person Accountable: Joseph Aldridge	
Ratio:	Max #	Required Skills:	Equipment:	Clothing:	Vehicle Access:	Storage:	
1:30	30	Briefed Adult by LS Staff	- Golf Balls - Golf Clubs	Weather appropriate clothing	Via Driveway	All equipment is in programmes office	

Safety Operating Procedure

Safety:

The following key safety points must be shared with responsible adults, as highlighted in the Risk assessment.

- Golf clubs are not to be raised above the knee.
- Walking recommended in course as greens can be slippery and there are tripping hazards
- Remind participants that this is mini golf, not a driving range. Do not hit too hard.
- Caution must be taken when entering and exiting the course via the road.

Risk Analysis & Management

Harm (What could go wrong)	Hazard (Why would this happen)	Mitigation (How we try to prevent it)	Responsibility	Risk
Impact Injury - Hit with golf club or ball	- Improper Supervision - Failure to follow instructions - Inappropriate use of equipment	- Instructor will provide a clear safety briefing, covering key points and ensuring understanding - Listen attentively and follow instructions - Equipment only used in mini golf course - Spectators off the putting greens	- Instructor - Adult Helpers - Participants	Low Insignificant/ Possible
Minor Injury - Bump, bruises, cuts, scrapes, sprains, sprains	- Improper Supervision - Failure to follow instructions - Often Slippery surfaces - Tripping Hazards (Greens Edges)	- Properly briefed supervising adults - Listen attentively and follow instructions - Emphasize using paths - Walking only in course	- Instructor - Adult Helpers & Participants	Low Insignificant/ Possible

Self-Supervised Activity – Monorail						Person Accountable: Joseph Aldridge
Ratio:	Max #	Required Skills:	Equipment:	Clothing:	Vehicle Access:	Storage:
1:15	30	Briefed Adult by LS Staff	- Carts	- Weather appropriate clothing - Enclosed suitable footwear	Via driveway and through the paddock gate	Carts locked together and chained to platform when not in use.

Safe Operating Procedure

Safety:

The following key safety points must be shared with responsible adults, as highlighted in the Risk assessment

- Adults must be positioned at the top and bottom of the rail to slide cart on and off the track.
- **Always have both hands holding cart handle while riding.**
- No pushing of the cart upon release.
- One cart on the monorail at a time in forward position.
- Recommended 8 year’s plus.
- Walking recommended in course as greens can be slippery and there are tripping hazards
- **Seat belt must be worn.**
- Walk in the paddock.
- Participant Weight limit 100kg
- Spectators must keep away from the track.

Risk Analysis & Management

Harm (What could go wrong)	Hazard (Why would this happen)	Mitigation (How we try to prevent it)	Responsibility	Risk
Serious Injury - Falling off Cart - Carts Colliding	- Improper/No Supervision - Failure to follow instructions - Unsupervised use - Equipment Failure	- Instructor will provide a clear safety briefing, covering key points (Buckle up, hold handle) and ensuring understanding - Listen attentively and follow instructions - Locking carts when not in use - Rules signage for adults and participants - Regular equipment checks	- Instructor - Adult Helpers & participants - Adult Helpers - LS Staff	Medium Moderate /Unlikely
Impact Injury - Cart hitting person - Person running into rail - Dropping cart of foot	- Improper Supervision - Failure to follow instructions - Uneven terrain, Potentially Slippery - Cart is too heavy	- Instructor will provide a clear safety briefing, covering key points (walking in paddock, spectators away from track) and ensuring understanding - Listen attentively and follow instructions - Activity closed if too wet - Use multiple people if the cart is too heavy to lift	- Instructor - Adult Helpers & participants - Instructor - Adult Helpers	Low Moderate/ Rare
Minor injury - Bump, bruises, cuts, scrapes, sprains, sprains	- Improper Supervision - Failure to follow instructions - Uneven terrain, Potentially Slippery - Cart is too heavy	- LS Staff will instruct supervising adults on key points above - Listen attentively and follow instructions - Rules signage for adults and participants - Activity closed it too wet - Use multiple people if the cart is too heavy to lift	- Instructor - Adult Helpers & participants - Instructor	Low Insignificant /Possible

Self-Supervised Activity – Rope Swing					Person Accountable: Joseph Aldridge	
Ratio:	Max #	Required Skills:	Equipment:	Clothing:	Vehicle Access:	Storage:
1:15	1 on 15 Present	N/A	N/A	- Weather appropriate clothing	Via driveway	N/A

Safety Operating Procedure

Safety:

The following key safety points must be shared with responsible adults, as highlighted in the Risk assessment.

- Only one person on the swing at a time
- recommended one person helping the swinger
- Spectators must not stand in swing zone

Risk Analysis & Management

Harm (What could go wrong)	Hazard (Why would this happen)	Mitigation (How we try to prevent it)	Responsibility	Risk
Impact Injury - Falling off rope - Hit by rope or participant	- Inadequate instruction - Failure to follow instructions - Equipment Failure	- Instructor will provide a clear safety briefing, covering key points and ensuring understanding - Listen attentively and follow instructions - Encourage Adult supervision - Regular equipment checks	- Instructor - Participants - Adult Helpers - Instructor	Low Insignificant/ Possible

Self-Supervised Activity – Swimming Pool / Code Cracker					Person Accountable: Joseph Aldridge	
Ratio:	Max #	Required Skills:	Equipment:	Clothing:	Vehicle Access:	Storage:
1:15	70	Adult, over the age of 16, briefed by LS staff	Rescue Equipment	Appropriate clean clothing/Swimming Attire	Via driveway	N/A

Safety Operating Procedure

Safety:

The following key safety points must be shared with responsible adults, as highlighted in the Risk assessment.

- No running or flips
- Supervisor briefed on safety equipment location
- Jumping and diving only in deep end.
- Door locked when pool not in use
- Supervisor responsible for being aware of participant’s water confidence/ability.
- Supervisors to be stationed around the pool – 1 to always be at the deep end.

Risk Analysis & Management

Harm (What could go wrong)	Hazard (Why would this happen)	Mitigation (How we try to prevent it)	Responsibility	Risk
Serious Injury - Drowning	- Inadequate Instruction - Improper Supervision - Failure to follow instructions - Unsupervised use	- Instructor will provide a clear safety briefing, covering key points and ensuring understanding - Safety equipment available around pool area. - Listen attentively and follow instructions - Supervising adults to be familiar with individuals abilities. - Pool door locked when not in use.	- Instructor - Adult Helpers and participants - Adult Helpers	Extreme Catastrophic /Possible
Impact injury - Bumps, bruises, cuts, scrapes, sprains, strains	- Inadequate Instruction - Improper Supervision - Failure to follow instruction - Unsupervised use	- Instructor will provide a clear safety briefing, covering key points and ensuring understanding - Listen attentively and follow instructions - Pool door locked when not in use.	- Instructor - Participants & Adult Helpers - Adult Helpers	Low Insignificant/ Possible
Hitting Pool deck, sides, or bottom		- Towels placed down on pool deck by LS staff for Code Cracker	- LS Instructor	Medium Minor/ Possible

Self-Supervised Activity – Trampolines						Person Accountable: Joseph Aldridge	
Ratio:	Max #	Required Skills:	Equipment:	Clothing:	Vehicle Access:	Storage:	
1:30	- 2 on each - 30 Present	N/A	N/A	- Weather appropriate clothing - No footwear while jumping	Via driveway	N/A	

Safety Operating Procedure

Safety:

The following key safety points must be shared with responsible adults, as highlighted in the Risk assessment.

- Two at a time on trampolines
- No footwear to be worn on trampoline.

Risk Analysis & Management

Harm (What could go wrong)	Hazard (Why would this happen)	Mitigation (How we try to prevent it)	Responsibility	Risk
Impact Injury - Collision with another participant - Falling out of trampoline	- Inadequate instruction - Failure to follow instructions - Too many people on trampoline at a time - Equipment Failure	- Instructor will provide a clear safety briefing, covering key points and ensuring understanding - Listen attentively and follow instruction - Recommended adult supervision - Limit to two people on at a time - Nets - Regular equipment checks	- Instructor - Participants/ Adult Helpers - Instructors	Medium Minor / Possible

Self-Supervised Activity – Waterslide					Person Accountable: Joseph Aldridge		
Ratio:	Max #	Required Skills:	Equipment:	Clothing:	Vehicle Access:	Storage:	
1:50	100	Briefed adult by LS Staff	- Waterslide - 2 Pegs	- Liquid Soap - Hose	- Weather appropriate clothing - T-shirts/rash vests and shorts strongly advised - No footwear	Via driveway	N/A

Safe Operating Procedure

Safety:

The following key safety points must be shared with responsible adults, as highlighted in the Risk assessment.

- Adults are positioned at the top and bottom
- Slide and run off to be clear before next participant is allowed down
- Ensure all the slide is completely wet and soapy before participants go down.
- If fire department are involved with water/foam, then hay bales must be placed at the slide bottom run off.

Risk Analysis & Management

Harm (What could go wrong)	Hazard (Why would this happen)	Mitigation (How we try to prevent it)	Responsibility	Risk
Impact Injury - Participant sliding into others or objects	- Inadequate instruction - Improper Supervision - Failure to follow instructions - Improper Set up	- Instructor will provide a clear safety briefing, covering key points and ensuring understanding - Listen attentively and follow instructions - LS staff to set up slide with ample runoff space	- Instructor - Participants/Adult Helpers - Instructor	Medium Minor/ Possible
Minor injury - Friction burns	- Failure to keep slide properly lubricated - No wearing recommended attire	- Running water from hose and washing liquid provided - Recommended t-shirts/rash vest & shorts	- Instructor/Adult Helpers - Participants	Low Insignificant Likely
Weather related incident	- Winds lifting/flipping the slide	- Supervisor at the bottom - Slide pegged at the top. - LS Staff judgement on whether it is too windy to set up	- Adult Helpers - LS Staff	Low Minor/Rare

Instructor led Activity – Adventure Stream						Person Accountable: Joseph Aldridge
Ratio:	Max #	Required Skills:	Equipment:	Clothing:	Vehicle Access:	Storage:
1:10	30	- Competent instructor - Additional Adults count in ratio coverage	- First Aid kit - Helmets - Radios	- Enclosed suitable footwear - Weather appropriate clothing	foot access only via 'bush walk' track and 'shortcut' to Bamfords Road or driveway near the swimming pool.	N/A

Safe Operating Procedure

Safety:

The following key safety points must be shared with responsible adults, as highlighted in the Risk assessment.

- Instruction prior activity of safety in stream (Movement on rocky wet surfaces)
- How to descend a rope.
- Advise clients to stay together.
- Adults spotting from below for all participants descending a rope.
- Briefing on passing through tunnel
- Staff to lead group and adults to spread throughout

Risk Analysis & Management

Harm (What could go wrong)	Hazard (Why would this happen)	Mitigation (How we try to prevent it)	Responsibility	Risk
Impact Injury - Fall from a height	- Inadequate instruction - Improper Supervision - Failure to follow instructions - Improperly fitted PPE - Equipment failure	- Clear safety briefing by a competent instructor provided at the start of the activity ensuring understanding - Participants always in sight of one or more adults - Listen attentively and follow instructions - Correctly fitted helmet. - Regular equipment checks	- Instructor - Instructor & Adult Helpers - Participants - Instructors	Medium Major/ Unlikely
Minor injury - Bumps, bruises, cuts, scrapes, strains, sprains	- Inadequate instruction - Improper Supervision - Failure to follow instructions - Site not safe	- Clear safety briefing by a competent instructor provided at the start of the activity ensuring understanding - Participants always in sight of one or more adults - Listen attentively and follow instructions - Lead instructor to clear any debris/Regular site checks	- Instructor - Instructor & Adult Helpers - Participants - LS Instructors	Low Insignificant/ Likely
Drowning	- Failure to adjust/cancel activity due to weather	- Weather forecast checked morning of activity. - Conditions of stream checked prior. Cancel activity if stream levels exceed 65mm at the culvert's top end.	- Programmes Team	High Catastrophic/ Rare
Anxiety/Panic	- Inadequate instruction - Failure to follow instructions	- Clients briefed on what activity entails. - Participant can bypass most abseils or exit the stream.	- Instructors & Adult Helpers	Medium Minor/likely

Instructor led Activity – Air Rifles						Person Accountable: Joseph Aldridge	
Ratio:	Max #	Required Skills:	Equipment:	Clothing:	Vehicle Access:	Storage:	
1:15	15	- 18+ Competent instructor	- First Aid kit - Cellphone	- Rifles - Pellets - Enclosed suitable footwear - Weather appropriate clothing	Don's shed driveway LUV only down to range	All gear locked away when not in use.	

Safe Operating Procedure

Safety:

The following key safety points must be shared with responsible adults, as highlighted in the Risk assessment.

- Adult Helpers can assist.
- Ensure safety zones (Waiting, Shooting, Danger zones) are explained at start of activity and understood.
- The rifle's 'safety' catch is pointed out along with its importance.
- Spectators to be quiet while shooting is happening.
- Air Rifles always treated like it's loaded. Only pointed at target area.
- Under 12's will have assistance in breaking and loading the air rifle.

Risk Analysis & Management

Harm (What could go wrong)	Hazard (Why would this happen)	Mitigation (How we try to prevent it)	Responsibility	Risk
Being shot	<ul style="list-style-type: none"> - Inadequate instruction - Failure to follow instructions <ul style="list-style-type: none"> - Pointing gun toward others - Loading without safety catch on - Improper Supervision - Unsupervised use - Faulty Equipment 	<ul style="list-style-type: none"> - Clear safety briefing given by a competent instructor at start of activity, emphasizing key points (Safety Zones, Safety Catch, Treat gun like it is loaded) and ensuring understanding - Listen Attentively and follow instructions - Proper method for reloading rifles demonstrated. - Instructor stays at shooting line and monitors shooters.. - Participants are prohibited from the target area. Rifles must be unloaded, and safeties engaged if the instructor enters the range. - Lock guns away when not in use. - Regular equipment checks. 	<ul style="list-style-type: none"> - Instructor - Everyone - Instructor 	Medium Major/Rare
Pellet ricocheting back at shooters	<ul style="list-style-type: none"> - Improper target material - Improper placement of targets 	<ul style="list-style-type: none"> - LS instructors check target material and placement when replacing or redistributing targets. 	<ul style="list-style-type: none"> - LS Staff 	Low Insignificant/ Rare
Compression Injury - Pinched skin when reloading rifle	<ul style="list-style-type: none"> - Inadequate instruction - Inadequate supervision - Failure to follow instructions 	<ul style="list-style-type: none"> - Brief participants to keep their hand away from the hinge area when reloading the rifle - Continuous supervision by instructor with support from adults. - Listen attentively and follow instructions 	<ul style="list-style-type: none"> - Instructor - Instructor & Adult Helpers - Participants 	Low Insignificant/ Possible

Instructor led Activity – Animal Survival					Person Accountable: Joseph Aldridge	
Ratio:	Max #	Required Skills:	Equipment:	Clothing:	Vehicle Access:	Storage:
1:100	100	- Competent instructor	- First Aid Kit - Cellphone - Game specific materials	- Weather appropriate clothing - Enclosed suitable footwear	- Via driveway	N/A

Safe Operating Procedure

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment.

- Adult Helpers can assist.
- Clear explanation on boundaries, game rules and hazards
- Clear signal and sound when game is over
- Adult Helpers to be stationed and/or roam inside boundaries.

Risk Analysis & Management

Harm (What could go wrong)	Hazard (Why would this happen)	Mitigation (How we try to prevent it)	Responsibility	Risk
Minor injury - Bumps, bruises, cuts, scrapes, strains, sprains	- Inadequate instructions - Failure to follow instructions - Inappropriate footwear - Weather effects on activity	- Clear safety briefing given by a competent instructor at start of activity, emphasizing points above and ensuring understanding - Listen attentively and follow instructions - Ensure participants are wearing proper footwear - Remind of extra caution when area is slippery - Cancel activity if weather makes activity too unsafe	- Instructor - Participants & Adult helpers - Instructor	Low Insignificant/ likely
Impact injury - Collision with object or others	Inadequate instruction	- Clear safety briefing given by a competent instructor at start of activity, emphasizing points above and ensuring understanding	- Instructor	Low Minor/ Unlikely
Lost participant	- Inadequate instruction - Failure to follow the instructions	- Clear safety briefing given by a competent instructor at start of activity, emphasizing key points (boundaries and stationed adults) and ensuring understanding - Listen attentively and follow instructions - Lost participant policies in place	- Instructor - Participants - Instructor	Low Minor/ Rare

Instructor led Activity – Archery						Person Accountable: Joseph Aldridge	
Ratio:	Max #	Required Skills:	Equipment:	Clothing:	Vehicle Access:	Storage:	
1:15	15	- 18+ Competent instructor	- First Aid kit - Cellphone	- Bows - Arrows	- Enclosed suitable footwear - Weather appropriate clothing	Don's shed driveway LUV only down to range	All gear locked away when not in use.

Safe Operating Procedure

Safety:

The following key safety points must be shared with responsible adults, as highlighted in the Risk assessment.

- Adult Helpers can assist.
- Safety zones (Waiting, Shooting, Danger zones) explained at start of activity.
- Participants to only enter the 'Target/Danger Area' when given permission by the instructor.
- Spectators to be quiet while shooting is happening.
- Loaded bows only to be pointed toward targets.

Risk Analysis & Management

Harm (What could go wrong)	Hazard (Why would this happen)	Mitigation (How we try to prevent it)	Responsibility	Risk
Death/Serious Injury - Shot by Arrow	- Inadequate instruction - Improper supervision - Failure to follow instruction - Entering target zone without permission while others are shooting - Shooting before target area is cleared - Pointing loaded bow at others	- Clear safety briefing given by a competent instructor at start of activity, emphasizing key points (Safety Zones, Arrows toward targets, Permission to retrieve) and ensuring understanding - Listen attentively and follow instructions - Instructor stays at shooting line and monitors shooters. - Blunt tipped arrows used	- Instructor - Participants - Instructor	Medium Major /Rare
Punctured by arrow	- Inadequate instruction - Failure to follow instruction - Improperly holding arrows - Running	- Instructor provides verbal instructions and a visual demonstration on proper arrow retrieval. - Listen attentively and follow instructions - Blunt tipped arrows used	- Instructor - Participants	Medium Moderate /Unlikely
Impact injury - String hitting shooters forearm	- Inadequate instructions	- Instructor must accurately teach proper use of the bow (Righthanded shooter brings string to right cheek) - Adjust technique of participant if arm hyperextends.	- Instructors	Low Insignificant/ Possible
Minor Injury - Bumps, bruises, cuts, scrapes, strains, sprains	- Failure to follow instructions - Running while retrieving arrows - Improper Supervision	- Instructor provides verbal instructions and a visual demonstration on proper arrow retrieval. - Adult Helpers to manage participants not shooting	- Instructors - Adult Helpers	Low Insignificant/ Possible

Instructor led Activity – Archery Tag						Person Accountable: Joseph Aldridge	
Ratio:	Max #	Required Skills:	Equipment:	Clothing:	Vehicle Access:	Storage:	
1:30	30	Competent Instructor	- Masks - Bows - Arrows - Sandbags - Targets - Bunkers	- Enclosed suitable footwear - Weather appropriate clothing	Direct from carpark	All gear locked away when not in use.	

Safety Operating Procedure

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment.

- Participants must listen to a safety briefing before using equipment.
- Participants must wear masks during combat games.
- Participants must not shoot arrows at any person, unless that person is wearing a safety mask and in the field of play and on the opposing team.
- All play must stop if the instructor stops the music during combat game.

Risk Analysis & Management

Harm (What could go wrong)	Hazard (Why would this happen)	Mitigation (How we try to prevent it)	Responsibility	Risk
Impact Injury - Shot with arrow in face area - Being shot with broken arrow	- Inadequate instruction - Poor Supervision - Failure to follow instruction - Unsupervised use	- Clear safety briefing given by a competent instructor at start of activity, emphasizing key points and ensuring understanding - Instructor/adult helpers vigilant throughout activity - Enforcing wearing masks while playing - Enforcing only shooting others with masks on - Immediately remove broken arrows from play - Listen attentively and follow instructions - Arrows put out of sight between sessions	- Instructor - Instructor/Adult helpers - Participants - Instructor	Medium Major/Rare
Minor Injury - Bump, bruises, cuts, scrapes, sprains, sprains	- Inadequate instruction - Failure to follow instruction - Poor weather conditions - Broken glass (indoors only)	- Clear safety briefing given at start of activity by a competent instructor ensuring understanding - Listen attentively and follow instructions - Bring activity indoors if weather makes playing outside unsafe - Barriers in place protecting windows and doors from direct shots	- Instructor - Participants - Instructor	Low Insignificant/ likely

Instructor led Activity – Bouldering						Person Accountable: Joseph Aldridge	
Ratio:	Max #	Required Skills:	Equipment:	Clothing:	Vehicle Access:	Storage:	
1:30	30	Competent instructor	- First Aid kit - Chalk (optional) - Cellphone	- No Footwear (Socks optional) - Weather appropriate clothing	Don’s shed driveway	Room locked when not in use	

Safe Operating Procedure

Safety:

The following key safety points must be shared with responsible adults, as highlighted in the Risk assessment.

- Spotters recommended.
- Brief on proper spotting
- No footwear and no socks recommended.
- Be aware of others around you.
- No climbing above or below any one
- No jumping down from above the black line
- Be aware of the gaps between the crash mats.
- A maximum of 3 participants on the ledge and brief on how to get down.

Risk Analysis & Management

Harm (What could go wrong)	Hazard (Why would this happen)	Mitigation (How we try to prevent it)	Responsibility	Risk
Serious Impact Injury - Landing on others - Falling/Jumping from upper section of wall - Landing with foot between mats	- Inadequate Instructions - Failure to follow instructions - Climbing under/over other climber - Jumping from above black line - Waiting under climbers - Improper Supervision	- Clear safety briefing given by a competent instructor at start of activity, emphasizing key points (Black line, climbing above or below others, cracks between mats, Spotters) and ensuring understanding - Listen attentively and follow instructions - Use of spotters recommended	- Instructor - Participants	Medium Major /Rare
Minor Impact Injury - Bumps, bruises, cuts, scrapes, strains, sprains	- Same as above	- Same as above	- Same as above	Low Insignificant /Likely
Psychological - Climber freezes on ledge	- Inadequate instruction - Climber overestimating or underestimating own ability	- Emphasize the importance of safely getting down off the ledge during the initial briefing.	- Instructor - Participants	Medium Minor/ Possible

Instructor led Activity – Bush Walk, Bush Ecology, & Animal Ecosystems						Person Accountable: Joseph Aldridge	
Ratio:	Max #	Required Skills:	Equipment:	Clothing:	Vehicle Access:	Storage:	
1:20	40	Competent instructor	- First Aid kit - Cellphone	- Activity resources - Enclosed suitable footwear - Weather appropriate clothing	Living Springs driveway, access by foot only in to bush area's.	N/A	

Safe Operating Procedure

Safety:

The following key safety points must be shared with responsible adults, as highlighted in the Risk assessment.

- Adult Helpers can assist.
- Briefing on track conditions
- Stick to the paths.
- The instructor stays at the front, with Adult Helpers acting as the tail end.

Risk Analysis & Management

Harm (What could go wrong)	Hazard (Why would this happen)	Mitigation (How we try to prevent it)	Responsibility	Risk
Minor Injury - Bumps, bruises, cuts, scrapes, strains, sprains	- Inadequate instructions - Failure to follow instructions - Leaving path - Running - Trying to pass in tight space - Wearing inadequate footwear - Track conditions are inadequate	- Clear safety briefing given by a competent instructor at start of activity, emphasizing key points (staying on paths, walking) and ensuring understanding - Listen attentively and follow instructions - Participants have appropriate footwear - Instructor to remove any debris in the way - Regular check of activity area	- Instructor - Participants/ Adult Helpers - Instructors	Low Insignificant /Possible
Psychological - Getting lost	- Inadequate group management - Failure to follow instructions - Leaving path	- Instructor leads; Adult Helpers spaced throughout, with one at the rear ensuring no one goes beyond. - Listen attentively and follow instructions	- Instructor & Adult Helpers - Participants	Low Minor/Rare

Instructor led Activity – Crate Stack						Person Accountable: Joseph Aldridge	
Ratio:	Max #	Required Skills:	Equipment:	Clothing:	Vehicle Access:	Storage:	
1:15	15	Competent instructor	- First Aid kit - Cellphone - Carabiners - Static Rope - Harnesses - Belay Device - Helmets - Crates	- Enclosed suitable footwear - Weather appropriate clothing	Via Driveway to Don’s Shed	All gear locked away when not in use. Gear hung out of reach between sessions.	

Safe Operating Procedure

Safety:

The following key safety points must be shared with responsible adults, as highlighted in the Risk assessment.

- Adult Helpers can assist.
- Safety zone for spectators
- Loose clothing to be tucked away
- Hair tied back while climbing or belaying
- Helmets are to be worn by belayer, the climber and people passing the crates
- All harnesses and helmets to be checked by the instructor before every climb

Risk Analysis & Management

Harm (What could go wrong)	Hazard (Why would this happen)	Mitigation (How we try to prevent it)	Responsibility	Risk
Serious Impact Injury - Fall from height	- Incompetent belayer - Incorrect set-up - Unsupervised use - Equipment Failure	- Only LS instructor to belay activity - Participants attached to rope via harness while climbing with a belayer. - Only competent instructors are to set up equipment - Gear locked away when not in use - Regular equipment checks	- Instructor - Programmes Team	Medium Major/ Rare
Minor Impact Injury - Bumps, bruises, cuts, scrapes, strains, sprains, etc.	- Inadequate Instruction /Supervision - Failure to follow instructions - Spectator in drop zone	- Clear safety briefing given by a competent instructor at start of activity, emphasizing key points and ensuring understanding - Helmets to be worn by belayer, climber and person passing the crates - Participants briefed on how to stack crates & where the drop zone is. - Group management of spectators - Listen attentively and follow instructions	- Instructor - Instructor & Adult helpers - Participants	Low Insignificant/ Possible
Entrapment - Hair or clothing caught in belay device	- Inadequate Instruction/Supervision	- Hair tied/tucked behind - Loose clothing tucked in	- Instructor	Low Minor/Unlikely

Instructor led Activity – DIY Karts						Person Accountable: Joseph Aldridge	
Ratio:	Max #	Required Skills:	Equipment:	Clothing:	Vehicle Access:	Storage:	
1:30	30	Competent instructor	- First Aid kit - Kart Building boxes	- Enclosed suitable footwear - Weather appropriate clothing	Via Driveway to Don’s Shed	Behind Auditorium	

Safety Operating Procedure

Safety:

The following key safety points must be shared with responsible adults, as highlighted in the Risk assessment.

- Footwear must be worn.
- Kart pushers must keep their hands on the rider or kart while testing/racing.
- Karts must stay in your own lane.
- Keep effective control of kart to avoid collisions

Risk Analysis & Management

Harm (What could go wrong)	Hazard (Why would this happen)	Mitigation (How we try to prevent it)	Responsibility	Risk
Minor Impact injury - Bumps, bruises, cuts, scrapes, strains, sprains, etc.	- Inadequate instructions - Failure to follow instructions - Uncontrolled kart - Not wearing shoes - Misusing equipment - Swinging pipe pieces around - Improper Supervision - Equipment Failure	- Clear safety briefing given by a competent instructor at start of activity, emphasizing points above and ensuring understanding - Participants listen attentively and follow instructions - Instructor roaming checking groups - Adults actively supervising group(s) - Regular equipment checks	- Instructor - Participants - Instructor & Adult Helpers - Instructor	Low Insignificant/ Likely

Instructor led Activity – Farm Park						Person Accountable: Joseph Aldridge	
Ratio:	Max #	Required Skills:	Equipment:	Clothing:	Vehicle Access:	Storage:	
1:30 Wagon: 1:13	60	- Competent Instructor - Competent Tractor Driver - Briefed Adults	- First Aid Kids - Feed - Feeding Bottle - Animals	- Milking Machine - Tractor - Wagon	- Enclosed suitable footwear - Weather appropriate clothing	Main car park	Tractor locked in shed

Safety Operating Procedure

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment.

- Respect Animals and how to behave around animals.
- Handheld out flat when feeding an animal.
- Wash Hands before eating.
- Set boundaries.
- All participants to remain seated on the wagon
- Adults to assist where directed

Risk Analysis & Management

Harm (What could go wrong)	Hazard (Why would this happen)	Mitigation (How we try to prevent it)	Responsibility	Risk
Minor injury - Bumps, bruises, cuts, scrapes, strains, sprains	- Inadequate instructions - Inadequate supervision - Failure to follow instructions - Inappropriate footwear	- Clear safety briefing given by a competent instructor at start of activity, emphasizing key points (walking, stay off fences) and ensuring understanding - Adult helpers to supervise where directed by instructors - Listen attentively and follow instructions - Ensure participants are wearing proper footwear	- Instructor - Instructor & Adult Helpers - Participants & Adult helpers	Low Insignificant /Likely
Illness	- Inadequate instructions - Failure to follow instructions - Nature of activity (Close contact with animals)	- Clear safety briefing given by a competent instructor at start of activity, emphasizing key points (Washing hands after touching animals) and ensuring understanding - Listen attentively and follow instructions - Require thorough handwashing immediately after activity	- Instructor - Participants - Everyone	Low Minor/Rare

<p>Animal related injury</p>	<ul style="list-style-type: none"> - Inadequate instructions - Improper supervision - Failure to follow instructions - Nature of activity (Close contact with animals) 	<ul style="list-style-type: none"> - Clear safety briefing given by a competent instructor at start of activity, emphasizing key point (How to move around and feed animals, animal behaviors, adult supervision) and ensuring understanding - Adult helpers to supervise where directed by instructors - Listen attentively and follow instructions - Animals in enclosures 	<ul style="list-style-type: none"> - Instructor - Instructor & Adult Helpers - Participants - Instructor 	<p>Low Insignificant /Possible</p>
<p>Impact Injury</p> <ul style="list-style-type: none"> - Falling off wagon - Hit by tractor - Wagon detaching 	<ul style="list-style-type: none"> - Inadequate instructions - Improper set up/use - Improper supervision - Failure to follow instructions - Equipment Failure 	<ul style="list-style-type: none"> - Clear safety briefing given by a competent instructor at start of activity, emphasizing key point (adult supervision, remaining seated, safe distance from tractor, etc.) and ensuring understanding - Instructor competency is checked before running activity - Low speed required in main car park - Adult helpers to supervise where directed by instructors - Listen attentively and follow instructions - Regular Checks 	<ul style="list-style-type: none"> - Instructor - Instructor & Adult Helpers - Participants - Programmes Team 	<p>Medium Major/ Unlikely</p>

Instructor led Activity – Initiatives					Person Accountable: Joseph Aldridge		
Ratio:	Max #	Required Skills:	Equipment:	Clothing:	Vehicle Access:	Storage:	
- 1:100 adults - 1:60 minors - 1 Adult:10 minors	100	Competent instructor	- First aid kit - Cellphone	- Blindfolds & Water bucket (if necessary)	- Enclosed suitable footwear - Weather appropriate clothing	Quad bike access to site, vehicle access via Dons shed driveway.	N/A

Safe Operating Procedure

Safety:

The following key safety points must be shared with responsible adults, as highlighted in the Risk assessment.

- Adult Helpers to oversee safety of their group (Proper Spotting, holding of wooden wheel)
- Hazards of area and activities highlighted
- Instruction on how to spot anyone being lifted
- Participants read activity signs before starting and follow its instructions.
- Brief participants to look after one another on activities.
- All groups of minors are to be supervised by a briefed adult.

Risk Analysis & Management

Harm (What could go wrong)	Hazard (Why would this happen)	Mitigation (How we try to prevent it)	Responsibility	Risk
Impact injury - Fall from height - Hit plank or rope	- Inadequate instructions - Failure to follow instructions - Improper Supervision	- Clear safety briefing given by a competent instructor at start of activity, emphasizing points above and ensuring understanding - Listen attentively and follow instructions - All groups of minors are to be supervised by a briefed adult	- Instructor - Participants & Adult helpers - Adult Helpers	Low Minor/ Unlikely
Minor injury - Bumps, bruises, cuts, scrapes, strains, sprains	- Same as above	- Same as above	- Same as above	Low Insignificant / Likely

Instructor led Activity – Low Ropes						Person Accountable: Joseph Aldridge	
Ratio:	Max #	Required Skills:	Equipment:	Clothing:	Vehicle Access:	Storage:	
1:40	40	Competent instructor	<ul style="list-style-type: none"> - First aid kit - Cellphone 	<ul style="list-style-type: none"> - Blindfold - Water Jugs/Cups 	<ul style="list-style-type: none"> - Enclosed suitable footwear - Weather appropriate clothing 	LUV access to site, car access via Dons shed driveway.	N/A

Safe Operating Procedure

Safety:

The following key safety points must be shared with responsible adults, as highlighted in the Risk assessment.

- Adult Helpers must supervise groups of participants.
- Participants on element must have a spotter each side of them.
- Side stepping is recommended rather than ‘tightrope walking.’
- Do not go in between the crossed ropes.
- Spotters/Spectators to be aware of Burma buckets.
- Brief participants to look after one another on activities.

Risk Analysis & Management

Harm (What could go wrong)	Hazard (Why would this happen)	Mitigation (How we try to prevent it)	Responsibility	Risk
Minor Impact injury - Bumps, bruises, cuts, scrapes, strains, sprains, etc.	<ul style="list-style-type: none"> - Inadequate instructions - Failure to follow instructions <ul style="list-style-type: none"> - Not using spotters - Inadequate spotting - Improper Supervision - Equipment Failure 	<ul style="list-style-type: none"> - Clear safety briefing given by a competent instructor at start of activity, emphasizing points above and ensuring understanding - Participants listen attentively and follow instructions - Instructor roaming checking groups - Adults actively supervising group(s) - Regular equipment checks - Rubber matting under all elements 	<ul style="list-style-type: none"> - Instructor - Participants - Instructor & Adult Helpers - Instructor 	Low Insignificant/ Likely
Serious Impact injury - Direct to head, neck, or spine	<ul style="list-style-type: none"> - Same as above 	<ul style="list-style-type: none"> - Same as above - Specific safety points pointed out about Burma buckets & Crossed ropes (See above) 	<ul style="list-style-type: none"> - Same as above - Instructor 	Medium Moderate/ Unlikely

Instructor led Activity – Mountainboarding						Person Accountable: Joseph Aldridge	
Ratio:	Max #	Required Skills:	Equipment:	Clothing:	Vehicle Access:	Storage:	
1:20	20	Competent instructor	- Mountainboards - Helmets - Safety Pads	- Spanner - Radios	- Enclosed suitable footwear - Weather appropriate clothing	Via Main Driveway	Locked in container

Safety Operating Procedure

Safety:

The following key safety points must be shared with responsible adults, as highlighted in the Risk assessment.

- All riders must wear full protective gear: helmets, knee pads, elbow pads, & wrist guards.
- Learn to steer by shifting body weight onto toes or heels.
- Understand brakes control speed; they do not stop you instantly.
- Beginners should keep foot straps loose for easier dismount.
- Stay to the side and out of the way when walking back up the track.
- Focus on controlling your speed.
- Demonstrate control on easy terrain before moving to harder areas.
- Riders should watch for others and start one at a time.
- Stay below the adult leader and move aside for vehicles when directed

Risk Analysis & Management

Harm (What could go wrong)	Hazard (Why would this happen)	Mitigation (How we try to prevent it)	Responsibility	Risk
Serious Impact Injury - Collision with others or objects - Collision with vehicle	- Inadequate instructions - Failure to follow instructions - Riding recklessly - Improper Supervision - Equipment Failure - Vehicle entering path of riders	- Clear safety briefing given by a competent instructor at start of activity, emphasizing points above and ensuring understanding - Protective padding worn - Participants listen attentively and follow instructions - Instructors judgement on abilities to advance and control of reckless behaviour - Adults stationed strategically throughout course & radios used for communication - Regular equipment checks - Traffic controls (Cones & Briefed stationed adults)	- Instructor - Everyone - Participants - Instructor - Instructor/ Adult helpers - Instructor/ Adult helpers	Medium Moderate/ Unlikely
				Medium Major/Rare
Minor Impact Injury - Bumps, bruises, cuts, scrapes, strains, sprains	- Same as above - Falling is inherent risk of activity	- Same as above - Protective pads	- Same as above - Everyone	Low Insignificant /Likely

Instructor led Activity – Orienteering and Rogaine						Person Accountable: Joseph Aldridge	
Ratio:	Max #	Required Skills:	Equipment:	Clothing:	Vehicle Access:	Storage:	
1:100	100	- Competent instructor	- Maps - Scorecards - Siren	- Phones (Rogaine Only) - Weather appropriate clothing	- Enclosed suitable footwear - Weather appropriate clothing	- Via Driveway, - quad bike/4WD in open areas - foot only on the tracks	N/A

Safe Operating Procedure

Safety:

The following key safety points must be shared with responsible adults, as highlighted in the Risk assessment.

- Adult Helpers can assist. - Brief on how to use map and point out where North is.
- Point out roads and make them aware of traffic moving around site. - Group must stick together.
- Do not climb over fences (orienteering only) - Rogaine participants warned of electric fences, animals, and carry a charged cellphone

Risk Analysis & Management

Harm (What could go wrong)	Hazard (Why would this happen)	Mitigation (How we try to prevent it)	Responsibility	Risk
Minor Injury - Bumps, bruises, cuts, scrapes, strains, sprains	- Inadequate instructions - Failure to follow instructions - Wearing inadequate footwear - Ground Conditions are unsuitable for activity to proceed	- Clear safety briefing given by a competent instructor at start of activity, emphasizing points above and ensuring understanding - Emphasis that terrain is uneven and hilly - Ensure participants are aware of track conditions if necessary - Listen attentively and follow instructions - Ensure participants are wearing adequate footwear - Do not conduct the activity if the ground is considered too slippery	- Instructor - Participants - Everyone - Programmes Team	Low Insignificant/ Likely
Psychological - Getting lost	- Inadequate Instructions - Failure to follow instructions - Leaving paths in forest area - Not staying together as a group	- Clear safety briefing given by a competent instructor at start of activity, emphasizing points above and ensuring understanding - Listen Attentively and follow instructions - Adult Helpers stationed strategically - Instructor aware of lost child procedure - Instructor's discretion on individual or group participation and adult supervision needs - Rogaine ONLY – Phone numbers given out	- Instructor - Participants - Instructor & Adult helpers - Instructor	Low Insignificant/ Possible

Rogaine Only				
Harm (What could go wrong)	Hazard (Why would this happen)	Mitigation (How we try to prevent it)	Responsibility	Risk
Electric Shock - Contact with electric fence	- Inadequate Instruction - Failure to follow instructions	- Emphasis caution around electric fences - Recommend the use of gates and stiles when possible - Listen attentively and follow instructions	- Instructor - Participants	Low Insignificant/ Likely
- Interactions with livestock	- Inadequate Instruction - Failure to follow instructions	- Brief participants on where animals might be and how to travel around them. - Listen attentively and follow instructions - Close off markers if necessary, during lambing/calving	- Instructor - Participant - Programmes Team	Low Insignificant/ Possible

Instructor led Activity – Outdoor Living Skills						Person Accountable: Joseph Aldridge	
Ratio:	Max #	Required Skills:	Equipment:	Clothing:	Vehicle Access:	Storage:	
1:30	30	- Competent instructor	- First Aid Kit - Cellphone	- Shelter building bags - Fire Making Kits	- Enclosed suitable footwear - Weather appropriate clothing	- Via Don’s shed Driveway - Quad bike/4WD to activity site	N/A

Safe Operating Procedure

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment.

- Adult Helpers can assist with group safety
- Brief on lighting fires safely
- Brief on location to build shelters / Fire
- Keep participants in boundaries
- Group split into smaller groups

Risk Analysis & Management

Harm (What could go wrong)	Hazard (Why would this happen)	Mitigation (How we try to prevent it)	Responsibility	Risk
Minor Injury - Bumps, bruises, cuts, scrapes, strains, sprains	- Inadequate instructions - Failure to follow instructions - Wearing inadequate footwear - Ground Conditions are unsuitable for activity to proceed	- Clear safety briefing given by a competent instructor at start of activity, emphasizing key points (terrain is uneven and hilly) and ensuring understanding - Ensure all participants have appropriate footwear - Listening Attentively and following instructions - Advise participants when area is slippery	- Instructor - Participants - Instructor	Low Insignificant /Possible
Impact Injury - Getting hit with a piece of wood	- Inadequate instruction - Failure to follow instructions - Improper supervision	- Advise participants to look out for others when transporting shelter materials - Listening Attentively and following instructions - Instructor to monitor stability of shelters	- Instructor - Participants - Instructor	Low Insignificant /Possible
Burns	- Inadequate instruction - Failure to follow instructions	- Adult Helpers supervising each fire making group - Participants fully briefed on how to safely handle flint and steel - Instruct spectators to step back from the fire and kneel or stand. - Listening Attentively and following instructions - Water with each group for emergencies and to extinguish fire. - Fire contained to small metal bowl & limited fuel for fire	- Instructor - Participants - Instructor	Low Moderate /Unlikely
Damage to Environment	- Uncontrolled fires - Destruction of living plants/trees	- Adult Helpers supervising each fire making group - Water with each group for emergencies and to extinguish fire. - Fire contained to small metal bowl & Limited fuel for fire - Brief participants to only use dead branches and leaves when building shelters.	- Instructor & - Adult Helpers	Medium Major/Rare

Instructor led Activity – Stream Study					Person Accountable: Joseph Aldridge		
Ratio:	Max #	Required Skills:	Equipment:	Clothing:	Vehicle Access:	Storage:	
1:30	30	- Competent instructor	- First Aid Kit - Cellphone - Tarps	- Magnifying Glass - Pipettes	- Spoons - Trays - Stream Study Guides	- Enclosed suitable footwear that can get wet or gumboots - Weather appropriate clothing	Vehicle access via Farm Park N/A

Safety Operating Procedure

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment.

- Adults asked to spread among group and assist with group management
- Remind students of potential for falls/slips near stream
- Equipment provided must be used for its intended purpose

Note: All students are not required to get in the water

Risk Analysis & Management

Harm (What could go wrong)	Hazard (Why would this happen)	Mitigation (How we try to prevent it)	Responsibility	Risk
Minor injury - Bumps, bruises, cuts, scrapes, strains, sprains	- Inadequate instructions - Failure to follow instructions - Inappropriate footwear - Improper Supervision	- Clear safety briefing given by a competent instructor at start of activity, emphasizing points above and ensuring understanding - Listen attentively and follow instructions - Ensure participants are wearing proper footwear - Adults required to assist with group management	- Instructor - Participants & Adult helpers - Adult Helpers	Low Insignificant/ likely
Damage to environment	- Bank erosion due to heavy foot traffic	- Choosing suitable easy entry points into the stream to minimise bank erosion. - Good group management	- Everyone	Medium Minor/Likely
Illness	- Contact with water-borne diseases	- Require thorough handwashing immediately after activity	- Everyone	Low Minor/Rare

Instructor led Activity – Tree Climb						Person Accountable: Joseph Aldridge		
Ratio:	Max #	Required Skills:	Equipment:	Clothing:	Vehicle Access:	Storage:		
1:2 Non-LS Belayers	30	- Competent instructor - LS Belayers with supervision	- First Aid - Cellphone - Rope - Carabiners - Belay devices - Ladders - Helmets - Harnesses - Rescue equipment	- Enclosed suitable footwear - Weather appropriate clothing	Via Main Driveway	Locked in shed when not in use, tucked away between sessions		

Safe Operating Procedure

Safety:

The following key safety points must be shared with responsible adults, as highlighted in the Risk assessment.

- Hair tied back / Loose clothing tucked in / Footwear fastened tightly.
- Helmets worn by all during activity
- Instructors check belaying and lowering techniques. Briefed on climbing commands
- Non-staff belayers watch and understand the belaying demonstration:
 - V to the Knee 1,2,3 Method
 - Brake hand below the belay device when the climber is stationary
 - Backup belayer holds the dead end of the rope and should not let go
 - Participants hold and move the ladder as needed
- Lowering technique demonstrated:
 - Rope over the smooth side of GriGri, brake hand below, and gently pull back on lever
 - Release lever if the climber descends too quickly
- Instructors check harnesses and helmets before each climb.
- Participants aware of the road behind.

Risk Analysis & Management

Harm (What could go wrong)	Hazard (Why would this happen)	Mitigation (How we try to prevent it)	Responsibility	Risk
Death/Serious Injury - Fall from height	- Inadequate Instruction/Supervision - Failure to follow instructions - Participant climbing without permission or proper safety in place - Incorrect set-up - Unsupervised use - Equipment Failure	- Full safety briefing at beginning of activity - Harness/Helmet fitting, Full Belay demonstration, Back-up belayer, ladder holder, climbing commands, lowering position - Listen attentively and follow instructions - Participants attached to rope via harness while climbing with a belayer. - Lead instructor to give ongoing training and supervision to non-LS belayers. - Only competent instructors are to set up equipment - Gear locked away when not in use, ladders put away between sessions - Sign restricting use to only when LS instructors are present - Regular equipment checks/maintenance and annual technical advisor reports (Arborist & High ropes specialist)	- Instructor - Participants - Everyone - Instructor - Programmes Team	High Catastrophic/ Rare
Impact Injury - Object falling from above - Being lowered unsafely - Ladder hitting someone	- Branch breaking/Equipment Failure - Inadequate Instruction /Supervision - Failure to follow instructions - Belayer lowering too fast/out of control	- Regular equipment checks/maintenance and annual technical advisor reports (Arborist & High ropes specialist) - Full Belay demonstration emphasizing proper lowering techniques - Instructor 1 to 1 attention to belayers lowering until confident in abilities - Lead instructor to give ongoing training and supervision to non-LS belayers. - Helmets to be worn by all participants directly around tree - Proper fitting footwear - Ladder holder section of safety briefing - Holding high, watch out for tree roots, adults recommended to move	- Programmes Team - Instructor - Everyone	Medium Moderate/ Unlikely Low Insignificant/ Likely
Entrapment - Hair or clothing caught in belay device	- Inadequate Instruction/Supervision	- Hair tied/tucked behind - Loose clothing tucked in	- Instructor & Adult helpers	Low Minor/Unlikely
Psychological - Panic/Anxiety	- Stuck while high on the tree	- Emphasis challenge by choice - Coaching from ground	- Everyone - Instructor & Adult Helpers	Low Insignificant/ Likely

Instructor led Activity – Zipline					Person Accountable: Joseph Aldridge	
Ratio:	Max #	Required Skills:	Equipment:	Clothing:	Vehicle Access:	Storage:
1:20	20	<ul style="list-style-type: none"> - Competent Instructor - Adult Helpers to help instructor - A zip-line rescue instructor is onsite for immediate response. 	<ul style="list-style-type: none"> - First Aid Kit - Cellphone - 3 Trolley Sets - Harnesses - Helmets - Rescue Bag 	<ul style="list-style-type: none"> - Weather appropriate clothing - Footwear with heel strap or more 	Access next to rope swing not fully to zipline.	all gear locked in shed when not in use

Safety Operating Procedure

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment.

- Instruction prior to activity to ensure safety on and around zipline.
- Participant can be a max age of 12 years old.
- End platform clear before sending participant.
- Teach adult helper on dismount platform how to safely remove participant from zipline.
- Properly fit harnesses & Helmets (Adults to assist after brief)
- Recommend that participants and adult helpers read the Do's & Don't sign while waiting.

Risk Analysis & Management

Harm (What could go wrong)	Hazard (Why would this happen)	Mitigation (How we try to prevent it)	Responsibility	Risk
Death/Serious Injury - Fall from height	<ul style="list-style-type: none"> - Unsupervised use - Equipment Failure 	<ul style="list-style-type: none"> - Zipline area fenced, and gate locked - Gear locked away when not in use - Sign restricting use to only when LS instructors are present - Regular equipment checks/maintenance and annual technical advisor reports (Arborist & High ropes specialist) 	<ul style="list-style-type: none"> - Instructor - Programmes Team 	High Catastrophic /Rare
Fall from platform	- Inadequate Instruction	<ul style="list-style-type: none"> - Clear safety briefing given by a competent instructor at start of activity, emphasizing points above and ensuring understanding - Rails in appropriate places 	- Instructor	Low Minor/ Unlikely
Impact injury - Collision with objects or others	<ul style="list-style-type: none"> - Inadequate Instructions - Poor management of activity - Failure to follow instructions - Equipment Failure 	<ul style="list-style-type: none"> - Clear safety briefing given by a competent instructor at start of activity, emphasizing points above and ensuring understanding - Instructors goes through competency training before running activity - Listen attentively and follow instructions - Regular equipment checks/maintenance and annual technical advisor reports 	<ul style="list-style-type: none"> - Instructor - Everyone - Programmes Team 	Low Minor/ Unlikely
Body part caught in trolley or contact with cable while riding	<ul style="list-style-type: none"> - Inadequate Instruction - Failure to follow instructions 	<ul style="list-style-type: none"> - Clear safety briefing given by a competent instructor at start of activity, emphasizing key points (Hair tied/tucked, Proper hand placement) - Listen attentively and follow instructions 	<ul style="list-style-type: none"> - Instructor - Participants 	Low Moderate/Rare

Instructor led Activity – Walk in from Governors Bay/Sign of the Bellbird						Person Accountable: Joseph Aldridge	
Ratio:	Max #	Required Skills:	Equipment:	Clothing:	Vehicle Access:	Storage:	
1:50	120	Competent Instructor	- First Aid Kit - Cellphone	- Weather appropriate clothing - Footwear with heel strap or more	- Foreshore track - Readily available road access when on - Sign of Bellbird – Summit Road access - 4WD/quad bike access between Farm Park & Main Camp	N/A	

Safe Operating Procedure

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment.

- Program manager/instructor contacts the group in advance about the meeting point and recommended gear.
- One Briefed adult to be used as ‘tail-end Charlie.’
- Single file on one side of the road whilst walking on the road
- Controlled management of crossing roads.
- One Briefed adult to be used as ‘tail-end Charlie.’ Adults asked to spread amongst groups and assist with group management.
- Boundaries set along the way.
- Instructor to be at the front of the group unless specified.

Risk Analysis & Management

Harm (What could go wrong)	Hazard (Why would this happen)	Mitigation (How we try to prevent it)	Responsibility	Risk
Minor Injury - Bumps, bruises, cuts, scrapes, strains, sprains	- Inadequate instruction - Failure to follow instructions - Wearing inappropriate footwear	- Clear safety briefing given by a competent instructor, emphasizing key points (Keep on path, slippery rocks on beach, cattle-stop safety) and ensuring understanding - Listen attentively and follow instructions - Wear appropriate footwear	- Instructor - Participants	Low Insignificant/ Possible
Serious Injury - Hit by car	- Inadequate instruction - Failure to follow instructions	- Controlled road crossing (single file, car spotters) - Listen attentively and follow instructions	- Instructor & Adult helpers - Participants	High Catastrophic/ Rare
Heat related Illness - Exhaustion - Dehydration	- Not having the proper gear necessary (water & sun hat) - Being exposed to the sun for extended periods of time	- Participants should have their own water. - Participants to have own sun hats. - Extreme hot days, find shady spots to stop in - Adequate rest stops	- Participants - Instructor	Low Minor/ Unlikely

<p>Environmental Hazards Rockfall</p>	<ul style="list-style-type: none"> - Can happen without an identifiable cause - Can be a result from other natural disasters 	<ul style="list-style-type: none"> - LS to check route stability following earthquake or other natural disaster - Good instructor judgement when in areas of possible rockfalls 	<ul style="list-style-type: none"> - Instructor 	<p>Medium Major/Rare</p>
<p>Lost Participant</p>	<ul style="list-style-type: none"> - Inadequate Group Management - Failure to follow instructions 	<ul style="list-style-type: none"> - Clear safety briefing given by a competent instructor, emphasizing key points (Keep on path, adults throughout) and ensuring understanding - Boundaries set along route. - Adult/Instructor to be 'Tail end Charlie' not to have any one behind them. 	<ul style="list-style-type: none"> - Instructor - Adult Helper 	<p>Low Minor/ Unlikely</p>