

# Vertical Mobility Day Workshops

# Activity Specific RAM

## Risk Assessment and Management

1<sup>st</sup> Jan -30 July 2023

### 1. Pre-Activity

Item	HAZARD and RISK	MITIGATION	RESPONSIBLE
1. Bookings and Payments	Approval for Activity not completed? Information provided in Events not adequate?	submitted through Adventurous Activities Hub, Event information and Registration published in Events, with additional contact details	Activity Leader, MF
2. Staffing levels	Need at least four Guide Level supervisors for up to 20 participants	RockSchool team invited as well as other Activity Guides from SMR	Activity Leader, MF Activity Team
3. Site pre-view and re-assessment	Access – location, roads, parking Facilities	Separate Site Specific RAM completed	Activity Leader, MF All participants
4. Weather impact	General situation, weather forecasting one week, then 2 days out	Recorded in Planning document, All participants to be aware and prepared.	Activity Leader MF All participants
	Extreme weather forecast	Warning to participants or cancellation of activity via contact details at time of registration  Extreme triggers include fire, Extreme Fire Danger, high winds (more than 30 kph)	Activity leader and team decision

### 2. Preparation on day

Item	HAZARD and RISK	MITIGATION	RESPONSIBLE
Team attendance, and 'tool-box talk'	Doesn't attend tool-box talk –so unaware of details of day	Person may have to shadow one of the other team members for day	Activity Leader
	Unable to attend whole day (due to prior engagement, illness)	Adequate numbers to cover, or reduce patrol number from 5 to 4.	Activity team decision

## 2. Preparation on day

Item	HAZARD and RISK	MITIGATION	RESPONSIBLE
Participants	Medical: Event organisers unaware of health requirements of participants	Person responsible must make themselves familiar with the permission forms signed by participants or their guardians.	Most senior leader at activity
	Event organisers unaware of any reasonable adjustment requirements of participants	Open and relaxed learning environments provide a safe space for all participants to develop their own skill and confidence at their own speed.	Most senior leader at activity
	Participants not understanding the program or expectations	Induction and safety talk provided to all attendees at campfire circle prior to activity starting	Activity team
Weather	Unexpected change in weather	Person responsible should review weather on morning of activity to reduce the chance of being caught out, and ensure any extra shelter requirements are met.	Activity leader
Equipment	Personal gear - incorrect or inadequate gear	List provided to participants. Kits can be hired if organisers notified. Gloves and prussic cord can be purchased on the day.	Activity team
	Group gear – damaged or unserviceable gear	All other equipment provided by RockSchool (a group partnership between SCAASF and Girl Guides) includes ropes, anchor tapes, anchor hardware, shelters, toilets and water etc. Replacements can be organised on the day.	Activity team
Location	( see site specific RAM)		

## 3. Activity duration

Item	HAZARD and RISK	MITIGATION	RESPONSIBLE
All participants (esp Activity Team)	fatigue	Observation, monitoring of all participants. Rest breaks and role rotation scheduled	Activity team negotiation
	Illness or injury	Immediate response to ensure safety of everyone, manage group. Team-work. Evaluate situation, provide first aid. Call for assistance if required. Notifications, reporting debrief	Activity leader, all attendees

### 3. Activity duration

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Participants	Event organisers unaware of any reasonable adjustment requirements of participants	Open and relaxed learning environments provide a safe space for all participants to develop their own skill and confidence at their own speed.	Activity team
Set-ups	Cliff-top area - danger to personnel setting up	Work-zone marked out.  Only personnel working on set-ups will be within zone. Once gear is allocated to particular drops, personnel working within 2 metres of edge will wear protective equipment (harness, helmet, safety lines)	All participants
	Planned 'standard' set-up to allow for lowering of load line, and additional safety availability of top belay	All set-ups will have double (but isolated), lowerable lines, and top belay available	Activity team
Participant vertical mobility	Participant not competent (skill or confidence) in ascent or descent	Observation and ongoing evaluation of participants (ascent and descent)  Rehearsal of rope mobility on safe "incline"  Increase supervision and coaching (or exclude from activity)	Activity Leader
	Challenged by combining manoeuvres 1. lock-off 2. reverse direction 3. change ropes 4. cross knot	Observation and ongoing evaluation of participants (combined manoeuvres)  Rehearsal of manoeuvre on safe "incline"  Graduated progress – with practise at next level one metre above ground, then with top belay if required.	
Weather	Unexpected/ un-forecast change in weather	Emergency assembly – decision to be made regarding shelter, or evacuation	

#### 4. Post event

Item	HAZARD and RISK	MITIGATION	RESPONSIBLE
Pack-up	Lack of safety/awareness or safety line use when dismantling	<ul style="list-style-type: none"> <li>Safety lines to be used until all gear is raised and within safe zone (more than 2 mtrs from edge)</li> <li>Buddy checks of person raising gear (as risk of fatigue greater at end of day)</li> </ul>	All participants and activity team
Gear checks and usage logs	Gear check - damage identified	<ul style="list-style-type: none"> <li>Damaged gear labelled and isolated. Suitable replacement provided.</li> </ul>	All participants and activity team
	Gear logged as returned – all equipment has coded identification. Possible that label has been damaged or removed.	<ul style="list-style-type: none"> <li>All labels recoded for usage,</li> <li>Gear without label will be isolated and checked against register so that label can be replaced</li> </ul>	All participants and activity team
Pack away	Lights not working in shed	Check or re-start generator Use torches or other light sources	All participants and activity team
	Not knowing where each piece of gear is stores	Supervised activity	Activity team
Final Site check	Lost gear	Any found items retrieved and returned at assembled participants at campfire circle	Activity Leader
review	Participants “review”	<i>Participant Review Questions:</i>  What went well?  What was something that you learned today?  What could have been done better? Other feedback?  Any verifications required?  LOG page	All participants and activity team
	Team debrief	Standard procedure	Activity team

## Team and Participant Declaration

*I have understood and agree to comply with the outlined processes, and also agree to raise and discuss any safety concerns.*

Name	signature	Phone	Notes/comment

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