



City of Albany
Publication

Albany Leisure & Aquatic Centre Risk Assessments

(including, Sport Precinct & Off Site Activities)



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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

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.

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"> • Transport to and from activity specific. • Hazards associated with the trip. • Client hazards resulting from alcohol/drugs. • Failure to take medication. • Negative interaction other persons (public), i.e. Violence Emergency Evacuation. 	Staff, clients, volunteers, members of the public who attend the trip or are in the area where trip is	Medium	<ul style="list-style-type: none"> • Drivers must comply with road rules. • Hire buses, must be from reputable company and have functioning seat belts. • 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. • All participants are to take direction from the appointed group leader and response agency (i.e. Police). 	Low	
Date for Review:		Signed:			

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

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.

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:

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"> Weather condition 	<ul style="list-style-type: none"> All riders Exposure to the weather may affect a rider's health. 	<p>Medium</p>	<ul style="list-style-type: none"> Above all 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. Sufficient breaks and protection measures are taken such as sun block, warm clothing during cold conditions 	<p>Low</p>	
<ul style="list-style-type: none"> Inappropriate clothing 	<ul style="list-style-type: none"> All riders Inappropriate clothing may become entangled in riders bicycle moving parts, resulting in a crash or injury 	<p>Low</p>	<ul style="list-style-type: none"> Risk is very low if suitable clothing is worn 	<p>Low</p>	
<ul style="list-style-type: none"> Mechanical failure 	<ul style="list-style-type: none"> All riders Mechanical failure may occur during cycling, (puncture, break failure) resulting in a crash or injury. 	<p>Medium</p>	<ul style="list-style-type: none"> Risk is minimised if an inspection is made of the rider's bike by an accredited assessor prior to the activity. 	<p>Low</p>	
<ul style="list-style-type: none"> Rider may fall off 	<ul style="list-style-type: none"> All riders Riders may fall due to inexperience or other unavoidable hazards 	<p>Low</p>	<ul style="list-style-type: none"> For beginners the risk is high, with training and experience the risk is lowered. Also using a suitable sized cycle lowers risk. 	<p>Low</p>	

Hazard:	Who may be Harmed and How	Risk Evaluation	Controls required	Risk Evaluation	Action by whom and when
<ul style="list-style-type: none"> ● Two riders may collide ● Collision with other pedestrian. ● Collision with another road traffic user ● Potholes / drains ● Branches / trees ● inappropriate route 	<ul style="list-style-type: none"> ● All riders ● Riders may collide due to inexperience or other unavoidable hazards resulting in a crash or injury ● All riders ● Riders may collide due to inexperience or other unavoidable hazards resulting in a crash or injury ● All riders ● Riders may collide due to inexperience or other unavoidable hazards resulting in a crash or injury. ● All riders ● Riders may collide due to inexperience or other unavoidable hazards resulting in a crash or injury. 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Medium</p>	<ul style="list-style-type: none"> ● Risk is relatively low if the riders are instructed in emergency stops and practice swerving to avoid and obstacle. The risk is higher if the speed is faster than the riders are used to, and insufficient gaps are not observed between riders. ● 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. Consider dismantling in pedestrian areas. ● Risk is low if the rider has been trained progressively from Beginner to Intermediate levels. ● Riders must have a potential route in mind and should consider in advance known physical hazards. ● 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. 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	
Date for Review:		Signed:			

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
- Highway Code & use of the public roads.

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 a road or trail ride of more than a mile or so. 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 his 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 just its nose pointing up very slightly.

Its position horizontally should set up so that 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.

The 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 also 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 to the bike.

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 is the way to 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 are suitable for cycling?

- Fleece 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.

- Goggles 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.
- A close fitting woolly or ski hat to retain body heat, not a cloth cap that can fly off in a strong wind.

For very cold weather of under 15C, a nylon front jacket may be very useful and it 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 the wet clothing at the end of the ride.

Helmets which comply with the Australian Standards are strongly recommended.

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 their shoulder, use two brakes
- Special needs if any.
- Medical needs if any, 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 are taken such as sun block
- 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. Also using a suitable sized cycle lowers risk.
- Two riders may collide and fall off. Risk is relatively low if the riders are instructed in emergency stops and practice swerving to avoid an obstacle. 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.

We in Cycling Projects recommend that in addition to the organiser's code of practices:

- That the rider is well enough to take part in the activity
- There is sufficient space to run the activity.
- The seating, toilets and refreshment areas are made known to riders.
- The nearest landline telephone location is known.
- That first aid cover is available.
- That instruction is given on the use of helmets.
- 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 be 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.

USING GYM WITH CLIENTS (YOGA, GROUP FITNESS)

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"> ● Over exertion. ● Using weights or other gym equipment. 	<p>Those undertaking gym activities i.e. clients and staff:</p> <ul style="list-style-type: none"> ● Personal injury, sprains, strains; and ● Ill health. 	<p>Low</p>	<ul style="list-style-type: none"> ● All venues to be public gyms and manned by qualified staff. ● 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. ● Staff should be aware of any conditions which may affect clients' use of the gym – this must be documented in their personal file. ● Staff and clients who use the gym must wear appropriate clothing and footwear as recommended by the venue. ● If staff have any concerns regarding the clients' use of the equipment they should bring it to the attention of Gym staff. ● 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. 	<p>Low</p>	
<p>Date for Review:</p>		<p>Signed:</p>			

24 HOUR GYM

Date of Assessment:

Hazard :	Who may be Harmed and How	Risk Evaluation	Controls required	Risk Evaluation	Action by whom and when
<p>Member Personal not understanding Responsibilities:</p> <ul style="list-style-type: none"> • Consistency between the terms and conditions and the new processes. • Ensure members have an understanding of user responsibilities with 24hour access. 	<p>Those undertaking gym activities i.e. clients and staff:</p> <ul style="list-style-type: none"> • Personal injury, sprains, strains; and • Ill health 	<p>Medium</p>	<ul style="list-style-type: none"> • Membership Terms & Conditions: Reflect the 24 hour access. • Membership Pack and User Guide: Developed & updated to address 24 hour access and mitigate member based risks. • Induction & Fitness Appraisals: Updated to incorporate the 24 hour access. Every member will have a clear understanding of the rules & usage through the induction process. • Encouraging those with health risks to attend during staffed hours. • T&C – Disclaimer included. • 24 hour Access & Membership Condition: On application only, 18 years and over. No member to be provided 24hour access without an induction. 24 hour access does not apply to casual users. • CCTV: Regular checks through the CCTV footage after hours will also be done to make sure rules are being followed. • Lost tags - Need to be reported straight away. Once they are reported lost they will be deactivated. 	<p>Low</p>	<p>Control Implementation and monitoring undertaken by ALAC Commercial Services Coordinator.</p>

24 HOUR GYM

Date of Assessment:

<p>Member Personal Responsibilities:</p> <ul style="list-style-type: none"> Lack of understanding of user responsibilities in regards to 24 hour gym access. 	<p>Those undertaking gym activities i.e. clients and staff:</p> <ul style="list-style-type: none"> Personal injury, sprains, strains; and Ill health 	<p>Medium</p>	<p>Induction Covers the following:</p> <ul style="list-style-type: none"> Health and hygiene information. Tour of the gym. Stretching exercises. How to use the equipment. Gym etiquette (wipe machines after use, put equipment back, lower equipment slowly). Fitness assessment and exercise program. Signage: In place advising patrons of the behaviour expected. 	<p>Low</p>	<p>Authorised person assigned induction responsibilities.</p> <p>Member (user) is required to acknowledge responsibilities.</p>
<p>Slip, trip or medical emergency during the unstaffed hours.</p>	<p>Those undertaking gym activities i.e. clients and staff:</p> <ul style="list-style-type: none"> Personal injury, sprains, strains; and Ill health. 	<p>Medium</p>	<ul style="list-style-type: none"> Induction (Physical & Membership Packs) - All members to be inducted to the facility. As part of the 24hour membership package patrons will be provided with a copy of the user guide handbook that outlines safe usage, pre & post stretches, gym etiquette and support. Induction records to be maintained. Fitness Appraisal - Members to be given a fitness appraisal prior to obtaining access to the 24hr gym. High Risk User to provide a medical clearance and encouraged to access service during staffed hours to ensure safety. 	<p>Low</p>	<p>Control Implementation undertaken by ALAC Commercial Services Coordinator.</p> <p>Duress Monitoring undertaken by:</p> <ul style="list-style-type: none"> Monitoring company; ALAC Commercial Services Coordinator; ALAC Business Coordinator; and Manager Information Technology.

Date of Assessment:

- Equipment Education** - During the induction patrons to be shown how to correctly use the gym equipment and are deemed competent in its use. Further education in the user guide handbook. Videos demonstrating safe usage will be emailed to members and on the website.
- Safety & First Aid Equipment-** Provision of a first aid, AED and personal duress alarms. Patrons encouraged to wear personal lanyard duress alarm buttons during unsupervised 24hour use including when using of the ablutions.
- First Responder & Security** - The duress alarms notify City of Albany security companies (ARM Monitoring Company & South Coast Security) & key staff to respond in a timely manner & activate the appropriate emergency response.
- Safety Signage** - Install signage noting the risks, highlighting the duress alarms, DEFIB, first aid and advising patrons to come during supervised hours if they requires support.

24 HOUR GYM

Date of Assessment:

			<ul style="list-style-type: none"> • Ambulance Medical Support - Security firm to activate the Ambulance Services access to ALAC. In addition to the duress alarms patrons asked to ensure they have their phones available with them and to contact 000 in the case of an emergency. • OSH Reporting - 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. 		
Lack of visibility in walkway & carpark resulting in antisocial behaviour, theft, damage.	Those undertaking gym activities i.e. clients and staff <ul style="list-style-type: none"> • Personal injury, damage to personal property. 	Medium	<ul style="list-style-type: none"> • Improved Lighting - Gym foyer, entrance area, entrance ramp and middle block of carparks to be illuminated from 6pm until 6am. • CCTV - Installed in the carpark, access door and walkway. • Community Education - Patrons informed (induction & user guide) of the CCTV locations and installation to deter antisocial behaviour and increase safety. 	Low	Control Implementation undertaken by ALAC Commercial Services Coordinator
Risk of theft or other unfavourable behaviour	Those undertaking gym activities i.e. clients and staff Personal injury, damage to personal property.	Medium	<ul style="list-style-type: none"> • CCTV - Installed to manage and report antisocial behaviour. Supervisors review camera video feed daily to identify unreported incidents that occur during the previous 12 hrs. 	Low	Control Implementation undertaken by ALAC Commercial Services Coordinator

24 HOUR GYM

Date of Assessment:

			<ul style="list-style-type: none"> • Secure Lockyer's - Provision of secure lockers with a personal pin code to store valuables. • Patron OSH Reporting & Community Education - At the induction patrons will be advised of the definition and consequences of unappropriated behaviours in the gym (including bans). Patrons will be informed of the extensive video & CCTV surveillance to discourage unacceptable behaviour. • In addition to access to the incident/hazard report forms on the counter patrons will also be provided with a phone number and email address they can text/email anonymously to report and unsuitable behaviour they witness. • Signage - Gym Rules & Etiquette Installed. 		
<p>Equipment Maintenance</p> <ul style="list-style-type: none"> • Daily Schedule and records maintained 	<p>Those undertaking gym activities i.e. clients and staff</p> <ul style="list-style-type: none"> • Personal injury, sprains, strains as a result of equipment being in poor condition 	<p>Medium</p>	<ul style="list-style-type: none"> • Daily Equipment Checks: Conducted at the start & end of each day to ensure no equipment is missing or damaged due to misuse. Damaged equipment immediately removed from the floor, repaired or replaced. • Maintenance Schedule – 12 month maintenance schedule in place. Repair on equipment are done immediately if machines are broken. 	<p>Low</p>	<p>Control Implementation undertaken by ALAC Commercial Services Coordinator</p>

24 HOUR GYM

Date of Assessment:

			<ul style="list-style-type: none"> • Gym layout – provides sufficient space to exercise freely without impacting on others. • Synergy Records – Maintained by gym admin staff. 		
Unauthorised entry through emergency exit doors	<p>Those undertaking gym activities i.e. clients and staff</p> <ul style="list-style-type: none"> • Personal or injury to others, sprains, strains as a result of unauthorised entry 	Low	<ul style="list-style-type: none"> • Emergency Exit Doors – Are alarmed and when forced exit or opened the alarm will be activated and trigger security call out. • 24hr access - Provided to inducted over 18 members only. • Restricted Fob Access - All members need to enter via the scan-in system with fob access. • Security Controls - All members need to have a membership and provide full personal details and present a photo ID upon signing up. CCTV enables further monitoring and follow up if required. 	Low	<p>Control Implementation undertaken by ALAC Commercial Services Coordinator</p> <p>CCTV Monitoring - Manager Information Technology & ALAC Commercial Services Coordinator</p>
Unauthorised access to restricted areas	<p>Those undertaking gym activities i.e. clients and staff:</p> <ul style="list-style-type: none"> • Personal or injury to others, sprains, strains as a result of unauthorised entry; and • Damage to property. 	Low	<ul style="list-style-type: none"> • Controlled and restricted access (Members) - Only the allocated gym, foyer and toilets will be accessible to over 18 members after hours. • Security - All doors to off-limit areas including the pools will be locked with security alarms and CCTV active. 	Low	<p>Control Implementation undertaken by ALAC Commercial Services Coordinator.</p> <p>Access and Security: Manager Information Technology & ALAC Commercial Services Coordinator.</p>

24 HOUR GYM

Date of Assessment:

<p>Patrons under the age of 18 - Additional Safety and Support.</p>	<p>Those undertaking gym activities i.e. clients and staff</p>	<p>Medium</p>	<p>Membership Packs, Induction and Fitness Appraisal - Applies to all members.</p> <p>To ensure the safety and wellbeing of young people the following additional controls and access will apply:</p> <ul style="list-style-type: none"> • Young People (under 16 years): At present children under the age of 16 can only access the gym under supervision (3.15-5pm) during staffed hours. Noting the additional risk for young people this practise will continue. No access to the 24 hours service. Access fobs will be programmed to reflect this. • Young People (under 18 years): To ensure safety young people 16- 18 years will continue to have access during general ALAC opening hours only (staff member available at all times) seven days per week. No access to the unsupervised 24 hour service. Access fobs will be programmed to reflect this. 	<p>Low</p>	<p>Control Implementation undertaken by ALAC Commercial Services Coordinator.</p> <p>Fob Access and Security:</p> <ul style="list-style-type: none"> • Manager Information Technology & ALAC Commercial Services Coordinator.
<p>Contracted Services/ Personal Trainers</p> <ul style="list-style-type: none"> • Qualified and recognised 	<p>Those undertaking gym activities i.e. clients and staff</p>	<p>Low</p>	<p>All personal training sessions will be restricted to the centres opening staffed hours and all staff will hold relevant qualifications.</p>	<p>Low</p>	<p>Control Implementation undertaken by ALAC Commercial Services Coordinator.</p>
<p>Date for Review:</p>		<p>Signed:</p>			

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"> ● Clients and staff in water which might be deeper than they are tall. ● Slips and Trips 	<p>Clients and staff who undertake swimming as an activity:</p> <ul style="list-style-type: none"> ● Drowning; ● Ill health; and ● Musculoskeletal injury. 	<p>Medium</p>	<ul style="list-style-type: none"> ● Only use public pools which have on duty lifeguards at all times. ● Check that the client is not at an increased risk from any medication they may be taking (if disclosed). ● Clients and staff to adhere to pool rules regarding no running, diving etc. ● 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. ● Arrangements for off-site activities to be followed. 	<p>Low</p>	
<p>Date for Review:</p>		<p>Signed:</p>			

SWIMMING IN OPEN WATER (DAMS, RIVERS, LAKES, OCEAN)

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"> ● Swimming in rough conditions. ● Weak or inexperienced swimmers. ● Tidal conditions and currents. ● Sharp objects on beach or in the sea. ● Rocks on beach and in the sea. ● Jelly fish stings. ● Slips and trips. 	<p>Clients and staff:</p> <ul style="list-style-type: none"> ● Drowning ● Cuts and sprains and stings ● Ill health 	<p>High</p>	<ul style="list-style-type: none"> ● Always swim on a beach that has lifeguard cover. ● Read and communicate to all parties the safety signs found at the entrance to the beach ● Always swim between the red and yellow flags which are lifeguard patrolled ● Ensure all in the party are competent to swim and have swum previously in the sea ● Inflatable toys are not to be used in the sea ● Do not swim when the red flag is flying ● Party leader to familiarise with tide times and conditions prior to trip ● 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. ● Party leader to check surrounding beach area for hazards before entering into the sea with clients 	<p>Medium</p>	

SWIMMING IN OPEN WATER (DAMS, RIVERS, LAKES, OCEAN)**Date of Assessment:**

<ul style="list-style-type: none">● Cold● From the sea during colder months	<ul style="list-style-type: none">● Hypothermia	Low	<ul style="list-style-type: none">● 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	Low	
<ul style="list-style-type: none">● During summer months	<ul style="list-style-type: none">● Heatstroke and sunburn	High	<ul style="list-style-type: none">● 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.	Low	
Date for Review:	Signed:				

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"> Fall from height using an inappropriate belay method (for example: <i>Italian hitch</i>). 	<p>Staff, clients, volunteers, members of the public who attend the trip or activity</p>	<p>Medium</p>	<ul style="list-style-type: none"> 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. 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. The tutor to participant ratio must be a maximum of 1:12 plus accompanying adults. 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. The Tutor shall have full responsibility for, and command of, the group and shall designate roles to accompanying helpers. 	<p>Low</p>	
<p>Date for Review:</p>		<p>Signed:</p>			

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"> Signage. 	Signage could fall and injure anyone in the vicinity including staff, volunteers and members of the public.	Medium	<ul style="list-style-type: none"> In external conditions signage is erected appropriately and where relevant anchored to the floor or structure. In internal venues signs should be placed away from main walkway. 	Low	
<ul style="list-style-type: none"> Manual handling of Equipment. 	Back and shoulder injuries, strains and sprains, cuts and abrasions to set up persons.	High	<ul style="list-style-type: none"> Literature and leaflets split into manageable loads. Use trolley to transport loads. Team handle table and chair set up. Ensure that high risk equipment has a specific manual handling assessment in place e.g. Television Monitors, Studio Broadcast & Speaker Systems. 	Low	
<ul style="list-style-type: none"> Portable Electrical Equipment. 	Electric shock and fires from poorly maintained equipment or overloaded sockets.	High	<ul style="list-style-type: none"> All electrical items visually inspected before use. If defective remove from use. Portable appliances checks undertaken on an annual basis or equipment such as kettles purchased new. Extension leads fully uncoiled before use. Sockets and adaptors not overloaded. No modifications made to electrical leads. Use power supply as provided and required by venue. Portable extinguisher on site. 	Low	

ORGANISING AN EVENT

Date of Assessment:

<ul style="list-style-type: none"> • Venue Safety. 	Accidents from the infrastructure of the venue.	Low	<ul style="list-style-type: none"> • Follow directions of venue staff. 	Low	
<ul style="list-style-type: none"> • Planning the Event. 	Accidents and incidents that may occur due to the nature of activities and demonstrations on site.	Low	<ul style="list-style-type: none"> • Follow directions of venue staff. 	Low	
<ul style="list-style-type: none"> • Slips and Trips. 	<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>	Medium	<ul style="list-style-type: none"> • Keep area clear and use staff if necessary to manage the environment during set-up and take down of displays. • Ensure floors clear of obstructions and kept dry. Use wet floor signs if necessary and clean floor as soon as possible. 	Low	
<ul style="list-style-type: none"> • Gazebo. 	Could fall and injure staff, volunteers and members of the public	High	<ul style="list-style-type: none"> • Gazebo erected as per manufactures instructions. • In external conditions gazebo must be securely tied down. 	Low	
<ul style="list-style-type: none"> • Lighting. 	Inadequate lighting causing slips and trips.	Medium	<ul style="list-style-type: none"> • Adequate lighting suitable for the event. 	Low	
<ul style="list-style-type: none"> • Heating. 	Extreme cold or heat causing health effects in staff	Medium	<ul style="list-style-type: none"> • 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. 	Low	
<ul style="list-style-type: none"> • Vehicles on site. 	Collision between pedestrian and vehicles	Medium	<ul style="list-style-type: none"> • Staff to park in designated parking area and no vehicles on site apart from set up and demo vehicles. 	Low	

ORGANISING AN EVENT**Date of Assessment:**

<ul style="list-style-type: none">• Risks from specific demonstration or activities.	Specific risks from planned stand activities	Various	<ul style="list-style-type: none">• Stand risk assessment to be set up per individual stand if differs from set standard risks on this assessment	Low	
<ul style="list-style-type: none">• Accidents and incidents.	Accidents to staff , clients or members of the public	Medium	<ul style="list-style-type: none">• Accidents and incidents to be reported to event organizers and to City of Albany.• First Aid kit held on site.	Low	
Date for Review:	Signed:				

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"> Failure to provide adequate first aid may lead to more severe. Consequences following an accident or case of ill health. 	<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>Low</p> <p>High</p> <p>Low</p>	<ul style="list-style-type: none"> In all activities there will be a minimum of one appointed person at any one time (including cover for absence and leave). In recreation activities there will be a minimum of one fully qualified first aider at any one time. A minimum of one fully stocked first aid box will be kept at easily accessible location. Any accident or case of ill health to be reported to the City of Albany. Staff and patrons who participate in activities away from ALAC will have access to a mobile phone to summon emergency help. Also refer to Control of Infection First Aid Training Guidance Notes. 	<p>Low</p> <p>Medium</p> <p>Low</p>	
<p>Date for Review:</p>		<p>Signed:</p>			

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"> Incident / injury occurring due to staff decisions/ actions. 	All	Extreme	<ul style="list-style-type: none"> All instructors delivering Ground Belay Activities must be qualified and have completed the City of Albany climbing induction. All instructors must have their first session observed. 	Medium	<ul style="list-style-type: none"> All instructors are required to maintain their skill level and keep and up to date log book. All instructors will be subject to on-going session observations by more senior staff. All instructors will have an annual review of their performance and to insure they are aware of all updates to risk assessments, policies & procedures and accident records.
<ul style="list-style-type: none"> Existing injuries / medical conditions or behavioural issues. 	Participants	High	<ul style="list-style-type: none"> Group medical information must be checked by the delivering instructors prior to the activity commencing. The instructor's pre session brief should include asking groups if they have, or have had, any injuries / medical conditions. 	Medium	<ul style="list-style-type: none"> Act upon this information accordingly.
<p>Weather:</p> <ul style="list-style-type: none"> Inability to belay competently due to excessive heat, cold, rain, sunlight. 	All	High	<ul style="list-style-type: none"> Detailed weather reports to be checked before leaving. Group shelter to be taken. When appropriate, spare clothing to be taken. Instructors to inform students about suitable clothing, drinks etc. for weather conditions. 	Medium	<ul style="list-style-type: none"> Instructors and participants shall wear appropriate clothing for the prevailing weather conditions i.e. sunglasses, gloves, thermals or waterproofs where appropriate.

OUTDOOR ABSEILING

Date of Assessment:

<ul style="list-style-type: none"> Incorrect Rigging / setup. 	All	Medium	<ul style="list-style-type: none"> Only using experienced instructors Site specific risk assessments 	Low	<ul style="list-style-type: none"> Each instructor must check their rigging is correct and in line with the systems they have been trained and assessed to use.
<ul style="list-style-type: none"> Anchor failing. 	All	Medium	<ul style="list-style-type: none"> Instructors to use experience to select appropriate anchors. Minimum of two 'Bombproof' anchors to be used. 	Low	
<ul style="list-style-type: none"> Incorrect Belay Setup. 	Participants	Medium	<ul style="list-style-type: none"> Only using experienced instructors Site specific risk assessments 	Low	<ul style="list-style-type: none"> Each Instructor must check their belay setup is correct and in line with the system they have been trained and assessed to use. The second instructor must see this check and be able to confirm a check was carried out.
<ul style="list-style-type: none"> Poor Group Control / management. 	Participants	Medium	<ul style="list-style-type: none"> Only using experienced instructors 	Low	<ul style="list-style-type: none"> The instructor must: <ul style="list-style-type: none"> Brief the group on the location of the safety area Set boundaries for the group - Focus on the active participants they are the primary concern. 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.

OUTDOOR ABSEILING

Date of Assessment:

<ul style="list-style-type: none"> Incorrectly fitted equipment. 	All	High	<ul style="list-style-type: none"> Having a range of equipment that is adjustable 	Medium	<ul style="list-style-type: none"> Instructor must brief the group on how to fit their helmets and harness. Instructor must brief the group to not play with the equipment after it has been fitted. The instructor must check all participants' harnesses and helmets before climbing to the abseil platform. The instructor must check all participants' harnesses and helmets every time before they leave the abseil platform.
<ul style="list-style-type: none"> Unsecure attachment to safety rope. 	Participants	High	<ul style="list-style-type: none"> Only using experienced instructors. 	Medium	<ul style="list-style-type: none"> 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. The instructor should see the 'pinch test' on the karabiner before the participant climbs to the abseil platform.
<ul style="list-style-type: none"> Impact with ground or other obstacle / fall from height 	Participants	High	<ul style="list-style-type: none"> All novice groups to have suitable supervision by an instructor. 	Medium	<ul style="list-style-type: none"> Group management. If required safety line at top of crag Helmets fitted Briefing and supervision by instructor First aid kit to be carried Only lower the participant at an appropriate speed. This should be slow and controlled. 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.

OUTDOOR ABSEILING

Date of Assessment:

<ul style="list-style-type: none"> ● Entrapment 	All	High		Medium	<ul style="list-style-type: none"> ● 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. ● Brief and check the participant has tied back / secured long hair. ● The instructor must check themselves for the above as well.
<ul style="list-style-type: none"> ● Objects falling from height 	All	High	<ul style="list-style-type: none"> ● Helmets to be worn at all times (Unless in safety area designated by lead instructor). ● Brief to cover 'Below' Call 	Low	<ul style="list-style-type: none"> ● Helmets to be worn by participants and instructors. ● Instructor should be vigilance that group keep their helmets on and no one enters the safety area without a helmet
<ul style="list-style-type: none"> ● Suspension injuries / Stuck Climber / refusal to lower 	Participant	Medium	<ul style="list-style-type: none"> ● Due to the nature of the climbing wall and the way ALAC operate a genuinely physically stuck climber is extremely unlikely. 	Low	<ul style="list-style-type: none"> ● Should such a situation occur: ● REFUSAL: <ul style="list-style-type: none"> - 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. - Select appropriate routes for the group in question. - Use friends, teachers or another instructor to climb (belayed) to the climber to talk them down. ● STUCK / SUSPENDED <ul style="list-style-type: none"> - Belayer to take as much weight as possible on the rope and attempt to talk the climber out of the situation.

OUTDOOR ABSEILING

Date of Assessment:

					<ul style="list-style-type: none"> 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.
<ul style="list-style-type: none"> Muscular injury 	Participant	High		Low	<ul style="list-style-type: none"> Full and appropriate warm up before session Full and appropriate cool down after session Teaching students not to 'close crimp' Limiting the number of attempts students have on 'crimpy' routes
<ul style="list-style-type: none"> General public 	Participant	High		Low	<ul style="list-style-type: none"> Group management by instructor
Date for Review:		Signed:			

BUSHWALKING

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"> • Sunburn 	Participant	Medium	<ul style="list-style-type: none"> • Participants are advised to bring sunscreen 	Low	
<ul style="list-style-type: none"> • Dehydration 	Participant	Medium	<ul style="list-style-type: none"> • Participants are advised to bring plenty of water. • Regular breaks. 	Low	
<ul style="list-style-type: none"> • Overexertion, illness or negative effects of pre-existing medical conditions 	Participant	Medium	<ul style="list-style-type: none"> • Participants are advised of the likelihood of strenuous activity and to carry any appropriate medications and self-administer when required. 	Low	
<ul style="list-style-type: none"> • Bites – snake, leech, tick, insect, ants, bees, flies, mosquitoes, spiders, wasps 	Participant	High	<ul style="list-style-type: none"> • Inform participants of the presence of bite hazards in advance. • Maintain awareness of the presence of snakes, ant nests, and bee/wasp nests at all times. • Avoid handling and/or antagonising snakes where observed. • Look before putting hands under rocks, logs or into dense vegetation. • First aid trained activity leader and carry have first aid kits and at least a compression bandage for snake bites on guided walks. • Carry emergency and key contact numbers with a mobile phone and groups aware of the location of the phone. • Insect repellent available on site and apply only as required. 	Medium	

BUSHWALKING

Date of Assessment:

			<ul style="list-style-type: none"> Ask participants if they are allergic and carrying medication to alert activity leader to their condition. 		
<ul style="list-style-type: none"> Food poisoning 	Participant	Low	<ul style="list-style-type: none"> Ensure all food containers in date prior to session. Refrigerate food as required. Use plastic gloves if touching food. Thoroughly clean all utensils after use – using hot soapy water. Store and stack all food equipment in boxes with lids that prevent insect contact. Ensure all food thoroughly heated/ cooked prior to serving. Serve food as soon as possible after cooking. 	Low	
<ul style="list-style-type: none"> Allergic reaction to food or plants 	Participant	Medium	<ul style="list-style-type: none"> All staff and program participants are requested to advise of food allergies. Advise program participants of foods containing common allergens i.e. nuts, bush tucker etc. Clean BBQ's before use. Thoroughly clean all utensils after every use – using hot soapy water. 	Low	

BUSHWALKING

Date of Assessment:

<ul style="list-style-type: none"> Slips, trips and falls (during the day) 	Participant	Medium	<ul style="list-style-type: none"> Advise participants prior to activity of the need for closed and sturdy footwear to be worn by all participants. Alert group (children) to potential hazards and advise groups not to run or carry sticks Move with care and maintain awareness of slippery, loose or rough surfaces, particularly logs and rocks. Consider postponing activity if the ground is too wet. Activities conducted on established trails. Stay away from edges on sloped areas. 	Low	
<ul style="list-style-type: none"> Slips, trips and falls (at night) 	Participant	High	<ul style="list-style-type: none"> As for “slips, trips and falls during the day”. Participants advised they must bring a torch for the activity. Utilise appropriate headlamps and spotlights to enable clear vision of possible obstacles. All spotlight walk participants to be briefed using safety induction prior to night activities. Induction to include: no torch no walk, use of torches to light trails, caution to be used at all times due to uneven, possibly wet/ damp surfaces. All participants to read and sign safety sheet outline/disclaimer. 	Medium	
<ul style="list-style-type: none"> Walking on bush tracks / walking trails 	Participant	Low	<ul style="list-style-type: none"> Stop, look and listen for traffic before crossing roads. 	Low	

BUSHWALKING

Date of Assessment:

			<ul style="list-style-type: none"> When waiting or walking on or near roads and an on-coming vehicle is approaching, move off the road to one side in a highly visible location until the vehicle has passed or stopped moving. When using spotlights, turn off or face down to reduce the risks of dazzling on-coming driver. Adults to supervise children when crossing roads. 		
<ul style="list-style-type: none"> Injury from handling craft materials – glue, paint, hammers, etc. (i.e. Children) 	Participant	Low	<ul style="list-style-type: none"> Children under 6 required to have a parent / guardian remain during the activity. Use only non-toxic products. Advise children to wash hands after handling paint/glue. Distribute equipment/materials to minimize the need for children to move around the craft area Direct children to sit while undertaking craft activities. Clean-up any spills ASAP. 	Low	
<ul style="list-style-type: none"> Exposure to soil and fauna borne pathogens – handling (i.e. Children) soil and worms 	Participant	Low	<ul style="list-style-type: none"> Direct children to wash hands after handling. 	Low	

BUSHWALKING

Date of Assessment:

<ul style="list-style-type: none"> • Conflict or aggression amongst the group (i.e. Children) 	Participant	Low	<ul style="list-style-type: none"> • Establish rapport and leadership early in each session. • Remain approachable and open to questions. • Defer difficult questions to a later time for follow up. • Refer discipline issues to the teacher in the first instance. • If unresolvable, ask participant to leave group for later discussion. 	Low	
<ul style="list-style-type: none"> • Injury from falling into water bodies or creeks 	Participant	Medium	<ul style="list-style-type: none"> • Supervise students/participants at all times when near water bodies. • If standing in, wading or crossing water place feet with caution, wear appropriate footwear e.g. boots, gumboots, hold onto fixed objects for support. • Avoid skin contact especially face, eyes & mouth. • Do not drink from water bodies. 	Low	
<ul style="list-style-type: none"> • Fires, including wildfire and hazard reduction • Burning 	Participant	Medium	<ul style="list-style-type: none"> • For programs conducted during the fire season or high fire danger periods inform the regional fire room of the excursion and emergency contact details. • Take a mobile phone. 	Low	
<ul style="list-style-type: none"> • Overhead hazards 	Participant	Medium	<ul style="list-style-type: none"> • Inspect all routes, paths and stops, including campsites for hazardous limbs and hang ups after a significant storm event. • Select alternative route if necessary. 	Low	

BUSHWALKING**Date of Assessment:**

School Groups: <ul style="list-style-type: none">● Incident occurs with self-guided group –● City of Albany staff not present	Participant	Low	<ul style="list-style-type: none">● Inform teacher with contact details of staff.● Schools to have first aid kit.● Activity conducted close to emergency facilities if possible.	Low	
Date for Review:		Signed:			

INFLATABLE LAND-BASED DEVICES (Jumping Castles)

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"> Lack or improper supervision 	Participants	High	<ul style="list-style-type: none"> The device must be supervised by the inflatable owner or event staff at all times. The minimum number of operators/ attendants required to supervise the device and any age restriction that apply. Request evidence of the operators experience, safety and training record. 	Low	
<ul style="list-style-type: none"> Improper use (that is: allowing mix of adults or older children and young children to play in the inflatable at the same time) 	Participants	Extreme	<ul style="list-style-type: none"> Request evidence of the operators experience, safety and training record The maximum height, weight or age limits that apply for patrons to use the device 	Medium	
<ul style="list-style-type: none"> Improper set-up 	Participants	High	<ul style="list-style-type: none"> Require that the jumping castle be set up by experienced/ trained personnel 	Low	
<ul style="list-style-type: none"> Inadequate anchoring 	Participants	High	<ul style="list-style-type: none"> Operate in accordance AS 3533.4.1 	Low	
<ul style="list-style-type: none"> Tie-down ropes of insufficient strength 	Participants	High	<ul style="list-style-type: none"> Operate in accordance AS 3533.4.1 	Low	

<ul style="list-style-type: none"> Use of inflatable structures and windy conditions 	Participants	Medium	<ul style="list-style-type: none"> Ask the hirer what the device's maximum safe wind speed is when device in use 	Low	
<ul style="list-style-type: none"> Access to dangerous parts of the equipment (for example: unguarded fan / blower unit) 	Participants	Medium	<ul style="list-style-type: none"> Restrict public access by way of temporary fence 	Low	
<ul style="list-style-type: none"> Electrical hazards, such as exposed electrical contacts 	Participants	Medium	<ul style="list-style-type: none"> Check and remove hazards 	Low	
<ul style="list-style-type: none"> Entrapment and suffocation points 	Participants	Extreme	<ul style="list-style-type: none"> Check before public use and ensure they are removed. Activity to be observed at all times. 	Medium	
<ul style="list-style-type: none"> Exit / Entry points blocked / obstructed in the case of an emergency 	Participants	Medium	<ul style="list-style-type: none"> Remove obstructions or reposition inflatable device 	Low	
<ul style="list-style-type: none"> Collision of users 	Participants	Medium	<ul style="list-style-type: none"> Monitor user numbers and manage behaviour 	Low	
<ul style="list-style-type: none"> Trip and fall hazards (for example: due to poor placement of anchorage points) 	Participants	Medium	<ul style="list-style-type: none"> Check for trip hazards, remove or control 	Low	

<ul style="list-style-type: none"> Sharp objects present in jumping area (for example: glasses, buckles on clothing) 	Participants	Medium	<ul style="list-style-type: none"> Check device before public use and during use 	Low	
<ul style="list-style-type: none"> Sudden loss of pressure / deflation due to holes or tears in the fabric of the device 	Participants	Medium	<ul style="list-style-type: none"> Evacuate device immediately 	Low	
<ul style="list-style-type: none"> Lack of safety mats outside exit / entry points 	Participants	Medium	<ul style="list-style-type: none"> Check and ensure adequate matts 	Low	
Date for Review:		Signed:			