



Top Town - Risk Analysis and Management

| Risk Analysis | | Management | | | | |
|-----------------------|-------------------------|------------------------------|-----------------------------|--------------------------|---|----------|
| Hazard/Harm | Risk severity (Initial) | Control (Eliminate/Minimise) | Action | Risk severity (residual) | SOP | Accepted |
| People: Incorrect use | 12 | M | Inform Activity Supervisors | 4 | <p>Towers of Hanoi: Boxes may be heavy, be sensible. No standing on boxes.</p> <p>Stretcher: Carriers of the stretcher must support the person being carried and walk in a safe manner.</p> <p>Three-man slingshot: Being hit by projectile, no one is aloud behind the target while people are firing. Slingshot is let go at either end- make sure the person is holding tight and is strong enough. Team members who are holding or firing the slingshot must wear safety glasses.</p> <p>Tyre Flip: Tyre rolls away (The team can only flip the tyre not roll it.) Everyone must stand on one side of the tyre to prevent the tyre getting flipped on to a person</p> <p>Lava Crossing: Members falling, group must support each other.</p> <p>Grass Skis: Falling off the ski, make sure team is looking out for each other. Splinters, footwear must be worn.</p> <p>Numbers: Collisions, make sure group is aware of their team mates</p> <p>Blind Walking: That blind folded members do not harm themselves, be ready to stop an incident.</p> <p>Helium Pole: Careful not to fall on other members.</p> <p>Gutters: Watch out for other members when moving with gutters to prevent hitting another participant</p> <p>Mine Field: Careful not to fall on other members.</p> <p>Ring Toss: Look out for unsafe behaviour.</p> <p>Taxi Ride: Rider must hold handle while the kayak is rolling to avoid crushed fingers. Participants to only grab pipes that the kayak has finished rolling over. Look out for unsafe behaviour.</p> <p>Three Point Throw: Look out for unsafe behaviour.</p> <p>Corn Hole Toss: Look out for unsafe behaviour.</p> | Yes |



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|---|----|---|--|---|--|-----|
| People: Poor supervision | 10 | M | Signed off and checked during use | 4 | 1 supervisor to 12 participants | Yes |
| People: Misuse of equipment | 8 | E | Supervised activity | 5 | - | Yes |
| People: Impairment of Supervisor | 6 | E | CYC Staff to look out for signs of impairment | 3 | - | Yes |
| Condition: Extreme weather | 4 | M | Make use of shelter Wear hats/sunscreen CYC Staff to be aware of changing conditions | 2 | - | Yes |
| Equipment: Damage to equipment | 3 | M | CYC Staff to check monthly | 1 | Please inform CYC Host of any malfunctioning equipment | Yes |
| <p>Emergency procedures</p> <p>Stop activity, assess situation, administer first aid, call emergency services if necessary, notify camp organisers and camp staff, and fill out an incident form when practicable.</p> | | | | | | |
| Equipment | | | Activity SOPs | | | |
| Competencies for Activity Sign Off | | | <ul style="list-style-type: none"> • Be able to manage a group of participants (1:12) • Follow the Activity Instructions • Actively supervising the participants • Looking out for unsafe actions • Know where to get help/locate CYC Staff or group organizers • Technical information • Demonstrates safe spotting technique (hands up, one foot forward, ready to brace shoulders). • Demonstrates a safe trust fall sequence (placement and position of catchers, faller's body position, calls) | | | |
| Final decision on implementing activity | | | ACCEPTED by CYC Director | | | |
| <p>Comments</p> <p>Circumstances can change quickly, supervisors need to be diligent in their task, and respond as needed.</p> | | | | | | |