

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

VER: 1.1

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.	<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)
		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.	<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)
	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.	<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)
		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.	<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)
	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.	<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)
		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.	<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
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.	[] Almost certain [] Likely [] Possible [] Unlikely [X] Rare/remote	[] Insignificant [] Minor [] Moderate [X] Major [] 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).	[] Almost certain [] Likely [] Possible [] Unlikely [X] Rare/remote	[] Insignificant [] Minor [X] Moderate [] Major [] 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.	[] Almost certain [] Likely [] Possible [] Unlikely [X] Rare/remote	[] Insignificant [X] Minor [] Moderate [] Major [] Catastrophic	1L (green)
		Stress and rushing	Plan to leave at designated time – allow sufficient time to drive to site. Not worth rushing.	[] Almost certain [] Likely [] Possible [] Unlikely [X] Rare/remote	[] Insignificant [X] Minor [] Moderate [] Major [] 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.	[] Almost certain [] Likely [] Possible [] Unlikely [X] Rare/remote	[] Insignificant [] Minor [X] Moderate [] Major [] Catastrophic	2M (blue)
		Difficulty in controlling vehicle – steering alignment and brake shudder	Vehicle roadworthiness and servicing is responsibility of employer. Follow logbook servicing.	[] Almost certain [] Likely [] Possible [] Unlikely [X] Rare/remote	[] Insignificant [] Minor [X] Moderate [] Major [] 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.	[] Almost certain [] Likely [] Possible [X] Unlikely [] Rare/remote	[] Insignificant [] Minor [X] Moderate [] Major [] 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.	[] Almost certain [] Likely [] Possible [] Unlikely [X] Rare/remote	[] Insignificant [] Minor [] Moderate [X] Major [] 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).	[] Almost certain [] Likely [] Possible [X] Unlikely [] Rare/remote	[X] Insignificant [] Minor [] Moderate [] Major [] 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 checked="" 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 <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
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 and 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 a& 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)

5. Setup and deploy abseil ropes (continued from previous page)

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	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 & 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.	[] Almost certain [] Likely [] Possible [] Unlikely [X] Rare/remote	[] Insignificant [] Minor [] Moderate [] Major [X] 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.	[] Almost certain [] Likely [] Possible [] Unlikely [X] Rare/remote	[] Insignificant [] Minor [X] Moderate [] Major [] Catastrophic	2M (blue)
		Long delays in setup – running out of time – last minute rushing before clients arrive. Forced errors.	As above.	[] Almost certain [] Likely [] Possible [X] Unlikely [] Rare/remote	[] Insignificant [X] Minor [] Moderate [] Major [] 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.	[] Almost certain [] Likely [] Possible [] Unlikely [X] Rare/remote	[] Insignificant [] Minor [] Moderate [] Major [] Catastrophic	3H (orange)
	6c. Poor 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.	[] Almost certain [] Likely [] Possible [] Unlikely [X] Rare/remote	[] Insignificant [] Minor [] Moderate [] Major [X] Catastrophic	3H (orange)
		Legal liability for any injuries resulting from breach of protocols.	As above.	[] Almost certain [] Likely [] Possible [] Unlikely [X] Rare/remote	[] Insignificant [] Minor [] Moderate [X] Major [] 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.	[] Almost certain [] Likely [] Possible [] Unlikely [X] Rare/remote	[] Insignificant [] Minor [] Moderate [] Major [X] 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.	[] Almost certain [] Likely [] Possible [] Unlikely [X] Rare/remote	[] Insignificant [] Minor [] Moderate [X] Major [] Catastrophic	3H (orange)
		Configuration of systems are convoluted and/or unmanageable.	As above. Ensure staff have underpinning competence.	[] Almost certain [] Likely [] Possible [] Unlikely [X] Rare/remote	[] Insignificant [] Minor [X] Moderate [] Major [] Catastrophic	2M (blue)

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
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 <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
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 (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
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.	<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)
		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.	<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)
	9b. Participants	Participants not listening to, or paying attention to staff	Speak clearly and directly to participants. Use clear and easy to understand language. Refer disciplinary and/or behavioural problems to attached teacher.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
		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.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
		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 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
	9c. Equipment	Heavy wear and tear to some equipment – causing difficulties with fitting	Equipment (particularly harnesses and helmets) should have been checked and verified before activity commencement.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
		Insufficient 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).	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
		Shortages of equipment – unable to fit all participants with harnesses and helmets, etc.		<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	

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	10a. Gravitational energy	Connector misalignment due to cyclic loading events	Be observant for connector misalignment. Participants to keep leaning back and avoid moving forward (this triggers misalignbment). Use connectors that have captive pins or captive eyes on the belay rope.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
		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.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
		Staff inadvertence - mistakes	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 type="checkbox"/> Rare/remote	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
	10b. Exposed edges	Participants fall over edge – not attached to safety line		<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
		Staff fall over edge – not attached to safety line		<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
		Equipment is dropped and damaged		<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	

10c. Participant control errors	Loss of balance during abseiling	Reinforce body positioning. Lean back – feet apart. Coach participants.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
	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 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)
	Participant experiences interference from staff belay rope	Staff need to ensure free-flow of belay rope – no knots and tangles. Stack and reset belay rope carefully.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
10d.	Excessive speed in abseiling – risk of heavy landing and friction burns	Intervene 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 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
	Rope wear and tear – abrasion damage	Use edge protection. Stand close to edge when retrieving belay rope – less drag at edge.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
			<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
10e. Procedural errors	Omissions / errors caused by failure to follow ABCDE checklist		<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
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.	<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)
10g. Fatigue	Staff make errors due to repetition fatigue syndrome. 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)

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		<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic		
		Rushed debrief – achieves little impact		<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic		
				<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic		
	11b.				<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
					<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
					<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
	11c. Staff inexperience or incompetence	Debrief conveys perception of amateur rather than professional conduct.			<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
		Inappropriate feedback given – conveys negative attitude toward participants.			<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
					<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
	11d.				<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
					<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
					<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
	11e.				<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	

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	
12. Check area for litter and items left behind	12a. Poor work ethic / no respect for employer	Equipment is left behind or lost	Make staff responsible for any loss/damage. Sign inventory – check all gear back in.	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic		
		Some degree of damage to the environmental – temporary (will recover)		<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic		
				<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic		
	12b. Omission of reminders to participants before they leave site	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)
			Personal belongings are left behind		<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
				<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic		
	12c.				<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
					<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
					<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
	12d.				<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
					<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
					<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
12e.				<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input 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 type="checkbox"/> Major <input type="checkbox"/> Catastrophic		

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.

