

Risk Management Assignments (PACI Guide / Instructor courses)



ASSESSMENT TOOL

All Guides and Instructors are required to develop and then hand-in two (2) written assignments:

1. An SWMS activity plan; and
2. Risk assessment.

Exception: If a student is undertaking training across multiple activity specialisations, more than one risk assessment will be required (one for each specialist activity).

Minimum content checklists

Note: Plagiarism is expressly forbidden. No group assignments are permitted. All written assignments must be the trainees own work, and not the work of someone else.

All assignments must be in Adobe PDF file format. Assignments will be rejected if submitted in editable Word.doc or Word.docx format (or any other open and editable format).

SWMS activity plan (this document covers all operations)

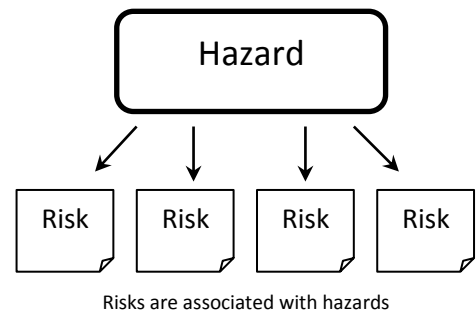
Must include the following minimum content:

- Legislation which applies to activity site (eg QLD WHS Act and Regulation 2011 – or other State legislation that applies)
- Codes of Practice which apply: (eg Australian Adventure Activity Standards)
- PPE and equipment manufacturing standards that apply (eg EN, ISO 10333, AS1891.1, NFPA)
- Locality map of site/area (can be a Google earth image or a map drawing)
- Staff qualifications (what qualifications do staff need to conduct the planned activities?)
- Working with children: Staff will require a special authorisation from each State/Territory jurisdiction before being allowed to work with children. In QLD, a [Blue card](https://www.bluecard.qld.gov.au/interstate-visitors/index.html) is required. Visit this website for all State info: <https://www.bluecard.qld.gov.au/interstate-visitors/index.html>
- Staff PPE itemised checklist (what is the minimum PPE that each staff member will wear?)
- Participant PPE itemised checklist (what is the minimum PPE that each participant will wear?)
- Emergency procedures (step-by-step overview of how an emergency will be handled)
- Rescue kit (contents and where it is located)
- First aid kit (where is it located?)
- Communications at the activity site (eg is there mobile/cell phone signal or fixed landlines or Satellite phones only)
- Content of pre-activity safety briefing
- Weather rules for site: (eg if lightening is detected in area, do all activities immediately cease? What level of rain will cause a cancellation or postponement?) – seasonal weather effects (eg hot humid wet season, dry/arid site, heavy annual rainfall, subject to flash flooding; etc)
- A photo showing a procedure that is crucial for safety (eg how will safety ropes be attached to a participants harness?)
- Environmental issues: Identify sensitive no go areas, indigenous art, protected flora/fauna, restrictions on open fires versus gas cooking stoves, restrictions on time of year/cliff closures, etc
- Trainee printed name, signature and date

Risk Assessment

Must include the following minimum content:

- must be set out in a logical format
- must identify all major hazards that apply
- must address all risks associated with each identified hazard
- must have measures to control risks (how will risks be controlled?)
- must determine *likelihood* of risks happening (normally expressed as a qualitative descriptor such as; remote/unlikely/likely/very likely/almost certain; etc)
- must determine the *consequences* if a risk did happen/materialise (normally expressed as a qualitative descriptor such as; catastrophic/severe/moderate/insignificant, etc)
- must include an action level required: For example, once you have identified all of the hazards and associated risks, what does this mean? What action will you take? For example, do you do nothing? Or, do you need to notify your supervisor/employer and request a postponement? PACI is not an advocate of scoring systems...because, what do you do with a score? Scoring systems are arbitrary and can lead to a situation where nothing meaningful is done with the information (it's just an exercise in paperwork and then it gets filed away and forgotten).
- Trainee printed name, signature and date



All risk assessments for outdoor activities must include control measures that address the following *minimum* risks:

- weather – for example, how much rain is required to trigger a cancellation of an activity (the first droplet of rain? Or, can you still operate with intermittent showers?) What is the control measure if lightning is detected in the area?
- thermal comfort – many areas in Australia experience extremes of heat/cold. What time does the cliff go in shade? Are activities timed to coincide with shade? Or, the opposite might apply in cold climates...
- wild animals
- other users of the area – including ordinary members of the public who may be affected
- belay systems – who is permitted to belay? Are children permitted to belay (and if yes, is there a minimum age or level of maturity?). What type of belay devices are permitted (eg only self-locking type devices or are manual devices such as a tube 'ATC' permitted)? Are backup belay persons required? What is the control measure if there is a significant weight difference between a climber and a belayer (how do you prevent uplifting)? If self-locking belay devices are the only type permitted, does this mean single-brake or double-acting brake? For example, it is now possible to purchase and use self-locking belay devices that have an 'anti-panic' brake function. What type of rope is to be paired with a particular belay device? (eg diameter, and if dynamic rope or low stretch 'static' rope).
- ways to achieve a stable and secure rope attachment to a participants harness
- loose and/or unstable rock
- existing, permanently installed artificial anchors – are they still fit for intended purpose?
- staff who work near exposed edges – preventing staff falls from height
- participants who approach and/or stand in proximity to exposed edges – fall prevention
- PPE – ensuring it is fit for its intended purpose (and if double hook lanyards are used, what is the control measure to prevent head entrapment between the legs of the lanyard?).
- walking over uneven terrain to reach activity site – how are slips, trips and falls to be managed?

NOTES:

1. Only one (1) SWMS activity plan is required – it covers all aspects of operations.
2. A risk assessment for each individual specialist activity must be completed.

Trainee Guides (and candidate instructors) only need to write one generic SWMS activity plan, which covers entire scope of operations. However, separate risk assessments are required for each individual activity specialisation.

