



SWAN VALLEY
ADVENTURE CENTRE

**ACTIVITY
RISK ASSESSMENT
AND
SAFE OPERATING PROCEDURES**

2023

(Updated 19th October 2023)

Contents

Emergency Procedures

Swan Valley Adventure Centre Emergency Procedures	3
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Land/ Air Activities

1 High Ropes Course & Flying Fox	7
2 Mid Ropes	9
3 High Ropes (Pod Activities)	11
4 Abseiling and Climbing	13
5 Low ropes, Team Challenges & Commando Course.....	15
6 Orienteering	17
7 Bush Craft	19
8 Mountain Biking	20
9 Archery	22
10 Archery Tag	23
11 Bubble Soccer	25
12 Blackout Zone	27
13 Campfires	28

Water Activities

14 Canoeing & Kayaking	30
15 Raft Building	32
16 Nightline	34

Swan Valley Adventure Centre

Bush Fire and Emergency Procedures

DUTY OF ALL EMPLOYEES

In the event of an emergency, **all staff** should be prepared to take appropriate initiatives to minimise the risk of injury to staff, volunteers and visitors in their care and to the site. If injuries are sustained, the priority must be to remove the injured person to safety, raise the alarm and then ensure other people leave the area safely.

All staff are familiar with the centre's '**Bush Fire and Emergency Procedures**'

This is the recommended order of action in the event of a serious incident. Instructors should be prepared to initiate any or all of these actions depending on the seriousness of the incident.

1. SAFEGUARD THE GROUP

Ensure that you and your group are safe and away from harm. Stabilise the situation as far as possible and delegate supervision roles if necessary. Evacuate the group from any hazardous areas.

2. SEND/RADIO FOR HELP (Lead Instructors to have two-way radios)

Radio – Site manager to arrange emergency services, or send someone to alert the nearest Lead Instructor or Adventure Centre Manager.

If ambulance is required – provide the following:

- 1 - name and age of casualty
- 2 - time and nature of injury
- 3 - location

3. GIVE EMERGENCY FIRST AID

If necessary, give first aid to any casualties and treat injuries until emergency services arrive.

Consider delegating emergency aid to a qualified assistant if available.

4. ALERT OTHER CENTRE STAFF

Other staff members can give practical and emotional support and advice where needed, as well as ensuring that all group members are sufficiently well cared for following any sort of incident.

5. TRANSFER ANY CASUALTY INTO MEDICAL CARE

Arrange for any casualties to be accompanied to hospital if possible. Ensure that any relevant personal medical details are sent with them. Casualty's next of kin must be alerted – Agree with any group leaders who will do this.

6. ESCALATE

Ensure that the site manager is informed promptly of the incident, and that an incident report form is completed.

7. RECORD AND REPORT

Ensure that an incident report form is completed. It may also be useful to write exactly what happened to whom, where and when. The site manager or Adventure Centre Manager will inform you of other paperwork which needs to be completed.

SUMMONING THE EMERGENCY SERVICES - 000

If you are sending somebody to summon the emergency services, or calling yourself, it is important that the following information is given:

Your name and contact details: Swan Valley Adventure Centre tel **9374 5600**

Address: Swan Valley Adventure Centre,
58 Yule Avenue, Middle Swan.

Description of incident: Accident, fire, rescue, missing person etc.

Number casualties: If any. Along with brief description of any symptoms, injuries etc.

It may be useful to direct the emergency services to the centre so that a member of staff can lead them directly to your actual known location

GROUP WELFARE

All instructors are to ensure the wellbeing of the participants in their group by asking everyone prior to the commencement of the activity to ensure they have:

- Applied sunscreen
- Filled their water bottle
- Wearing a hat

LATE BACK PROCEDURES

For activities delivered on site *(note: watersports activities taking place within 1000 meters either side of the launch point is considered on site)*

Senior Instructor to ensure all lead instructors have a working two-way radio and will contact all the groups by radio or in person at the end of each session. This usually occurs at the 'camps' general meeting point. If contact is not made, Senior Instructor to send an instructor to investigate and report back. Escalate to General Manager or Activity Manager if a serious issue has occurred.

For Activities delivered off site. Lead Instructor to leave group activity details with either the Senior Instructor, Activity Manager or General Manager before commencing activity. Details to include Instructor and party leader's mobile phone numbers, activity location, start and finish times, name, medical details and emergency contact details of all group members.

Activity Manager/Senior Instructor to make contact with group after the session. If no contact is made, follow emergency procedures.

Risk Levels

		1. CONSEQUENCE				
		2. INSIGNIFICANT	3. MINOR	4. MODERATE	5. MAJOR	6. CATASTROPHIC
		(1)	(2)	(3)	(4)	(5)
LIKELIHOOD	(A) Almost certain Occurred before/expected	HIGH	HIGH	EXTREME	EXTREME	EXTREME
	(B) Likely Probably will occur	MODERATE	HIGH	HIGH	EXTREME	EXTREME
	(C) Possible May occur at some time	LOW	MODERATE	HIGH	HIGH	EXTREME
	(D) Unlikely Unusual or rare situation	LOW	LOW	MODERATE	MODERATE	HIGH
	(E) Rare	LOW	LOW	LOW	LOW	MODERATE

EXTREME (E)	Cease exposure/activity immediately until protection of additional controls or substituting controls for more effective ones. Controls include; competent personal to achieve task, risks are assessed, legal compliance in place, procedures in place. Monitor for effectiveness. Discuss with Senior Manager.
HIGH (H)	Procedures alone may not be enough, action plan required. Controls are to be the same as extreme.
MODERATE (M)	Install controls, procedures to ensure effectiveness. Monitor for any changes that could affect risk level.
LOW (L)	May be managed by routine procedures.

LIKELIHOOD – Probability of the event		CONSEQUENCES – Severity of the event	
ALMOST CERTAIN	Expected to occur in most circumstances -1 in 10 chance	CATASTROPHIC	Death or large number of serious injuries, environmental disaster, potential huge cost.
LIKELY	Will probably occur in most circumstances, 1 in 100 chance	MAJOR	Serious injury, extensive injuries, severe environmental damage, potential major cost.
POSSIBLE	Might possibly occur at some time, 1 in 1000 chance	MODERATE	Medical treatment required, contained environmental impact, potential high cost.
UNLIKELY	Could occur at some time, 1 in 10,000	MINOR	First aid treatment required, some environmental and/or financial impact.
RARE	May only occur in exceptional circumstances, 1 in 100,000	INSIGNIFICANT	No injuries, low financial/environmental impact.

High Ropes & Flying Fox

Risk /Hazard	Initial Risk Level	Control Measure	Action/Responsibility	Final Risk Level
Severe weather	MOD	High ropes activities are not attempted in strong winds or stormy conditions.	Senior Instructor/ Activity Manager onsite to confirm if winds are too strong (35kms or over - twigs or light branches are being broken off the trees).	LOW
Hair, skin or clothing entrapment	MOD	Participants must tie back long hair and tuck in any loose clothing. Participants must keep hands and face clear of the safe roller, lanyard and cables.	Instructor to give clear safety brief and ensure hair and loose clothing is secured.	LOW
Falling from height	HIGH	Fixed high ropes apparatus are subject to 3 monthly inspections. All climbing equipment are subject to a monthly inspection. A visual inspection of climbing equipment and accessible fixed apparatus is conducted prior to each session. All participants are briefed on the safe use of the activities, equipment and are subject to close supervision at all times.	Senior Instructor/ Activity Manager or Maintenance Team to carry out inspections. Instructor to complete visual check prior to each session. Instructor to give clear safety brief and ensure safety equipment is fitted correctly.	MOD
Participant unable to self-rescue	MOD	Participants are buddied together and briefed to help each other back onto the course. If participant or their buddy are unable to get back onto the course, Instructor will perform a vertical rescue, lowering participant to the ground.	Instructor to give clear safety brief and ensure participants are buddied together in 2's or 3's. Instructors trained in efficient vertical rescue & understand the effects of harness trauma.	LOW
Falling objects	HIGH	All participants and staff wear helmets while standing in the immediate vicinity. Any heavy items in pockets must be removed.	Instructor to give clear safety brief and ensure participants and spectators are aware of the helmet safety zone	MOD
Harness Trauma	HIGH	Where possible avoid harness webbing contact with bare skin. Advise participants to move legs whilst sitting in harness for longer periods (more than 1 minute).	Instructors trained in efficient vertical rescue & understand the effects of harness trauma.	MOD
Health Problems	HIGH	Participants to be asked if they have any medical condition that may affect their ability to take part in the activity session (epilepsy, diabetes etc.).	Instructor to check participant's medical details with group leader.	MOD
Health problems arising from	MOD	Participants must be encouraged to put on sunscreen and to carry and consume fluids during and after the activity. Activities in excessively hot, wet or windy conditions should be managed appropriately.	Instructor to tailor activity based on the weather conditions. Instructor to provide clear safety briefing and participants have access to sunscreen, hat and water.	LOW

Risk /Hazard	Initial Risk Level	Control Measure	Action/Responsibility	Final Risk Level
exhaustion or exposure to severe weather.		Appropriate clothing worn for expected conditions. Additional drinking water available.		LOW
Minor Injury's	MOD	A first aid kit should be available at all times. A radio will be carried by a lead instructor to summon help. Any participant suffering from asthma, diabetes, epilepsy, allergies or other pre-existing medical conditions should ensure that they have access to appropriate medication.	Instructor to have a current first aid certificate and have access to a first aid kit. Instructor to carry two- way radio and able to summon support if required.	LOW

High ropes activities will be conducted in accordance with the WA Adventure Standard for 'Challenge Ropes Courses'. All instructors will be trained and assessed locally to include top rope climbing, abseiling and vertical rescue.

Mid Ropes Course

Risk /Hazard	Initial Risk Level	Control Measure	Action/Responsibility	Final Risk Level
Severe weather	MOD	High ropes activities are not attempted in strong winds or stormy conditions.	Senior Instructor onsite to confirm if winds are too strong (35kms or over - twigs or light branches are being broken off the trees).	LOW
Hair, skin or clothing entrapment	MOD	Participants must tie back long hair and tuck in any loose clothing. Participants must keep hands and hair away from belay device.	Instructor to give clear safety brief and ensure hair and loose clothing is secured.	LOW
Falling from height	HIGH	Fixed high ropes apparatus are subject to 3 monthly inspections. All climbing equipment are subject to a monthly inspection. A visual inspection of climbing equipment and accessible fixed apparatus is conducted prior to each session. All participants are briefed on the safe use of the equipment. Belay teams to be closely supervised at all times, Instructors to oversee all participant belay change overs.	Senior Instructor / Activity Manager/ Maintenance team to carry out inspections Instructor to complete visual check prior to each session. Instructor to give clear safety brief and ensure safety equipment is fitted correctly. Instructor to ensure participants are able to belay effectively, using the 5 step system and oversee all belay change overs	MOD
Falling objects	HIGH	All participants and staff wear helmets while standing in the immediate vicinity. Any heavy items in pockets must be removed.	Instructor to give clear safety brief and ensure participants and spectators are aware of the helmet safety zone.	MOD
Harness Trauma	HIGH	Where possible avoid harness webbing contact with bare skin. Advise participants to move legs whilst sitting in harness for longer periods (more than 1 minute).	Instructors trained in efficient vertical rescue & understand the effects of harness trauma.	MOD
Health Problems	HIGH	Participants to be asked if they have any medical condition that may affect their ability to take part in the activity session (epilepsy, diabetes etc.).	Instructor to check participant's medical details with group leader.	MOD
Health problems arising from exhaustion or exposure to severe weather.	MOD	Participants must be encouraged to put on sun cream and to carry and consume fluids during and after the activity. Activities in excessively hot, wet or windy conditions should be managed appropriately. Appropriate clothing worn for expected conditions. Additional drinking water available.	Instructor to tailor activity based on the weather conditions. Instructor to provide clear safety briefing and participants have access to sun cream, hat and water.	LOW

Risk /Hazard	Initial Risk Level	Control Measure	Action/Responsibility	Final Risk Level
Minor Injury's	MOD	A first aid kit should be available at all times. A radio will be carried by a lead instructor to summon help. Any participant suffering from asthma, diabetes, epilepsy, allergies or other pre-existing medical conditions should ensure that they have access to appropriate medication.	<p>Instructor to have a current first aid certificate and have access to a first aid kit.</p> <p>Instructor to carry two- way radio and able to summon support if required.</p>	LOW

High Ropes Pod

Jacobs Ladder, Crate Stack, Leap of Faith, Possum Glider

Risk /Hazard	Initial Risk Level	Control Measure	Action/Responsibility	Final Risk Level
Severe weather	MOD	High ropes activities are not attempted in strong winds or stormy conditions.	Senior Instructor onsite to confirm if winds are too strong (35kms or over - twigs or light branches are being broken off the trees).	LOW
Hair, skin or clothing entrapment	MOD	Participants must tie back long hair and tuck in any loose clothing. Participants must keep hands and face clear of ropes and cables.	Instructor to give clear safety brief and ensure hair and loose clothing is secured.	LOW
Falling from height	HIGH	Fixed high ropes apparatus are subject to 3 monthly inspections. All climbing equipment are subject to a monthly inspection. A visual inspection of climbing equipment and accessible fixed apparatus is conducted prior to each session. All participants are briefed on the safe use of the equipment. Peer belay teams to be closely supervised at all times. Anchor person to be harnessed into the system.	S. Instructor / Maintenance team to carry out inspections Instructor to complete visual check prior to each session. Instructor to give clear safety brief and ensure safety equipment is fitted correctly. Instructor to ensure two participants or more in the peer belay system.	MOD
Falling objects	HIGH	All participants and staff wear helmets while standing in the immediate vicinity. Any heavy items in pockets must be removed.	Instructor to give clear safety brief and ensure participants and spectators are aware of the helmet safety zone.	MOD
Harness Trauma	HIGH	Where possible avoid harness webbing contact with bare skin. Advise participants to move legs whilst sitting in harness for longer periods (more than 1 minute).	Instructors trained in efficient vertical rescue & understand the effects of harness trauma	MOD
Health Problems	HIGH	Participants to be asked if they have any medical condition that may affect their ability to take part in the activity session (epilepsy, diabetes etc.).	Instructor to check participant's medical details with group leader.	MOD
Health problems	MOD	Participants must be encouraged to put on sunscreen and to carry and consume fluids during and after the activity. Activities in excessively hot, wet or windy conditions	Instructor to tailor activity based on the weather conditions. Instructor to provide clear safety briefing and participants have access to sunscreen, hat and	

Risk /Hazard	Initial Risk Level	Control Measure	Action/Responsibility	Final Risk Level
arising from exhaustion or exposure to severe weather.		should be managed appropriately. Appropriate clothing worn for expected conditions. Additional drinking water available.	water.	LOW
Minor Injury's	MOD	A first aid kit should be available at all times. A radio will be carried by a lead instructor to summon help. Any participant suffering from asthma, diabetes, epilepsy, allergies or other pre-existing medical conditions should ensure that they have access to appropriate medication.	Instructor to have a current first aid certificate and have access to a first aid kit. Instructor to carry two- way radio and able to summon support if required.	LOW

Climbing and Abseiling

Risk /Hazard	Initial Risk Level	Control Measure	Action/Responsibility	Final Risk Level
Severe weather	MOD	High ropes activities are not attempted in strong winds or stormy conditions.	Senior Instructor or Activity Manager to confirm if winds are too strong (35kms or over - twigs or light branches are being broken off the trees).	LOW
Hair, skin or clothing entrapment	MOD	Participants must tie back long hair and tuck in any loose clothing. Participants must keep hands and face clear of the ropes and cables.	Instructor to give clear safety brief and ensure hair and loose clothing is secured.	LOW
Falling from height	HIGH	Fixed high ropes apparatus are subject to 3 monthly inspections. All climbing equipment are subject to a monthly inspection. A visual inspection of climbing equipment and accessible fixed apparatus is conducted prior to each session. All participants are briefed on the safe use of the equipment. Belay teams to be closely supervised at all times, Instructors to oversee all participant lowering.	S. Instructor / Maintenance team to carry out inspections Instructor to complete visual check prior to each session. Instructor to give clear safety brief and ensure safety equipment is fitted correctly Instructor to ensure participants are able to belay effectively using the 5 step system and oversee participant lowering.	MOD
Falling objects	HIGH	All participants and staff wear helmets while standing in the immediate vicinity. Any heavy items in pockets must be removed or pockets securely zipped.	Instructor to give clear safety brief and ensure participants and spectators are aware of the helmet safety zone.	MOD
Harness Trauma	HIGH	Where possible avoid harness webbing contact with bare skin. Advise participants to move legs whilst sitting in harness for longer periods (more than 1 minute).	Instructors trained in efficient vertical rescue & understand the effects of harness trauma.	MOD
Participant freezing while climbing	LOW	Instructor trained in techniques to rescue frozen climbers Instructor to ensure participant is confident at lower height before proceeding higher.	Instructors trained in efficient top rope rescue.	LOW
(Abseil) Rope Burns Hair or clothing entrapment	MOD	Participants must keep hands and face clear of 'live' ropes and friction points whilst descending. Participant lowered with backup belay rope. Instructor able to release entrapment and lower participant on belay rope. Gloves provided for participants abseiling.	Instructor to give clear safety brief. Instructors trained to lower participant at a slow consistent pace and to perform vertical rescue.	LOW

Risk /Hazard	Initial Risk Level	Control Measure	Action/Responsibility	Final Risk Level
Health Problems	HIGH	Participants to be asked if they have any medical condition that may affect their ability to take part in the activity session (epilepsy, diabetes etc.).	Instructor to check participant's medical details with group leader.	MOD
Health problems arising from exhaustion or exposure to severe weather.	MOD	Participants must be encouraged to put on sun cream and to carry and consume fluids during and after the activity. Activities in excessively hot, wet or windy conditions should be managed appropriately. Appropriate clothing worn for expected conditions. Additional drinking water available.	Instructor to tailor activity based on the weather conditions. Instructor to provide clear safety briefing and participants have access to sun cream, hat and water.	LOW
Minor Injury's	MOD	A first aid kit should be available at all times. A radio will be carried by a lead instructor to summon help. Any participant suffering from asthma, diabetes, epilepsy, allergies or other pre-existing medical conditions should ensure that they have access to appropriate medication.	Instructor to have a current first aid certificate and have access to a first aid kit. Instructor to carry two- way radio and able to summon support if required.	LOW

Low Ropes, Team Challenges (including Catapult Build) & Commando Course.

Low ropes activities will be conducted in accordance with the WA Adventure Standard for 'Challenge Ropes Courses'. All instructors will be trained and assessed locally on the safe delivery of the Team Challenge activities, including the Low Ropes and Commando Course.

Risk /Hazard	Initial Risk Level	Control Measure	Action/Responsibility	Final Risk Level
Falling from height	MOD	All fixed 'challenge' apparatus subject to 3-monthly inspections. All equipment to be checked by instructor at the start of each activity session. Risks identified with participants during initial activity briefings. Dangers explained to group and safe spotting where required dependent on activity and participant ability. Participants told to step off cables where possible rather than falling.	S. Instructor / Maintenance team to carry out inspections. Instructor to complete visual check prior to each session. Instructor to give clear safety briefing and instruct the group on the safe practice of spotting.	LOW
Injury on slip n slide	MOD	All pegs to be imbedded in ground. Only 1 person to ride at a time. Participants to be asked about allergies to soap.	Staff member to ensure pegs are fully embedded in ground during setup. Booking Group or Instructor to supervise participants ensuring only 1 rides at a time, no shoes to be worn on slide, participants should be sunsmart. Booking Group or Instructor to ensure no allergies to soap.	LOW
Manual handling	MOD	The instructor must ensure safe manual handling for themselves and participants when moving or carrying others or equipment.	Instructor to give clear safety briefing and instruct the group on the safe practice of spotting.	LOW
Slips, trips and falls	MOD	Area surrounding activity is checked by instructor before the start of the activity. Risks identified with participants during initial activity briefings (uneven ground, wet surfaces, tree roots etc.).	Instructor to give clear safety briefing and to provide close supervision on all activities.	LOW
Health Problems	HIGH	Participants to be asked if they have any medical condition that may affect their ability to take part in the activity session (epilepsy, diabetes etc.).	Instructor to check participant's medical details with group leader.	MOD
Health problems arising from exhaustion or exposure to severe	MOD	Participants must be encouraged to put on sun cream and to carry and consume fluids during and after the activity. Activities in excessively hot, wet or windy conditions should be managed appropriately. Appropriate clothing worn for expected conditions. Additional drinking water available.	Instructor to tailor activity based on the weather conditions. Instructor to provide clear safety briefing and participants have access to sun cream, hat and water.	LOW

Risk /Hazard	Initial Risk Level	Control Measure	Action/Responsibility	Final Risk Level
weather.				
Minor Injury's	MOD	A first aid kit should be available at all times. A radio will be carried by a lead instructor to summon help. Any participant suffering from asthma, diabetes, epilepsy, allergies or other pre-existing medical conditions should ensure that they have access to appropriate medication.	Instructor to have a current first aid certificate and have access to a first aid kit. Instructor to carry two- way radio and able to summon support if required.	LOW

Orienteering

Orienteering will be conducted in accordance with the WA Adventure Standards. All instructors will be trained and assessed locally by senior Instructor.

Risk /Hazard	Initial Risk Level	Control Measure	Action/Responsibility	Final Risk Level
Getting Lost	LOW	A full briefing should be given by the instructor at the start of the orienteering session which will identify hazards, boundaries, map reading and the finishing time and location. Participants are only to be sent to one point at a time to avoid confusion. When orienteering in the dark – torches should be carried by all participants.	Instructor to give clear safety briefing ensuring each group understands the hazards and has basic knowledge of how to read the map.	LOW
Weather	LOW	Orienteering can be attempted in all weather conditions, although the instructor must ensure that appropriate clothing is worn and that replacement fluids are available if needed.	Instructor to check all participants are dressed according to the weather and have access to water.	LOW
Slips, trips and falls	MOD	Participants must be told about trip hazards within the wooded environment. These include uneven ground, debris on bush floor, tree stumps and animal holes.	Instructor to give clear safety briefing including safe movement over uneven ground.	LOW
Ticks, stings and Snake & spider bites	HIGH	Participants should be encouraged to wear long trousers while in the bush to reduce the risk of stings, bites and ticks. Participants made aware of the dangers of poisonous spiders and snakes. Camp Wardens are trained in snake recognition and extraction. Participants with severe allergies must have access to their medication (epi-pen etc.).	Instructor to ensure all participants are aware of the dangers of poisonous snakes and spiders. Camp Wardens trained in snake recognition and extraction.	MOD
Environment hazard's	MOD	Participants and staff must be specifically warned not to approach or cross any rivers or roads (apart from Yule Ave)	Instructor to give clear safety briefing including all 'out of bounds areas.	LOW
Health Problems	HIGH	Participants to be asked if they have any medical condition that may affect their ability to take part in the activity session (epilepsy, diabetes etc.).	Instructor to check participant's medical details with group leader.	MOD
Health problems arising from exhaustion	MOD	Participants must be encouraged to put on sun cream and to carry and consume fluids during and after the activity. Activities in excessively hot, wet or windy	Instructor to tailor activity based on the weather conditions. Instructor to provide clear safety briefing and participants have access to sun cream, hat and water.	LOW

Risk /Hazard	Initial Risk Level	Control Measure	Action/Responsibility	Final Risk Level
or exposure to severe weather.		conditions should be managed appropriately. Appropriate clothing worn for expected conditions. Additional drinking water available.		
Minor Injury's	MOD	A first aid kit should be available at all times. A radio will be carried by a lead instructor to summon help. Any participant suffering from asthma, diabetes, epilepsy, allergies or other pre-existing medical conditions should ensure that they have access to appropriate medication.	Instructor to have a current first aid certificate and have access to a first aid kit. Instructor to carry two- way radio and able to summon support if required.	LOW

Bush Craft & Shelter Building

Bush Craft activities will be conducted in accordance with the WA Adventure Standards.

All instructors will be trained and assessed locally in safe Bush Craft delivery and Shelter building.

Risk /Hazard	Initial Risk Level	Control Measure	Action/Responsibility	Final Risk Level
Injury from falling branches or trees	MOD	Shelter sites must be selected away from trees with a lot of dead branches. Shelters must not be built in bush areas whilst there are very strong winds.	Instructor to give clear safety briefing including the safe location of shelters.	MOD
Ticks, stings and snake & spider bites	HIGH	Participants encouraged to wear long trousers while in the bush to reduce the risk of stings, bites and ticks. Participants made aware of the dangers of poisonous spiders and snakes. Camp senior wardens are trained in snake recognition and extraction. Participants with severe allergies must have access to their medication (epi-pen etc.).	Instructor to ensure all participants are aware of the dangers of poisonous snakes and spiders. Camp Wardens trained in snake recognition and extraction.	MOD
Slips, trips and falls	MOD	Area surrounding activity is checked by instructor before the start of the activity. Risks identified with participants during initial activity briefings (uneven ground, wet surfaces, tree roots, handling branches etc.).	Instructor to check surrounding area prior to session. Instructor to give clear safety briefing including safe handling of large branches.	LOW
Burns from Camp Fires (see campfire risk matrix for more detail)	HIGH	A small fire up to 1m by 1m on the designated site is permitted from May – Oct No fires during days of total fire ban. Fires must be directly supervised at all times. Fires must be fully out before ending the session Access to appropriate water supply is mandatory.	Instructor to give clear safety briefing on lighting fires and provide direct supervision. Senior Instructor to check for fire ban status.	MOD
Minor injury's	MOD	A first aid kit should be available at all times. A radio will be carried by a lead instructor to summon help. Any participant suffering from asthma, diabetes, epilepsy, allergies or other pre-existing medical conditions should ensure that they have access to appropriate medication.	Instructor to have a current first aid certificate and have access to a first aid kit. Instructor to carry two- way radio and able to summon support if required.	LOW
Health problems arising from exhaustion or exposure to severe weather.	MOD	Participants must be encouraged to put on sun cream and to carry and consume fluids during and after the activity. Activities in excessively hot, wet or windy conditions should be managed appropriately. Appropriate clothing worn for expected conditions. Additional drinking water available.	Instructor to tailor activity based on the weather conditions. Instructor to provide clear safety briefing and participants have access to sun cream, hat and water.	LOW

Mountain Biking

Mountain Biking will be conducted in accordance with the WA Adventure Standards. All instructors will be trained and assessed at Swan Valley Adventure Centre.

Risk /Hazard	Initial Risk Level	Control Measure	Action/Responsibility	Final Risk Level
Falling off bike	HIGH	Risks identified with participants during initial activity briefings. Participants are appropriately briefed on safe riding (pedal position, operation of brakes, gears, stopping) at the start of the session. Instructor should match trail choice to the technical difficulty to the group's ability. Participant ability assessed in a controlled environment. Speed controlled by the instructor for the first practice lap of the time trial trail. Ground conditions and terrain hazards, particularly in wet conditions are continually assessed by the instructor. Participants clothing and straps secured to avoid entrapments in moving parts.	Instructor to issue correctly sized bike & helmet and check that any loose clothing is secured. Instructor to provide a clear briefing on the safe use of gears, brakes and body positioning. Instructor to assess participant's ability to ride in 'warm up' area – before heading onto the SVAC trails. Instructor to lead the group around the trail, pointing out hazards and features before allowing the group to ride ahead.	MOD
Getting lost	LOW	Participants should be encouraged to stay within sight of at least one other participant when possible. Instructor should usually stay within sight of all participants or wait at regular intervals for group to come together. Participants on the SVAC 1 km loop time trail should be 'checked' in and out by a timekeeper.	Instructor to give clear safety briefing and provide close supervision of the group. Instructor to monitor all participants are checking in and out of the time trail course.	LOW
Health problems arising from exhaustion or exposure to severe weather.	HIGH	Participants must be encouraged to put on sunscreen and to carry and consume fluids during and after the activity. Activities in excessively hot, wet or windy conditions should be managed appropriately. Appropriate clothing worn for expected conditions. Additional drinking water available.	Instructor to tailor activity based on the weather conditions. Instructor to provide clear safety briefing and participants have access to sunscreen, hat and water.	MOD
Injury resulting from equipment failure	MOD	Bikes regularly serviced and maintained. All bikes have pre-issue checks completed by the instructor. Hazardous sections of trail managed effectively. Means of carrying out common trailside repairs readily available. Participants coached in correct use of gears and brakes.	S. Instructor / Maintenance team to carry out monthly maintenance inspections Instructors to carry bike tool kit and spare tubes.	LOW
Health Problems	HIGH	Participants to be asked if they have any medical condition that may affect their ability to take part in the activity session (epilepsy, diabetes etc.).	Instructor to check participant's medical details with group leader.	MOD

Risk /Hazard	Initial Risk Level	Control Measure	Action/Responsibility	Final Risk Level
First Aid Emergencies	MOD	A first aid kit should be available at all times. A radio will be carried by a lead instructor to summon help. Any participant suffering from asthma, diabetes, epilepsy, allergies or other pre-existing medical conditions should ensure that they have access to appropriate medication.	Instructor to have a current first aid certificate and have access to a first aid kit. Instructor to carry two- way radio and able to summon support if required.	LOW

Archery

Archery will be conducted in accordance with the WA Adventure Standards.

All Instructors will be trained and assessed locally in accordance with the Archery WA Leader's Award. Training and assessment will be overseen by Archery 2 U.

Risk /Hazard	Initial Risk Level	Control Measure	Action/Responsibility	Final Risk Level
Injury from Arrows (shooting)	HIGH	Safety briefing and demonstration under supervision of instructor Ensure safety netting is in good condition. Maximum of 12 participants shooting at any one time (3 per target). All spectators in designated waiting area. Arrows to point at target when fitted to bow Archery shooting signs displayed with flags up when archery sessions are on.	Instructor to check all equipment, range back netting and put out red warning flags. prior to session Instructor to give clear safety briefing pointing out the range rules and waiting area.	MOD
Injury from Arrows (collecting)	MOD	Safety briefing and demonstration under supervision of Instructor. No running at any time. Approach targets from the side. Check behind before pulling arrow from target.	Instructor to give clear briefing and directly supervise the collection of arrows.	LOW
Injury caused by equipment failure.	HIGH	All equipment to be checked by Instructor at start of session Defective equipment to be taken out of use and reported. Equipment checked after use and damaged items repaired or reported.	Instructor to check all equipment, prior to session Instructor to report any damaged equipment after session	MOD
Health Problems	HIGH	Participants to be asked if they have any medical condition that may affect their ability to take part in the activity session (epilepsy, diabetes etc.).	Instructor to check participant's medical details with group leader.	MOD
Health problems arising from exhaustion or exposure to severe weather.	MOD	Participants must be encouraged to put on sunscreen and to carry and consume fluids during and after the activity. Activities in excessively hot, wet or windy conditions should be managed appropriately. Appropriate clothing worn for expected conditions. Additional drinking water available.	Instructor to tailor activity based on the weather conditions. Instructor to provide clear safety briefing and participants have access to sunscreen, hat and water.	LOW
Minor injury's	MOD	A first aid kit should be available at all times. A radio will be carried by a lead instructor to summon help. Any participant suffering from asthma, diabetes, epilepsy, allergies or other pre-existing medical conditions should ensure that they have access to appropriate medication.	Instructor to have a current first aid certificate and have access to a first aid kit. Instructor to carry two- way radio and able to summon support if required.	LOW

Archery Tag

All Instructors will be trained and assessed locally in accordance with either the VET unit of competency or the Archery WA Leader's Award. Training and assessment will be overseen by Archery 2 U.

Risk /Hazard	Initial Risk Level	Control Measure	Action/Responsibility	Final Risk Level
Injury from Arrows (shooting)	MOD	Safety briefing and demonstration under supervision of instructor Maximum of 20 participants shooting at any one time. Face masks to be worn at all times during game. Appropriate participant behaviour briefed by instructor and ceasing of game if participant behaviour becomes unsafe.	Instructor to check all equipment prior to session Instructor to give clear safety briefing pointing out the rules and participant behaviour expectations.	LOW
Injury from Bow	MOD	Safety briefing and demonstration under supervision of instructor Maximum of 20 participants shooting at any one time. Face masks to be worn at all times during game. Arm guards are available for use. Appropriate participant behaviour briefed by instructor and ceasing of game if participant behaviour becomes unsafe.	Instructor to check all equipment prior to session Instructor to give clear safety briefing pointing out the rules and participant behaviour expectations.	LOW
Injury caused by equipment failure.	MOD	All equipment to be checked by Instructor at start of session Defective equipment to be taken out of use and reported. Equipment checked after use and damaged items repaired or reported.	Instructor to check all equipment, prior to session Instructor to report any damaged equipment after session	LOW
Tripping and falling in archery tag arena.	MOD	Ensure equipment is neatly and appropriately arranged and packed away when not in use. Briefing to include potential trip hazards and description of obstacles in the arena.	Instructor to check arena for any hazards prior to the session	LOW
Health Problems	HIGH	Participants to be asked if they have any medical condition that may affect their ability to take part in the activity session (epilepsy, diabetes etc.).	Instructor to check participant's medical details with group leader.	MOD
Health problems arising from exhaustion or exposure to severe weather.	MOD	Participants must be encouraged to put on sunscreen and to carry and consume fluids during and after the activity. Activities in excessively hot, wet or windy conditions should be managed appropriately. Appropriate clothing worn for expected conditions. Additional drinking water available.	Instructor to tailor activity based on the weather conditions. Instructor to provide clear safety briefing and participants have access to sunscreen, hat and water.	LOW
Minor injury's	MOD	A first aid kit should be available at all times. A radio will be carried by a lead instructor to summon help. Any participant suffering from asthma, diabetes, epilepsy, allergies or other pre-existing medical conditions should ensure that they have access to appropriate medication.	Instructor to have a current first aid certificate and have access to a first aid kit. Instructor to carry two- way radio and able to summon support if required.	LOW
Participant behaviour	MOD	Safety and behaviour briefing to be given at the start of the session. Participants to be 8 years and above.	Instructor to give clear safety briefing pointing out the rules and participant behaviour expectations.	LOW

Risk /Hazard	Initial Risk Level	Control Measure	Action/Responsibility	Final Risk Level
		Leader/ Teacher of the group will be briefed on their role to assist instructor in managing group behaviour	Group leader/ teacher to assist instructor in managing group behaviour.	
Injury/ Irritation from Colour Powder	MOD	Any participant suffering from asthma, allergies or other pre-existing medical conditions should ensure that they have access to appropriate medication and inform the instructor. Instructors have first aid kits to provide access to saline to wash out eyes if necessary.	Instructor to have a current first aid certificate and have access to a first aid kit.	LOW

Bubble Soccer

All Instructors will receive site specific training to facilitate the activity prior to running Bubble Soccer activity sessions.

Risk /Hazard	Initial Risk Level	Control Measure	Action/Responsibility	Final Risk Level
Injury from Zorb Balls	HIGH	Safety briefing and demonstration under supervision of instructor Maximum of 16 participants in the arena at any one time. Participants are correctly fitted to the zorb ball (including shoulder straps). Appropriate participant behaviour briefed by instructor and ceasing of game if participant behaviour becomes unsafe.	Instructor to check all equipment prior to session. Instructor to give clear safety briefing pointing out the rules and participant behaviour expectations. Instructor to clearly identify inappropriate behaviours including diving on top of zorb ball.	MOD
Injury and/or suffocation from arena	HIGH	Safety briefing under supervision of instructor outlining appropriate behaviour in and around the arena. Arena to be appropriately pegged down and secured prior to session. Arena to be removed if weather conditions exceed safe levels (as deemed by Activity Manager or General Manager).	Instructor to check arena for any holes/ damages prior to session Instructor to appropriately secure arena when setting up – taking into account to weather conditions. Instructor to give clear safety briefing pointing out the rules and participant behaviour expectations.	MOD
Injury caused by equipment failure.	MOD	All equipment to be checked by Instructor at start of session. Defective equipment to be taken out of use and reported. Equipment checked after use and damaged items repaired or reported. Inflation of balls and arena to be checked prior to session.	Instructor to check all equipment, prior to session Instructor to report any damaged equipment after session	LOW
Tripping and falling in arena.	MOD	Ensure equipment is neatly and appropriately arranged and packed away when not in use. Briefing to include potential trip hazards and description of obstacles in the arena. Arena to be set up on a flat, open, grassed area with no visible potholes or obstructions.	Instructor to check arena for any hazards prior to the session	LOW
Health Problems	HIGH	Participants to be asked if they have any medical condition that may affect their ability to take part in the activity session (epilepsy, diabetes, claustrophobia etc.).	Instructor to check participant's medical details with group leader.	MOD
Health problems arising from exhaustion or exposure to severe weather.	MOD	Participants must be encouraged to put on sunscreen and to carry and consume fluids during and after the activity. Activities in excessively hot, wet or windy conditions should be managed appropriately. Appropriate clothing worn for expected conditions. Additional drinking water available. Sprinkler system to be set up in/ near arena for hot days.	Instructor to tailor activity based on the weather conditions. Instructor to provide clear safety briefing and participants have access to sunscreen, hat and water.	LOW
Minor injury's	MOD	A first aid kit should be available at all times. A radio will be carried by a lead instructor to summon help.	Instructor to have a current first aid certificate and have access to a first aid kit.	LOW

Risk /Hazard	Initial Risk Level	Control Measure	Action/Responsibility	Final Risk Level
		Any participant suffering from asthma, diabetes, epilepsy, allergies or other pre-existing medical conditions should ensure that they have access to appropriate medication.	Instructor to carry two- way radio and able to summon support if required.	
Participant behaviour	MOD	Safety and behaviour briefing to be given at the start of the session. Leader/ Teacher of the group will be briefed on their role to assist instructor in managing group behaviour	Instructor to give clear safety briefing pointing out the rules and participant behaviour expectations. Group leader/ teacher to assist instructor in managing group behaviour.	LOW
Electrical hazards	HIGH	Connection point between air blower and power cable to be covered by an outdoor waterproof cable cover. All power points being used are undercover and in working order.	Instructor to ensure connection point is covered and cables are appropriately set up (cord is not a tripping hazard).	MOD

The Blackout Zone

All instructors will be trained and assessed locally on the safe delivery activities within the Blackout zone.

Risk /Hazard	Initial Risk Level	Control Measure	Action/ Responsibility	Final Risk Level
Participants in confined space	MOD	Doors opened for at least 15 mins to allow maximum air flow as part of instructor set up procedures. Keep doors open as much as possible. Only close before group enters Passive ventilation in each container provides airflow for groups to pass through comfortably. Groups will take 10 - 15 mins per container. Participants briefed on emergency evacuation procedure. Instructor able to open any of the 5 sets of emergency doors within minutes of any incident occurring. Group meeting points after each activity Participants briefed about teamwork and working together in a confined space.	Instructor/Maintenance team to open doors and check for wildlife prior to session. Instructor able to open emergency doors as per evacuation procedures in training manual. Instructor to give clear safety briefing and emergency evacuation procedure.	LOW
Claustrophobic Participant	MOD	Instructor to check if anyone is claustrophobic Claustrophobic person be provided with head torch and whistle Instructor can open emergency exits to allow more light in if necessary Group leader to support participant while in the containers.	Instructor to identify claustrophobic participants and offer appropriate support Instructor to modify the challenge and light appropriate to the age and experience of the group	LOW
Slips, trips and falls, including Participant running into each another or object	MOD	Participants asked to move slowly and with their hands out in front All participants to wear helmet's Head torches & whistles provided to provide some light and summon help if required.	Instructors to provide clear safety briefing and ensure all participants are wearing helmets.	LOW
Hyperthermia & heat exhaustion	HIGH	Participants encouraged drink water before they enter. Containers 1, 3, 5 have misting systems to lower the containers temperature.	Instructors to encourage buddy system and regular checking of the group.	MOD
Health Problems	HIGH	Participants to be asked if they have any medical condition that may affect their ability to take part in the activity session (epilepsy, diabetes etc.).	Instructor to check participant's medical details with group leader.	MOD
First Aid Emergencies	MOD	A first aid kit should be available at all times. A radio will be carried by a lead instructor to summon help. Any participant suffering from asthma, diabetes, epilepsy, allergies or other pre-existing medical conditions should ensure that they have access to appropriate medication.	Instructor to have a current first aid certificate and have access to a first aid kit. Instructor to carry two- way radio and able to summon support if required.	LOW

Campfires

Camps fires lit in accordance with guidelines issued from the City of Swan

Risk /Hazard	Initial Risk Level	Control Measure	Action/Responsibility	Final Risk Level
Burns	HIGH	Risks identified with participants during initial activity briefing Safe boundaries established around the fire. All flaming or glowing sticks are kept over fire or in safe area. No running within designated campfire area. Cooking on the fire (marshmallows, damper bread etc.) under strict supervision by Swan Adventure Centre Staff/ School Teachers. All flames fully extinguished at the end of the campfire session. Size of fire appropriate to the size and proximity of the group, no larger than 1m by 1m. Firefighting equipment easily accessible. (significant water supply close by) Flammable materials/liquids not to be stored near fire.	Instructor to check the water barrel is full prior to any campfire. Instructor to directly supervise the campfire. Instructor to provide safety brief and directly supervise while toasting of marshmallows and any other cooking. Instructor to liaise with the 'Camp's leader and support with the supervision of participants whist around campfire.	MOD
Spread of fire, high winds, risk of bushfire	HIGH	Fires are not to be lit on days of total fire ban. Fires are not to be lit on days with excessively high winds. Fires are only to be lit between May and October.	Senior Instructor to check for fire ban status. Senior Instructor to judge wind conditions Instructor to douse fire immediately if conditions become unsafe.	MOD
Cuts and other injuries from tools and sticks	MOD	Risks identified with participants during initial activity briefing ^[SEP] Saws, axes and knives should only be used by SVAC staff ^[SEP] Firewood should normally be collected in small, controlled groups ^[SEP] No running when collecting or carrying firewood	Instructor to liaise with the 'Camp's leader and support with the supervision of wood collecting.	LOW
Slips, trips and falls	MOD	No running within the campfire circle ^[SEP] Firewood stacks should be outside of campfire circle ^[SEP] Participants should be encouraged to wear long trousers and sleeves	Instructor to liaise with the 'Camp's leader and support with the supervision of participants whist around campfire.	LOW
Health Problems	HIGH	Participants to be asked if they have any medical condition that may affect their ability to take part in the activity session (epilepsy, diabetes etc.).	Instructor to check participant's medical details with group leader.	MOD
Health	MOD	Participants must be encouraged put on sun cream and to	Instructor to tailor activity based on the weather	LOW

Risk /Hazard	Initial Risk Level	Control Measure	Action/Responsibility	Final Risk Level
problems arising from exhaustion or exposure to severe weather.		carry and consume fluids during and after the activity. Activities in excessively hot, wet or windy conditions should be managed appropriately. Appropriate clothing worn for expected conditions. Additional drinking water available.	conditions. Instructor to provide clear safety briefing and participants have access to sun cream, hat and water.	LOW
Minor injury's	MOD	A first aid kit should be available at all times. A radio will be carried by a lead instructor to summon help. Any participant suffering from asthma, diabetes, epilepsy, allergies or other pre-existing medical conditions should ensure that they have access to appropriate medication.	Instructor to have a current first aid certificate and have access to a first aid kit. Instructor to carry two- way radio and able to summon support if required.	LOW

Canoeing & Kayaking

Canoeing and Kayaking will be conducted in accordance with the WA Adventure Standards. All instructors will be trained and assessed in accordance with Australian Canoeing Flat Water Guide award or equivalent. Training to be led by a flat-water coach or higher.

Risk /Hazard	Initial Risk Level	Control Measure	Action/Responsibility	Final Risk Level
Drowning	HIGH	Participants wear a correctly fitted PFD at all times. PFD's are subject to a biannual inspection and a visual check prior to every use. Kayaks and canoes are of an appropriate size and type for participants. Kayaks and canoes are subject to quarterly inspections and are visually checked prior to each use. Participants are given a safety briefing.	Senior Instructor to carry out Inspections & biannual float test of all PDF's Instructor to carry our visual check of all boats & PFD's prior to session. Instructor to give clear safety brief and ensure PFD's are fitted correctly.	MOD
Physical injuries resulting from equipment misuse	MOD	Instructors ensure that all participants wear appropriate clothing and enclosed footwear. Instructor must ensure safe manual handling for themselves and participants when moving boats and equipment. Instructor to directly supervise the launching of boats.	Instructor to give clear safety brief and ensure participants have the appropriate clothing and footwear. Instructors to directly supervise launching and movement of boats off the water.	LOW
Weather and river state	HIGH	Weather forecasts interpreted, and likely conditions assessed. Continual dynamic risk assessment required during session.	Instructor to check weather and water levels with Senior Instructor before the session.	MOD
Hyperthermia, hypothermia, sunburn.	MOD	Instructors ensure that participants are appropriately dressed for the weather conditions and adapt the activity as conditions dictate. Participants must be encouraged to put on sun cream and to carry and consume fluids regularly.	Instructor to give clear safety brief and ensure participants are dressed appropriately for the conditions.	LOW
Water related diseases	MOD	Participants are reminded to wash after water activities.	Instructor to remind participants to wash off after a session.	MOD
Sharp objects on access and egress areas	MOD	Footwear to be worn at all times. Prior to use, areas checked for hazardous sharp objects.	Instructors to check launch area for sharp objects and ensure participants have footwear on at all times during the session.	LOW
Entrapment	MOD	Do not run sessions in high flood conditions when there is fast moving current present. Keep group away from strainers.	Instructor to brief participant on avoiding trees on the riverbanks. Instructor to provide close supervision and be able to rescue participants when required.	MOD
Manual Handling	MOD	2 staff or 4 participants are required to lift a canoe. 1 staff or 2 participants are required to lift a kayak.	Instructor to brief participants on appropriate manual handling techniques.	LOW

Risk /Hazard	Initial Risk Level	Control Measure	Action/Responsibility	Final Risk Level
Health Problems	HIGH	Participants to be asked if they have any medical condition that may affect their ability to take part in the activity session (epilepsy, diabetes etc.).	Instructor to check participant's medical details with group leader.	MOD
Health problems arising from exhaustion or exposure to severe weather.	MOD	Participants must be encouraged to put on sun cream and to carry and consume fluids during and after the activity. Activities in excessively hot, wet or windy conditions should be managed appropriately. Appropriate clothing worn for expected conditions. Additional drinking water available.	Instructor to tailor activity based on the weather conditions. Instructor to provide clear safety briefing and participants have access to sun cream, hat and water.	LOW
Minor injury's	MOD	A first aid kit should be available at all times. A radio will be carried by a lead instructor to summon help. Any participant suffering from asthma, diabetes, epilepsy, allergies or other pre-existing medical conditions should ensure that they have access to appropriate medication.	Instructor to have a current first aid certificate and have access to a first aid kit. Instructor to carry two- way radio and able to summon support if required.	LOW
Non - Swimmers	HIGH	Must wear a PFD and if possible, put into or stay close to the instructor's canoe.	Instructor to check with Teacher for any non-swimmers.	MOD

Raft Building

Raft Building will be conducted in accordance with the WA Adventure Standards. All instructors will be trained and assessed in accordance with Australian Canoeing Flat Water Guide award or equivalent. Training to be led by a flat-water coach or higher.

Risk /Hazard	Initial Risk Level	Control Measure	Action/Responsibility	Final Risk Level
Drowning	HIGH	Hazards identified with participants during initial activity briefings. Full instruction given by instructor at start of session followed by constant supervision. All participants and staff must wear an appropriately fitted PFD and helmet when on the water.	Senior Instructor to carry out Inspections & biannual float test of PFD's Instructor to give clear safety brief and ensure safety equipment is fitted correctly. Instructor to check raft construction before launch	MOD
Weather and river state	HIGH	Weather forecasts interpreted, and likely conditions assessed. Continual dynamic risk assessment required during session.	Instructor to check weather and water levels with Senior Instructor before the session.	MOD
Head injury.	MOD	All participants are to wear helmets when on the water and reminded to keep their paddles down. Instructor must modify rafts that look particularly unstable in order to prevent 'flipping'. Poles not to be lifted above shoulder height.	Instructor to give clear safety brief and ensure helmets are fitted correctly.	LOW
Sharp objects on access and egress areas	MOD	Footwear to be worn at all times. Prior to use, areas checked for hazardous sharp objects.	Instructors to check launch area for sharp objects and ensure participants have footwear on at all times during the session.	LOW
Hyperthermia, hypothermia, sunburn.	HIGH	Instructors ensure that participants are appropriately dressed for the weather conditions and adapt the activity as conditions dictate. Participants must be encouraged put on sun cream and to carry and consume fluids regularly.	Instructor to give clear safety brief and ensure participants are dressed appropriately for the conditions.	MOD
Water related diseases	MOD	Group leaders are provided with information about any related water related diseases Participants are reminded to wash after water activities.	Instructor to remind participants to wash off after a session.	MOD
Entrapment	MOD	Instructor must check raft construction prior to launch and modify if necessary, to remove obvious entrapment /entanglement hazards	Instructor to check raft construction before launch and carry a knife Instructor to provide close supervision and be able to rescue participants when required.	MOD

Risk /Hazard	Initial Risk Level	Control Measure	Action/Responsibility	Final Risk Level
Health Problems	HIGH	Participants to be asked if they have any medical condition that may affect their ability to take part in the activity session (epilepsy, diabetes etc.).	Instructor to check participant's medical details with group leader.	MOD
Health problems arising from exhaustion or exposure to severe weather.	MOD	Participants must be encouraged to put on sun cream and to carry and consume fluids during and after the activity. Activities in excessively hot, wet or windy conditions should be managed appropriately. Appropriate clothing worn for expected conditions. Additional drinking water available.	Instructor to tailor activity based on the weather conditions. Instructor to provide clear safety briefing and participants have access to sun cream, hat and water.	LOW
Minor injury's	MOD	A first aid kit should be available at all times. A radio will be carried by a lead instructor to summon help. Any participant suffering from asthma, diabetes, epilepsy, allergies or other pre-existing medical conditions should ensure that they have access to appropriate medication.	Instructor to have a current first aid certificate and have access to a first aid kit. Instructor to carry two- way radio and able to summon support if required.	LOW
Non-Swimmers	HIGH	Must wear a PFD, Safety canoe and throw line ready on Beach.	Instructor to check with teacher for non-swimmers	MOD

Nightline

Risk /Hazard	Initial Risk Level	Control Measure	Action/ Responsibility	Final Risk Level
Health problems arising from exhaustion or exposure to severe weather.	MOD	Participants must be encouraged put on sun cream and to carry and consume fluids during and after the activity. Activities in excessively hot, wet or windy conditions should be managed appropriately. Appropriate clothing worn for expected conditions. Additional drinking water available.	Instructor to tailor activity based on the weather conditions. Instructor to provide clear safety briefing and participants have access to sun cream, hat and water.	LOW
Slips, trips and falls, including Participant running into each another or object	MOD	Participants asked to move slowly and with their hands out in front All participants to wear helmet's	Instructors to provide clear safety briefing and ensure all participants are wearing helmets. Instructors to encourage buddy system and regular checking of the group.	LOW
Health Problems	HIGH	Participants to be asked if they have any medical condition that may affect their ability to take part in the activity session (epilepsy, diabetes etc.).	Instructor to check participant's medical details with group leader.	MOD
Minor injury's	MOD	A first aid kit should be available at all times. A radio will be carried by a lead instructor to summon help. Any participant suffering from asthma, diabetes, epilepsy, allergies or other pre-existing medical conditions should ensure that they have access to appropriate medication.	Instructor to have a current first aid certificate and have access to a first aid kit. Instructor to carry two- way radio and able to summon support if required.	LOW