

# High Ropes Management Plan



*Lutanda Mt Victoria*

School: \_\_\_\_\_ Year: \_\_\_\_\_ Dates: \_\_\_\_\_

Program: \_\_\_\_\_ Supervising Staff: \_\_\_\_\_

## Activity Context

High Ropes is fun way to challenge participants in their confidence, teamwork, decision making and balance skills. The High Ropes Course at Lutanda Mt Victoria consists of climbing through a series of vertical challenges of varying types, with a flying fox to bring them back to ground level. The course is designed to be team-belayed, in which participants are belayed by the rest of the group. The course allows for multiple participant's to ascend at the same time.

### Leader to Participant Ratios

For groups 13yo and above:  
1 Activity Facilitator to 17 participants

For groups 8-13yo:  
1 Activity Facilitators to 17 participants

For all groups with participants under 18yo:  
Group is required to have a supervising adult present

Participants under 8yo are to have a competent person accompanying along the course

Higher ratios may be required depending on differing group requirements or circumstances

### Participation Requirements

Participants are required to demonstrate competence in using belay straps on low course prior to using the high course. Participants are to be fit, healthy and able to follow instructions

For safety, jewellery is to be removed and long hair tied back

Maximum Weight: 110kgs

Minimum Age: 8yo

Pregnant women are restricted from participating in this activity. Further restrictions may apply

### Equipment

Participants are required to wear/have the following:

- Sun protection (sunscreen, shirt etc.)
- Closed toe footwear
- Shoulder length shirt/top
- Pants or knee length shorts
- Adequate water
- Any medication required

The following personal protective equipment is provided and must be worn by participants using the course:

- Waist Harnesses
- Helmets
- Belay straps

### Activity Facilitators

Activity Facilitators are trained and signed off as competent to run activity by Activities Manager with 5 years experience with High Ropes

Activity Facilitators hold current first aid and CPR certificates

### Emergency

High Ropes is conducted on site and first aid is located nearby  
Ambulance time is 15 minutes

Activity Facilitators carry the following equipment:

- First Aid Kit
- UHF Radio

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## Risk Management Plan

Hazard / Risk Description	Existing Control Measures	Risk Rating		
		Likelihood	Consequence	Risk Rating
<b>High Ropes Specific</b> – Risk factors specifically associated with the high ropes course activity at Lutanda Mt Victoria				
<b>Fall from height</b>	<ul style="list-style-type: none"> <li>Pre-activity briefing conducted by Activity Facilitator</li> <li>All participants must wear correctly fitted harness and helmet</li> <li>Participants must successfully complete training course demonstrating appropriate technique prior to climbing to higher course</li> </ul>	Rare	Catastrophic	Satisfactory
<b>Slipping/Falling</b> While attached to course, onto belay line	<ul style="list-style-type: none"> <li>Belay rope is dynamic, and is designed to cushion a fall</li> <li>Appropriate covered footwear required to be worn for activity</li> <li>Appropriate technique explained to participants on difficult sections</li> <li>High Ropes activity cancelled or stopped during extreme wind or wet weather</li> </ul>	Likely	Minor	Satisfactory
<b>Cutting/Scratching</b> On equipment, trees etc.	<ul style="list-style-type: none"> <li>Equipment and area regularly monitored for sharp edges etc. maintained as required</li> </ul>	Possible	Minor	Satisfactory
<b>Entanglement</b> Hair, clothing or jewellery	<ul style="list-style-type: none"> <li>All loose clothing, jewellery and other objects that may become entangled are to be removed for the activity</li> <li>Long hair is to be tied back for the activity</li> </ul>	Unlikely	Moderate	Satisfactory
<b>Falling Objects</b> Causing injury; eg. equipment, loose items etc.	<ul style="list-style-type: none"> <li>All High Ropes equipment is attached to system, regular checks to ensure no loose items</li> <li>Participants briefed on not carrying loose items, participants checked for loose items before starting course</li> <li>Participants required to stand clear of any rescue operation being performed</li> <li>Trees regularly inspected by arborist for likely falling branches</li> </ul>	Unlikely	Moderate	Satisfactory
Participant getting stuck	<ul style="list-style-type: none"> <li>Participants briefed on which site to climb up ropes</li> <li>Participants briefed on which site to descend when being lowered</li> </ul>	Possible	Minor	Satisfactory
<b>Chafing</b> Caused by harness rubbing on skin	<ul style="list-style-type: none"> <li>List of appropriate clothing provided to group prior to camp</li> <li>Participants asked to change into appropriate clothing prior to activity to prevent harness resting on skin</li> </ul>	Unlikely	Minor	Satisfactory
<b>Harness Trauma</b> From falling unconscious while roped	<ul style="list-style-type: none"> <li>Rescue system is readily available and staff trained to rescue stuck / entangled participants</li> <li>Roping knife is readily available for use with belay system in event of emergency</li> </ul>	Rare	Major	Satisfactory
<b>Inverting</b> Where participant flips upside down while on course	<ul style="list-style-type: none"> <li>Proper harness fitting demonstrated, and harnesses checked for each participant prior to starting course</li> <li>Attachment point for harnesses discourages accidental flipping</li> </ul>	Unlikely	Minor	Satisfactory
<b>People</b> – Risk factors associated with the people using the activity				
<b>Participant Behaviour</b> Inability or decision to not follow directions or cooperate	<ul style="list-style-type: none"> <li>Clear behaviour expectations set at start of activity sessions</li> <li>Encouraging supportive environment</li> <li>Maintaining supervision</li> <li>Outline consequences of inappropriate behaviour</li> <li>Removal of individual from activity or cancellation of activity</li> </ul>	Unlikely	Major	Satisfactory
<b>Participant Ability</b> Unable to complete activity due to:	<ul style="list-style-type: none"> <li>Supportive environment encouraged</li> <li>Participants briefed according to age, ability, experience</li> </ul>	Likely	Minor	Satisfactory

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## High Ropes Risk Management Plan – Lutanda Mt Victoria

Hazard / Risk Description	Existing Control Measures	Risk Rating		
		Likelihood	Consequence	Risk Rating
<ul style="list-style-type: none"> <li>• Fear / Anxiety</li> <li>• Complacency / Overconfidence</li> <li>• Physical Ability</li> </ul>	<ul style="list-style-type: none"> <li>• Participation is based on meeting requirements</li> <li>• Demonstration of understanding and/or skills must be shown prior to undertaking activity</li> <li>• Participants are guided through activity supportively by Activity Facilitator</li> <li>• Activities are challenge by choice - participants are positively challenged but not forced to participate in activity</li> </ul>			
<b>Activity Facilitator</b> Unsafe practices leading to an injury to a participant caused by: <ul style="list-style-type: none"> <li>• Poor supervision by Activity Facilitator</li> </ul>	<ul style="list-style-type: none"> <li>• Activity Facilitators must follow Standard Operating Procedures at all times</li> <li>• Activity Facilitators are trained and signed as competent, by a qualified Activities Instructor with 6 years experience in High Ropes Courses</li> <li>• Vigilant supervision required by Activity Facilitators at all times</li> <li>• Leader personal protective equipment and rescue equipment available at activity at all activity sessions</li> <li>• Communication equipment available readily at activity sessions</li> </ul>	Unlikely	Major	Satisfactory
<b>Group Leader</b> Unsafe practices including: <ul style="list-style-type: none"> <li>• Poor supervision by group leaders</li> </ul>	<ul style="list-style-type: none"> <li>• Groups briefed on requirement to provide supervising adult for participants under 18 years old prior to camp and activities</li> <li>• Activity Facilitators will stop or cancel activity without adequate supervision from Group Leader</li> </ul>	Unlikely	Major	Satisfactory
<b>Observers</b> Injury to... Guests or others observing activity while it is running	<ul style="list-style-type: none"> <li>• Observers not allowed to participate in activity without activity briefing</li> <li>• Observers to be kept away from back of high ropes</li> <li>•</li> </ul>	Unlikely	Major	Satisfactory
<b>Unsupervised Users</b> Injury to...Guests on site when activity is not running; Members of public accessing camp land (unauthorised)	<ul style="list-style-type: none"> <li>• Groups briefed on not using facilitated activities without Activity Facilitators</li> <li>• Ladders &amp; ropes removed from course when not in use, locked</li> <li>• Activity equipment locked away when not in use</li> </ul>	Unlikely	Major	Satisfactory
<b>Equipment – Risk factors associated with the equipment used for the activity</b>				
<b>Structure Failure</b> Safety of the abseil platform, wall and anchors	<ul style="list-style-type: none"> <li>• High Ropes Course built by advanced rigger</li> <li>• Regular inspections of structure and anchors performed by activity staff</li> <li>• Yearly inspections by external assessor performed</li> </ul>	Rare	Catastrophic	Satisfactory
<b>Equipment Failure</b> Due to improper use, faulty / damaged equipment  Ropes, hardware, personal protective equipment	<ul style="list-style-type: none"> <li>• Activity Facilitators trained in selection, use, inspection, care &amp; maintenance of activity equipment</li> <li>• Activity Facilitators perform check of equipment prior to each activity</li> <li>• Participants briefed on proper use of equipment</li> <li>• All equipment clearly stored and labelled for activity intended for</li> <li>• Equipment regularly inspected and maintained</li> <li>• Equipment stored, maintained and retired according to manufacturer instructions</li> <li>• Equipment used certified by manufacturer as suitable for use</li> </ul>	Rare	Major	Satisfactory
<b>Environment – Risk factors associated with the environment including weather</b>				
<b>Exposure to UV rays</b> Causing sunburn	<ul style="list-style-type: none"> <li>• Shaded areas available at activity for most parts of day</li> <li>• Sun smart strategies are encouraged</li> </ul>	Possible	Minor	Satisfactory
<b>Exposure to Heat</b> Causing dehydration, heat stroke etc.	<ul style="list-style-type: none"> <li>• Shaded areas available at activity for most parts of day</li> <li>• Sun smart strategies are encouraged</li> <li>• Participants are encouraged to drink water, carry water bottles</li> <li>• Guests are briefed on location of water filling locations on arrival</li> </ul>	Unlikely	Moderate	Satisfactory

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Hazard / Risk Description	Existing Control Measures	Risk Rating		
		Likelihood	Consequence	Risk Rating
	<ul style="list-style-type: none"> <li>Activities modified / cancelled if necessary or alternative activities arranged</li> </ul>			
<b>Cold / Wet Weather</b> Causing hypothermia etc.	<ul style="list-style-type: none"> <li>Weather conditions regularly monitored for adverse conditions</li> <li>Participants briefed on wearing suitable protective clothing</li> <li>Activities modified / cancelled if necessary or alternative activities arranged</li> </ul>	Rare	Moderate	Satisfactory
<b>Lightning Strike</b>	<ul style="list-style-type: none"> <li>Weather conditions regularly monitored for adverse conditions</li> <li>Activities delayed / cancelled during lightning storm, participants moved to safe area</li> <li>Activities modified / cancelled if necessary or alternative activities arranged</li> </ul>	Rare	Catastrophic	Satisfactory
<b>Injury or Allergic Reaction caused by organism</b>	<ul style="list-style-type: none"> <li>Groups briefed on arrival on appropriate actions for sighting/be bitten by snakes</li> <li>Activity area regularly monitored for organisms commonly causing allergic reaction and treated accordingly</li> <li>Suitable medication and first aid to be readily available (user group must provide first aid)</li> <li>Communication equipment readily available</li> <li>Medical assistance within 15 minutes</li> </ul>	Unlikely	Major	Satisfactory
<b>Injury caused by contact with natural features</b>	<ul style="list-style-type: none"> <li>Regular checks of activity area carried out and appropriate maintenance performed (sticks removed etc.)</li> <li>Participants briefed on safe areas</li> <li>Arborist inspects trees for potential falling limbs</li> </ul>	Unlikely	Minor	Satisfactory

## Risk Ratings

This risk assessment is measured according to the following risk ratings:

### Likelihood Ratings

Likelihood is the description of the probability and frequency. The likelihood of the risks occurring as outlined in Lutanda Mt Victoria risk management plans is determined after the control measures have been implemented.

Score	Description	Broad description of frequency	Time framed description of frequency
1	Rare	The event may occur, but only in highly exceptional circumstances	Not expected to occur for years
2	Unlikely	Could occur at some time	Expected to occur at least annually
3	Possible	Might occur at some time	Expected to occur at least monthly
4	Likely	Will probably occur in most circumstances	Expected to occur at least weekly
5	Almost certain	Is expected to occur in most circumstances	Expected to occur at least daily

**Consequence Ratings**

The outcome of an event or situation expressed qualitatively or quantitatively, being the human impact, damage to infrastructure, disruption to public or financial loss.

Score	Description	Injury or impact details
1	Insignificant	Little or no injury requiring no medical attention; Minimal impact on environment; Insignificant adjustments to program; Insignificant damage to property, normal wear; Some difficulty in retaining competent staff; Expected running costs incurred
2	Minor	Minor injuries requiring first aid / some medical attention; Minor impact to plants / animals, no disruption to ecosystems; Rescheduling / replacement of program activities to client satisfaction; Damage requiring small repairs, low cost; Some difficulty in attracting, developing, resourcing and retaining competent staff; Minor costs incurred (<\$250)
3	Moderate	Serious injuries requiring hospitalisation / ongoing medical attention; Ecosystem / landscape self repairs within 12mo; Significant disruption / cancellation of program events; Damage requiring moderate repairs or replacement, moderate cost; Significant difficulty in attracting, developing, resourcing and retaining competent staff; Moderate costs incurred (<\$1,000)
4	Major	Injuries that are life threatening or causing long term disability; Ecosystem / landscape self repairs within 36mo; Program disruption causing loss of program; Damage requiring high cost/projects for repair/replacement; Guest experience and program is majorly affected by lack of competent staff; Major costs incurred (<\$15,000)
5	Catastrophic	Fatality; Irrecoverable loss of ecosystem / landscape; Program disruption causing broad loss of reputation; Massive damage, significant replacement of infrastructure required; Programs unable to be fulfilled due to lack of competent staff; Massive costs incurred (>\$15,000)

The consequence of an incident occurring may vary greatly depending on the individual circumstances of each incident.

Example – A student trips and falls – a detailed analysis of falls might show that although falls occur weekly, more serious injuries from falls only occur once or twice a year. In the main most of the other falls have relatively minor outcomes. Therefore the incident could be scored either according to the severity of the actual outcome, or according to the most likely or typical outcome for that type of incident.

Both approaches are valid, however to ensure consistency Lutanda Mt Victoria has adopted an approach to record the most likely or typical outcome for all incidents.

### Risk Rating Matrix

All identified risks are recorded in the following risk matrix according to likelihood and consequence. The purpose of this matrix is to provide a snapshot of all identified risks and establish the level of risk to determine if further treatment is required.

Likelihood	Consequences				
	1 - Insignificant	2 - Minor	3 - Moderate	4 - Major	5 - Catastrophic
1 - Rare	1	2	3 Exposure to cold	4 Harness trauma, equipment failure	5 Fall from height, lightning strike, structure failure
2 - Unlikely	2	4 Falling object, injury from environment, chafing	6 Entanglement, exposure to heat	8 Injury to observers, unsupervised persons, participant behavior, unsafe activity facilitator, participant ability, group leader, allergic reaction	10
3 - Possible	3	6 Slipping, cuts, impact injury, rope burn, inverting, UV exposure	9	12	15
4 - Likely	4	8	12	16	20
5 - Almost certain	5	10	15	20	25

### Risk Treatment

<b>1-4 Low Risk</b> <ul style="list-style-type: none"> <li>Risk does not generally need to be managed any further (current controls are adequate), however the risk needs to be monitored for changes in circumstances and current control effectiveness.</li> <li>Risk generally may be accepted.</li> </ul>	<b>10 -14 High Risk</b> <ul style="list-style-type: none"> <li>Risk is unacceptable, risks must be further treated or removed to bring rating to medium</li> <li>Risks are to be re-assessed by Activities Manager</li> </ul>
<b>5-9 Medium Risk</b> <ul style="list-style-type: none"> <li>Risk needs to be regularly monitored for any changes and control/treatment effectiveness.</li> <li>Risk may be accepted after consideration.</li> </ul>	<b>15+ Extreme Risk</b> <ul style="list-style-type: none"> <li>Unacceptable risk, urgent attention is required to treat or remove risks</li> <li>Management to consider elimination of activity</li> </ul>

## High Ropes Risk Management Plan – Lutanda Mt Victoria

Risk Assessment Conducted by: *Scott Lewry* Position: *Activities & Hosting facilitator, Lutanda Mt Victoria*  
Date of Risk Assessment: *21<sup>st</sup> Oct 2013* Date of Review: *October 2014*  
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Risk Assessment Conducted by: *Tim Legge* Position: *Activities & Hosting Manager , Lutanda Mt Victoria*  
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Risk Assessment Conducted by: *Tim Legge* Position: *Centre Manager , Lutanda Mt Victoria*  
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