

ACTIVITY PLAN

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Activity	Top rope abseiling on single pitch natural surface
Aim	The experience aims to enable participants to: • Participate in abseiling on a natural surface for their first time. • Become somewhat familiar with the ropes and other components used when abseiling • Experience the Australian bush in a controlled environment • Gain some experience in preparing for outdoor activities in varying weather conditions • Develop friendships • Have an enjoyable day. • Overcome fears of heights should they have any.
Objectives (developed in consultation with clients and colleagues)	The primary objective is to provide a safe environment for participants to experience abseiling on a natural surface and enjoy a day in the Australian bush.
Supervision	This activity is only to be run by suitably qualified and experienced staff holding at the minimum a qualification in the skillset of Abseiling on a Natural Surface using Top Rope. In most cases where young children are being instructed, a second leader should be available though need not necessarily have the qualification if they are suitably experienced.
Group size & Ratios	2:20 maximum
Weather Forecast	Forecast should be checked again 2 days prior to the activity, the day before the activity and on the morning of the activity. Any weather predictions which suggest inclement weather or unfavorable weather should be considered as reason to postpone due to safety concerns.
Safety	Safety Management: • This planning document forms part of the safety management process • Only fully qualified instructors with significant experience will be used • Only equipment that has been carefully checked immediately before use will be utilised • All equipment will be checked at several times throughout use • Worn or damaged equipment will be removed from use, labelled and identified in the maintenance log. • A maintenance log will be maintained at all times. Equipment that is faulty must be logged in this log and may not be used until it is repaired or replaced

	• Participants and staff must wear appropriate PPE at all relevant times, including a helmet whenever near the cliff face, including waiting at the bottom. • Before any activity is carried out, the instructor must setup a rescue line beside the intended abseiling line. • A rescue kit must be available at all times, with the basics pre-attached to the instructors harness. • Instructor must wear his/her harness at all times, including the relevant rescue equipment • A suitable mobile phone and UHF Radio must be maintained at all times, ready for emergency use. • Instructors should carry and remain in contact using UHF radios whenever not immediately near each other • Participants exhibiting unsafe actions will be warned once. Should they continue making poor choices, they will be excluded from the activity, at their parents cost.
Equipment	Instructor • Copies of all documentation in a waterproof document wallet • Copies of all participant medical and contact forms in waterproof document wallet • Personal needs including hat and food/water • Communication devices inc mobile phone, UHF, • First Aid kit in waterproof container • Personal harness and climbing gear • Helmet Participant • Each participant will be responsible for bringing their personal items as per the packing list Group • Backpacks to carry equipment • One of each per participant, plus spares to be left in the vehicle ○ Helmet (variable size) ○ Harness • Descending device x 2 • Belay device x2 • Carabiner x12 • Ropes – 30m static x 2 (one left in vehicle as backup) • Slings x 4 • Accessory cord x 5

EMERGENCY RESPONSE PLAN

In the event of a serious injury or fatality

Guide's responsibilities:

The guide is to assess the situation and take charge of the group. Any decision making should be done in a planned and measured manner, taking into account all planning and emergency response plans and policies. For any situation, the guide will be responsible for first aid and group management responsibilities, though if the attending teacher is suitably qualified, they may be allowed to administer basic first aid to secondary victims, according to their qualification and duty of care to their students.

At the first available chance, once the casualty has been stabilised and/or the situation is under control, the first priority is to make contact with emergency services. Remember that you can call emergency services on speaker phone while carrying out many first aid responses, which will facilitate an earlier response from the emergency services.

The guide must always remain at the accident site until emergency services and police arrive, unless told to do otherwise by emergency services personnel, which may include evacuating the casualty to a meeting point.

At all times during and after the emergency situation, the guide is to manage the situation to the best of their ability and according to their emergency response plans and policies.

PRIORITY ONE

Communication with emergency services

Step One

1. Stabilise the situation, ensure the rest of the party is not in danger
2. Apply appropriate first aid to the casualties by checking immediate critical life threats (airway, bleeding, breathing)

Step Two

1. Gain 2 way communication with emergency services at the first available opportunity after or during any critical life-saving interventions

Using either mobile phones, sat phone, marine radio or PLB, gain contact with emergency services. Where appropriate, and only after the patient has been stabilised, allow a secondary staff member to watch the patient, checking vitals at regular intervals. Maintain contact until services arrive. If contact is not available, or the patient is unable to be moved,

PRIORITY TWO

Management & evacuation

Guide's responsibilities / actions:

1. Continue with first aid procedures – eg spinal immobilisation etc
2. If there has been a serious accident, serious illness or death, the trip is to be aborted immediately and participants should be taken to the nearest medivac point if possible.
3. Evacuate the trip as soon as possible ensuring the rest of the group is warm and safe.
4. The guide is to remain at the accident site for police investigations.
5. No equipment or bodies to be moved until told to do so by police.
6. Guide is to fill in incident report and trip report as soon as possible
7. Designated third party to console remaining participants
8. Meeting with guide and all

immediately activate PLB and wait for emergency services to arrive in addition to gaining two way communication	involved emergency services to be arranged as soon after the incident as possible to debrief the situation and seek advice for improvements 9. Debrief internally according to company requirements.
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COMMUNICATIONS PROTOCOL

Communication to be used, level of reliability and communications contingency plan:

Two way telephone communication as the preferred and default method of communication at all times so as to ensure accurate information transfer.

If the intended location is known, or reasonably might be assumed to have mobile phone dead spots, a satellite phone should be carried for the purposes of making emergency and checkin communications.

- As per the above procedure, in the event of an emergency, the guide is to make immediate two way communications with the appropriate emergency services directly.
- After successful communication with emergency services, the guide will then make contact with the base contact or camp contact.

Guides will contact the base contact person for non-emergency incidents, minor incidents, trip changes or in-house evacuations for students who become ill or sustain an injury requiring medical attention, though not considered an emergency.

Where no communication is available, at the guide's discretion, a PLB will be activated to alert emergency services to the location of the emergency. This is always secondary preference to direct communications as it doesn't allow communication of the nature of the emergency.

Unfavourable weather conditions contingency plan

Action plan: Should unexpected, unfavourable, though gentle weather appear, the group will temporarily abandon the activity and head for a protected space. Should the weather pass, the activity can recommence if the cliff and equipment is allowed to dry first. Should the weather set in, the activity will need to be abandoned entirely. Participant's carers can be contacted to collect them from the safe shelter used to wait for the weather. The guide should favour a protected, safe location near the evac point in the car park to allow for easy evacuation should it be required. Should an unexpected, sever weather event occur, the trip should be evacuated immediately, especially if lighting, strong winds of rain is observed anywhere nearby. The group should evacuate immediately and seek shelter far away from tall trees and power lines. The activity will need to be aborted as soon as it is safe to do so.	Resources required: Spare thermals as per packing list Ponchos Emergency blankets Communication devices A cellular device capable of accessing BOM reports so as to avoid being in the situation in the first place if possible
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Risk Assessment

Assessing the Level of Risk:

Likelihood – <i>Is it likely to happen and how often.</i>		CONSEQUENCES <i>How severely could it affect health and safety?</i>			
		1 MINOR (first aid treatment only)	2 MODERATE (ambulance casualty treatment)	3 MAJOR (serious injuries)	4 EXTREME (fatality)
	4 Very Likely Could happen frequently	Medium 4:1	High 4:2	Very High 4:3	Very High 4:4
	3 Likely Could happen occasionally	Medium 3:1	Medium 3:2	High 3:3	Very High 3:4
	2 Possible Could happen, but rare.	Low 2:1	Medium 2:2	High 2:3	Very High 2:4
	1 Very Unlikely Could happen, probably never will.	Low 1:1	Low 1:2	Medium 1:3	High 1:4
	RISK RATING				
Very High	Red	Consider elimination of the activity. Otherwise, institute controls that minimize any risk. Do something about this immediately.			
High	Orange	Put controls in place that minimizes the risk. <i>e.g. Substitution / training.</i> Decrease the level of this risk before proceeding.			
Medium	Yellow	Decide on measures that minimize these risks. <i>e.g. Wear Sunscreen / long sleeves and hats.</i>			
Low	Green	Manage by routine procedures. <i>e.g. Supervision / rules</i>			

Activities/location:

Danger / Hazard	Risk	Pre-mitigation Risk Level (see Matrix)	Control Strategies that will be implemented	Who will Implement	When will Implementation Occur	Post mitigation risk level
Capabilities, Age and Experience Level of Participants	General injury	2:2	Students will be encouraged to participate in all activities which are not contra-indicative by health issues. Where this exists their participation will be modified or prohibited.	Instructor	During all activities	1:2
Emergencies	General Injury	2:2	Access to First Aid and Trained Personnel. Ensure access to Mobile Phones at all activities. A well-equipped First Aid Kit and Ice is available	First Aid Officer / Instructor	Prior to & during activity.	2:1
Accident / Injury	Injury	2:2	Where injury is sustained, or where students complain of symptoms related to injury (pain, tenderness, limitation of movement etc) instructor should render first aid or refer them to a First Aid Officer. Instructor should exclude students from the activity if there is doubt about the extent of the injury or fitness to continue. Students may only resume activity where it is clear that they are fit to continue. If injury is serious or outside of the capabilities of the First Aid provider then call 000 for Ambulance and	Instructor	Upon injury occurring	1:2

			follow the Risk Management Framework on the Activity Plan			
Student missing/becoming lost	Exposure, fatality	2:4	• Pre-activity briefing for all students with clear instructions, expectations and guidelines outlined • Students must carry appropriate warm clothing and sufficient water • Count off system implemented from beginning • Instructor to remain in clear contact with entire group at all times • Clearly articulated group management strategy (eg, all within visual range at all times • Buddy system if students need to go to the toilet during activity. • Regular toilet/rest breaks for entire group, back at the general use/toilet area. • Emergency response plan known by all leaders and enacted when needed • Mobile phone and available to seek emergency help should it be necessary	All staff	At all times	1:2

Participant falling/tripping	Broken limbs, puncture wound, sprained joints etc	3:2	• Students instructed to walk on designated paths at all times, at a safe distance from person in front • Zig Zag walk on particularly steep/slippery sections • Safety line carried and deployed by instructor if terrain dictates need. • Students instructed on how to navigate around particularly difficult sections • Students footwear checked before setting off. • Mobile phone and UHF available to seek emergency help should it be necessary	Instructor	All times and before starting activity	2:1
Rolling ankle	Inability to continue in comfort	3:1	• Students instructed on appropriate closed in shoes ahead of time. • Selection of appropriate track • Students instructed to walk slowly and zig zag down steep declines • Instructor carry first aid and UHF • Instructor trained in how to apply first aid to rolled ankle • Mobile phone and UHF available to seek emergency help should it be necessary	Staff	All times	2:1

Snake Bite or insect bite	Fatality	2:4	• Staff fully trained in first aid • Instructor leads group when walking and checks abseiling location ahead of students. • First aid kit, mobile phones and UHF present at all times, INCLUDING SNAKE BITE KIT • Students instructed to wear enclosed shoes and appropriate pants • Students instructed in what they should do if they see a snake (remain still and quietly warn others. No sudden movements, unless immediately upon the snake, then jump out the way and warn others). • Mobile phone and UHF available to seek emergency help should it be necessary	Staff	All times	1:2
Fallen vegetation on the track	Injury to group member	2:2	• Students instructed in how to navigate under, over or around fallen vegetation, trees and logs • Instructors must assist Students	Staff	All times	1:1
Ticks, leaches, ant bites	Minor discomfort/allergic reaction	2:1	• Students instructed to wear appropriate clothing	Staff	All times	1:1

			• Students instructed of the correct way to remove a leach • Students instructed to advise a staff member immediately if they find a tick on their body and staff member to provide first aid. • Students with allergies should carry appropriate medication			
Scratches and grazes	Scratches and grazes	2:1	• Students instructed to wear appropriate clothing • Instructor carry and administer first aid	Staff	All times	1:1
Falling Rocks	Concussion or broken body parts	2:2	• Students are instructed what a call of “rock” means • All participants and staff to wear appropriate rated helmet at all times. • Students instructed to remain at a safe distance from cliff and cuttings at all times • Students instructed to shout “rock” if they observe a potential hazzard • Mobile phone and UHF available to seek emergency help should it be necessary	All group members	At all times	1:2

Falling from a height	Concussion, broken body parts, puncture wounds, fatality	2:4	• Reconnaissance of terrain to ensure planned route and abseil area are appropriate to activity and suitable safety equipment can be installed at location. • Pre activity briefing • All participants to wear appropriate PPE at all times • Careful instruction and checking/rechecking of participant use of all equipment, especially fall arrest devices • Staff equipped with vertical rescue equipment • Appropriate staff:participant ratios • Participants instructed to remain away from drop-offs at all times when not abseiling, irrespective of personal feelings of ability • Mobile phone and UHF available to seek emergency help should it be necessary	Staff	At all appropriate times	1:2
Anchor Point Fail	Falling from height leading to significant injury or fatality	1:4	• Have artificial anchor points engineered and checked by appropriately qualified person. • Utilise stable natural anchor points when available	Staff	Before activity	1:2

			• Check all anchor points before use – check for any signs of wear or damage • Ensure all equipment that is used is appropriately maintained and in good working order. • Any damaged or worn equipment is immediately removed from use, logged and sent for repair/replacement			
Equipment failure or incorrectly worn	Falling from height leading to significant injury or fatality	2:4	• Instructors appropriately trained • Appropriate instructor:participant ratio • Use of new/checked equipment as per manufacturers instructions • Maintenance of equipment log • Instructors check all equipment is worn correctly before each participant has a turn • Any damaged or worn equipment is immediately removed from use, logged and sent for repair/replacement	Staff	Before activity and before each participant	1:2
Operator fatigue	Misuse of equipment leading to fall or fatality	2:4	• Appropriately trained instructor • Instructor required to be well rested	Staff	At all times	1:1

			• Regular breaks and rotation of responsibilities between instructors			
Slips, trips or falls over equipment	Fall leading to injury or fatality	2:4	• Ensure careful storage/placement of equipment. Neat and tidy • Only active participant allowed at cliff face/near equipment. • Staff need to remain vigilant and attentive and ready to rescue with pre-rigged rescue system • Staff to give careful instruction on how to conduct oneself during the activity • Safety checks before participant commences activity • Teachers specifically tasked with group and behaviour management task to ensure young people are not idle.	Staff	At all times	1:2
Participant “freezing” on cliff face / ill prepared participant	Participant becoming stuck or panicking, potentially leading to fall	2:2	• Participants clearly briefed on nature of activity, including the “optional” nature of the activity. • Participants not coerced to complete an activity that is outside their ability/willingness • Use of good, clear instruction	Staff	Before and during activity	1:2

			• Instructor to conduct program at appropriate level for the attending participants • Reassuring atmosphere and guidance from instructor • Rescue kit and rescue line pre-setup as a backup • Suitably trained and qualified staff			
Hair or loose items becoming caught in descending device	Scalping, loss of body part, participant becoming stuck, participant falling	2:3	• Top managed belay system to ensure participant can be hoisted up to remove tension • Clear instruction regarding clothing, jewellery and loose items • Participants clearly instructed (and checked) to tie all hair back, including with multiple ties if particularly long. • Hair should be protected by helmet • Correct instruction on use of descending system • Rescue kit available and pre-set including pulley or tension reduction system to allow instructor to break tension to release caught hair .	Staff	Before and during activity	1:2
Rope Burn	Skin burn, potential for	2:3	• Use of gloves where rope burn is possible	Staff	Before and during activity	1:2

	participant to react and fall		• Carefeul briefing by staff • Correct body positioning instructed by staff • Speed of descent controlled by the safety rope			
Adverse weather conditions	Exposure, hypothermia, slips and falls	2:3	• Careful planning and monitoring of weather reports for specific area • Instructor trained in reading/obseving weather patterns • If adverse weather conditions are incoming, activity may need to be aborted	Staff	Before and during activity	1:1
Other users in the area	Struck by or striking other user. Inappropriate contact with others/abuse by other users	2:3	• When onsite at Camp Cooby this will not be a concern as the abseiling site is not used for any ther activities. • If offiste: • Participants briefed about possibility of other users and how to conduct themselves • Participants instruted to remain with the group • Venue assessed on arrival. If busy, or there is a concern about other users, then aother area can be selected.	Staff and participants	Before and during	1:2

			• Helmets and PPE worn at all times			
Loss of communication with base person	Inability to communicate incidents	1:2	• Mobile phone reception available at all locations planned • Students briefed about how to keep group together. • Staff carry UHF at all times. • Site is only around 150m from base site.	Staff	All times	1:1

Weather:

Danger / Hazard	Risk	Pre-mitigation Risk Level (see Matrix)	Control Strategies that will be implemented	Who will Implement	When will Implementation Occur	Post mitigation risk rating
Sunburn	Sunburn	3:3	Students are to be instructed to use adequate sun protection. Where appropriate students are to be encouraged to use the shaded areas. All students are to wear a hat where safe & practical to do so, and to apply sunscreen. Sunscreen is available before each activity and should be carried by teacher. Students will be reminded to re-apply sun protection at regular intervals.	instructor	Prior to and during activity.	1:2
Weather Extremes	Hypothermia / Hyperthermia	3:4	• Where weather conditions are extremely cold, wet, hot or humid,	instructor	On the Day.	2:1

			activities are to be postponed until such hazards are not present. • If unexpected weather events occur, group will together take immediate evasive action • Instructor will be carrying device with access to BOM so as to avoid unexpected weather events. • Mobile phone and UHF available to seek emergency help should it be necessary			
Weather Extremes	Rain	2:3	Ensure that the class or activity is cancelled if the risk of injury is too high as a result of wet surfaces	instructor	On the day.	1:1
Dehydration	Dehydration	3:4	• Personal water bottles are mandatory for all students. Regular breaks are to be employed and participants are encouraged to re-hydrate. The instructor is to encourage participants to drink small amounts regularly between activities. • Participants must carry a minimum of 2L of water each day • Water refil stations are located nearby	instructor	Prior to and during activity.	1:2

			• Mobile phone and UHF available to seek emergency help should it be necessary			
Clothing	General Injury	3:1	Clothing should be sun safe and suitable for both the activity being undertaken and the weather conditions. It should not restrict movement or hamper participants in the activity.	Instructor	During activity.	2:1
Clothing	Hypothermia	2:4	• Event planned for temperate time of year • Activity is taking place nearby to buildings and participants personal items, including nearby to warm water and blankets should a participant experience hypothermia	Instructor	At all times	1:2

Pre-Activity Briefing

Thoroughly brief participants and check understanding before commencing the activity and then again at the cliff face when they can see the equipment.

- This is a “challenge by choice” activity and you will not be forced into completing it. We will encourage you to challenge yourself and step outside your comfort zone, however you will not be forced. Should you freeze during the activity, we will rescue you.
- Let participants know what the plan of the activity is and how they will participate
- Instruct on how to wear harness and helmet as per organisational guidelines and manufacturers instructions.
- Inform on safety measures and emergency procedures (e.g. the call of “rock” when a falling object is noticed) and make sure they understand procedures
- Provide instruction in safe abseiling methods and use of equipment
- Discuss any physical conditions or injury participants may have and adjust planned activity if needed if the skill or fitness of the participants is higher or lower than anticipated. Never operate outside your qualification though.
- Check for participants wearing glasses. Provide these participants with an appropriate strap to hold the glasses on their head if appropriate and the glasses are not otherwise supported by the helmet
- Discuss toileting method, including buddy system and regular whole group breaks.
- Ensure the teachers are aware of their responsibilities, including group management, behaviour management and toileting of minor participants.
- Instruct in management of long hair and ensure any participant with long hair has tied it back appropriately. Ask teachers to provide a hair band if the student does not have one.
- Provide time for questions

Maintenance and Storage of Equipment

All equipment needs to be thoroughly checked for damage, scrapes, tears and abrasions at the completion of the activity. Any gear that is damaged in any way should be logged on the maintenance log, clearly labelled as defective and removed from circulation. This equipment must not be used again until it has been repaired or replaced as per the manufacturer's specifications.

All equipment should be cleaned immediately after use and stored in appropriate protective cases. It is recommended that all harnesses, ropes and metallic equipment be stored in rigid, sealable plastic containers so as to protect the equipment from damage, moisture, rodents and crushing. Equipment cases should be clearly labelled and stored out of extreme temperatures and away from sunlight.