UPCC

General Activity Hazards RMP

Last modified

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To be reviewed

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Table of contents

- Activity overview
- Risk register
- Likelihood and consequence matrix
- Likelihood and consequence matrix
- Emergency procedures
- Review

Activity overview

This document contains the general risks, control measures and gradings relevant for all UPCC activities. Please refer to the specific activity Risk Management Plans for a list of risks, control measures and gradings which are relevant for individual UPCC activities.

Risk register

Risk description	Existing control measures	Likelihood	Consequence	Risk rating
Entanglement	• There should be no loose jewellery or other objects worn that may become entangled whilst completing the various activities	Unlikely	Minor	Satisfactory
Slip-Trip-Fall Caused by; inappropriate footwear, wet conditions etc.	• Closed toe footwear should be worn at all times • Running is not recommended indoors or around the buildings • Care should be taken when grass, other ground surfaces and equipment is wet and slippery • Low element activities should not be used when they are wet and slippery • Soft fall mulch areas are in place on specific activities and maintained as required	Possible	Minor	Satisfactory
Cutting/Scratching From trees, equipment, ground, etc.	• Participants are directed to stay away from hazardous areas • Regular checks of the activity structures and areas are carried out • Maintenance is completed as required by appropriate staff members • Worn equipment is replaced as required	Possible	Minor	Satisfactory
Striking Injury caused by contact with; - Other activities and equipment	• Boundaries are discussed during group welcome • Participants are asked to stay away from other activities • Active adult supervision is required on all activities	Unlikely	Minor	Satisfactory
Inappropriate use after hours	• During the camp welcome the group is instructed to only use the activities during a supervised activity session • Warning signs highlighting supervision requirements are displayed on the structure of activities • High risk activity equipment is to be locked away overnight when not in use	Unlikely	Major	Satisfactory
Environmental Exposure 1. Adverse weather (sun & heat) causing; - Sun burn	• Shade is available throughout the campsite • Sun Smart strategies are encouraged “Slip, Slop, Slap”	Possible	Minor	Satisfactory
Environmental Exposure 2. Adverse weather (heat) causing; - Heat exhaustion, dehydration	• Sun Smart strategies are encouraged “Slip, Slop, Slap” • Participants are encouraged to drink water in between activity sessions and use water bottles • The location of filtered drinking water around the campsite is highlighted upon arrival • Alternative activities are arranged in extreme heat	Unlikely	Moderate	Satisfactory
Environmental Exposure 3. Adverse weather (rain, cold and severe winds) causing; - Hypothermia etc.	• Participants to wear suitable protective clothing • Relevant internet sites should be checked for current and future forecasts and weather patterns • Activity to be modified/cancelled at the discretion of the leader or alternative activity arranged	Rare	Moderate	Satisfactory
Environmental Exposure 4. Adverse weather (lightning) causing; - Electrocution	• Relevant internet sites should be checked for current and future forecasts and weather patterns • Activity must be abandoned at the first sign of an approaching lightning storm • Alternative activities may be arranged in conjunction with the program host and the group leader	Rare	Catastrophic	Satisfactory

Risk description	Existing control measures	Likelihood	Consequence	Risk rating
Environmental Hazards Injury or allergic reaction caused by contact with; 1. Dangerous organisms such as; wasps, bees, snakes etc.	• Regular checks of the activity areas are carried out • Maintenance and management of the activity area is completed as required • Activity is not to be undertaken until appropriate hazards have been dealt with • Suitable medication and first aid is readily accessible (user group must provide First Aid) • Suitable communication is available	Possible	Major	Satisfactory
Environmental Hazards Injury caused by contact with; 2. Natural features such as; Rocks, dead branches, vegetation, etc.	• Participants are directed to stay away from hazardous areas • Regular checks of the activity areas are carried out • Maintenance is completed as required by appropriate staff members • Participants are warned about overhanging branches or vegetation	Unlikely	Minor	Satisfactory
People – Participant behaviour - Inability or decision not to follow directions - Inability or decision not to co-operate	• Set clear behaviour expectations at the start of the camp and at the start of each session • Vigilant supervision is required • Outline possible outcomes of inappropriate behaviour • Remove individual from the activity or cancel the entire session	Possible	Moderate	Satisfactory
People – Participant ability Unable to cope with the activity due to; - Fear/anxiety - Complacency/over confidence - Physical ability	• Encourage a supportive team environment • Consider participant age, ability, maturity and experience when briefing the activity • Provide tasks and activities that are appropriate to the age and ability of the participants • Allow participants to have another attempt at a later stage – if applicable • Modify activity to suit ability if possible	Likely	Minor	Satisfactory
People – Camp Instructor Unsafe practices including; 1. Poor supervision by site instructors	• All instructors are trained and signed off as competent by a qualified professional, before taking on the full responsibility of a high risk activity session • Instructors must follow activity Standard Operating Procedures at all times (SOP's relate to appropriate ratios, activity setup, briefings, operation and pack up of activity) • Instructors are only to undertake tasks that are in line with their level of training	Unlikely	Major	Satisfactory
People – Camp Instructor Unsafe practices including; 2. Poor training by site instructors when user group leaders are supervising activities	• Qualified site staff are required to explain how to conduct activity sessions, including use of equipment and the explanation of the safety procedures to the designated group leaders prior to their first use • Group leaders are provided with Activity Safety Guides to reinforce the training received • Site staff inform the designated group leaders of any known hazards relating to the activity before group commences activity	Unlikely	Major	Satisfactory
People – Group Leader Unsafe practices including; - Poor supervision by trained group leaders	• Group leaders must be present at all 'high element' sessions to assist with general supervision and to maintain appropriate ratios • Vigilant supervision is required by group leaders at all times as they have the overall responsibility for the general safety and welfare of the students/guests, even when they do not directly provide the actual instruction • User group leaders may supervise activity sessions provided they have been trained and signed off by qualified site staff • Group leaders must follow all procedures and safety guidelines explained by site staff and outlined in the Activity Safety Guides when conducting activity sessions • Group leaders are only to undertake tasks that are in line with their level of training • Appropriate leader to participant ratios must be followed	Possible	Major	Satisfactory

Likelihood and consequence matrix

Likelihood \ Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	**Medium**	**High**	**High**	**Extreme**	**Extreme**
Likely	**Medium**	**Medium** • People – Participant abilityUnable to cope with the activity due to;- Fear/anxiety- Complacency/over confidence- Physical ability	**High**	**Extreme**	**Extreme**
Possible	**Low**	**Medium** • Slip-Trip-FallCaused by; inappropriate footwear, wet conditions etc. • Cutting/ScratchingFrom trees, equipment, ground, etc. • Environmental Exposure1. Adverse weather (sun & heat) causing;- Sun burn	**Medium** • People – Participant behaviour- Inability or decision not to follow directions- Inability or decision not to co-operate	**High** • Environmental HazardsInjury or allergic reaction caused by contact with;1. Dangerous organisms such as; wasps, bees, snakes etc. • People – Group LeaderUnsafe practices including;- Poor supervision by trained group leaders	**Extreme**
Unlikely	**Low**	**Low** • Entanglement • StrikingInjury caused by contact with;- Other activities and equipment • Environmental HazardsInjury caused by contact with;2. Natural features such as; Rocks, dead branches, vegetation, etc.	**Medium** • Environmental Exposure2. Adverse weather (heat) causing;- Heat exhaustion, dehydration	**High** • Inappropriate use after hours • People – Camp InstructorUnsafe practices including;1. Poor supervision by site instructors • People – Camp InstructorUnsafe practices including;2. Poor training by site instructors when user group leaders are supervising activities	**High**
Rare	**Low**	**Low**	**Medium** • Environmental Exposure3. Adverse weather (rain, cold and severe winds) causing;- Hypothermia etc.	**Medium**	**High** • Environmental Exposure4. Adverse weather (lightning) causing;- Electrocution

Likelihood and consequence matrix

Emergency procedures

Follow site emergency procedures. Stop the activity if unsafe, administer first aid, and notify camp staff immediately.

Review

Review this plan before each use and after incidents or near misses. Original PDF retained as version history / archive file.