

THE OUTDOOR EDUCATION GROUP ©

Template current as of March 22, 2011

Hazard Identification and Risk Assessment (HIRA)

This structure for this hazard identification and risk assessment is based on AS4360. This risk assessment details all foreseeable hazards and risk control strategies SPECIFIC to this program, venue, students and anticipated conditions. It is an expectation that you thoroughly familiarise yourself with it.

Date of review: 22 nd March 2011		Last date of review: 29 th March 2011	
Pre-Program Assessors: <u>Senior Manager:</u> Caolán O'Connor <u>Venue Manager:</u> Caolán O'Connor <u>Program Leader:</u> Caolán O'Connor			
CLIENT AND YEAR LEVEL: Sample		DATES OF PROGRAM: Sample	
LOCATION: Wombaroo Adventure Centre.			
OTHER HAZARDS: Manual Handling, Fire in Venue, Campfire, Severe Weather, General Practices, Raft Building (single session), High Ropes, Low Ropes, Initiatives, Lost Prevention. For Policies and controls of all other hazards applicable to programs see the Field Practices Manual FPM)			
Field staff requirements (On program assessor) 1. Understand all controls stated in program HIRA and 2. Understand all controls for 'Other Hazards' as detailed in FPM. 3. If any alteration to documented controls, complete Control Measure Variation at end of document. 4. Daily initial (below) that <u>all</u> relevant control measures are employed for that day.			
On program assessor Name: _____ Role: _____			
Day	All Controls Relevant (Y/ N)	Initial	Date
1			
2			
3			
4			
5			
6			

Risk Assessment Before Controls			Program Support Network	Risk Assessment After Controls		
Likelihood (of loss/ injury before controls)	Consequence (of loss/ injury before controls)	Risk Rating (Before Controls)		Likelihood (of loss/ injury after controls)	Consequence (of loss/ injury after controls)	Risk Rating (After Controls)
2	4	High		1	2	Low
<p>1. Communication Systems- Type 1 Groups are operating in the area with a dedicated Program Leader / Course Coordinator who will contact each group twice daily at pre-determined times. More regular contact can be pre-arranged. Groups are able to contact the Program leader/Course Coordinator 24 hours a day.</p> <p>2. Vehicular Access- Type 1 There is excellent vehicle access within the program area via both 4WD and 2WD tracks and roads. Groups will mostly be travelling and camping next to or near vehicle tracks with parts of the trip up to two hours away from vehicle access points. OEG will provide at least one 4WD vehicle to operate in the program area.</p> <p>3. Difficulty of Trip- Type 1 This type of program is introductory in nature and suitable to first time participants. The program is designed to introduce skills in a supportive environment. Participants should arrive with a basic level of physical fitness. Generally terrain is undulating, although short steeper sections may be encountered. The program may include short sections of off track walking.</p> <p>4. OEG Support Staff Available- Type 1 OEG has a dedicated Program Leader/ Course Coordinator supporting the program who is not involved in delivering program activities. They are able to respond quickly to individual groups requirements with minimal interruption to other groups. Local authorities / land managers are alerted to OEG presence in the area but may be some time away from the groups.</p>						

Venue Risk Controls							
Hazard / Risk	Risk Assessment Before Controls			Wombaroo: Clarification of supervisory roles and responsibilities at Camp Wombaroo	Risk Assessment After Controls		
	Likelihood	Consequence	Risk Rating		Likelihood	Consequence	Risk Rating
	3	2	Medium		1	2	Low
Wombaroo Policies and Procedures: <ul style="list-style-type: none"> - Hygiene practices and procedures not being followed resulting in contamination and or illness - OEG staff responsibilities to Wombaroo campsite OH&S procedures/policies not being followed resulting in injury - Lack of diligence in communicating reportable incidents/issues to Wombaroo Management Incident response: miscommunication and assumptions during onsite program of activities	<ol style="list-style-type: none"> 1. Client staff and OEG staff will be briefed on Wombaroo safety and evacuation procedures, food handling and hygiene, boundaries and roles/expectations at course start 2. Client staff and OEG staff will be briefed on Risk Management responsibilities, first aid treatment and incident reporting at course start 						

Hazard / Risk	Risk Assessment Before Controls			Camp Wombaroo: Centre Dam	Risk Assessment After Controls		
	Likelihood	Consequence	Risk Rating		Likelihood	Consequence	Risk Rating
	2	3	Medium		1	3	Medium
Drowning Unsupervised play near water	<ol style="list-style-type: none"> 1. Upon arrival, students will be instructed that entering the dam is not permitted without staff supervision 2. During any activity (swimming or initiative) a Throw Bag or other suitable reaching rescue device will be on site at all times. 3. 1 OEG staff (with Water Rescue training) and 1 School Staff (untrained) may supervise up to 14 students swimming in the centre dam if both staff are actively supervising; otherwise ratios are as per FPM 4. All participants will wear a Canoe Helmet & PFD during any over water initiatives. 						

Hazard / Risk	Risk Assessment Before Controls			Camp Wombaroo OEG staff un-familiarity with venue	Risk Assessment After Controls		
	Likelihood	Consequence	Risk Rating		Likelihood	Consequence	Risk Rating
	3	2	Medium		1	2	Low
	<ol style="list-style-type: none"> 1. OEG staff will be provided with Wombaroo Activity Manual in pre program documentation for familiarisation 2. OEG staff will be provided with a site familiarisation by Alpine Ash Mountain Retreat staff prior to students arrival 						

Hazard / Risk	Risk Assessment Before Controls			Wombaroo: Jumping Jack & Bull Ants	Risk Assessment After Controls		
	Likelihood	Consequence	Risk Rating		Likelihood	Consequence	Risk Rating
	2	3	Medium		1	3	Medium
	<ol style="list-style-type: none"> Upon arrival, students will be instructed that Jumping Jack ants and Bull Ants are common at the centre and care should be taken around the centre Students with known allergies to ant bite will be identified via Medical form Appropriate footwear will be worn at all times Wombaroo maintenance staff will remove infestations as they become known 						

Hazard / Risk	Risk Assessment Before Controls			Wombaroo: Students assisting in Kitchen	Risk Assessment After Controls		
	Likelihood	Consequence	Risk Rating		Likelihood	Consequence	Risk Rating
	2	2	Medium		1	2	Low
Unsupervised and/or supervised students assisting in kitchen: <ul style="list-style-type: none"> Injury as a result of misuse of kitchen equipment Injury as a result of accessing kitchen equipment deemed unsuitable for student use Hygiene practices and procedures not being followed resulting in contamination and or illness 	<ol style="list-style-type: none"> Students will be required to wash hands prior to kitchen duties Students will be supervised by OEG staff when performing kitchen duties 						

Activity Risk Controls

Hazard / Risk	Risk Assessment Before Controls			Wombaroo On site Initiative activities and Low ropes course	Risk Assessment After Controls		
	Likelihood	Consequence	Risk Rating		Likelihood	Consequence	Risk Rating
	2	3	Medium		1	3	Medium
Unsupervised and/or supervised students accessing initiatives and Initiative equipment: <ul style="list-style-type: none"> - Injury as a result of misuse - Injury as a result of accessing equipment deemed not to be in use - Head injury 	<ol style="list-style-type: none"> 1. Upon arrival, students will be instructed that accessing the initiatives, low ropes and challenge course is not permitted without staff supervision 2. OEG GL will be familiar (either through training and/or teaching notes) with each activity's purpose 3. OEG GL will be familiar (either through training and/or teaching notes) with the specific risk management practices relevant for each activity and brief students accordingly 4. All participants on the low ropes course will wear a helmet (climbing helmet) when on the activity – spotters are not required to wear helmets. 5. Prior to each Low ropes session GL will remove any debris and especially any sharp objects eg twigs. 						

Hazard / Risk	Risk Assessment Before Controls			Wombaroo: Archery	Risk Assessment After Controls		
	Likelihood	Consequence	Risk Rating		Likelihood	Consequence	Risk Rating
	2	5	High		1	3	Medium
Unsupervised and/or supervised students accessing archery equipment: <ul style="list-style-type: none"> - Injury as a result of misuse 	<ol style="list-style-type: none"> 1. Archery equipment will be stored in the office while not in use. 2. Activity must adhere to Wombaroo Archery AFP's. 3. OEG GL will be familiar (either through training and/or teaching notes) with Archery risk management. 						

Hazard / Risk	Risk Assessment Before Controls			Wombaroo: Crate Climbing	Risk Assessment After Controls		
	Likelihood	Consequence	Risk Rating		Likelihood	Consequence	Risk Rating
	2	5	High		1	3	Medium
Unsupervised and/or supervised students accessing crate climbing equipment: <ul style="list-style-type: none"> - Injury as a result of misuse - Head injury 	<ol style="list-style-type: none"> 1. Activity must adhere to Wombaroo Crate Climbing AFP's. 2. Climber will face toward the paddock while climbing, with intent that if/when crates fall they tumble away from observers. 						

Hazard / Risk	Risk Assessment Before Controls			Wombaroo: Giant Swing	Risk Assessment After Controls		
	Likelihood	Consequence	Risk Rating		Likelihood	Consequence	Risk Rating
	2	5	High		1	3	Medium
Unsupervised and/or supervised students accessing giant swing equipment: <ul style="list-style-type: none"> - Injury as a result of misuse 	<ol style="list-style-type: none"> 1. Activity must adhere to Wombaroo Crate Climbing AFP's. 2. Two spotters will be employed to stabilise the ladder while staff or participants are using it. 3. OEG GL will attach both karabiners to the harness loop on the waist harness. 						

- Head injury	<ol style="list-style-type: none"> OEG GL will ensure that the ladder is 'out of the drop zone' before the haul team begin moving and does not return to the 'drop zone' until the participant has come to complete rest. OEG GL will manage the haul team appropriately to minimise trips and falls.
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Hazard / Risk	Risk Assessment Before Controls			Wombaroo: Vertical Challenge	Risk Assessment After Controls		
	Likelihood	Consequence	Risk Rating		Likelihood	Consequence	Risk Rating
	2	5	High		1	3	Medium
Unsupervised and/or supervised students accessing vertical challenge equipment: <ul style="list-style-type: none"> Injury as a result of misuse Head injury 	<ol style="list-style-type: none"> Activity must adhere to Wombaroo Vertical Challenge AFP's. OEG staff will manage two belay teams where each student is attached to the rope via an alpine butterfly and karabiner. OEG staff will monitor/manage belay teams while lowering participants to ensure a safe descent. 						

Hazard / Risk	Risk Assessment Before Controls			Wombaroo High Ropes course	Risk Assessment After Controls		
	Likelihood	Consequence	Risk Rating		Likelihood	Consequence	Risk Rating
	2	3	Medium		1	3	Medium
Unsupervised and/or supervised students accessing high ropes equipment: <ul style="list-style-type: none"> Injury as a result of misuse Head injury 	<ol style="list-style-type: none"> OEG will provide all Helmets, Harness (sit & chest), Belay Ropes and Belay devices. OEG will provide all Course Pulleys (Excluding Possum Glider), EALS, Rescue Equipment and Maintenance tools as per OEG procedures OEG RL2/L2 High Ropes staff will conduct a course inspection (as per OEG procedures) prior to course use and will use a Wombaroo Maintenance Checklist to document inspection. OEG RL2/L2 High Ropes staff will conduct High Ropes course sessions to OEG Administrative Practices manual 						

Hazard / Risk	Risk Assessment Before Controls			Wombaroo: Raft Builder on Centre Dam	Risk Assessment After Controls		
	Likelihood	Consequence	Risk Rating		Likelihood	Consequence	Risk Rating
	2	3	Medium		1	3	Medium
Unsupervised and/or supervised students accessing water and equipment: <ul style="list-style-type: none"> Injury as a result of misuse Drowning 	<ol style="list-style-type: none"> Activity must adhere to Raft Builder Single Session AFP's OEG staff will be 'rescue ready' at all times that students are in/on the water. The canoe/kayak on bank, half in the water, throwbag accessible. 						

Hazard / Risk	Risk Assessment Before Controls			Wombaroo: Negative interactions with public (particularly on weekend & public holidays)	Risk Assessment After Controls		
	Likelihood	Consequence	Risk Rating		Likelihood	Consequence	Risk Rating
	2	3	Medium		1	3	Medium
	<ol style="list-style-type: none"> OEG staff will inspect each campsite before tents are erected to ensure other users rubbish is removed Groups will camp in close proximity to other OEG groups if they feel other users may cause nuisance Staff will camp within earshot of all group tents Any unusual and/or threatening behaviour from members of the public will be reported immediately to the CC or local Police If firearms are involved, any incidence will be reported immediately to the local Police 						

NEWLY IDENTIFIED HAZARDS ON THIS PROGRAM/ VENUE – PLEASE ENTER HERE

Hazard / Risk	Risk Assessment Before Controls				Risk Assessment After Controls		
	Likelihood	Consequence	Risk Rating		Likelihood	Consequence	Risk Rating
PLEASE ENTER THE CONTROLS/RISK MANAGEMENT STRATEGIES HERE THAT YOU BELIEVE NEED TO BE IMPLEMENTED							

DID YOU VARY ANY OF THE CONTROLS ON THIS PROGRAM?

If you chose to vary any of the controls, please justify your decision in this next section as to why you made this conscious decision.

Hazard / Risk	Risk Assessment Before Controls				Risk Assessment After Controls		
	Likelihood	Consequence	Risk Rating		Likelihood	Consequence	Risk Rating
Reasons/ situation why the documented controls were not relevant: 1.							
What did you do instead? 1.							
Date(s):	Name:			Signature:			

Risk Likelihood (Probability and indicative frequency of exposure)

Descriptor	Rating	Description
Eliminated	0	Risk eliminated
Unlikely	1	May occur, but only in exceptional circumstances
Possible	2	Might occur at some time.
Likely	3	Will probably occur in most circumstances.
Almost certain	4	Is expected to occur in most circumstances.
Certain	5	Is expected to occur in all circumstances.

Risk Consequence (Likely outcome of exposure)

Descriptor	Threshold	Description
Minor	1	No injuries, bruising, temporary rash / irritation, low financial loss. Dealt with by OEG staff member on site, no environmental damage.
Moderate	2	First aid treatment, assistance considered and possible, cuts, minor burns, discomfort, on-site release immediately contained and minor financial loss.
Serious	3	Medical treatment and evacuation required, fractures, unconsciousness, medium financial loss, some environmental damage.
Severe	4	Extensive injuries, permanent disability, major financial loss.
Catastrophic	5	Death, huge financial loss.

Risk Rating Matrix (Likelihood x Consequence = Risk Rating)

Likelihood		Consequence Threshold				
		1 (Minor)	2 (Moderate)	3 (Serious)	4 (Severe)	5 (Catastrophic)
Eliminated	0	0	0	0	0	0
Unlikely	1	1	2	3	4	5
Possible	2	2	4	6	8	10
Likely	3	3	6	9	12	15
Almost Certain	4	4	8	12	16	20
Certain	5	5	10	15	20	25

Legend

Score	Assessment of Risk	Priority of Action
1-2	LOW	Address or repair if low cost. Schedule for action after other risks have been controlled.
3-7	MEDIUM	Further improvements required: assess feasibility for risk controls; sign-off required if the risk/s are to be accepted
8-12	HIGH	Risk controls required as soon as possible.
+13	EXTREME	Immediate attention required. Consider shutdown or cessation of process until additional risk controls are implemented.