

RISK ASSESSMENT (to be read in conjunction with activity plan)

VER: 1.3

Site = [insert name of site here...]

Task = Example....School abseiling activity (part of school camp)

Dates: [insert date here..]

TASK / STEP <i>(In sequential order)</i>	HAZARDS <i>(associated with each step)</i>	RISKS <i>(There may be more than one risk associated with each hazard)</i>	CONTROL MEASURES <i>(what you intend to do about the risks)</i>	LIKELIHOOD <i>(chance of it happening)</i>	CONSEQUENCES <i>(how severe – if it happens!)</i>	SCORE
--	--	--	---	--	---	--------------

1. Check and pack all equipment	1a. Insufficient time to pack gear for activity	Some important items are forgotten or left behind – this disrupts planned activities.	Pack day prior. Use checklist to ensure all required items are packed.	[] Almost certain [] Likely [] Possible [X] Unlikely [] Rare/remote	[] Insignificant [X] Minor [] Moderate [] Major [] Catastrophic	1L (green)
		Rushing – stress levels – mistakes are made in packing gear. Some items forgotten.	Pack day prior. Use checklist to ensure all required items are packed. Allow sufficient time.	[] Almost certain [] Likely [] Possible [X] Unlikely [] Rare/remote	[X] Insignificant [] Minor [] Moderate [] Major [] Catastrophic	1L (green)
	1b. Insufficient company equipment	Equipment shortages which slow pace of activities down – some participants don't get opportunity to perform 2 nd descent.	Pack day prior. Use checklist to ensure all required items are packed.	[] Almost certain [] Likely [] Possible [X] Unlikely [] Rare/remote	[] Insignificant [X] Minor [] Moderate [] Major [] Catastrophic	1L (green)
		Equipment shortages potentially increase risk to participants (eg no gloves).	Do not place participants at risk – if there are equipment shortages, call office to arrange for gear delivery.	[] Almost certain [] Likely [] Possible [X] Unlikely [] Rare/remote	[] Insignificant [] Minor [X] Moderate [] Major [] Catastrophic	2M (blue)
	1c. Insufficient information or no information given to staff	Staff are confused as to what gear to pack or don't know what type of activity they are conducting.	Ensure staff are aware of the activity and requirements. Provide staff with adequate information – eg activity plan.	[] Almost certain [] Likely [] Possible [] Unlikely [X] Rare/remote	[] Insignificant [X] Minor [] Moderate [] Major [] Catastrophic	1L (green)
		Wrong type of gear is packed – customer complains because activity is disrupted.	Ensure staff are aware of the activity and requirements. Provide staff with adequate information – eg activity plan.	[] Almost certain [] Likely [] Possible [] Unlikely [X] Rare/remote	[] Insignificant [X] Minor [] Moderate [] Major [] Catastrophic	1L (green)

LEGAL NOTICE AND WARNING:

This document is authored by Mark Gommers from PACI Pty Ltd and is subject to copyright laws in Australia. This work is not exhaustive – but is intended as an exemplar for trainee leaders/guides. It is not intended as an easy source of information which can be plagiarised via simple 'copy' and 'paste' commands in word processing programs – which robs trainees of their own capacity for critical thought. PACI has released this work into the public domain as part of an effort to raise the standard of risk assessment writing and content. This document should be read in conjunction with the exemplar activity plan.

TASK / STEP (In sequential order)	HAZARDS (associated with each step)	RISKS (There may be more than one risk associated with each hazard)	CONTROL MEASURES (what you intend to do about the risks)	LIKELIHOOD (chance of it happening)	CONSEQUENCES (how severe – if it happens!)	SCORE
2. Vehicle travel to site	2a. Traffic	Road accident	Plan to leave at designated time – allow sufficient time to drive to site. Obey road rules. Be alert and drive to conditions.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Major <input type="checkbox"/> Catastrophic	2M (blue)
		Delays due to traffic congestion – arrive late at site	Allow sufficient time to drive to site. Build in extra time to allow for traffic congestion (if known).	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	2M (blue)
	2b. Time pressure	Speeding – risk of fines and accidents	Plan to leave at designated time – allow sufficient time to drive to site. Obey road rules. Be alert and drive to conditions.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
		Stress and rushing	Plan to leave at designated time – allow sufficient time to drive to site. Not worth rushing.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
	2c. Poor mechanical condition of vehicle	Vehicle breakdown – inability to arrive at site. Disruption to planned activities. Customer complaints.	Vehicle roadworthiness and servicing is responsibility of employer. Follow logbook servicing.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	2M (blue)
		Difficulty in controlling vehicle – steering alignment and brake shudder	Vehicle roadworthiness and servicing is responsibility of employer. Follow logbook servicing.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	2M (blue)
	2d. Unfamiliar with location	Staff do not know which way to drive or which road(s) to take. Arrive late and disrupt planned activities.	Ensure street directory or GPS tracker is available. Ensure staff have been given directions and confirm their understanding.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	2M (blue)
	2e. Driver competency / experience	Difficulty in controlling vehicle – risk of accident – personal injuries or vehicle damage	Ensure driver of company vehicle holds current drivers licence for State / Territory. Check experience level with particular vehicle type (eg 4WD). Make driver aware of company policies.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Major <input type="checkbox"/> Catastrophic	3H (orange)
	2f. Roadworks	Delays due to roadworks – arrive late at site	Allow sufficient time to drive to site. Build in extra time to allow for road works (if known).	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input checked="" type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)

TASK / STEP <i>(In sequential order)</i>	HAZARDS <i>(associated with each step)</i>	RISKS <i>(There may be more than one risk associated with each hazard)</i>	CONTROL MEASURES <i>(what you intend to do about the risks)</i>	LIKELIHOOD <i>(chance of it happening)</i>	CONSEQUENCES <i>(how severe – if it happens!)</i>	SCORE
--	--	--	---	--	---	--------------

3. Mark access track from carpark to abseil site	3a. Uneven ground	Trips and slips while walking	Personal management – walk carefully – lift feet, don't drag	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
		Personal injuries – sprained ankles	Where walking boots with ankle support – take care while walking (lift feet , not drag feet)	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
		Falls, resulting in personal injuries	Personal management – walk carefully – lift feet, don't drag. Don't carry heavy equipment while marking trail.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
	3b. Insufficient or no marking tape available	Only partially marked trail – large gaps between markers – difficult to follow trail	Ensure sufficient marking tape – pack with gear day prior	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
		Inability to mark trail	Ensure sufficient marking tape – pack with gear day prior	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input checked="" type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
	3c. Unfamiliarity with site	Incorrect trail is marked	Be accompanied by staff with local knowledge and experience with site.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input checked="" type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
		Trail leads to incorrect abseil site (wrong direction)	Be accompanied by staff with local knowledge and experience with site.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
		Loss of time – forced errors due to rushing	Be accompanied by staff with local knowledge and experience with site. Allow ample time to mark trail.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input checked="" type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)

TASK / STEP (In sequential order)	HAZARDS (associated with each step)	RISKS (There may be more than one risk associated with each hazard)	CONTROL MEASURES (what you intend to do about the risks)	LIKELIHOOD (chance of it happening)	CONSEQUENCES (how severe – if it happens!)	SCORE
4. Install hand-line access rope	4a. Steep rock surface	Slips and/or falls resulting in personal injuries	Use care when climbing up access ramp. Avoid stepping on surfaces with gravel and dirt. If deemed too risky, walk around boulder & locate alternative access.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
		Inability to climb up rock surface – too steep and risky – significant delays in setting up activity	Locate alternative access to top of boulder – only first staff member is exposed to risk. Once hand-line is installed, access is easy.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
	4b. Slippery surface	Slips/falls resulting in personal injuries.	Use care when climbing up access ramp. Avoid stepping on surfaces with gravel and dirt. If deemed too risky, walk around boulder & locate alternative access.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
		Inability to climb up rock surface – too steep and slippery.	Look for alternative route up to top of boulder – walk around boulder to locate alternative access.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input checked="" type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
	4c. No access rope for first staff member	First staff member to climb boulder has no hand-line – risk of slips/falls	Do not carry any gear – keep both hands free. Wear shoes which provide adequate grip to rock surface. Avoid stepping on surfaces with gravel and dirt. Take time, don't rush.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
		Not wearing appropriate footwear for working at site – risk of slips/falls while accessing boulder	Wear shoes which provide adequate grip to rock surface. Avoid stepping on surfaces with gravel and dirt. Take time, don't rush.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
	4d. Unfamiliar with site and access	Access rope is installed in wrong position – clients struggle to climb up boulder and are fatigued and/or frightened	Provide detailed instructions to staff with regard to precise positioning of access hand-line – confirm understanding. Ensure at least 1 staff member has experience with site. Provide copy of activity plan & refer to photos.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
		Access rope is installed in wrong area – clients end up in wrong area / wrong boulder	Provide detailed instructions to staff with regard to precise positioning of access hand-line – confirm understanding. Ensure at least 1 staff member has experience with site. Provide copy of activity plan & refer to photos.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)

TASK / STEP <i>(In sequential order)</i>	HAZARDS <i>(associated with each step)</i>	RISKS <i>(There may be more than one risk associated with each hazard)</i>	CONTROL MEASURES <i>(what you intend to do about the risks)</i>	LIKELIHOOD <i>(chance of it happening)</i>	CONSEQUENCES <i>(how severe – if it happens!)</i>	SCORE
5. Setup and deploy abseil ropes	5a. Staff skill deficiencies	Errors in setup – risk of catastrophic system failure	Use qualified staff who are current. Staff cross-checking to confirm setup. Follow activity plan and refer to photos. Roster staff member with previous experience at site.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input checked="" type="checkbox"/> Catastrophic	3H (orange)
		Rope positioning and trajectories not suitable for participant abilities – risk of injuries	Use qualified staff who are current – confirm staff skill levels. Follow activity plan and refer to photos. Roster staff member with previous experience at site.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	2M (blue)
		Rope entanglements and poor housekeeping practices – confusion and difficulty of use	Use qualified staff who are current. Staff member in charge to check and verify systems. Trial run system before participants arrive – test and confirm. Make alterations as required to fine-tune setup. Allow time for trial run.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
	5b. Staff ignorance of requirements of activity plan (work method statement)	Setup and deployment of ropes is ad hoc – no resemblance to plan – confusion and difficulty of use	Use qualified staff who are current. Staff member in charge to check and verify systems. Alter if necessary. Follow activity plan and refer to photos. Roster staff member with previous experience at site.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	2M (blue)
		Falls from height – staff not attached to personal safety lines when working near an exposed edge. Risk of injuries or death from falls.	Strict compliance with PACI protocols – staff must wear PPE when working at height and within 2.0m of edge. Confirm staff competence.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input checked="" type="checkbox"/> Catastrophic	3H (orange)
		Setup is not appropriate for the conduct of abseiling activities – staff confusion	Ensure staff are aware of job requirements – provide each staff member with copy of activity plan. Confirm.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Major <input type="checkbox"/> Catastrophic	3H (orange)
	5c. Poor attitude toward safety and quality	Staff deliberately deviate from activity plan – exposure to legal liability for any injuries	Staff to sign activity plan which constitutes a legally binding contract. Select staff on the basis of competency, experience & positive attitude toward employer.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Major <input type="checkbox"/> Catastrophic	3H (orange)
		Legal liability for any injuries resulting from breach of protocols	As above – contract agreement and staff carefully selected on basis of competency & experience.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	2M (blue)
		Falls from height while deploying ropes – no personal safety lines used due to inadvertance or failure to wear harnesses.	The abseil boulder is a workplace & OHS legislation applies. Staff member in charge is responsible for enforcing rules.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input checked="" type="checkbox"/> Catastrophic	3H (orange)

TASK / STEP (In sequential order)	HAZARDS (associated with each step)	RISKS (There may be more than one risk associated with each hazard)	CONTROL MEASURES (what you intend to do about the risks)	LIKELIHOOD (chance of it happening)	CONSEQUENCES (how severe – if it happens!)	SCORE
5. Setup and deploy abseil ropes (continued)	5d. Staff incorrectly interpret requirements of activity plan	Incorrect setup of anchors and deployment of ropes – risk to clients and legal liability	Provide staff with copy of activity plan. Discuss activity plan & confirm understanding of requirements.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	2M (blue)
		Top belay management ropes are incorrectly setup – risk to clients and legal liability.	Discuss activity plan and confirm understanding of requirements. Refer to photos of setup. Confirm understanding.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Major <input type="checkbox"/> Catastrophic	3H (orange)
		Participants placed at risk of injuries due to staff actions (and inactions).	As above. Discuss activity plan and setup with staff – confirm understanding. Ensure staff have underpinning competence.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	2M (blue)
	5e. Staff disrespect for employer and written instructions.	Willfull failure to comply with activity plan – setup is incorrect and places participants at risk of falls and/or injuries.	Non conforming staff are removed and/or disciplined. Detect staff attitudinal problems at an early stage and remove or correct. Invoke contract agreement and potential penalty on offending staff member wages.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Major <input type="checkbox"/> Catastrophic	3H (orange)
		Inconsiderate and disrespectful behaviour toward client group. Reputation of our service as a contractor is harmed – future work cancelled.	As above. Failure to perform invokes contract law and disciplinary measures. Detect staff attitudinal problems at any early stage – remove non conforming staff.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Major <input type="checkbox"/> Catastrophic	3H (orange)
	5f. Other user groups or members of the public in area	Competing interests in use of site – conflict occurs.	If other operator is in area, discuss and reach agreement on individual needs. Avoid conflict. Contact employer if impasse. Option to relocate to alternative site.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
		Members of the public in area – risk of causing injuries while setting up and deploying ropes.	Be observant for people in the area – use safety warning calls when deploying ropes. Avoid dislodging loose rocks, shout warning calls.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
		Interference from members of the public.	Advise persons not associated with the activity of your intentions in area – duty to warn.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)

TASK / STEP <i>(In sequential order)</i>	HAZARDS <i>(associated with each step)</i>	RISKS <i>(There may be more than one risk associated with each hazard)</i>	CONTROL MEASURES <i>(what you intend to do about the risks)</i>	LIKELIHOOD <i>(chance of it happening)</i>	CONSEQUENCES <i>(how severe – if it happens!)</i>	SCORE
6. Setup participant management system	6a. Staff skill deficiencies	Errors in setup – belay system is ineffective or does not protect clients from falls.	Provide staff with copy of activity plan. Discuss activity plan & confirm understanding of requirements. Ensure staff have underpinning competency.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input checked="" type="checkbox"/> Catastrophic	3H (orange)
		Entanglement of ropes – belay ropes wrap around or cross-over abseil ropes. Frictional damage caused – potential for rope failure.	Ensure staff have underpinning competency. Only hire staff who are competent and experienced. At least 1 staff member to have prior site experience.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	2M (blue)
		Long delays in setup – running out of time – last minute rushing before clients arrive. Forced errors.	As above.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
	6b. Staff ignorance of requirements of activity plan (work method statement).	Participants placed at risk of injuries due to deviation from activity plan – legal liability	Provide staff with copy of activity plan. Discuss activity plan & confirm understanding of requirements. Ensure staff have underpinning competency.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Major <input type="checkbox"/> Catastrophic	3H (orange)
	6c. Staff attitude (toward safety and quality)	No top belay management system is setup – clients placed at risk of falls from height.	Advise staff of conditions of employment. Non-conformances to be dealt with and contract law invoked. Carefully screen and select staff.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input checked="" type="checkbox"/> Catastrophic	3H (orange)
		Legal liability for any injuries resulting from breach of protocols.	As above.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Major <input type="checkbox"/> Catastrophic	3H (orange)
		Falls from height while setting up management system – no personal safety lines used due to inadvertance or failure to wear harnesses.	As above. Essential to follow PACI protocols – PPE must be worn within 2.0m of exposed edge or where risk of fall is likely. Senior staff member to enforce rules.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input checked="" type="checkbox"/> Catastrophic	3H (orange)
	6d. Staff incorrectly interpret requirements of activity plan.	Setup does not reflect company protocols – legal risk to staff and risk of injuries to clients	Discuss activity plan & confirm understanding of requirements. Refer to photos of setup. Confirm understanding.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Major <input type="checkbox"/> Catastrophic	3H (orange)
		Configuration of systems are convoluted and/or unmanageable.	As above. Ensure staff have underpinning competence.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	2M (blue)

TASK / STEP (In sequential order)	HAZARDS (associated with each step)	RISKS (There may be more than one risk associated with each hazard)	CONTROL MEASURES (what you intend to do about the risks)	LIKELIHOOD (chance of it happening)	CONSEQUENCES (how severe – if it happens!)	SCORE
7. Participants arrive	7a. Schedule errors	Participants arrive late – everyone placed under time pressure. Difficulties in keeping to schedule with next arriving group.	Staff ready to organise group and proceed with activity. Be time efficient and keep verbal instructions to minimum required. Teamwork – ask if teacher willing to assist.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input checked="" type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input checked="" type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
		Participants arrive too early – causing distractions and temporary overcrowding.	Organise group into waiting area in sheltered position. Ask clients to apply sunscreen and hydrate (as required). Advise time frame till ready.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input checked="" type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
	7b. Participants	No apparent organisation – clients arrive in small sub-groups. Lack of cohesion. Teacher appears to lack group control. Loss of time due to disorganisation.	Locate teacher in charge of group – ask teacher to control and organise group. Give clear concise instructions as to requirements.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)

TASK / STEP (In sequential order)	HAZARDS (associated with each step)	RISKS (There may be more than one risk associated with each hazard)	CONTROL MEASURES (what you intend to do about the risks)	LIKELIHOOD (chance of it happening)	CONSEQUENCES (how severe – if it happens!)	SCORE
8. Pre-activity briefing	8a. Relying on memory – no checklist to refer to.	Omission of important safety information	Follow briefing checklist (pre-written) – do not rely on memory alone	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	2M (blue)
		Inappropriate or irrelevant information given	Rehearse delivery of briefing – gain confidence in public speaking – use checklist as a prompt.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	2M (blue)
	8b. Participants	Participants distracted by elements (eg heat of direct sunlight – or cold wind and/or temperatures).	If weather conditions are unfavourable, move participants into sheltered area (eg shade).	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input checked="" type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input checked="" type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
		Some participants are disruptive – influencing others – not listening or pretending to listen.	Gain control of group. Utilise teacher to assist with controlling group. Speak clearly and directly to clients – choice of words to be precise and firm.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input checked="" type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
	8c. Staff inexperience	Apparent to clients that staff are inexperienced – leading to reduced confidence in staff.	Ensure staff have underpinning competency. Only hire staff who are competent and experienced. At least 1 staff member to have prior experience in working with groups.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input checked="" type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
		Disjointed delivery of information – clients experience difficulty in understanding – or simply pretend to understand.	As above. Staff can rehearse delivery of briefing with other staff members – obtain feedback. Use briefing checklist as a prompt.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input checked="" type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)

TASK / STEP <i>(In sequential order)</i>	HAZARDS <i>(associated with each step)</i>	RISKS <i>(There may be more than one risk associated with each hazard)</i>	CONTROL MEASURES <i>(what you intend to do about the risks)</i>	LIKELIHOOD <i>(chance of it happening)</i>	CONSEQUENCES <i>(how severe – if it happens!)</i>	SCORE
9. Distribute and fit participant PPE	9a. Staff inexperience or unfamiliarity with equipment	PPE (harnesses, helmets and gloves, etc) are incorrectly fitted. Clients are placed at risk of falls from height or other injuries.	Ensure staff are competent – use qualified persons. Fit client PPE on self as trial run to gain familiarity. Staff to cross check each other.	[] Almost certain [] Likely [] Possible [] Unlikely [X] Rare/remote	[] Insignificant [] Minor [] Moderate [] Major [X] Catastrophic	3H (orange)
		Continual delays in attaching and checking participants – loss of valuable time – not everyone gets 2 abseil descents in allotted time frame.	Ensure staff are competent – use qualified persons. Fit client PPE on self as trial run to gain familiarity. Staff to cross check each other.	[] Almost certain [] Likely [] Possible [X] Unlikely [] Rare/remote	[] Insignificant [X] Minor [] Moderate [] Major [] Catastrophic	1L (green)
	9b. Participants	Participants not listening to, or paying attention to staff – resulting in confusion or some disruptions to activities.	Speak clearly and directly to participants. Use clear and easy to understand language. Refer disciplinary and/or behavioural problems to attached teacher.	[] Almost certain [] Likely [] Possible [X] Unlikely [] Rare/remote	[] Insignificant [X] Minor [] Moderate [] Major [] Catastrophic	1L (green)
		Disruptive behaviour – staff have difficulty in controlling group – delays in fitting equipment	Speak clearly and directly to participants. Use clear and easy to understand language. Refer disciplinary and/or behavioural problems to attached teacher.	[] Almost certain [] Likely [] Possible [] Unlikely [X] Rare/remote	[] Insignificant [X] Minor [] Moderate [] Major [] Catastrophic	1L (green)
		Participants distracted by elements (eg heat of direct sunlight – or cold wind and/or temperatures).	If weather conditions are unfavourable, move participants into sheltered area (eg shade).	[] Almost certain [] Likely [] Possible [X] Unlikely [] Rare/remote	[] Insignificant [X] Minor [] Moderate [] Major [] Catastrophic	1L (green)
	9c. Equipment	Heavy wear and tear to some equipment – causing difficulties with fitting	Equipment (particularly harnesses and helmets) must be checked and verified before activity commencement.	[] Almost certain [] Likely [] Possible [] Unlikely [X] Rare/remote	[] Insignificant [] Minor [X] Moderate [] Major [] Catastrophic	2M (blue)
		Insufficient or shortages of equipment – participants are concerned – delays in flow of activities due to shortages.	Arrange flow of activities so that equipment can be recycled – passed from one person to the other. Helmets must be worn while abseiling. Sufficient to wear single glove only (right or left). Management / employer must ensure sufficient equipment for the contracted activities. If staff note shortages while packing, bring to immediate attention of management / employer.	[] Almost certain [] Likely [] Possible [X] Unlikely [] Rare/remote	[] Insignificant [X] Minor [] Moderate [] Major [] Catastrophic	1L (green)
		Incorrect type of descending devices for the activity (and weight range of participant)	Confirm type of descending devices to be used for the planned activity. Consider weight range of clients.	[] Almost certain [] Likely [] Possible [X] Unlikely [] Rare/remote	[] Insignificant [] Minor [] Moderate [X] Major [] Catastrophic	3H (orange)

TASK / STEP (In sequential order)	HAZARDS (associated with each step)	RISKS (There may be more than one risk associated with each hazard)	CONTROL MEASURES (what you intend to do about the risks)	LIKELIHOOD (chance of it happening)	CONSEQUENCES (how severe – if it happens!)	SCORE
10. Abseiling activities commence	10a. Gravitational energy	Connector misalignment due to cyclic loading events.	Use connectors that have captive pins or captive eyes on the belay rope. Be observant for connector misalignment. Participants to keep leaning back and avoid moving forward (this triggers misalignment).	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input checked="" type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Major <input type="checkbox"/> Catastrophic	4A (red)
		Equipment failure – from misuse or poor maintenance resulting in falls from height.	Check and confirm all equipment prior to use. Isolate any damaged gear from use. Notify management / employer of damaged or unserviceable equipment.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input checked="" type="checkbox"/> Catastrophic	3H (orange)
		Staff inadvertence – mistakes/errors made which place participants at risk.	Only competent and experienced staff to be employed. Personal management – monitor own fatigue levels. Staff cross-check each other. Follow checklists (ABCDE etc). Senior staff member responsible for enforcing rules and protocols. Staff should be current with their knowledge and skills.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input checked="" type="checkbox"/> Catastrophic	3H (orange)
		Descending devices are inappropriate for type of activity and weight range of participants – causing difficulties with abseiling or increasing risk levels.	Confirm type of descending devices to be used for activity – check with employer / program leader. Check & pack correct devices with rest of activity gear.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Major <input type="checkbox"/> Catastrophic	3H (orange)

TASK / STEP <i>(In sequential order)</i>	HAZARDS <i>(associated with each step)</i>	RISKS <i>(There may be more than one risk associated with each hazard)</i>	CONTROL MEASURES <i>(what you intend to do about the risks)</i>	LIKELIHOOD <i>(chance of it happening)</i>	CONSEQUENCES <i>(how severe – if it happens!)</i>	SCORE
10. Abseiling activities commence (continued)	10b. Exposed edges	Participants fall over edge – not attached to safety line.	Identify waiting area for participants. Teachers attached to group responsible for monitoring participants (discipline, etc). Discuss 2m rule in safety brief. Attach participants to safety line when approaching abseil point (ensure safety line is checked & ready for use). Staff to maintain situational awareness.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input checked="" type="checkbox"/> Catastrophic	3H (orange)
		Staff fall over edge – not attached to safety line.	Staff must wear PPE and be attached to personal safety lines at all times when working at or near abseil point. 2m rule applies to everyone. Senior staff member to enforce protocols.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input checked="" type="checkbox"/> Catastrophic	3H (orange)
		Equipment is dropped and damaged.	Minimise participant handling of equipment. Use techniques that prevent accidental dropping of gear (eg reverse Fig 8 feed). Staff to monitor participants and maintain situational awareness.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input checked="" type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	2M (blue)

TASK / STEP (In sequential order)	HAZARDS (associated with each step)	RISKS (There may be more than one risk associated with each hazard)	CONTROL MEASURES (what you intend to do about the risks)	LIKELIHOOD (chance of it happening)	CONSEQUENCES (how severe – if it happens!)	SCORE
10. Abseiling activities commence (continued)	10c. Participant control & management systems	Staff protocol errors - failure to follow ABCDE checklist – connective error goes undetected and participants reach point of no return.	Rigorous enforcement of safety checks (ABCDE method) before participants reach point of no return. Only competent and experienced staff to be employed. Senior staff member to monitor other subordinate staff.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Major <input type="checkbox"/> Catastrophic	3H (orange)
		Hair or clothing caught in descending device	Tie hair back – tuck loose clothing in. ABCDE check ought to detect ‘ends’ – don’t proceed unless checks permit.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Major <input type="checkbox"/> Catastrophic	3H (orange)
		Participant experiences interference from safety belay rope – staff member applies <i>too much</i> braking action.	Allow participants to descend freely – only intervene if excessive speed is detected. Use tactile means to detect acceleration – intervene to slow descent when appropriate.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input checked="" type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
		Excessive wear and tear on safety belay rope – caused by repeated contact on abrasive rock surfaces during abseil descent and then retrieval by staff.	Do not use sleeve type protectors on belay rope. Where practicable, use carpet / matting to protect belay rope from abrasion damage. Stand closer to edge when retrieving belay rope (less drag at edge).	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input checked="" type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	2M (blue)
		Participants receive friction burns caused by heat build-up during abseil descent (eg rope burns, or burns from skin contact with metal surfaces)	Provide participants with gloves – ensure glove fits hand. Cut thumb + first 2 fingers off gloves where necessary to provide better fit. Warn participants about potential for heat build-up during descent – discourage high-speed descents (intervene to slow participants down using belay ropes if necessary).	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input checked="" type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
		Safety belay rope entanglement/jams while feeding through belay system (build-up of rope twists causing knots and tangles) – participant descent is unintentionally interrupted – resulting in loss of enjoyment.	Ensure belay ropes are stacked and reset for free-flow through belay systems. Monitor feed pattern of belay rope during abseil descend – be alert for impending entanglements and quickly remove before obstructions occur.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)

TASK / STEP <i>(In sequential order)</i>	HAZARDS <i>(associated with each step)</i>	RISKS <i>(There may be more than one risk associated with each hazard)</i>	CONTROL MEASURES <i>(what you intend to do about the risks)</i>	LIKELIHOOD <i>(chance of it happening)</i>	CONSEQUENCES <i>(how severe – if it happens!)</i>	SCORE
10. Abseiling activities commence (continued)	10d. Participants	Excessive speed on abseil descent – participant tries to accelerate – risk of heavy landing and friction/heat burns	Staff intervention by applying braking action on belay rope – advise participant to slow down. Wear gloves (or 1 glove)	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input checked="" type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	2M (blue)
		Abseil rope wear and tear (abrasion damage) – caused by lateral movement & cyclical abrasion on edges during participant descents.	Use edge protection on all abseil ropes. Sleeve type protectors are suitable. Review activity plan – plan calls for edge management. Periodic checks of ropes	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input checked="" type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	2M (blue)
		Loss of balance during abseiling – particularly at edge transition.	Deploy all abseil ropes with high departure angle where practicable. Edge topography is critical. Reinforce body positioning (Lean back & feet apart). Coach participants. Staff member can try to raise abseil rope using brute strength to increase departure angle trajectory.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input checked="" type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	2M (blue)
		Fear and hesitation at edge transition. Participant attempts to abort descent or displays strong emotions. Negative impact on activity. Delays caused – schedule overruns.	Provide ground training session for participants – this simulates the techniques to be used. Deploy ropes for high departure angle – avoid sites with difficult edge transitions. Scope site before activity – determine suitability for client group.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input checked="" type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	2M (blue)
		Participants descend on a diagonal trajectory – risk of pendulum fall/swing and injuries. Potential for damage to ropes as they track across edge.	Observe participants during descents – correct descent path by giving verbal instructions or pointing to indicate correct trajectory. Staff remain vigilant at all time and position to maintain visual contact with participant.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input checked="" type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	3H (orange)
	10e. Teachers (attached to client groups)	Interference from teachers (or group supervisors assigned by school) – perception that activity staff are making errors or that control systems are inadequate (with potential conflict & negative feedback).	Managers / employer should ensure school Principal is aware of role of teachers during activities – via activity plan/simple contract documenting teacher responsibilities and roles. Abseiling staff control activity – not teachers. Teachers do not possess expertise in roping – their perception may not be reality. Staff should introduce themselves and briefly outline roles and responsibilities before activity begins.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	3H (orange)

TASK / STEP (In sequential order)	HAZARDS (associated with each step)	RISKS (There may be more than one risk associated with each hazard)	CONTROL MEASURES (what you intend to do about the risks)	LIKELIHOOD (chance of it happening)	CONSEQUENCES (how severe – if it happens!)	SCORE
10. Abseiling activities commence (continued)	10f. Loose rock	Rocks and/or debris falls and strikes participants causing injuries.	Stabilise or remove loose rock from abseil site (where possible). If risk is significant – use alternative site. All participants must wear helmets at all times. Ensure participants are aware of action to take in event of falling rock.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input checked="" type="checkbox"/> Catastrophic	4A (red)
		Rocks and/or debris falls and strikes ropes causing damage (or severance).	Stabilise or remove loose rock from abseil site (where possible). If risk is significant – use alternative site. Avoid excessive slack rope build-up at base of cliff.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	2M (blue)
	10g. Staff	Fatigue caused by repetition syndrome. Staff begin to make errors due to long hours and numerous participant descents. Participants placed at risk of falls.	Self monitoring – staff to cross check each other. Notify if fatigued and take short break. Keep hydrated and control body temperature according to climate conditions. Concentrate on following protocols (eg ABCDE checklist).	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	2M (blue)
		Staff make simple errors/mistakes – due to inadvertence or time pressure. Participants placed at risk of falls due to errors/mistakes. Mistakes can range from connective errors to rope management issues to adjustment of PPE (eg incorrectly adjusted harness).	Only competent and experienced staff to be employed. Senior staff member to monitor other subordinate staff. Rigorous enforcement of safety checks (ABCDE method) before participants reach <i>point of no return</i> . If unsure about a procedure or protocol, stop and check with senior staff member on site (do not guess).	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input checked="" type="checkbox"/> Catastrophic	4A (red)

TASK / STEP <i>(In sequential order)</i>	HAZARDS <i>(associated with each step)</i>	RISKS <i>(There may be more than one risk associated with each hazard)</i>	CONTROL MEASURES <i>(what you intend to do about the risks)</i>	LIKELIHOOD <i>(chance of it happening)</i>	CONSEQUENCES <i>(how severe – if it happens!)</i>	SCORE
11. Post activity debrief	11a. Time pressure	Staff decision to omit debrief of activities in order to save time	Monitor progress of activity and check time frames. Staff to have access to time keeping device (eg wrist watch or mobile phone). Plan a cut-off time to allow for packup and debrief.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
		Rushed debrief – achieves little impact. Evident to participants that staff have rushed.	As above. Pre-plan a cut-off time which allows adequate time for packing up and debriefing.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
	11b. Staff inexperience or incompetence	Debrief conveys perception of amateur rather than professional conduct.	Use competent, experienced staff. Ensure staff are aware of and acknowledge requirement for professional conduct.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
		Inappropriate feedback given – conveys negative attitude toward participants.	As above.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Major <input type="checkbox"/> Catastrophic	3H (orange)
	11c. Participants	Participants are not interested – only want to leave and go home.	Staff to maintain control of activity – and maintain interest levels. Convey impression that the debrief is important and is a part of the activity. Involve teacher attached to group.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input checked="" type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	2M (blue)

TASK / STEP (In sequential order)	HAZARDS (associated with each step)	RISKS (There may be more than one risk associated with each hazard)	CONTROL MEASURES (what you intend to do about the risks)	LIKELIHOOD (chance of it happening)	CONSEQUENCES (how severe – if it happens!)	SCORE
12. Check area for litter and items left behind	12a. Staff attitude	Poor work ethic / no respect for employer. Equipment is left behind or lost.	Staff are responsible for any equipment loss/damage. Sign inventory – check all gear back in. Staff induction and contract agreement with employer to be invoked if dispute about refusing to take responsibility. Staff to acknowledge & agree to terms and conditions of employment prior to activity.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	2M (blue)
		Some degree of damage to the environment – temporary (will recover)	Staff to ensure all participants stick to track plan – do not allow making of new tracks. No removal or destruction of vegetation. Respect land owner / manager rules.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Major <input type="checkbox"/> Catastrophic	3H (orange)
	12b. Staff inadvertance	Litter is left behind	Follow briefing checklist – don't rely on memory	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
		Participant personal belongings are left behind	Remind all participants to check area – and check that they have all personal belongings. Utilise teacher attached to group. Refer to activity plan / checklist as a prompt to ensure no important information is omitted. Last staff member to depart visually checks site.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
		Omission of key reminders to participants before they leave site	As above.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)
	12c. Participants	Poor behaviour / attitude toward environment and staff. Disruption to flow of activities – stress. Activity is concluded on a negative note (not positive ending).	Consult with teacher attached to group. Teacher is responsible for participant behaviour. Speak clearly and directly to participants – use friendly but firm tone.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	1L (green)

RISK PRIORITY CHART

LIKELIHOOD	CONSEQUENCES				
	Insignificant (no injuries)	Minor (1 st aid treatment only)	Moderate (medical treatment)	Major (extensive injuries)	Catastrophic (death)
Almost certain	3 H	3 H	4 A	4 A	4 A
Likely	2 M	3 H	3 H	4 A	4 A
Possible	1 L	2 M	3 H	4 A	4 A
Unlikely	1 L	1 L	2 M	3 H	4 A
Rare	1 L	1 L	2 M	3 H	3 H

Risk score descriptors:

SCORE & STATEMENT	ACTION
4 A = Accute	ACT NOW! – Urgent – Do something about the risks immediately. Requires immediate attention or intervention.
3 H = High	Highest management decision is required urgently
2 M = Moderate	Follow management instructions
1 L = Low	OK for now... Record and review if any equipment/people/materials/work methods or procedures change

Careful consideration of the problem and corrective action should be taken according to the hierarchy of control.

The hierarchy of control always states that wherever practicable, the source of the hazard should be dealt with in the following order of priority:

- 1) Eliminate the hazard
- 2) Substitute
- 3) Re-design or engineering controls
- 4) Isolate
- 5) Administrative controls
- 6) PPE

Prepared by _____

Signature _____

Date: _____

USE OF THE WORK METHOD STATEMENT AND RISK ASSESSMENT SHEET

Always conduct a risk assessment before working at height. It doesn't matter if the nature of work is recreational or industrial. Both forms of work involve the risk of falls from height.

Start by analyzing your sequence of work (ie step by step) and identifying all the possible hazards associated with each step. Remember, a hazard is the *source* of the harm. Once you have identified each of the hazards, transfer those hazards to your risk assessment sheet. There may be more than one risk associated with each hazard hazard.

With each risk, determine the *likelihood* of its occurrence and then the *consequences* if it occurs.

Lastly, work out the best measures to *control* the identified risks. It is best to use a participative approach and involve all workers who may come into contact with the identified hazards. Ideas can be brainstormed.

Your control measures are the most critical aspect of the whole process. This is what you intend to do to manage those risks you identified.

OPTIONS FOR TREATING RISKS

When treating risks, there are a number of options that can be implemented to control the risks. These options are known as the *hierarchy of control*:

Elimination of the hazard - Not always possible at a job site (ie roof work usually involves the potential for a fall). If this option is not possible then;

Substitution – Try replacing the hazard with one that presents a lower (and more manageable) risk.

Engineering controls (redesign) - Try making changes to the workplace or to equipment to reduce the risk of injury or harm. For example, installing guard railing and/or barricades to prevent falls from height. If this is not possible then;

Isolation – Try isolating or separating the hazard from the person, or the person from the hazard. For example, installing screens or barriers around hazardous areas, enclosing or guarding dangerous equipment.

Administrative controls - Try making changes to the way work is organised to reduce the risk of injury or harm. For example, try rostering more experienced staff with less experienced or younger workers. If this is not possible then;

Personal protective equipment (PPE) - PPE should not be used in place of more permanent controls. It is the least effective way of dealing with hazards. Unfortunately, in many cases, PPE is usually the only way to minimise risks eg wearing of helmets and using gloves.

