



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



Top Town - Risk Analysis and Management

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

Emergency procedures

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.

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
Comments	
Circumstances can change quickly, supervisors need to be diligent in their task, and respond as needed.	