



Risk Assessment

The Collaroy Centre (TCC) has developed Standard Operating Procedures (SOP's) that meet or exceed industry standards to manage known & potential risks that ensure safe practices for various departments that operate at The Collaroy Centre. A culture of safe & effective risk management from all levels of the organisation is actively promoted not just for employees but for all participants, visitors and contractors that may engage with The Collaroy Centre. This document endeavours to outline the risks associated with known & potential risks at The Collaroy Centre and put in place management plans to reduce or eliminate the risk involved.

Contents

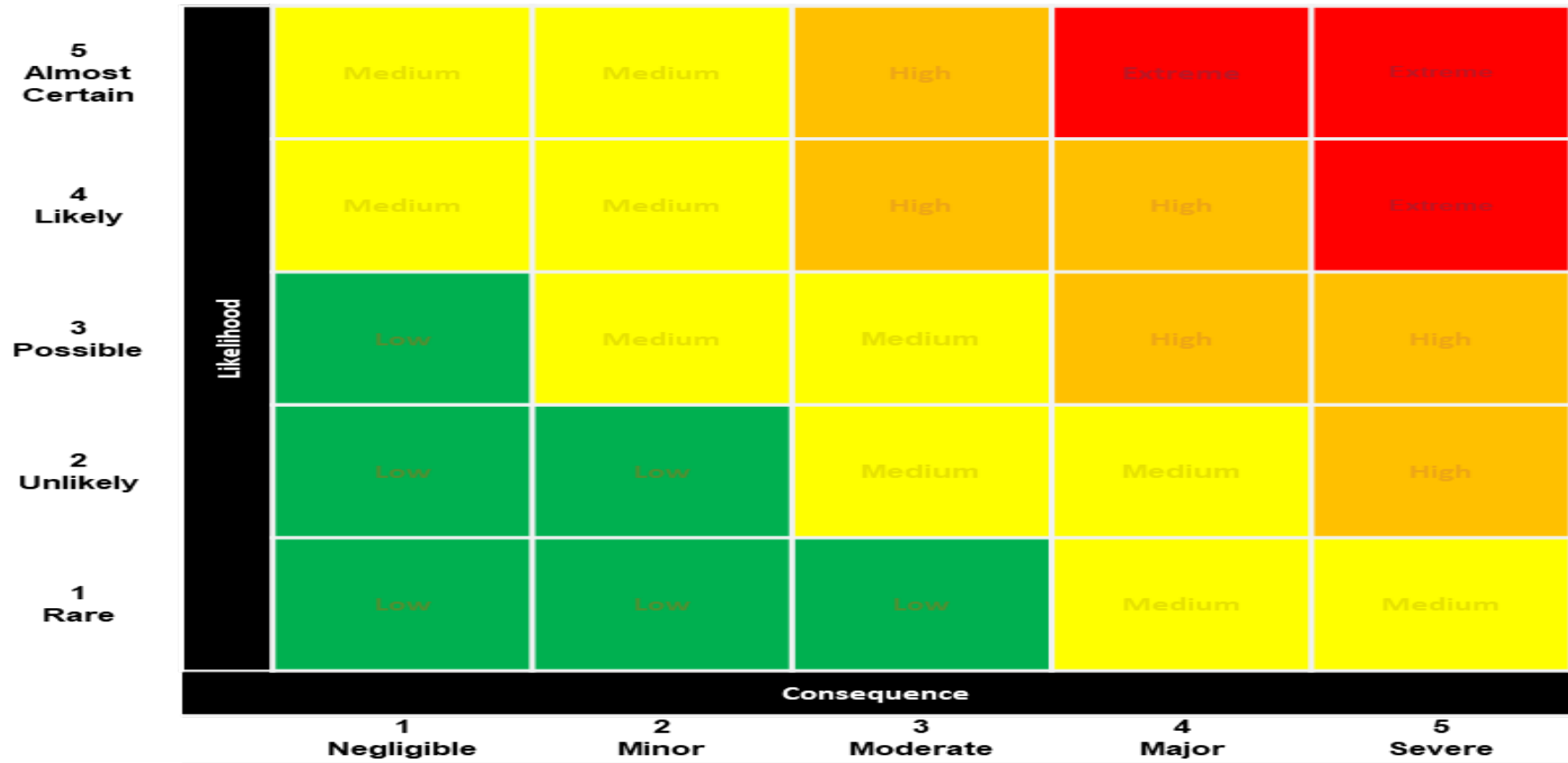
Risk Matrix	3
Risk Assessment – Venue/General	5
Risk Assessment - Transport.....	7
Risk Assessment – Equipment	8
Risk Assessment – Environment	10
Risk Assessment – People	11
Risk Assessment – Food	13
Onsite Program Activities	14
Risk Assessment – Abseiling	14
Risk Assessment – Archery	16
Risk Assessment – Beach Games	18
Risk Assessment – Bubble Soccer	19
Risk Assessment – Challenge Course.....	20
Risk Assessment – Drop Pole.....	21
Risk Assessment – Flying Fox.....	22
Risk Assessment – Fun in the Sun.....	23
Risk Assessment – Giant Swing.....	24
Risk Assessment – Initiatives	24
Risk Assessment – Laser Tag.....	25
Risk Assessment – Orienteering	26
Risk Assessment – Raft Building	27
Risk Assessment – Rock Climbing	28
Risk Assessment – Vertical Challenge.....	29
Risk Assessment - Night Hike.....	30
Risk Assessment - Night Activities: Games/Disco/Trivia.....	31

Version Control:

Date/ Version	Who	Changes
9/9/2020 V2.1	Michael Auton	<ul style="list-style-type: none"> • Dates updated.
8/1/2021 V2.2	Steven Carter	<ul style="list-style-type: none"> • Extra staff member on Rock Climbing/Vertical Challenge.
9/1/2021 V2.3	Michael Auton	<ul style="list-style-type: none"> • Risk Management plan changed to Risk Assessment. • Tables reformatted. <p>All Assessments reviewed and current.</p>
11/1/2021 V2.4	Steven Carter	<ul style="list-style-type: none"> • Standard operating hours updated.
25/11/2021 V2.5	Adam Gallagher	<ul style="list-style-type: none"> • All Assessments reviews and current.
29/11/2022 V2.6	Carlos Lopes	<ul style="list-style-type: none"> • All assessments reviewed and updated.
08/12/2022 V2.7	Steven Carter	<ul style="list-style-type: none"> • Hoist Line Security updated.
01/08/2023 V2.8	Steven Carter	<ul style="list-style-type: none"> • Night Hike and Night Activities added.
05/12/2023 V2.9	Steven Carter/Carlos Lopes	<ul style="list-style-type: none"> • Fun in the Sun/Slide Impact accounted for, TCC's Child safety terminology changes, Risk Matrix update in accordance with.
04/12/2024 V3.0	Steven Carter/Carlos Lopes	<ul style="list-style-type: none"> • Introduction of Security Guard to Patrol Property and Respond to Emergencies • Introduction of Safeguarding Addendum for Child-Related Activities and Sharing of Code of Conduct • Dual Flying Fox Updated • Archery Tag Added

Risk Matrix

Appendix A – Territorial Risk Heat Map



Appendix B – Territorial Likelihood Statements

Likelihood Rating	Description	Probability	Indicative Frequency
5 – Almost Certain	This risk would almost certainly occur within the foreseeable future or in most circumstances or with evidence of multiple prior occurrences in the territory	>80%	Will occur in almost all instances
4 – Likely	This risk is expected to occur within the foreseeable future as indicated by evidence or similar prior occurrence in the territory	60% - 80%	Will probably occur in most instances
3 – Possible	This risk may occur within the foreseeable future. Evidence indicates this risk has occurred infrequently in the territory	40% - 60%	Could occur in more than one instance
2 – Unlikely	This risk is not expected to occur within the foreseeable future. Few known recorded occurrences in the territory	20% - 40%	Does not occur in most instances
1 – Rare	May only occur in exceptional circumstances. No known recorded occurrence in the territory	<20%	Does not occur in almost all instances

Risk Assessment – Venue/General			
Activity & hazard	Risk before Controls	Elimination or Control Measures	Risk After Controls
Fall from height	EXTREME	<ul style="list-style-type: none"> Attached to rated anchor when working at height. Equipment protected from sharp edges with protective equipment. Equipment rated and maintained for loads well above actual load placed upon it Use of ladder for short/light duties is secured from moving and on stable ground following correct manual handling for ladders. Use of elevating work platforms (e.g. cherry picker), mobile scaffolds, step platforms etc. Employ specialized contractors for specific task (e.g. Arborist for tree removal) Participants attached to rated rope, strop or wire when at height Appropriate PPE must be worn at height (e.g. Harness) 	MEDIUM
Slipping/ Tripping: - Paths/ Tracks - Uneven ground - Electrical cords	MEDIUM	<ul style="list-style-type: none"> Area cleared of hazards and debris etc. on a regular basis and prior to job task beginning. All night external pathways are illuminated Regular inspections Trip hazards identified by yellow and white markings Railings in place to assist Signage utilized (e.g. “Cleaning in Progress, Slippery floor”) Regular cleaning schedule for High usage areas Participants instructed to walk around activity sites and while holding equipment 	LOW
Cutting/ Scratching/ Bruising – On equipment, trees etc.	MEDIUM	<ul style="list-style-type: none"> Appropriate PPE to be used and correctly fitted Regular inspections of trees and dead wood Equipment setup to best avoid unnecessary contact with participants Trees are cut back, tracks are cleared, general and preventative maintenance conducted to reduce risk 	LOW
Impact – with object, structure, ground etc.	EXTREME	<ul style="list-style-type: none"> Only 10 chairs are stacked Chairs T Tables are appropriately stacked according to specifications PPE worn when necessary 	MEDIUM
Entanglement - Body parts - Loose Objects	HIGH	<ul style="list-style-type: none"> All loose clothing, jewelry and other objects that may become entangled are to be removed for the activity Long hair is to be tied back and if needed tucked into shirt for the activity Participants briefed on where to place hands on rope / away from equipment Releasable rescue systems 	LOW
Electrocution	EXTREME	<ul style="list-style-type: none"> Items are all test and tagged meeting Australian Standards RCD tests are conducted annually Any electrical hazards reported Immediately taken out of use and manager notified Group of Staff are trained in 1st Aid 	MEDIUM
Building Structures are unsafe	EXTREME	<ul style="list-style-type: none"> The Centre manages crowd capacity in all locations The Centre holds all licenses required to operate The Centre Holds the Annual Fire Statement Centre maintains Public Liability insurance. Certificate of currency provided on request Construction meets relevant building codes 	MEDIUM

The Collaroy Centre Risk Assessment 2024/2025

		<ul style="list-style-type: none"> Construction is undertaken by licensed, insured builders Centre has a commitment to managing WH&S issues 	
Structure Failure – Poles, anchors, platforms etc.	EXTREME	<ul style="list-style-type: none"> Regular inspections of structure and anchors performed by activity staff Yearly inspection by external assessor performed Platform built to building standards, bolts rated for loads placed upon them 	MEDIUM
Injury - Unsupervised access - Hazardous Material - Scalding/ Burning	HIGH	<ul style="list-style-type: none"> The Centre is fully HACCP compliant Appropriate warning signage used (e.g. Staff Entry Only, do not enter, Cleaning in Progress, slippery floor, etc.) During, renovations, construction, etc., areas are fully secured by with appropriate barriers/fencing During maintenance, areas are identified by road barriers, signage, witches' hats, safety tape or appropriate barricade Access to activities is restricted between scheduled activity session (e.g. ladders locked) and activities are de-rigged at the end of each day. Hazardous materials/ Chemicals locked away and secured appropriately. Signage of where Hazardous materials stored Material Safety Data Sheets are maintained and updated Emergency services have free access to site Restricted water temperatures in all accommodation (annual TMV's testing and servicing) Participants are verbally alerted to heat & danger Incident report form completed for any incidents/accidents 	MEDIUM
Accommodation	HIGH	<ul style="list-style-type: none"> Ensure adequate sleeping accommodation for each client Provide separate accommodation for males & females when requested Ensure group leader accommodation is within easy access for participants if required Groups briefed on appropriate behaviors and rules during induction Emergency procedures & muster points provided to all groups through induction process Mattress & bedding are checked and replaced All doors can be opened from the inside without keys or and cards/fobs Sensor lights outside at all accommodation rooms Safety screens in all cabin rooms 	LOW
Security - Intruder - Loss/ damage of Property - Assault	HIGH	<ul style="list-style-type: none"> Access to accommodation or meeting spaces have coded or lockable doors given to group leader Access to a safe provided Group to keep meeting rooms and accommodation locked All staff easily identified by uniform All visitors & contractors must be signed in or inducted to site. Groups briefed on emergency procedures 24 Hour on call emergency staff member available whilst clients on site Overnight on call & Duty managers have 24 Hour remote assistance monitoring device Security Cameras around the property The Centre has introduced a security guard to patrol the property and respond to emergencies between 11:30 PM and 5:30 AM, Monday to Saturday. 	LOW
Restricted/ Prohibited substances onsite: - Alcohol	HIGH	<ul style="list-style-type: none"> Centre promotes a smoke free environment. Smoking only allowed in the designated smoking area The Centre has a drug & alcohol-free policy Information is detailed in the conditions of hire and the Leader should brief group 	LOW

The Collaroy Centre Risk Assessment 2024/2025

<ul style="list-style-type: none"> - Drugs (Not/Prescribed) - Smoking 		<ul style="list-style-type: none"> • Actions will be taken for infringements of these policies 	
<p>Emergencies</p> <ul style="list-style-type: none"> - Personal Injury - Loss of property - Missing Person 	<p>HIGH</p>	<ul style="list-style-type: none"> • Emergency Procedure for Centre in place and reviewed annually • Standard operating hours are from 7 AM to 9 PM. 24-hour on-call assistance is available through a security guard on-site or a supervisor on call during the night. • Emergency procedures are briefed to group during induction process • Contact details for local facilities provided to group on induction (e.g. Doctors, chemists) • Clients are briefed on meeting time & place • TCC staff to confirm group numbers and rooming list with leaders on arrival • Group to stay within visual range unless TCC Staff or group leader has approved 	<p>LOW</p>
<p>Reviewed by: Carlos Lopes</p>	<p>Review Date: Dec 2024 Revise: Dec 2025</p>		<p>Manager: Ken Anderson</p>

Risk Assessment – Transport

Activity & Hazard	Risk Before Controls	Elimination or Control Measures	Risk After Controls
Vehicle faulty	EXTREME	<ul style="list-style-type: none"> • Regular vehicle maintenance and services • Ensure vehicles comply with road authority’s registration requirements • Licensed driver and bus providers used • Roadside assistance 	MEDIUM
Vehicle accidents	EXTREME	<ul style="list-style-type: none"> • Ensure vehicle operators hold appropriate licenses & insurances • Ensure seatbelts are worn where fitted • Enforce rules and monitor behavior • Ensure that equipment carried in vehicles is securely stowed so as not to create a risk, injury or damage • Take regular breaks – you should stop for at least 15 minutes every two hours • Never drive for more than 10 hours in a single day • Avoid Driving at night if possible • Qualifications or experience attained prior to towing • A Heavy vehicle procedure is in place • A delivery procedure is in place 	MEDIUM
Struck/ Impact by - Vehicle/ Bike - Train - Golf Buggy - Utility Vehicle	EXTREME	<ul style="list-style-type: none"> • Centre has designated bus loading & delivery zones with signage • Onsite speed limit 15km/h • Various speed bumps along the road • Pedestrian crosses along the road • TCC Staff assist with traffic control • Ensure participants enter and exit vehicle in a safe manner • Offsite - Participants briefed on road safety prior to leaving TCC. • Offsite - TCC Staff & group leaders ensure participants walk on sidewalk and cross at appropriate locations (e.g. traffic lights, pedestrian crossings etc.) as a group. • Participants instructed to stay well clear of train tracks • Participants supervised by staff while waiting for a train • Participants instructed to walk in single file when walking on verge of road 	MEDIUM
Transportation of participant in Centre vehicle – Child protection related incident	EXTREME	<ul style="list-style-type: none"> • Only to occur in circumstances where there is no other feasible option • Permission obtained from parent, caregiver or Group leader • Employee must have Working with children check • Minimum of 2 Adults (e.g. TCC Staff, Group Leader) 	MEDIUM
Reviewed by: Carlos Lopes	Review Date: Dec 2024 Revise: Dec 2025		Manager: Ken Anderson

Risk Assessment – Equipment			
Activity & Hazard	Risk Before Controls	Elimination or Control Measures	Risk After Controls
Equipment Failure – Due to improper use, faulty/ damaged equipment. Ropes, hardware, PPE, sporting etc.	EXTREME	<ul style="list-style-type: none"> TCC Staff trained in selection, use, inspection, care & maintenance of equipment TCC Staff perform inspection of equipment prior to each usage Equipment stored, maintained and retired according to manufacturer/ Industry standards Equipment used certified by manufacturer as suitable for use Weight limit (120kg) enforced on specific harness activities Tools are stored in locked & secured maintenance sheds All cleaning materials (e.g. Buckets & mops) stored when not in use Participants are briefed on correct fitting & usage of equipment for activity as well as checked before participation 	MEDIUM
Reviewed by: Carlos Lopes	Review Date: Dec 2024 Revise: Dec 2025		Manager: Ken Anderson

Risk Assessment – Environment

Activity & Hazard	Risk Before Controls	Elimination or Control Measures	Risk After Controls
<i>Environment – Risk associated with the environment including weather</i>			
Exposure to UV rays Causing sunburn	HIGH	<ul style="list-style-type: none"> Sun smart strategies are encouraged Shade cloths and shelters are throughout venue and activity sites Additional shade provided when required 	LOW
Exposure to heat Causing dehydration, heat stroke etc.	HIGH	<ul style="list-style-type: none"> Sun smart strategies are encouraged Participants are encouraged to drink water, carry water bottles Water filling up stations are placed throughout the site Activities modified/ cancelled if necessary or alternative activities arranged 	LOW
Cold/ Wet Weather Causing hypothermia etc.	HIGH	<ul style="list-style-type: none"> Weather conditions regularly monitored for adverse conditions Participants briefed on wearing suitable clothing Activities modified/ cancelled if necessary or alternative activities arranged TCC Staff in communication with Programs dept. for updates regarding adverse weather 	LOW
Lighting Strike	EXTREME	<ul style="list-style-type: none"> Weather conditions regularly monitored for adverse conditions Activities delayed/ cancelled during lighting storm participants moved to safe area Activities modified/ cancelled if necessary or alternative activities arranged 	LOW
Injury or Allergic reaction caused by organism Bites, stings etc.	HIGH	<ul style="list-style-type: none"> Groups briefed when required on appropriate actions for sighting/ be bitten/ stung by organism Activity area regularly monitored for organisms commonly causing allergic reaction and treated accordingly Suitable Medication and 1st Aid to be readily available (user group must provide 1st Aid) Communication equipment readily available Activity moved/ modified if necessary Medical information obtained from groups and TCC Staff advised of any potential allergic risk, triggers & severity Participants briefed on wearing suitable protective clothing Epi Pens are available on site 	MEDIUM
Contact with Natural or Man-made Hazards Causing Injury (cuts, abrasions etc.) E.g. Jetties, rocks rubbish etc	MEDIUM	<ul style="list-style-type: none"> Participants briefed on potential hazards instructed to remain clear of fixed hazards Minor cuts/ abrasions treated to reduce chance of infection Activity conducted in area free of significant known hazards Participants required to remain in defined boundaries 	LOW
Fire (including bush fire) - Personal injury - Participant separated from group - Loss of property	EXTREME	<ul style="list-style-type: none"> Centre meets Australian Standards in relation to number of hydrants, hoses & extinguishers, illuminated exit signs, Emergency Procedure & equipment maintenance as required by legislation Centre holds a Fire Safety Statement issued by the Council - yearly Smoke alarms are installed in rooms (except meeting rooms) Emergency procedures & fire alarms explained to Group Leader All onsite personal moved to evacuation points if required and checked against attendance list Fire blankets are available in every kitchen with cooking facilities Fire zones are maintained & fire hydrant protection for all sites Several onsite staff completed training by Community Fire Unit 	MEDIUM
Reviewed by: Carlos Lopes	Review Date: Dec 2024 Revise: Dec 2025		Manager: Ken Anderson

Risk Assessment – People

Activity & Hazard	Risk Before Controls	Elimination or Control Measures	Risk After Controls
<i>People– Risk associated with People including clients, staff, public, contractors etc.</i>			
Child Safety and Wellbeing Incident - Child at risk	HIGH	<ul style="list-style-type: none"> • The Centre is registered for the purpose of conducting Working with Children checks on all employees. • Centre has a Child Safety and Wellbeing Policy in place & an appropriate Divisional Safeguarding Consultant • The Centre has a Safeguarding Addendum for Child-Related Activities. • The Centre is now sharing the Salvation Army's internal code of conduct with groups to demonstrate its commitment and responsibility to child safety. • All employees have completed a Working with Children and Fit2Work check • All employees must complete SafeGuarding@TSA • Procedure in place for reportable offences and mandatory reporting • Staff easily identified by uniform and/or nametags • Any contractor and or visitors need to be accompanied and/or monitored by a TCC Staff member for the duration they are onsite. • Staff are not to be alone with a participant (e.g. when room cleaning, staff knock & only enter if room is vacant) 	LOW
Privacy of information - Inappropriate/ damaging media content - Unauthorised discloser of information - Inadequate process	HIGH	<ul style="list-style-type: none"> • At clients request content can be deleted • Access and storage of information meets Privacy Act requirements • Information retained as required under the Freedom of Information Act 	LOW
Medical - Aggravation of existing Medical condition or injury - Access to 1 st Aid & equipment - Inappropriate Medical attention	EXTREME	<ul style="list-style-type: none"> • Information obtained identifying allergies, special needs & other health related issues • Ensure a group medical summary is available • Participants must supply & bring any personal Medication • First Aid boxes available for Collaroy Centre Staff – Groups bring their own • Centre has policy of not administering anything ingestible, injectable or topical except for Epi Pen • A number of onsite staff hold First Aid qualifications 	MEDIUM
Participant Ability - - Fear/ Anxiety - Complacency/ Overconfidence - Physical Ability - Additional needs	HIGH	<ul style="list-style-type: none"> • Participants brief according to age, ability, experience • Participation is based on meeting requirements • Demonstration of understanding and/ or skills must be shown prior to undertaking activity • Participants are guided through activity supportively by TCC Staff • Participants are positively challenged but not forced to participate in activity • Wheelchair access throughout majority of site • Safety bars in disabled rooms & bathrooms • Ability to participate in specific activities decided after discussion with Group Leader & participant 	LOW
Behavioural - Injury due to other participant - Injury to self through inappropriate actions	HIGH	<ul style="list-style-type: none"> • Behavior expectations address when required • Encouraging supportive environment • Maintain supervision • Outline consequences of inappropriate behavior 	MEDIUM

The Collaroy Centre Risk Assessment 2024/2025

- Inability or decision to not follow directions or cooperate		<ul style="list-style-type: none"> Removal of individual from activity or cancellation of activity 	
Group Leader (e.g. Teacher etc.) – Unsafe practices including: - Poor supervision by group leader	HIGH	<ul style="list-style-type: none"> Groups briefed on requirement to provide supervising adult for participants under 18 years old prior to camp and activities TCC Staff will stop or cancel activity without adequate supervision from adult supervisor 	LOW
Unsupervised Users & Observers – Injury to: - Guests or others onsite. - Members of public accessing site (unauthorised)	EXTREME	<ul style="list-style-type: none"> Observers not allowed to participate in activity without activity briefing Groups not to use activities without TCC Staff supervision Activity equipment locked away when not in use Signage warning of Dangers of activity and to not be used without supervision of qualified TCC Staff 	MEDIUM
TCC Staff – Unsafe practices leading to an injury to a participant caused by: - Poor supervision by TCC staff	EXTREME	<ul style="list-style-type: none"> TCC staff must at all times follow Policy & Procedure manual Instructors have Certificate III or IV qualifications in outdoor recreation and/or have been specifically trained on individual activities by the Centre TCC Staff undertake work that is in line with their level of training or experience on each activity Vigilant supervision required by TCC Staff at all time Multiply communication equipment carried and TCC staff competent in usage. 	MEDIUM
Reviewed by: Carlos Lopes	Review Date: Dec 2024 Revise: Dec 2025		Manager: Ken Anderson

Risk Assessment – Food			
Activity & Hazard	Risk Before Controls	Elimination or Control Measures	Risk After Controls
<i>Food - Risk associated with Food including handling, Dietary and Kitchen</i>			
Poisoning - Ingestion - Contact	EXTREME	<ul style="list-style-type: none"> Centre proactively manages all aspects of food safety & hygiene Chefs are qualified and have the relevant knowledge regarding food safety & safe food handling practices Staff are trained on both the knowledge & skills required for their area of responsibility Dietary requirements are taken into account 	MEDIUM
Dietary Requirements - Religious or ethical - Anaphylaxis - Allergic reaction to known trigger - Reaction due to Medical requirement	EXTREME	<ul style="list-style-type: none"> Information obtained identifying allergies, special needs & other health related issues Centre advises defined dietary categories Centre advises where participant will need to supply own food Summary of dietary requirements supplied to Group Leader for verification Precaution taken to manage known food allergies. Food may contain traces of known allergies Participants with dietary requirements collect individual meals from Dining Room Supervisors 	MEDIUM
Servery & Dining Area - Incident due to incorrect food handling & storage - Injury	HIGH	<ul style="list-style-type: none"> Procedures communicated to groups on appropriate behavior & expectations Supervision by TCC Staff or group leaders Food service runs for 45mins after which food is removed to meet food, safety & hygiene laws Hats & gloves to be worn when serving as advised by dining room supervisor Loading of used crockery/ cutlery is supervised Serving is staggered and allocated dining area when multiply groups are on site 	LOW
Reviewed by: Carlos Lopes	Review Date: Dec 2024 Revise: Dec 2025		Manager: Ken Anderson

Onsite Program Activities

Risk Assessment - ABSEILING

Activity & Hazards	Risk Before Controls	Elimination or Control Measures	Risk After Controls
<i>Activity specific risk assessment to be used in conjunction with relevant risk assessment. General/Venue, Environment, People & Equipment</i>			
Fall from height	EXTREME	<ul style="list-style-type: none"> Participants & TCC Staff attached to rated rope, strop or wire when at height Participants & TCC staff wear safety harness/s Platforms has clear safe zone marks, fences & barriers Abseil platforms off limits to participants without TCC Staff supervising Participants are connected to a top belay releasable abseil system (controlled by TCC Staff) Equipment protected from sharp edges with protective equipment Equipment rated and maintained for loads well above actual load placed upon it Vigilant supervision maintained by TCC Staff at all times Activity is locked while unattended 	MEDIUM
Impact Injury caused by hitting wall, landing on ground too hard	EXTREME	<ul style="list-style-type: none"> Participants briefed on correct abseil technique TCC Staff assists in controlled descent through top belay Bottom of abseil wall mulched to cushion impact. 	MEDIUM
Slipping / Tripping Around the activity area	HIGH	<ul style="list-style-type: none"> Potentially dangerous areas sectioned off Platform and abseil area kept free of sticks and debris Bottom of tower area mulched 3 points of contact while ascending/descending ladder TCC staff to instruct correct feet positioning while participant abseiling 	LOW
Entanglement Loose Objects Body parts	HIGH	<ul style="list-style-type: none"> All loose clothing, jewelry and other objects that may become entangled are to be removed for the activity Long hair is to be tied back and if needed tucked into collar for the activity Participants briefed on where to place hands on rope / away from equipment Abseil is set up with releasable system allowing TCC Staff to release object/part in event of entrapment 	LOW
Cutting / Scratching / Bruising On equipment, trees etc.	MEDIUM	<ul style="list-style-type: none"> Abseil equipment and area regularly monitored for sharp edges Bolts etc. within reach cut back so as not to stick out Ensure harness is correctly fitted and appropriate clothing worn Participants briefed on correct abseil technique 	LOW
Falling objects Causing injury, e.g., abseil equipment etc.	MEDIUM	<ul style="list-style-type: none"> Loose equipment kept away from abseil edge Participants briefed on safe and fall zones at bottom of abseil wall Participants required to wear helmets for activity or while entering fall zone Fall zone sectioned off at bottom of abseil wall One person on ladder at a time Stand clear below ladder whilst another person is ascending/descending 	LOW
Rope Burn Caused by excessively fast descent	MEDIUM	<ul style="list-style-type: none"> Participants briefed and instructed on proper technique for descent TCC Staff assists in controlled descent through top belay Glove to be worn by all participants 	LOW

The Collaroy Centre Risk Assessment 2024/2025

Participant stuck While attached to rope	MEDIUM	<ul style="list-style-type: none"> Participants are connected to a top belay releasable abseil system (controlled by TCC Staff) TCC Staff trained and current in rescue training 	LOW
Inverting Where person abseiling flips upside down	MEDIUM	<ul style="list-style-type: none"> Harness checked/ correctly fitted for each participant prior to their turn Chest Harnesses used to prevent inversion TCC staff to instruct correct feet positioning while participant abseiling Participants are connected to a top belay releasable abseil system (controlled by TCC Staff) TCC Staff trained to quickly re-invert participant who may invert 	LOW
Reviewed by: Steven Carter	Review Date: Dec 2024 Revise: Dec 2025		Manager: Carlos Lopes

Risk Assessment – ARCHERY			
Activity & Hazard	Risk Before Controls	Elimination or Control Measures	Risk After Controls
<i>Activity specific risk assessment to be used in conjunction with relevant risk assessment. General/Venue, Environment, People & Equipment</i>			
Being shot by arrow	EXTREME	<ul style="list-style-type: none"> Participants waiting/watching are required to stand/ sit in the waiting area Participants are instructed in correct shooting technique and safety (facing the target when loading arrows/ shooting, placing bow on hook once finished shooting, stepping back into waiting area after shooting, only collect arrows when instructed by TCC Staff) Vigilant supervision maintained by TCC Staff at all times Archery located away from other activities and facing away from activity approach area 	MEDIUM
Stabbing / Puncture When retrieving arrows from target	HIGH	<ul style="list-style-type: none"> Participants are instructed in the correct way to approach target, collect arrows and return arrows to the shooting area. Participants are shown correct holding technique of arrows when retrieving 	LOW
Friction By bowstring on arm causing bruising/ grazing	MEDIUM	<ul style="list-style-type: none"> Arm guards available Correct shooting & holding technique instructed by TCC Staff 	LOW
Slip/ Trip/ Fall	MEDIUM	<ul style="list-style-type: none"> Appropriate clothing to be worn at all times Participants instructed to walk at all times while at archery area & holding archery equipment Area cleared of leaves and debris when needed. 	LOW
Reviewed by: Steven Carter	Review Date: Dec 2024 Revise: Dec 2025		Manager: Carlos Lopes

Risk Assessment – ARCHERY TAG			
Activity & Hazard	Risk Before Controls	Elimination or Control Measures	Risk After Controls
<i>Activity specific risk assessment to be used in conjunction with relevant risk assessment. General/Venue, Environment, People & Equipment</i>			
Being shot by an arrow causing injury – Participant	EXTREME	<ul style="list-style-type: none"> Instructors to brief group on objectives of each game IE; firing arrows at each other Instructor to brief groups of minimum firing range during games Participants to wear protective facemasks at all times Arrows with foam tips used to avoid major injury Pop-up hides/barriers used to hide behind Participant shown “safe zones” or areas where they cannot be fired upon 	MEDIUM
Exhaustion and Heat Causing dehydration and tiredness	EXTREME	<ul style="list-style-type: none"> Short/Timed games to increase breaks when necessary Point out water fill-up points and encourage a full water vessel prior to participation Shaded area provided at designated location 	MEDIUM
Being shot by an arrow causing injury – Non Participant	HIGH	<ul style="list-style-type: none"> Non-participants/spectators to be located in a designated viewing area away from playing area to avoid being hit by flying arrows Participants briefed on their targets for certain games Instructor to place points of interest/targets away from spectator areas 	MEDIUM
Being shot by an arrow causing injury - Instructor	HIGH	<ul style="list-style-type: none"> Instructor to wear face mask when coordinating activity or patrolling sidelines/perimeters Instructor to be mindful of their positioning during the activity, and to not actively put themselves in a position that increases their chance of being fired upon from close range 	LOW
Punctures/Foot Injuries - Participants	HIGH	<ul style="list-style-type: none"> Participants must wear appropriate, covered shoes Group is made aware of any trip hazards such as pop-up hides/barriers and ground pegs 	LOW
Friction By bowstring on arm causing bruising/ grazing	HIGH	<ul style="list-style-type: none"> Correct shooting & holding technique instructed by TCC Staff 	LOW
Injuries/Cuts/Abrasions Faulty Equipment	HIGH	<ul style="list-style-type: none"> All gear is checked for malfunctions prior to each activity Faulty or broken gear removed from service upon inspection 	LOW
Collision/Impact Participants running into each other	HIGH	<ul style="list-style-type: none"> Participants briefed on being spatially aware Participants briefed on minimum firing range when firing at another participant 	LOW
Slip/ Trip/ Fall	MEDIUM	<ul style="list-style-type: none"> Appropriate clothing to be worn at all times Area cleared of leaves and debris when needed. 	LOW
Reviewed by: Steven Carter	Review Date: Dec 2024 Revise: Dec 2025		Manager: Carlos Lopes

Risk Assessment – BEACH GAMES			
Activity & Hazard	Risk Before Controls	Elimination or Control Measures	Risk After Controls
<i>Activity specific risk assessment to be used in conjunction with relevant risk assessment. General/Venue, Environment, People, Equipment & Transport</i>			
Drowning	EXTREME	<ul style="list-style-type: none"> Vigilant supervision maintained by TCC Staff at all times Participants required to remain in defined boundaries For any water activities participants required to be competent in the water Water activities only conducted following on-site risk assessment Any water activated conducted on patrolled beaches away from rip currents Lifeguards hired from local council or TCC staff hold adequate water safety qualifications 	MEDIUM
Participant Lost	HIGH	<ul style="list-style-type: none"> Vigilant supervision maintained by TCC Staff at all times Participants briefed on activity boundaries 	LOW
Exposure to Elements	HIGH	<ul style="list-style-type: none"> Participants briefed on wearing suitable protective clothing Participants are encouraged to drink water, carry water bottles. Participants monitored closely and treated at first signs of exposure related illnesses Activities modified/ cancelled if necessary or alternative activities arranged Sunscreen made available, sun-safe practices encouraged 	LOW
Dangerous Water/ Weather Conditions E.g. High wind, rough seas, High waves etc.	HIGH	<ul style="list-style-type: none"> Weather and tide conditions regularly monitored for adverse conditions Activities delayed/ cancelled if water conditions increase risk, participants moved to safe area. Activities modified/ cancelled if necessary or alternative activities arranged 	LOW
Slipping/ Tripping	MEDIUM	<ul style="list-style-type: none"> Games are to be free of obstruction/ boundary markers clearly identified Activities conducted on soft surfaces 	LOW
General Public	MEDIUM	<ul style="list-style-type: none"> Vigilant supervision maintained by TCC Staff at all times Clearly defined boundaries for activity area Participants briefed on being in a public place and interaction with public 	LOW
Reviewed By: Steven Carter	Review Date: Dec 2024 Revise: Dec 2025		Manager: Carlos Lopes

Risk Assessment – BUBBLE SOCCER

Activity & Hazard	Risk Before Controls	Elimination or Control Measures	Risk After Controls
<i>Activity specific risk assessment to be used in conjunction with relevant risk assessment. General/Venue, Environment, People & Equipment</i>			
Impact	EXTREME	<ul style="list-style-type: none"> Pre-activity briefing conducted by TCC Staff TCC Staff to ensure bubbles are fitted correctly and straps are adjusted to participants size. Any observers in allocated area safely away from field. No participants to be “bumped” while on ground 	MEDIUM
Slip/ Fall/ Trip	HIGH	<ul style="list-style-type: none"> Area cleared of sticks and debris etc. on a regular basis and prior to activity session commencing. Appropriate clothing to be worn at all times. Participants to be instructed of correct technique to be used and warned of potential hazards 	LOW
Reviewed By: Steven Carter		Review Date: Dec 2024 Revise: Dec 2025	Manager: Carlos Lopes

Risk Assessment – CHALLENGE COURSE			
Activity & Hazard	Risk Before Controls	Elimination or Control Measures	Risk After Controls
<i>Activity specific risk assessment to be used in conjunction with relevant risk assessment. General/Venue, Environment, People & Equipment</i>			
Fall from Heights	HIGH	<ul style="list-style-type: none"> Participants to be instructed of correct technique and warned of falling potential Spotters used when participants above shoulder height Vigilant supervision maintained by TCC Staff at all times 	MEDIUM
Impact	HIGH	<ul style="list-style-type: none"> Participants to be instructed on correct technique Warned of potential impacts caused by activity Vigilant supervision maintained by TCC Staff at all times 	LOW
Cutting/ Scratching/ Bruising	MEDIUM	<ul style="list-style-type: none"> TCC Staff to ensure all lifting and assisting completed in a safe manner Bolts etc. within reach cut back so as not to stick out 	LOW
Slips/ Trips	MEDIUM	<ul style="list-style-type: none"> Surrounding area mulched & any debris removed Participants instructed to walk during activity Appropriate clothing to be worn at all times 	LOW
Rope Burn	MEDIUM	<ul style="list-style-type: none"> Participants briefed and instructed on proper technique when swinging 	LOW
Reviewed By: Steven Carter	Review Date: Dec 2024 Revise: Dec 2025		Manager: Carlos Lopes

Risk Assessment – DROP POLE

Activity & Hazard	Risk Before Controls	Elimination or Control Measures	Risk After Controls
<i>Activity specific risk assessment to be used in conjunction with relevant risk assessment. General/Venue, Environment, People & Equipment</i>			
Fall from Height	EXTREME	<ul style="list-style-type: none"> Pre-activity briefing conducted by TCC Staff TCC Staff check that participants are correctly connected to Drop pole drope/connectors All participants must wear correctly fitted harness & helmet checked by TCC Staff prior to their go Participants instructed on correct climbing technique 	MEDIUM
Impact	HIGH	<ul style="list-style-type: none"> Fall zone briefed to group, No entry unless instructed. TCC Staff to instruct participants on how to land correctly. Helmets to be worn at all times whilst participating in activity area. Fall zone mulched 	MEDIUM
Entanglement <ul style="list-style-type: none"> Loose objects Body parts 	HIGH	<ul style="list-style-type: none"> All loose clothing, jewellery and other objects that may become entangled are to be removed for the activity Long hair is to be tied back and if needed tucked into shirt for the activity Participants briefed on where to place hands away from equipment 	MEDIUM
Participant stuck on pole	MEDIUM	<ul style="list-style-type: none"> TCC Staff trained and current in rescue training 	LOW
Cutting/ Scratching/ Bruising On equipment, trees etc.	MEDIUM	<ul style="list-style-type: none"> Drop Pole equipment and area regularly monitored for sharp edges Ensure harness is correctly fitted and appropriate clothing worn 	LOW
Reviewed By: Steven Carter	Review Date: Dec 2024 Revise: Dec 2025		Manager: Carlos Lopes

Risk Assessment – FLYING FOX

Activity & Hazard	Risk Before Controls	Elimination or Control Measures	Risk After Controls
<i>Activity specific risk assessment to be used in conjunction with relevant risk assessment. General/Venue, Environment, People & Equipment</i>			
Impact To participant on Flying Fox To another person below Flying Fox	EXTREME	<ul style="list-style-type: none"> Participants briefed on safety areas, and told where they can and cannot congregate. TCC staff to make sure flight path is clear before participant starts. Vigilant supervision maintained by TCC Staff at all times Helmets to be worn at all times during participation in activity 	MEDIUM
Fall from height	HIGH	<ul style="list-style-type: none"> Pre-activity briefing conducted by TCC Staff Flying Fox platform off limits to participants without TCC Staff supervision TCC Staff check that participants are correctly connected to Flying Fox lanyards All participants must wear correctly fitted harness & helmet checked by TCC Staff prior to their go 	MEDIUM
Slipping/ Tripping Around activity site	HIGH	<ul style="list-style-type: none"> Platform & stairs kept free of sticks and debris Flying Fox dismount area mulched/swept Stairways & pathways clearly signed TCC Staff to instruct correct take off & dismount technique. TCC Staff to instruct participants to walk up & down stairs 	LOW
Entanglement <ul style="list-style-type: none"> Loose objects Body parts 	HIGH	<ul style="list-style-type: none"> All loose clothing, jewellery and other objects that may become entangled are to be removed for the activity Long hair is to be tied back and if needed tucked into shirt for the activity Participants briefed on where to place hands away from equipment Fused/single lanyard used to avoid wrapping around the neck 	LOW
Inverting Person on Flying Fox flips upside down	MEDIUM	<ul style="list-style-type: none"> Harness checked/ correctly fitted for each participant prior to their turn Full body harnesses used to prevent inversion TCC staff to instruct correct body position 	LOW
Reviewed By: Steven Carter	Review Date: Dec 2024 Revise: Dec 2025		Manager: Carlos Lopes

Risk Assessment – FUN IN THE SUN			
Activity & Hazard	Risk Before Controls	Elimination or Control Measures	Risk After Controls
<i>Activity specific risk assessment to be used in conjunction with relevant risk assessment. General/Venue, Environment, People & Equipment</i>			
Slipping/ Tripping – Around activity site	EXTREME	<ul style="list-style-type: none"> Area cleared of sticks and debris etc. on a regular basis and prior to activity session commencing Appropriate clothing to be worn at all times TCC Staff to instruct correct technique for activities 	MEDIUM
Impact – with object, structure, ground, end of slide etc	HIGH	<ul style="list-style-type: none"> Any observers in area safely away from activity. Vigilant supervision maintained by TCC Staff at all times Area cleared of sticks and debris etc. on a regular basis and prior to activity session commencing Activity setup away from hazards or identified. Slide placed at appropriate angle for certain age groups (less angle: older participants) 	LOW
Cutting/ Scratching/ Bruising – On equipment, trees etc.	HIGH	<ul style="list-style-type: none"> List of appropriate clothing provided to group prior to camp Participants asked to change into appropriate clothing prior to activity to prevent injury Equipment setup to best avoid unnecessary contact with participants Regular inspections of activity sites for hazards 	LOW
Rope burn – Tug of War	MEDIUM	<ul style="list-style-type: none"> All participants briefed on safety and safe practice when handling rope 	LOW
Reviewed By: Steven Carter	Review Date: Dec 2024 Revise: Dec 2025		Manager: Carlos Lopes

Risk Assessment – GIANT SWING

Activity & Hazard	Risk Before Controls	Elimination or Control Measures	Risk After Controls
<i>Activity specific risk assessment to be used in conjunction with relevant risk assessment. General/Venue, Environment, People & Equipment</i>			
Fall from Height	EXTREME	<ul style="list-style-type: none"> • Pre-activity briefing conducted by TCC Staff • All participants must wear correctly fitted harness checked by TCC Staff prior to their turn • Participants correctly connected to all Giant swing strops • TCC Staff to assist/ spot participant when climbing up/ down ladder 	MEDIUM
Impact By participant on swing - To Others - To Ladder	EXTREME	<ul style="list-style-type: none"> • Boundaries identified to group at start of the activity • Swinging area marked by barrier • Prior to attachment of releasable system ladder is removed from swing area • Goggles worn to avoid any object impacting eyes 	MEDIUM
Whiplash From swinging participant coming to abrupt stop	HIGH	<ul style="list-style-type: none"> • No Knots or loops in haul rope • Pulley guides haul rope • Participants required to hold onto haul rope until participant on swing has pulled cord 	LOW
Entanglement By participants pulling tow rope (in tow rope) By participant on swing - Body parts - Loose objects	HIGH	<ul style="list-style-type: none"> • No knots or loops in haul rope • Participants briefed on proper haul technique prior to first swing • TCC Staff to instruct and monitor as rope being hauled • All loose clothing, jewelry and other objects that may become entangled are to be removed for the activity • Long hair is to be tied back and if needed tucked into shirt for the activity • Participants briefed on where to place hands on strops away from equipment 	LOW
Rope Burn From tow rope	MEDIUM	<ul style="list-style-type: none"> • Participants briefed on proper haul technique prior to first swing • TCC Staff to instruct and monitor as rope being hauled • Participants required to hold onto haul rope until participant on swing has pulled cord • Minimum of 6 participants required to be on the haul rope when pulling/ holding. Adjust according to participant weight. 	LOW
Falling Objects Causing injury; e.g. Equipment, loose items etc.	MEDIUM	<ul style="list-style-type: none"> • All equipment attached to system, regular checks to ensure no loose items • All loose clothing, jewelry and other objects that may cause injury are to be removed for the activity 	LOW
Inverting When participant flips upside down	MEDIUM	<ul style="list-style-type: none"> • Harness checked/ correctly fitted for each participant prior to their turn • Chest Harnesses used to prevent inversion • TCC staff to instruct correct body position 	LOW
Participant stuck on swing Emotionally (won't pull cord)	MEDIUM	<ul style="list-style-type: none"> • Participants chooses height appropriate for their comfort level • Group encouraged to be supportive • Participant can be lowered by group under instruction from TCC Staff 	LOW
Reviewed By: Steven Carter	Review Date: Dec 2024 Revise: Dec 2025		Manager: Carlos Lopes

Risk Assessment – HIGH ROPES			
Activity & Hazard	Risk Before Controls	Elimination or Control Measures	Risk After Controls
<i>Activity specific risk assessment to be used in conjunction with relevant risk assessment. General/Venue, Environment, People, Equipment & Transport</i>			
Fall from height	EXTREME	<ul style="list-style-type: none"> Pre-activity briefing conducted by TCC Staff All participants must wear correctly fitted harness, helmet and safety lanyards Participants shown how to use safety lanyard. TCC Staff check the participants are connected to course and check equipment prior to participant starting Participants use a continuous belay roller that prevents detaching from the main wire under normal use. TCC Staff must use crab claws with 1 point of contact at all times while on the course. 	MEDIUM
Slipping/ Tripping While attached to course	HIGH	<ul style="list-style-type: none"> Appropriate covered footwear required to be worn for activity Appropriate technique explained to participants on difficult sections Grip tape on areas of course that become slippery Platform & stairs kept free of sticks and debris Flying Fox dismount area mulched. 	LOW
Impact By participants - To others - To Elements - To Platforms	HIGH	<ul style="list-style-type: none"> Flying Fox element landing area fenced/ marked Signage of Entry/Exit Cushioning on edges of platforms where impact is a high possibility Brief participants about swinging elements 	LOW
Entanglement - Body parts - Loose objects	HIGH	<ul style="list-style-type: none"> All loose clothing, jewelry and other objects that may become entangled are to be removed for the activity Long hair is to be tied back and if needed tucked into shirt for the activity Participants briefed on where to place hands on lanyard away from equipment Rescue system is readily available, and staff trained to rescue/aid stuck/entangled participants Lanyard lengths are asymmetrical or singular to avoid body parts becoming entrapped. 	LOW
Falling Objects Causing injury; e.g. equipment, loose items	MEDIUM	<ul style="list-style-type: none"> All High Ropes equipment is attached to system, regular checks to ensure no loose items Participants briefed on not carrying loose items, participants checked for loose items before starting course Participants required to stand clear of any rescue operation being performed Participants required to wear helmets for activity or while entering fall zone 	LOW
Inverting Where participant flips upside down while on course	MEDIUM	<ul style="list-style-type: none"> Harness checked/ correctly fitted for each participant prior to starting course Chest Harnesses used to prevent inversion Attachment point for harnesses reduces accidental flipping 	LOW
Participants stuck on course	MEDIUM	<ul style="list-style-type: none"> Participant instructed how to self-rescue TCC Staff trained and current in rescue training 	LOW
Reviewed By: Steven Carter	Review Date: Dec 2024 Revise: Dec 2025		Manager: Carlos Lopes

Risk Assessment – INITIATIVES

Activity & Hazard	Risk Before Controls	Elimination or Control Measures	Risk After Controls
<i>Activity specific risk assessment to be used in conjunction with relevant risk assessment. General/Venue, Environment, People & Equipment</i>			
Impact	HIGH	<ul style="list-style-type: none"> • Participants instructed in correct technique to be used • Warned of potential impacts • Vigilant supervision maintained by TCC Staff at all times 	LOW
Falls	HIGH	<ul style="list-style-type: none"> • Participants to be instructed of correct technique and warned of falling potential • Spotters used when participants above shoulder height • Vigilant supervision maintained by TCC Staff at all times 	MEDIUM
Slipping/ Tripping – Around activity site	MEDIUM	<ul style="list-style-type: none"> • Area cleared of sticks and debris etc. on a regular basis and prior to activity session commencing • Appropriate clothing to be worn at all times • Participants instructed to walk at all times during activity unless specified 	LOW
Cutting/ Scratching/ Bruising	MEDIUM	<ul style="list-style-type: none"> • TCC Staff to ensure all lifting and assisting completed in a safe & respectful manner • Bolts etc. within reach cut back so as not to stick out 	LOW
Reviewed By: Steven Carter	Review Date: Dec 2024 Revise: Dec 2025		Manager: Carlos Lopes

Risk Assessment – LASER TAG

Activity & Hazard	Risk Before Controls	Elimination or Control Measures	Risk After Controls
<i>Activity specific risk assessment to be used in conjunction with relevant risk assessment. General/Venue, Environment, People & Equipment</i>			
Electrical Shock	EXTREME	<ul style="list-style-type: none"> Trip switches and power boards used Any faulty fuses replaced 	MEDIUM
Collision/ Impact - Participants - Objects/ Barriers	HIGH	<ul style="list-style-type: none"> Participants briefed to be stationary while looking through scope Participants are walked through the course prior to activity commencing and hazards are identified by TCC Staff Instructed to keep a safe distance between each player & to avoid contact 	MEDIUM
Trip/ Slip/ Fall	HIGH	<ul style="list-style-type: none"> Participants are briefed on surrounding hazards and instructed to be cautious during activity Appropriate footwear must be worn at all times Vigilant supervision maintained by TCC Staff at all times Surrounding area mulched & any debris removed prior to activity bring conducted Participants instructed to be cautious in wet weather 	LOW
Reviewed By: Steven Carter	Review Date: Dec 2024 Revise: Dec 2025		Manager: Carlos Lopes

Risk Assessment – ORIENTEERING

Activity & Hazard	Risk Before Controls	Elimination or Control Measures	Risk After Controls
<i>Activity specific risk assessment to be used in conjunction with relevant risk assessment. General/Venue, Environment, People & Equipment</i>			
Impact from Vehicles	EXTREME	<ul style="list-style-type: none"> Vigilant supervision maintained by TCC Staff at all times Clear pathways and crossing around TCC site Signage used onsite “children at play” & “15km” speed signs Students briefed on road safety rules Speed bumps are installed on roads throughout the TCC site 	MEDIUM
Injury	EXTREME	<ul style="list-style-type: none"> Groups of 3 or more Participants to return to start location if require 1st Aid 	MEDIUM
Lost Participant	HIGH	<ul style="list-style-type: none"> Participants are required to work in small groups Activity is conducted on TCC site and participants are briefed on boundaries Activity is to have TCC Staff and/or supervising adult present Clear finish time and location briefed to group 	MEDIUM
Slip/ Trip/ Fall	HIGH	<ul style="list-style-type: none"> Appropriate footwear must be worn at all times 1st Aid kit is within close proximity Participants are briefed on surround hazards and instructed to be cautious during activity 	MEDIUM
Reviewed By: Steven Carter	Review Date: Dec 2024 Revise: Dec 2025		Manager: Carlos Lopes

Risk Assessment – RAFT BUILDING			
Activity & Hazard	Risk Before Controls	Elimination or Control Measures	Risk After Controls
<i>Activity specific risk assessment to be used in conjunction with relevant risk assessment. General/Venue, Environment, People & Equipment</i>			
Drowning	EXTREME	<ul style="list-style-type: none"> Participants are required to wear PFDs at all times while in water Activity operates on flat water in a pool Vigilant supervision by TCC Staff at all times For any water activities participants required to be competent in the water 	MEDIUM
Raft falling Apart/ Capsize	HIGH	<ul style="list-style-type: none"> Participants are briefed on how to minimise capsize Participants are briefed on what to do in the event of a capsize Participants to bring all parts of raft back to shore if falls apart 	MEDIUM
Impact	HIGH	<ul style="list-style-type: none"> Boundaries are clearly defined in briefing Operations of other users in the pool are identified before entering water With multiple groups, each group is asked to stay within their boundaries and not disrupt other users Participants are asked to not deliberately crash into other rafts Participants briefed on correct usage of paddles 	MEDIUM
Crushing	HIGH	<ul style="list-style-type: none"> Participants required to wear correct footwear at all times Participants briefed on using materials safety Materials lightweight in construction 	LOW
Wind	HIGH	<ul style="list-style-type: none"> Activity instructor will assess group's ability to cope with increasingly difficult wind conditions Activity will be modified/ cancelled at discretion of activity instructor Activity instructor will guide participants to shore if dangerous conditions arise while on water 	MEDIUM
Dangerous water conditions	HIGH	<ul style="list-style-type: none"> Weather forecast and local conditions checked prior to conducting activity Activity will be cancelled/ substituted if conditions are considered dangerous Alternate arrangements to be made with Activity/ Program Coordinator 	MEDIUM
Slipping/ Tripping – Around activity site	MEDIUM	<ul style="list-style-type: none"> Area cleared of sticks and debris etc. on a regular basis and prior to activity session commencing Appropriate clothing to be worn at all times Participants instructed to walk at all times during activity unless specified 	LOW
Over exertion	MEDIUM	<ul style="list-style-type: none"> Participants briefed on using materials safely Raft to be lifted as a team using correct manual handling techniques 	LOW
Reviewed By: Steven Carter	Review Date: Dec 2024 Revise: Dec 2025		Manager: Carlos Lopes

Risk Assessment – ROCK CLIMBING

Activity & Hazard	Risk Before Controls	Elimination or Control Measures	Risk After Controls
<i>Activity specific risk assessment to be used in conjunction with relevant risk assessment. General/Venue, Environment, People & Equipment</i>			
Fall from height	EXTREME	<ul style="list-style-type: none"> Participants attached to belay rope whenever they are climbing Participants wear safety harness while climbing Equipment protected from sharp edges with protective equipment Belayers are closely monitored by TCC Staff at all times when climber is off the ground Covers attached to wall when not in use to restrict accessibility Vigilant supervision maintained by TCC Staff at all times Extra staff member added to activity if more than two climbers run concurrently 	MEDIUM
Slipping/ Tripping	HIGH	<ul style="list-style-type: none"> Appropriate covered footwear required to be worn for activity Appropriate technique explained to participants on difficult sections Area kept free of sticks and debris Activity area mulched 	LOW
Impact	HIGH	<ul style="list-style-type: none"> Participants briefed on and demonstrated proper way to climb & belay TCC Staff provides instruction during climbing to help the placement of feet TCC Staff monitors belayers at all times throughout the activity 	LOW
Entanglement	HIGH	<ul style="list-style-type: none"> All loose clothing, jewelry and other objects that may become entangled are to be removed for the activity. Long hair is to be tied back and if needed tucked into shirt for the activity Participants briefed on where to place hands on rope/ away from equipment Belayers are closely monitored by TCC Staff and instructed to stop if participant becomes entangled. 	LOW
Cutting/ Scratching	MEDIUM	<ul style="list-style-type: none"> Equipment setup to best avoid unnecessary contact with participants Regular inspections of tower for hazards 	LOW
Falling Objects	MEDIUM	<ul style="list-style-type: none"> Loose equipment kept away secured at top of tower Participants briefed on safety near bottom of tower Participants required to wear helmets for activity Helmets required to be worn by anyone between the tower and the belay posts 	LOW
Rope Burn	MEDIUM	<ul style="list-style-type: none"> Participants briefed and instructed on proper technique for climbing Belayers help control descent after participant has finished climbing 	LOW
Inverting Where person abseiling flips upside down	MEDIUM	<ul style="list-style-type: none"> Harness checked/ correctly fitted for each participant prior to their turn Chest Harnesses used to prevent inversion TCC staff to instruct correct body & feet positioning while participant descending 	LOW
Reviewed By: Steven Carter	Review Date: Dec 2024 Revise: Dec 2025		Manager: Carlos Lopes

Risk Assessment – VERTICAL CHALLENGE

Activity & Hazard	Risk Before Controls	Elimination or Control Measures	Risk After Controls
<i>Activity specific risk assessment to be used in conjunction with relevant risk assessment. General/Venue, Environment, People & Equipment</i>			
Fall from height	EXTREME	<ul style="list-style-type: none"> Participants attached to belay rope whenever they are climbing Participants wear safety harness while climbing Equipment protected from sharp edges with protective equipment Belayers are closely monitored by TCC Staff at all times when climber is off the ground Cargo net & retrieval lines are hoisted out of reach/locked up while activity not being conducted Vigilant supervision maintained by TCC Staff at all times Extra staff member added to activity if more than two climbers run concurrently 	MEDIUM
Slipping/ Tripping	HIGH	<ul style="list-style-type: none"> Appropriate covered footwear required to be worn for activity Appropriate technique explained to participants on difficult elements Area kept free of sticks and debris Activity area mulched 	LOW
Impact	HIGH	<ul style="list-style-type: none"> Participants briefed on and demonstrated proper way to climb & belay TCC Staff provides instruction during climbing to help avoid impacts TCC Staff monitors belayers at all times throughout the activity 	LOW
Entanglement	HIGH	<ul style="list-style-type: none"> All loose clothing, jewellery and other objects that may become entangled are to be removed for the activity. Long hair is to be tied back and if needed tucked into shirt for the activity Participants briefed on where to place hands on rope/ away from equipment TCC Staff to monitor & provide instructions when climber is ascending & descending Belayers are closely monitored by TCC Staff and instructed to stop if body part is caught in elements 	LOW
Cutting/ Scratching	MEDIUM	<ul style="list-style-type: none"> Equipment setup to best avoid unnecessary contact with participants Regular inspections of tower & elements for hazards 	LOW
Falling Objects	MEDIUM	<ul style="list-style-type: none"> Loose equipment kept away & secured at top of tower Participants briefed on safety near bottom of tower Participants required to wear helmets for activity when in fall zone Helmets required to be worn by anyone between the tower and the belay posts 	LOW
Rope Burn	MEDIUM	<ul style="list-style-type: none"> Participants briefed and instructed on proper technique for climbing Belayers help control decent after participant has finished climbing 	LOW
Inverting Where person abseiling flips upside down	MEDIUM	<ul style="list-style-type: none"> Harness checked/ correctly fitted for each participant prior to their turn Full body Harnesses used to prevent inversion TCC staff to instruct correct body & feet positioning while participant descending 	LOW
Reviewed By: Steven Carter	Review Date: Dec 2024 Revise: Dec 2025		Manager: Carlos Lopes

Risk Assessment – NIGHT HIKE

Activity & Hazard	Risk Before Controls	Elimination or Control Measures	Risk After Controls
<i>Activity specific risk assessment to be used in conjunction with relevant risk assessment. General/Venue, Environment, People & Equipment</i>			
Cliff Edge/Fall from Height	EXTREME	<ul style="list-style-type: none"> Participants are instructed to keep back from cliff edge. Leaders/teachers position themselves near hazards such as cliff edge to keep participants away. Warning signs placed around headland. 	MEDIUM
Participant lost or separated from group	HIGH	<ul style="list-style-type: none"> Activity leader/s to be at the front and back of group as well as having teachers/other adults scattered throughout the group to ensure the student stay together. 	LOW
Participant tripping or rolling/spraining their ankle	HIGH	<ul style="list-style-type: none"> All student to wear fully enclosed shoes. Students to stick to footpaths and clear walkways. Torches can be utilised to light the path. 	LOW
Struck by Vehicle	MEDIUM	<ul style="list-style-type: none"> Activity leader/s to ensure the students walk on the sidewalk and cross at the traffic lights altogether. If the group is too large for them to cross in one group, the group is to be split and supervised accordingly. 	LOW
General Public	MEDIUM	<ul style="list-style-type: none"> Participants stay with the group under supervision from instructors/teachers 	LOW
Reviewed By: Steven Carter	Review Date: Dec 2024 Revise: Dec 2025		Manager: Carlos Lopes

Risk Assessment – NIGHT ACTIVITIES: GAMES/TRIVIA/DISCO

Activity & Hazard	Risk Before Controls	Elimination or Control Measures	Risk After Controls
<i>Activity specific risk assessment to be used in conjunction with relevant risk assessment. General/Venue, Environment, People & Equipment</i>			
Slip/Trip/Fall	HIGH	<ul style="list-style-type: none"> • Enclosed shoes to be worn at all times • Instructor to remove any trip hazards and assess playing area 	MEDIUM
Collisions with other participants	HIGH	<ul style="list-style-type: none"> • Participants briefed before all games/activities to be aware of your surroundings. • Limit participants in running based games/activities. 	MEDIUM
Reviewed By: Steven Carter	Review Date: Dec 2024 Revise: Dec 2025		Manager: Carlos Lopes