

# Advanced Vertical Skills Workshops

# Activity Specific Risk Assessment and Management 1<sup>st</sup> Feb2024-31<sup>st</sup> Dec2024

Activity Team	Marion Fisher	Bob Leys	Kevin Wyithe	Ken Foskey
	Gillian Hardy	Charlotte Summerfield	Michael Minny	Jim McGowan

## 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  • <a href="https://events.nsw.scouts.com.au/event/...">https://events.nsw.scouts.com.au/event/...</a>	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 and team: MF BL
3. Site pre-view and re-assessment	Access – location, roads, parking  Facilities – nil  grounds	Separate Site Specific RAM completed	Activity Leader, MF  And team: BL
4. Weather impact	General situation, weather forecasting one week, then 2 days out		
5.			

## 2. Event (Vertical Mobility Workshop)

Item	HAZARD and RISK	MITIGATION	RESPONSIBLE
Team	Doesn't attend tool-box talk –so unaware of details of day	Day's team leader to ensure team member is brought up to date.	Individual team member
	Unable to attend whole day (due to prior engagement, illness)	Part of planning at beginning of day so that acceptable cover is provided	team

Item	HAZARD and RISK	MITIGATION	RESPONSIBLE
	fatigue	Breaks scheduled into program for everyone. Site supervisor monitors team and participants	Site supervisor
Participants	Medical: Event organisers unaware of health requirements of participants	<b>Participants or guardians complete health forms in Scout Events.</b> <b>Activity Leader and booking officer will review booking information and make sure supervising staff are aware of responsibilities.</b>	Most senior leader at activity
	<b>Reasonable Adjustment</b> Event organisers unaware of any reasonable adjustment requirements of participants	<b>Person responsible must make themselves familiar with the permission forms signed by participants or their guardians.</b> <b>Open and relaxed learning environments provide a safe space for all participants to develop their own skill and confidence at their own speed.</b>	Activity leaders/Activity Guides
Weather	Extreme weather forecast	Team decision at various stages –  1. call may be made 3 days out if forecasts are extreme, 2. latest decision made day before if indicators are evident 3. during activity if unexpected extreme weather event develops (see contingency management in Activity Planning Document)	Activity team
	Unexpected change in weather	<b>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.</b>	Site Supervisor
Equipment			
Triggers for cancellation			
Group Equipment			
Leaders			
Qualifications			

### 3. Post event (Vertical Mobility)

Pack-up	Checking and Logging of gear: Logging of gear inot the system, check of gear out as it is used – check it back in as it is packed away.		
	logging		
	Pack away		
	Site check		
review	Participants “review” :		
	Team debrief		

### 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



--	--	--	--

**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

--	--	--	--