



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	-	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>						