

City of Albany  
**Publication**

# **Generic Risk Assessment (Off Site Activities)**



<b>Document Approval</b>			
<b>Document Development Officer:</b>		<b>Document Owner:</b>	
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<b>Document Control</b>			
<b>File Number - Document Type:</b>	CM.STD.6 – Management Plan (Risk)		
<b>Document Reference Number:</b>	PU17335		
<b>Meta Data: Key Search Terms</b>	Off Site, Activities, Risk Assessment		
<b>Status of Document:</b>	<b>Administrative decision:</b> Approved.		
<b>Quality Assurance:</b>	Governance & Risk Team, Working Group.		
<b>Distribution:</b>	Public Document		
<b>Document Revision History</b>			
<b>Version</b>	<b>Author</b>	<b>Version Description</b>	<b>Date Completed</b>
1.0	MGR	Approved by the Manager Governance & Risk.	05/07/2017
1.1	MGR	Reviewed by ALAC Staff and cycling section amended.	06/11/2017

## CONTENTS

Objective.....	4
Scope .....	4
Context .....	4
Legislative and Strategic Context.....	<b>Error! Bookmark not defined.</b>
Review Position and Date .....	4
Associated Documents .....	4
Definitions.....	4
Task/ equipment/ Activity: OFF SITE ACTIVITY/TRIP RISK ASSESSMENT .....	5
Task/ equipment/ Activity: BBQ.....	6
Task/ equipment/ Activity: Cycling.....	9
Cycling Information Sheet.....	12
Task/ equipment/ Activity: USING GYM WITH CLIENTS .....	16
Task/ equipment/ Activity: SWIMMING TRIPS TO INDOOR POOLS .....	18
Task/ equipment/ Activity: SWIMMING IN THE SEA.....	19
Task/ equipment/ Activity: INDOOR CLIMBING WALL / MOBILE CLIMBING TOWER .....	21
Task/ equipment/ Activity: ORGANISING AN EVENT .....	22
Task/ equipment/ Activity: FIRST AID (PROVISION OF FIRST AID ARRANGEMENTS).....	26
Task/ equipment/ Activity: OUTDOOR ABSEILING.....	27

## Objective

Standardise risk assessment for outdoor activities.

## Scope

This guideline applies to activities approved and/or insured by the City of Albany.

## Context

Off site visits and activities can greatly enhance a person's outdoor education and skills development and are encouraged by the City of Albany.

However it is essential that these are properly planned and managed so that foreseeable risks can be well controlled.

The risk assessment documentation is to be used to request approval for these activities.

Prior to any trip being undertaken a request must be submitted to the designated officer for approval.

For the majority of trips – visits to public places etc. an approved request and following the above assessment will be sufficient.

No additional risk assessment will be required.

If this is to become a regular trip then this should be identified and permission need not be sought for each individual trip.

Where the trip poses more significant risks than those encountered on a daily basis e.g. abseiling, then a full risk assessment must be completed or obtained by the trip organiser and forwarded to the City of Albany.

This risk assessment will be reviewed by the City of Albany.

The trip organiser is responsible for ensuring the suitability of individual clients participating in the trip.

If there are significant risks these should be documented together with proposals to manage those risks.

## Hazardous Activities:

The following are classified as hazardous activities and as such a greater degree of planning:

- Abseiling
- Canoeing
- Caving and underground activities
- Climbing walls
- Mountain walking
- Rock climbing
- Sailing and windsurfing
- Surfing
- Underwater activities (SCUBA diving)

Unless staff hold recognised national or local qualifications together with relevant skills and experience then these activities must not be undertaken unless under the management of those who are and can provide evidence of risk assessments and associated control measures.

If any none City of Albany outdoor activity centre is to be used for the above, it must hold and provide a copy of their current liability insurance.

## Review Position and Date

Document Owner to review annually.

## Associated Documents

Related strategies, references, or other documents that have a bearing on this guideline:

- City of Albany Risk & Opportunity Management Framework
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## Definitions

Key terms and acronyms used in the policy, and their definitions are detailed in the Risk & Opportunity Framework that can be sourced from [www.albany.wa.gov.au](http://www.albany.wa.gov.au).

**Task/ equipment/ Activity: OFF SITE ACTIVITY/TRIP RISK ASSESSMENT**

Date of Assessment:

Hazard :	Who may be Harmed and How	Risk Evaluation	Controls required	Risk Evaluation	Action by whom and when
<ul style="list-style-type: none"> <li>• Transport to and from activity specific.</li> <li>• Hazards associated with the trip.</li> <li>• Client hazards resulting from alcohol/drugs.</li> <li>• Failure to take medication.</li> <li>• Negative interaction other persons (public), i.e. Violence Emergency Evacuation.</li> </ul>	<p>Staff, clients, volunteers, members of the public who attend the trip or are in the area where trip is</p>	<p><b>Medium</b></p>	<ul style="list-style-type: none"> <li>• Drivers must comply with road rules.</li> <li>• Hire buses, must be from reputable company and have functioning seat belts.</li> <li>• Where the proposed trip, has out of the ordinary hazards, or are classed by the City of Albany as hazardous activities the trip organiser must complete an assessment of the risks and where appropriate attach this, with a copy of the proposed sites risk assessment and the trip request.</li> <li>• All participants are to take direction from the appointed group leader and response agency (i.e. Police).</li> </ul>	<p><b>Low</b></p>	

**Date for Review:**

**Signed:**

**Task/ equipment/ Activity: BBQ**

Date of Assessment:

Hazard :	Who may be Harmed and How	Risk Evaluation	Controls required	Risk Evaluation	Action by whom and when
<ul style="list-style-type: none"> <li>• Trips – uneven ground, untidy work area</li> <li>• Slips on grass, spillages</li> <li>• Manual handling, Gas BBQ</li> </ul>	<p>Those cooking the BBQ or Attending:</p> <ul style="list-style-type: none"> <li>• Burns from hot BBQ and utensils</li> <li>• Fumes and smoke inhalation</li> <li>• Fire</li> <li>• Cuts from knives</li> <li>• Cross contamination and food poisoning</li> <li>• Musculoskeletal injury</li> </ul>	<p><b>Medium</b></p>	<ul style="list-style-type: none"> <li>• Keep work area tidy and clean up</li> <li>• spillages immediately</li> <li>• Site the BBQ on firm, level ground that is not too slippery or wet</li> <li>• Set up a separate serving area away from BBQ to reduce the risk of burns to others</li> <li>• Ensure that the BBQ is sited well away from trees, shrubs and highly combustible materials</li> <li>• Use proper BBQ utensils and store on side when not in use</li> <li>• Use heatproof gloves when cooking and handling utensils</li> <li>• Check the wind direction and site the BBQ in a sheltered location</li> <li>• Site the BBQ with the smoke facing away from participants</li> <li>• Do not use any other fuel on charcoal BBQ other than the correct briquettes or charcoal. If necessary fire lighters may be used</li> <li>• Leave the BBQ and charcoal to cool before moving</li> <li>• Wash hands with soap and water before preparing food, after handling raw meat and before eating</li> <li>• Use colour coded chopping boards and knives for food preparation</li> </ul>	<p><b>Low</b></p>	

**Task/ equipment/ Activity: BBQ**

Date of Assessment:

- Keep meat and fish in fridge as long as possible and if cooking for large numbers store in cool box adjacent to BBQ
- Make sure any food used is within date as stated on packaging
- Avoid handling food directly with hands – use tongs or other utensils instead,
- The best time to cook on the barbecue is when the charcoal is glowing with a powdery grey surface.
- If the barbecue temperature is too hot, meat is likely to burn on the outside but remain raw in the centre,
- If cooking for large numbers of people, you may wish to cook meat indoors before and then finish them on the barbecue. This will help ensure the food is thoroughly cooked.
- Turn food regularly and move it around the barbecue to ensure even and thorough cooking,
- Don't add sauce or marinade that has already been used with raw meat as this may contaminate cooked food with harmful bacteria,
- Make sure meat is thoroughly cooked and steaming hot all the way through (burgers, sausages, chicken and pork should not be pink in the centre and the juices should run clear), • You can use a probe thermometer to check items are fully cooked. Aim for an internal temperature of 75 degrees C or higher to make sure any harmful bacteria have been killed,

**Task/ equipment/ Activity: BBQ**

Date of Assessment:

- Serve food immediately after cooking.
- Any food left over after 2 hours from the time it was cooked should be thrown away.

**If using a gas barbecue:**

- Check that all pipes and connections are in good condition before lighting
- Always change cylinders in open air
- Turn gas cylinders off before disconnecting the hose
- If you think there may be a leak turn the gas off immediately
- Do not keep more cylinders than you need

Date for Review:

Signed:



**Task/ equipment/ Activity: CYCLING**

Date of Assessment:

Hazard :	Who may be Harmed and How	Risk Evaluation	Controls required	Risk Evaluation	Action by whom and when
<ul style="list-style-type: none"> <li>Weather condition</li> </ul>	<ul style="list-style-type: none"> <li>All riders</li> <li>Exposure to the weather may affect a rider's health.</li> </ul>	<p><b>Medium</b></p>	<ul style="list-style-type: none"> <li>Consider the impact of weather and the ability of riders, especially in wet and hot conditions, and be prepared to slow the group or alter your plans to suit the conditions.</li> <li>Sufficient breaks and protection measures are taken such as sun block, warm clothing during cold conditions and water carried by participants and/or group leader.</li> </ul>	<p><b>Low</b></p>	
<ul style="list-style-type: none"> <li>Inappropriate clothing</li> </ul>	<ul style="list-style-type: none"> <li>All riders</li> <li>Inappropriate clothing may become entangled in riders bicycle moving parts, resulting in a crash or injury</li> </ul>	<p><b>Low</b></p>	<ul style="list-style-type: none"> <li>Risk is very low if suitable clothing is worn.</li> </ul>	<p><b>Low</b></p>	
<ul style="list-style-type: none"> <li>Mechanical failure</li> </ul>	<ul style="list-style-type: none"> <li>All riders</li> <li>Mechanical failure may occur during cycling, (puncture, break failure) resulting in a crash or injury</li> </ul>	<p><b>Medium</b></p>	<ul style="list-style-type: none"> <li>Risk is minimised if an inspection is made of the rider's bike by an accredited assessor prior to the activity.</li> </ul>	<p><b>Low</b></p>	

<ul style="list-style-type: none"> <li>Rider may fall off</li> </ul>	<ul style="list-style-type: none"> <li>All riders</li> <li>Riders may fall due to inexperience, inattention or other unavoidable hazards resulting in a crash or injury</li> </ul>	<p>Low</p>	<ul style="list-style-type: none"> <li>For beginners the risk is high. With training, instruction and experience the risk is lowered. Using a suitable sized cycle also lowers risk. Riders should be instructed to look for unexpected obstacles whilst riding.</li> </ul>	<p>Low</p>	
<ul style="list-style-type: none"> <li>Two riders may collide</li> </ul>	<ul style="list-style-type: none"> <li>All riders</li> <li>Riders may collide due to inexperience, inattention or other unavoidable hazards resulting in a crash or injury</li> </ul>	<p>Low</p>	<ul style="list-style-type: none"> <li>Risk is relatively low if riders are instructed in emergency stops and practise swerving to avoid other riders and obstacles. The risk is higher if speed is faster than riders are used to and insufficient gaps are not observed between riders.</li> </ul>	<p>Low</p>	
<ul style="list-style-type: none"> <li>Collision with other pedestrian.</li> </ul>	<ul style="list-style-type: none"> <li>All riders</li> <li>Riders may collide with a pedestrian due to Inexperience, inattention or other unavoidable hazards resulting in a crash or injury</li> </ul>	<p>Low</p>	<ul style="list-style-type: none"> <li>The risk is low unless in a closed area with public access. The use of restricted areas and warning signs minimises risk. Riders should be instructed to look for pedestrians whilst riding. Consider dismounting in busy areas.</li> </ul>	<p>Low</p>	
<ul style="list-style-type: none"> <li>Collision with another road traffic user</li> </ul>	<ul style="list-style-type: none"> <li>All riders</li> <li>Riders may collide due to inexperience, inattention, or other unavoidable hazards resulting in a crash or injury</li> </ul>	<p>Low</p>	<ul style="list-style-type: none"> <li>Risk is low if the rider has been trained progressively from Beginner to Intermediate levels. Riders should be instructed in safe use of roads and paths.</li> </ul>	<p>Low</p>	

<ul style="list-style-type: none"> <li>● Potholes / drains</li> <li>● Branches / trees</li> <li>● Inappropriate route</li> </ul>	<ul style="list-style-type: none"> <li>● All riders</li> <li>● Riders may crash or fall due to inexperience or other unavoidable hazards resulting in injury</li> </ul>	<p><b>Medium</b></p>	<ul style="list-style-type: none"> <li>● Riders must have a potential route in mind and should consider in advance known physical hazards, Ride leaders should check the course prior to program and notify riders of potential hazards in advance.</li> <li>● Descents, main or busy roads, poor road surfaces and the nature of trails are all possible hazards that can be identified and possibly avoided through route choice or made safer by communication with riders.</li> </ul>	<p><b>Low</b></p>	
<p><b>Date for Review:</b></p>		<p><b>Signed:</b></p>			

## Cycling Information Sheet

### Cycling Safety

#### Introduction

This information sheet is to outline factors that may affect the running of a cycling activity. It is by no means exhaustive, but is intended to provoke thought and a high degree of preparation into the safety of the participants.

The factors selected for this document are to cover the following:

1. Bike set up and use.
2. Weather conditions & Clothing
3. Individuals Needs
4. Risk Assessment & Hazards

What is not included: Due to these being very comprehensive subjects in their own right and requiring many hours of study and practice beyond the scope of this document.

- Cycle training & personal riding standards
- Health & Safety considerations
- Road Traffic Act related to use of roads and paths

Any adjustments made to someone's cycle should be only carried out under the owner's instruction and within the skill level of the activity leader.

A suitably trained cycle mechanic MUST carry out all adjustments listed below:

- Headset adjustment
- Wheel bearings
- Wrinkled paint, bent tubes or frame damage
- Wheels significantly out of true
- Cable frayed
- Chain replacement
- Excess play in bottom bracket
- Any other component replacement.

#### Bike Set Up and Use

An individual taking part in a cycling activity may bring along a bike that is not suitable for the conditions or may require some adjustment.

For example a BMX bike is fine for a playground activity but not suitable for long or hilly rides. If the saddle is raised as described below, please ensure the maximum limit mark on the seat pin is not exceeded, and show the rider how to adjust it back for normal use, i.e. jumps and tricks that use a lower saddle position.

If someone brings along a bike that is far too small or too large this may cause a risk of crashing and injury to the person and the group.

#### Saddle Adjustment

The saddle should be flat or with the nose pointing up very slightly.

When the pedal crank is at the forward 3'o'clock position, the middle of the knee should be directly over the middle of the pedal.

The height of a saddle is different for a novice to an experienced rider. The novice will feel more comfortable being able to touch the floor whilst seated, whereas this is not very efficient for a longer ride.

It may be feasible to adjust the saddle height when inspecting the bike to promote an efficient pedalling action. The easy set is to place the rider's heel on the pedals, with the pedal crank in line with the seat tube and adjust the saddle height so that the leg is straight with the foot parallel to the ground. When the rider places the ball of his/her foot on the pedal then a slight bend will be seen with the pedal at the bottom of the stroke.

#### Handlebar Position

The position of the handlebars is very personal to the user of the bike. He/she may experience back or shoulder pain that requires a more upright position. A racing cyclist may adopt a very low handlebar position for aerodynamics.

It is imperative that whatever the type of bike, the rider must be able to see the route clearly and be able to control the bike's direction and speed according to the activity and conditions.

## Brakes

Bikes must have at least one working brake.

Brake levers must be accessible in relation to the degree of control required for the activity. A low risk activity such as climbing a hill on a road does not need close attention to braking as opposed to a high risk activity such as descending a hill, where constant control of the brakes is required.

If this degree of control is not possible the individual should be advised not to take part in the activity.

The setup of the bike should also enable items such as drinking bottles to be used without affecting the control of the bike, assuming the rider is competent in riding with one hand on the handlebars.

## Tyres

The bike should have suitable tyres for the terrain to be encountered during the ride, taking into account the worst case scenario, e.g., off road or muddy paths. Smooth tyres are fine for dry road conditions but may be hazardous in off road conditions. If a rider is experiencing problems with control of the bike due to inappropriate equipment, the person should be advised to get off and walk until the terrain is more suitable.

## Helmets

All riders are required by law to wear an Australian Safety Standards (AS/NZS2063) approved helmet. Helmets must fit firmly and comfortably, with straps firmly secured. Helmets must not have broken or worn straps or buckles, cracked outer layers or other signs of damage.

## Weather Conditions & Clothing

When planning an activity, careful consideration has to be given to the possible weather conditions that may prevail and the use of suitable clothing.

In Albany it is highly likely that a cycling activity will be carried out in inclement weather. Wearing suitable clothing and carrying a raincoat or jumper may combat this. Hot days are also hazardous, so use sun block and drink plenty of fluids.

Whilst not every cyclist is in possession of the latest cycling clothing, it is possible to wear suitable every day clothing for cycling activities.

### The fundamentals of wearing suitable clothing are:

- It is not heavy and cumbersome which may affect the control of the bike.

- It is not made of materials that retain water for long periods such as cotton jeans or T-shirts.
- It is not so baggy that you effectively become a human kite or parts of the clothing get caught up in the bike itself.
- Long jackets are not recommended as they may become snagged on the saddle.

### What is suitable for cycling?

- Well-fitting jackets with full zips, to regulate your internal temperature.
- Tracksuit or close fitting jogging bottoms made from man-made materials. The alternative is to tuck the trousers inside the rider's socks
- Training shoes with little or no tread and hard soles. Laces tied short to stop them snagging on the chain or chain-ring.
- Underpants that are shaped like cycling shorts with very small seams under the crutch.
- Light jackets that can fold up when not in use and be stored in a pocket or bag.
- Thin gloves that are non-slip on the palms and enable full use of the fingers to apply brakes.

For very cold weather of under 15C, an outer vest may be very useful and will have some water resistant properties.

If it is raining, you don't have to keep all the water out, because if you do you will sweat profusely and be even more uncomfortable. It is very important to keep warm and remove wet clothing at the end of the ride.

Protective equipment is to minimise risk of injury, it is not complete protection and riders should be aware of this.

### Individual's Needs:

With any cycling activity the needs of the individual to be considered are:

- Age
- Skill level on a bike
- Cycling competence and road-sense if any
- Physical ability, such as ability to look over shoulder and use brakes
- Special needs if any
- Medical needs if any, e.g., diabetic, asthmatic etc.
- Receptiveness to type of training
- Type of bike to be used, adapted if necessary

- Dietary needs
- What the individual wants to achieve in cycling
- The individual's time constraints

The above is listed to enable the activity leader to provide a program that enables the group to get as much satisfaction from the session as possible. Specialist training is required to look in detail at the above, beyond the scope of this document.

### **Risk Assessment & Hazards**

It is fundamental that cycling activity leaders are aware of their obligations to the safety of themselves and others.

Risk assessment is a fact of life where potential hazards are identified and classified as to their potential for risk, and control measures taken to minimise those risks.

Possible risks are:

- Exposure to the weather may affect a rider's health. Risk is very low if suitable clothing is worn as described above and sufficient breaks and protection measures, such as sun block, are taken.
- A bike may undergo mechanical failure that could cause a crash or injury. Risk is minimised if an inspection is made of the rider's bike by an accredited assessor prior to the activity.
- A rider may fall off on their own accord. For beginners the risk is high, with training and experience the risk is lowered. Using a suitable sized cycle also lowers risk.
- Two riders may collide and fall off. Risk is relatively low if the riders are instructed in emergency stops and practise swerving to avoid obstacles. The risk is higher if the speed is faster than the riders are used to, and insufficient gaps are not observed between riders.
- A rider may collide with a pedestrian. The risk is low unless in a closed area with public access. The use of restricted areas and warning signs minimises risk. Riders should be instructed to look for unexpected obstacles whilst riding.
- A rider may collide with another road user. Risk is low if the rider has been trained progressively from Beginner to Intermediate levels

The control measures such as training must be appropriate to the risk or hazard to minimise possible injury or the threat of an accident.

For cycling activities, certain hazards cannot be removed as they are related to the sport and the appeal to the participants. These hazards may be the course and state of the paths, with the effect of weather on the course.

What is in the control of the leader is the instruction given before starting the activity and safety warnings of possible hazards.

The leader must show that all reasonable care has been taken to minimise risks, including checking the following:

- That the rider is well enough to take part in the activity
- There is sufficient space to run the activity
- Seating, toilets and refreshment areas are made known to riders
- The nearest landline telephone location is known
- That first aid cover is available
- All riders wear an Australian Safety Standards approved helmet and that instruction is given on its use
- The rider's bike is assessed for being safe to use in the activity
- Participants are instructed on their responsibilities to their own and other's safety
- Suitable clothing for cycling is worn by all
- The environment is inspected beforehand and restrictions made on the areas to be used. Unsafe or potentially hazardous areas are to cones off or marked as out of bounds.
- Glass or litter is removed from the area
- Walking if unsure of their ability to tackle a certain part of the route
- Warning signs to the public are displayed if beginner training is being carried out in a closed area
- Warn other users if on adjoining areas
- The route is explained to other leaders and contact arrangements made if possible in the event of incidents or delays (use of mobile phones)
- Contingency plans (if any) if the preferred route is unavailable
- The activity is suspended if participants are at a high risk of serious or severe injury due to any reason

Remember that the cyclists must experience exposure to hazards in their everyday cycling and so it is of no benefit to eliminate these hazards from training or activity sessions.



**Task/ equipment/ Activity: USING GYM WITH CLIENTS**

Date of Assessment:

Hazard :	Who may be Harmed and How	Risk Evaluation	Controls required	Risk Evaluation	Action by whom and when
<ul style="list-style-type: none"> <li>• Over exertion</li> <li>• using weights or other gym equipment</li> </ul>	<p>Those undertaking gym activities i.e. clients and staff</p> <ul style="list-style-type: none"> <li>• Personal injury, sprains, strains</li> <li>• Ill health</li> </ul>	<p><b>Low</b></p>	<ul style="list-style-type: none"> <li>• All venues to be public gyms and manned by qualified staff</li> <li>• Prior to using any gym clients and staff must have undertaken a specific induction with the Gym's staff. This shows individuals how to use the equipment correctly and explains limitations and must have completed the gym's health questionnaire and follow any advice given by staff.</li> <li>• Staff should be aware of any conditions which may affect clients' use of the gym – this must be documented in their personal file.</li> <li>• Staff and clients who use the gym must wear appropriate clothing and footwear as recommended by the venue.</li> <li>• If staff have any concerns regarding the clients' use of the equipment they should bring it to the attention of Gym staff.</li> </ul>	<p><b>Low</b></p>	



**Task/ equipment/ Activity: USING GYM WITH CLIENTS**

Date of Assessment:

- Any accidents or near misses involving staff or clients to be reported to the Gym and a report also made to the City of Albany as soon as possible.

**Date for Review:**

**Signed:**

**Task/ equipment/ Activity: SWIMMING TRIPS TO INDOOR POOLS**

Date of Assessment:

Hazard :	Who may be Harmed and How	Risk Evaluation	Controls required	Risk Evaluation	Action by whom and when
<ul style="list-style-type: none"> <li>• Clients and staff in water which might be deeper than they are tall.</li> <li>• Slips and Trips</li> </ul>	<ul style="list-style-type: none"> <li>• Clients and staff who undertake swimming as an activity</li> <li>• Drowning</li> <li>• Ill health</li> <li>• Musculoskeletal injury</li> </ul>	<p><b>Medium</b></p>	<ul style="list-style-type: none"> <li>• Only use public pools which have on duty lifeguards at all times</li> <li>• Check that the client is not at an increased risk from any medication they may be taking (if disclosed)</li> <li>• Clients and staff to adhere to pool rules regarding no running, diving etc.</li> <li>• The staff member to familiarise themselves with the onsite arrangements for first aid. Accidents and incidents to be reported at the venue and to the City of Albany</li> <li>• Arrangements for off-site activities to be followed</li> </ul>	<p><b>Low</b></p>	

**Date for Review:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

Task/ equipment/ Activity: <b>SWIMMING IN THE SEA</b>					
Date of Assessment:					
Hazard :	Who may be Harmed and How	Risk Evaluation	Controls required	Risk Evaluation	Action by whom and when
<ul style="list-style-type: none"> <li>Swimming in rough conditions</li> <li>Weak or inexperienced swimmers</li> <li>Tidal conditions and currents</li> <li>Sharp objects on beach or in the sea.</li> <li>Rocks on beach and in the sea</li> <li>Jelly fish stings</li> <li>Slips and trips</li> </ul>	Clients and staff : <ul style="list-style-type: none"> <li>Drowning</li> <li>Cuts and sprains and stings</li> <li>Ill health</li> </ul>	<p><b>High</b></p> <p><b>High</b></p> <p><b>Low</b></p> <p><b>High</b></p>	<ul style="list-style-type: none"> <li>Always swim on a beach that has lifeguard cover</li> <li>Read and communicate to all parties the safety signs found at the entrance to the beach</li> <li>Always swim between the red and yellow flags which are lifeguard patrolled</li> <li>Ensure all in the party are competent to swim and have swum previously in the sea</li> <li>Inflatable toys are not to be used in the sea</li> <li>Do not swim when the red flag is flying</li> <li>Party leader to familiarise with tide times and conditions prior to trip</li> <li>If the beach are is particularly rocky or stony or has had or has jelly fish present appropriate beach and sea shoes to be worn.</li> <li>Party leader to check surrounding beach area for hazards before entering into the sea with clients</li> </ul>	<b>Low</b>	

<ul style="list-style-type: none"> <li>• Cold</li> <li>• From the sea during colder months</li> </ul>	<ul style="list-style-type: none"> <li>• Hypothermia</li> </ul>	<p><b>Low</b></p>	<ul style="list-style-type: none"> <li>• No swimming during winter months unless all party are fitted with appropriate winter weight wetsuits, gloves and boots. If worn do not exceed two hours in the water</li> </ul>	<p><b>Low</b></p>	
<ul style="list-style-type: none"> <li>• During summer months</li> </ul>	<ul style="list-style-type: none"> <li>• Heatstroke and sunburn</li> </ul>	<p><b>High</b></p>	<ul style="list-style-type: none"> <li>• Ensure all parties wear appropriate clothing, sunscreen and hats. Do not stay in the sun for excessive periods. Avoid the hottest part of the day.</li> </ul>	<p><b>Low</b></p>	
<p><b>Date for Review:</b></p>		<p><b>Signed:</b></p>			

**Task/ equipment/ Activity: INDOOR CLIMBING WALL / MOBILE CLIMBING TOWER**

Date of Assessment:

Hazard :	Who may be Harmed and How	Risk Evaluation	Controls required	Risk Evaluation	Action by whom and when
<ul style="list-style-type: none"> <li>fall from height using Italian hitch belay method</li> </ul>	<p>Staff, clients, volunteers, members of the public who attend the trip or activity</p>	<p><b>Medium</b></p>	<ul style="list-style-type: none"> <li>When belaying with Italian hitch, must have at least 2 back up tailers. Tailers must stand at 90 degrees to the belayer or slightly forward of that position. They are not to be behind the belayer.</li> <li>Students and staff are to be warned on arrival at ALAC not to use the wall unless on activity session with a qualified member of ALA staff.</li> <li>The tutor to participant ratio must be a maximum of 1:12 plus accompanying adults.</li> <li>The tutor must have the minimum of internal ratification of competency and have an appropriate First Aid Certificate. Additionally, Tutor should be briefed on climbing wall use by ALAC designated technical Advisor.</li> <li>The Tutor shall have full responsibility for, and command of, the group and shall designate roles to accompanying helpers.</li> </ul>	<p><b>Low</b></p>	

**Date for Review:**

**Signed:**

**Task/ equipment/ Activity: ORGANISING AN EVENT**

Date of Assessment:

Hazard :	Who may be Harmed and How	Risk Evaluation	Controls required	Risk Evaluation	Action by whom and when
<ul style="list-style-type: none"> <li>• Signage</li> </ul>	<p>Signage could fall and injure anyone in the vicinity including staff, volunteers and members of the public</p>	<p><b>Medium</b></p>	<ul style="list-style-type: none"> <li>• In external conditions signage is erected appropriately and where relevant anchored to the floor or structure</li> <li>• In internal venues signs should be placed away from main walkway</li> </ul>	<p><b>Low</b></p>	
<ul style="list-style-type: none"> <li>• Manual handling of Equipment</li> </ul>	<p>Back and shoulder injuries, strains and sprains, cuts and abrasions to set up persons</p>	<p><b>High</b></p>	<ul style="list-style-type: none"> <li>• Literature and leaflets split into manageable loads</li> <li>• Use trolley to transport loads</li> <li>• Team handle table and chair set up</li> <li>• Ensure that high risk equipment has a specific manual handling assessment in place e.g. LCD TV</li> </ul>	<p><b>Low</b></p>	

**Task/ equipment/ Activity: ORGANISING AN EVENT**

Date of Assessment:

<ul style="list-style-type: none"> <li>• Portable Electrical Equipment</li> </ul>	<p>Electric shock and fires from poorly maintained equipment or overloaded sockets</p>	<p><b>High</b></p>	<ul style="list-style-type: none"> <li>• All electrical items visually inspected before use. If defective remove from use.</li> <li>• Portable appliances checks undertaken on an annual basis or equipment such as kettles purchased new</li> <li>• Extension leads fully uncoiled before use</li> <li>• Sockets and adaptors not overloaded</li> <li>• No modifications made to electrical leads</li> <li>• Use power supply as provided and required by venue</li> <li>• Portable extinguisher on site</li> </ul>	<p><b>Low</b></p>	
<ul style="list-style-type: none"> <li>• Venue Safety</li> </ul>	<p>Accidents from the infrastructure of the venue</p>	<p><b>Low</b></p>	<ul style="list-style-type: none"> <li>• Follow directions of venue staff</li> </ul>	<p><b>Low</b></p>	
<ul style="list-style-type: none"> <li>• Planning the Event</li> </ul>	<p>Accidents and incidents that may occur due to the nature of activities and demonstrations on site</p>	<p><b>Low</b></p>	<ul style="list-style-type: none"> <li>• Follow directions of venue staff</li> </ul>	<p><b>Low</b></p>	

**Task/ equipment/ Activity: ORGANISING AN EVENT**

Date of Assessment:

<ul style="list-style-type: none"> <li>Slips and Trips</li> </ul>	<p>Staff, volunteers and members of the public who could trip over display items, trailing leads, stored equipment</p> <p>Slips from spillages or slippery external ground conditions</p> <p>Internal slips from slippery wet floor from weather</p>	<p><b>Medium</b></p>	<ul style="list-style-type: none"> <li>Keep area clear and use staff if necessary to manage the environment during set-up and take down of displays.</li> <li>Ensure floors clear of obstructions and kept dry. Use wet floor signs if necessary and clean floor as soon as possible.</li> </ul>	<p><b>Low</b></p>	
<ul style="list-style-type: none"> <li>Gazebo</li> </ul>	<p>Could fall and injure staff, volunteers and members of the public</p>	<p><b>High</b></p>	<ul style="list-style-type: none"> <li>Gazebo erected as per manufactures instructions</li> <li>In external conditions gazebo must be securely tied down</li> </ul>	<p><b>Low</b></p>	
<ul style="list-style-type: none"> <li>Lighting</li> </ul>	<p>Inadequate lighting causing slips and trips</p>	<p><b>Medium</b></p>	<ul style="list-style-type: none"> <li>Adequate lighting suitable for the event</li> </ul>	<p><b>Low</b></p>	
<ul style="list-style-type: none"> <li>Heating</li> </ul>	<p>Extreme cold or heat causing health effects in staff</p>	<p><b>Medium</b></p>	<ul style="list-style-type: none"> <li>Shade provided in hot weather and cold drinks easily accessible. In cold weather staff will have warm clothing and access an area to make hot drinks. Staff rotation if necessary</li> </ul>	<p><b>Low</b></p>	



**Task/ equipment/ Activity: ORGANISING AN EVENT**

Date of Assessment:

<ul style="list-style-type: none"><li>• Vehicles on site</li></ul>	Collision between pedestrian and vehicles	<b>Medium</b>	<ul style="list-style-type: none"><li>• Staff to park in designated parking area and no vehicles on site apart from set up and demo vehicles</li></ul>	<b>Low</b>	
<ul style="list-style-type: none"><li>• Risks from specific demonstration or activities</li></ul>	Specific risks from planned stand activities	<b>Various</b>	<ul style="list-style-type: none"><li>• Stand risk assessment to be set up per individual stand if differs from set standard risks on this assessment</li></ul>	<b>Low</b>	
<ul style="list-style-type: none"><li>• Accidents and incidents</li></ul>	Accidents to staff , clients or members of the public	<b>Medium</b>	<ul style="list-style-type: none"><li>• Accidents and incidents to be reported to event organizers and to City of Albany</li><li>• First Aid kit held on site</li></ul>	<b>Low</b>	
<b>Date for Review:</b>	<b>Signed:</b>				

**Task/ equipment/ Activity: FIRST AID (PROVISION OF FIRST AID ARRANGEMENTS)**

Date of Assessment:

Hazard :	Who may be Harmed and How	Risk Evaluation	Controls required	Risk Evaluation	Action by whom and when
<ul style="list-style-type: none"> <li>• Failure to provide adequate first aid may lead to more severe</li> <li>• consequences following an accident or case of ill health</li> </ul>	<p>In most activities the risk is relatively low – no more than a general office.</p> <p>However, where activities may be of a higher risk nature there is a higher risk of accidents which may require first aid.</p> <p>Those activities that require travel to remote areas may require first aid.</p>	<p><b>Low</b></p> <p><b>High</b></p> <p><b>Low</b></p>	<ul style="list-style-type: none"> <li>• In all activities there will be a minimum of one appointed person at any one time ( including cover for absence and leave)</li> <li>• In recreation activities there will be a minimum of one fully qualified first aider at any one time</li> <li>• A minimum of one fully stocked first aid box will be kept at easily accessible location</li> <li>• Any accident or case of ill health to be reported to the City of Albany</li> <li>• Staff and patrons who participate in activities away from ALAC will have access to a mobile phone to summon emergency help</li> <li>• Also refer to Control of Infection First Aid Training Guidance Notes.</li> </ul>	<p><b>Low</b></p> <p><b>Medium</b></p> <p><b>Low</b></p>	

Date for Review: Signed:

**Task/ equipment/ Activity: OUTDOOR ABSEILING**

Date of Assessment:

Hazard :	Who may be Harmed and How	Risk Evaluation	Controls required	Risk Evaluation	Action by whom and when
<p>Staff Competency</p> <ul style="list-style-type: none"> <li>• Incident / injury occurring due to staff decisions/ actions.</li> </ul>	<p>All</p>	<p><b>Medium</b></p>	<ul style="list-style-type: none"> <li>• All instructors delivering Ground Belay Activities must be qualified and have completed the City of Albany climbing induction.</li> <li>• All instructors must have their first session observed.</li> </ul>	<p><b>Low</b></p>	<ul style="list-style-type: none"> <li>• All instructors are required to maintain their skill level and keep and up to date log book.</li> <li>• All instructors will be subject to on-going session observations by more senior staff.</li> <li>• All instructors will have an annual review of their performance and to insure they are aware of all updates to risk assessments, policies &amp; procedures and accident records.</li> </ul>
<ul style="list-style-type: none"> <li>• Existing injuries / medical conditions or behavioural issues</li> </ul>	<p>Participants</p>	<p><b>Medium</b></p>	<ul style="list-style-type: none"> <li>• Group medical information must be checked by the delivering instructors prior to the activity commencing.</li> <li>• The instructor's pre session brief should include asking groups if they have, or have had, any injuries / medical conditions.</li> </ul>	<p><b>Low</b></p>	<ul style="list-style-type: none"> <li>• Act upon this information accordingly.</li> </ul>

**Task/ equipment/ Activity: OUTDOOR ABSEILING**

Date of Assessment:

<p>Weather –</p> <ul style="list-style-type: none"> <li>• Inability to belay competently due to excessive heat, cold, rain, sunlight</li> </ul>	<p>All</p>		<ul style="list-style-type: none"> <li>• Detailed weather reports to be checked before leaving.</li> <li>• Group shelter to be taken</li> <li>• When appropriate, spare clothing to be taken</li> <li>• Instructors to inform students about suitable clothing, drinks etc. for weather conditions</li> </ul>		<ul style="list-style-type: none"> <li>• Instructors and participants shall wear appropriate clothing for the prevailing weather conditions i.e. sunglasses, gloves, thermals or waterproofs where appropriate.</li> </ul>
<ul style="list-style-type: none"> <li>• Incorrect Rigging / setup</li> </ul>			<ul style="list-style-type: none"> <li>• Only using experienced instructors</li> <li>• Site specific risk assessments</li> </ul>		<ul style="list-style-type: none"> <li>• Each instructor must check their rigging is correct and in line with the systems they have been trained and assessed to use.</li> </ul>
<ul style="list-style-type: none"> <li>• Anchor failing</li> </ul>	<p>All</p>		<ul style="list-style-type: none"> <li>• Instructors to use experience to select appropriate anchors.</li> <li>• Minimum of two 'Bombproof' anchors to be used.</li> </ul>		

**Task/ equipment/ Activity: OUTDOOR ABSEILING**

Date of Assessment:

<ul style="list-style-type: none"> <li>• Incorrect Belay Setup</li> </ul>	<p>Participants</p>		<ul style="list-style-type: none"> <li>• Only using experienced instructors</li> <li>• Site specific risk assessments</li> </ul>	<ul style="list-style-type: none"> <li>• Each Instructor must check their belay setup is correct and in line with the system they have been trained and assessed to use.</li> <li>• The second instructor must see this check and be able to confirm a check was carried out.</li> </ul>
<ul style="list-style-type: none"> <li>• Poor Group Control / management</li> </ul>	<p>Participants</p>		<ul style="list-style-type: none"> <li>• Only using experienced instructors</li> </ul>	<ul style="list-style-type: none"> <li>• The instructor must:             <ul style="list-style-type: none"> <li>- Brief the group on the location of the safety area</li> <li>- Set boundaries for the group</li> </ul> </li> <li>• - Focus on the active participants they are the primary concern.</li> <li>• To enable the instructor to concentrate on the active participant they must ask the visiting member of staff to assist in the supervision of the group whilst waiting for their go.</li> </ul>

**Task/ equipment/ Activity: OUTDOOR ABSEILING**

Date of Assessment:

<ul style="list-style-type: none"> <li>• Incorrectly fitted equipment</li> </ul>	<p>All</p>		<ul style="list-style-type: none"> <li>• Having a range of equipment that is adjustable</li> </ul>		<ul style="list-style-type: none"> <li>• Instructor must brief the group on how to fit their helmets and harness.</li> <li>• Instructor must brief the group to not play with the equipment after it has been fitted</li> <li>• The instructor must check all participants' harnesses and helmets before climbing to the abseil platform.</li> <li>• The instructor must check all participants' harnesses and helmets every time before they leave the abseil platform.</li> </ul>
<ul style="list-style-type: none"> <li>• Unsecure attachment to safety rope</li> </ul>	<p>Participants</p>		<ul style="list-style-type: none"> <li>• Only using experienced instructors</li> </ul>		<ul style="list-style-type: none"> <li>• The instructor should set up a buddy check system to insure participants are correctly attached to the safety rope before climbing to the abseil platform</li> <li>• The instructor should see the 'pinch test' on the karabiner before the participant climbs to the abseil platform</li> </ul>

**Task/ equipment/ Activity: OUTDOOR ABSEILING**

Date of Assessment:

<ul style="list-style-type: none"> <li>• Impact with ground or other obstacle / fall from height</li> </ul>	<p>Participants</p>		<ul style="list-style-type: none"> <li>• All novice groups to have suitable supervision by an instructor.</li> </ul>		<ul style="list-style-type: none"> <li>• Group management. If required safety line at top of crag</li> <li>• Helmets fitted</li> <li>• Briefing and supervision by instructor</li> <li>• First aid kit to be carried</li> <li>• Only lower the participant at an appropriate speed. This should be slow and controlled.</li> <li>• The abseil safety rope can be relaxed during the abseil, but should be brought tight and the instructor takes control of the final bit of the lower to the floor.</li> </ul>
<ul style="list-style-type: none"> <li>• Entrapment</li> </ul>	<p>All</p>				<ul style="list-style-type: none"> <li>• Brief and check the participant has tucked away and secured any loose or baggy clothing. Brief and check the participant has removed any large or dangly jewellery.</li> <li>• Brief and check the participant has tied back / secured long hair</li> <li>• The instructor must check themselves for the above as well</li> </ul>

**Task/ equipment/ Activity: OUTDOOR ABSEILING**

Date of Assessment:

<ul style="list-style-type: none"><li>• Objects falling from height</li></ul>	All		<ul style="list-style-type: none"><li>• Helmets to be worn at all times (Unless in safety area designated by lead instructor).</li><li>• Brief to cover 'Below' Call</li></ul>		<ul style="list-style-type: none"><li>• Helmets to be worn by participants and instructors.</li><li>• Instructor should be vigilance that group keep their helmets on and no one enters the safety area without a helmet</li></ul>
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**Task/ equipment/ Activity: OUTDOOR ABSEILING**

Date of Assessment:

<ul style="list-style-type: none"><li>• Suspension injuries / Stuck Climber / refusal to lower</li></ul>	Participant		<ul style="list-style-type: none"><li>• Due to the nature of the climbing wall and the way ALAC operate a genuinely physically stuck climber is extremely unlikely.</li></ul>		<ul style="list-style-type: none"><li>• Should such a situation occur:</li><li>• REFUSAL:<ul style="list-style-type: none"><li>- To minimize the chance of a refusal to lower the instructor should approach the session in a progressive manner and consider practice lower offs near the ground.</li><li>- Select appropriate routes for the group in question.</li><li>- Use friends, teachers or another instructor to climb (belayed) to the climber to talk them down.</li></ul></li><li>• STUCK / SUSPENDED<ul style="list-style-type: none"><li>- Belayer to take as much weight as possible on the rope and attempt to talk the climber out of the situation.</li></ul></li></ul>
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**Task/ equipment/ Activity: OUTDOOR ABSEILING**

Date of Assessment:

					<ul style="list-style-type: none"> <li>• If above does not work then assistance should be sought via the second instructor. (instructors must ensure adequate communication is available to attain assistance, this could be via phone radio or having other instructors programmed nearby) When assistance arrives a suitable person should be belayed by a qualified instructor as trained to the participant to offer assistance and free them from their position.</li> </ul>
<ul style="list-style-type: none"> <li>• Muscular injury</li> </ul>	Participant				<ul style="list-style-type: none"> <li>• Full and appropriate warm up before session</li> <li>• Full and appropriate cool down after session</li> <li>• Teaching students not to 'close crimp'</li> <li>• Limiting the number of attempts students have on 'crimpy' routes</li> </ul>

**Task/ equipment/ Activity: OUTDOOR ABSEILING**

Date of Assessment:

<ul style="list-style-type: none"><li>• General public</li></ul>	Participant				<ul style="list-style-type: none"><li>• Group management by instructor</li></ul>
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Date for Review:

Signed: