

# Vision Valley Conference & Recreation Centre - Risk Management Program -

## Risk areas #1 On-site, general

ACTIVITY / PROGRAM	REQUIRED SUPERVISION	POTENTIAL RISKS	ESTABLISHED CONTROLS FOR MINIMISING RISKS TO GUESTS AND STAFF
<b>KEY RISK MANAGEMENT SAFEGUARD</b>	<b>Group Leaders</b>	<b>General</b>	<b>“Guest Information Handbook” outlining Vision Valley expectations and procedures are distributed for reading and application for all guests.</b>
Arrival at Vision Valley and moving into accommodation	Group Leader/s Parents (babies/toddlers) VV staff	- Tripping/ Falling - Guests getting lost	- Supervision as groups alight from buses (Group leader/s) - Guests arrive at agreed time (Group leader/s) - Ensuring groups move in an orderly manner (Group Leader/s) - Minimal barriers to group movement (VV staff) - Adhering to guidelines in Guest Information Handbook (Group leader/s) - Supervision by group leaders - Signage (erected and maintained by VV) - Effective lighting (erected and maintained by VV) - Local Rural Fire Brigade has conducted search and rescue training at Vision Valley and as such can be mobilized very quickly if required
Movement around Vision Valley	Group Leader/s Parents (babies/toddlers) VV staff	- Tripping/ Falling - Vehicle accident	- Proper footwear to be worn at all times (VV staff briefing/ Group leader/s) - Well supervised movement during activities (VV Valley Adventures staff) - Well maintained walking areas (VV staff) - Speed limited to 20 kph - Clearly defined roadways/ parking areas - Barriers to non-VV vehicles in general movement areas - Strict controls on driving VV vehicles by VV staff
Eating meals/ morning teas/ suppers	Group leader/s VV kitchen staff VV Briefing staff	- Burning/ Scalding - Tripping/falling	- Limited access to hot water (group leader/s) - Briefing (VV staff) - Heat controls on food temperature (VV Kitchen staff) - No access to kitchen by guests/group leader/s - Slip-resistant surfaces maintained by VV staff - Guests move in an orderly manner (Group leader/s, VV Kitchen staff)

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Presence in lodges and meeting rooms (incl. sleeping)	Group leaders VV Briefing Staff	<ul style="list-style-type: none"> <li>- Tripping/ falling</li> <li>- Burning/ scalding</li> <li>- Falling from top Bunks</li> <li>- Electrocution</li> <li>- Fire</li> </ul>	<ul style="list-style-type: none"> <li>- No running policy (Group leader/s, VV Valley Adventures Staff [intro. briefing])</li> <li>- Access to hot water in guest rooms supervised (Group leader/s)</li> <li>- Barriers in place on all top bunks to prevent falling</li> <li>- No using power points or other electrical fittings other than intended use (signs in place)</li> <li>- Safety switches fitted to all electrical switch boxes on site</li> <li>- Clear emergency procedures in each lodge (group leaders to read upon arrival)</li> <li>- Smoke detectors fitted in each room, hallway and other rooms in lodges</li> <li>- Fire alarms fitted</li> <li>- Vision Valley linked to security company "Central Monitoring" who advises of any fire detector activation immediately to staff on site to attend immediately. In the event of not being able to contact staff, Central Monitoring contact the Fire Brigade for immediate attendance.</li> </ul> <p><b>* the vast majority of activations are false alarms and are often triggered by misuse by guests. Vision Valley staff brief each group of the seriousness of these actions and that it will attract a \$400 fee to the group should the Fire Brigade attend a false alarm triggered by misuse.*</b></p>
Lodge bathrooms	Group leader/s	<ul style="list-style-type: none"> <li>- Slipping/ falling</li> <li>- Burning/ scalding</li> </ul>	<ul style="list-style-type: none"> <li>- Guests encouraged to act safely and responsibly in bathrooms</li> <li>- Safe usage of hot/ cold taps. Signs in each bathroom fitted encouraging cold water to be turned on before hot water</li> </ul>

**Risk areas #2 Adventure Activities**

ACTIVITY / PROGRAM	REQUIRED SUPERVISION	POTENTIAL RISKS	ESTABLISHED CONTROLS FOR MINIMISING RISKS TO GUESTS AND STAFF
<b>WILDERNESS CHALLENGE</b>	- VISION VALLEY TRAINED STAFF	<ul style="list-style-type: none"> <li>- Falling from logs</li> <li>- Injury</li> <li>- Equipment failure</li> </ul>	<ul style="list-style-type: none"> <li>- Trained Staff supervision</li> <li>- Wearing proper footwear (VV Briefing)</li> <li>- Well maintained equipment (VV Valley Adventures Staff)</li> <li>- Regular external inspection &amp; accreditation of equipment</li> <li>- Slippery logs (VV Staff will cancel activity if deemed unsafe)</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits / Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> </ul>

ACTIVITY / PROGRAM	REQUIRED SUPERVISION	POTENTIAL RISKS	ESTABLISHED CONTROLS FOR MINIMISING RISKS TO GUESTS AND STAFF
<b>WATERSLIDE</b>	<ul style="list-style-type: none"> <li>- VISION VALLEY TRAINED STAFF</li> <li>- GROUP LEADER</li> </ul>	<ul style="list-style-type: none"> <li>- Slipping on walkways and stairs</li> <li>- Arm catches on top handrail</li> <li>- Guests stopping during descent including at base</li> <li>- Access to waterslide when not in use</li> <li>- Injury</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- All walkways designed to be slip resistant</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- Well maintained equipment (VV Staff)</li> <li>- Regular external inspection &amp; accreditation of equipment</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits / Emergency Procedures established in the event of accident/injury</li> <li>- Clear signage in place</li> <li>- Activity securely locked when not in use</li> <li>- Procedures require group leader to monitor bottom of waterslide</li> <li>- Alighting mat in place to minimize slipping</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> </ul>
<b>BUSH COOKING</b>	<ul style="list-style-type: none"> <li>- VISION VALLEY TRAINED STAFF</li> </ul>	<ul style="list-style-type: none"> <li>- Dough/ utensils used for cooking contaminated</li> <li>- Scalds/ burns</li> <li>- Guests playing with hot coals</li> <li>- Burning foreign objects</li> <li>- Injury</li> </ul>	<ul style="list-style-type: none"> <li>- Dough prepared by Vision Valley Catering staff and wrapped by trained VV Valley Adventures staff during the session</li> <li>- Utensils used cleaned and free from contamination (VV Valley Adventures staff)</li> <li>- Trained staff supervision</li> <li>- Well maintained equipment (VV Staff)</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits/ Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> </ul>
<b>BALSARANGS/ CRAFT/ EGG DROPS</b>  <i>**"Balsarangs" are cross shaped flying objects that act like boomerangs, made from balsa wood</i>	<ul style="list-style-type: none"> <li>- VISION VALLEY TRAINED STAFF</li> </ul>	<ul style="list-style-type: none"> <li>- Guests gain access to knives</li> <li>- Injury (hit in eye, consuming glue)</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits/ Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> </ul>
<b>CAMP FIRE</b>	<ul style="list-style-type: none"> <li>GROUP LEADER/S</li> </ul>	<ul style="list-style-type: none"> <li>- Burns/ scalds</li> <li>- Guests burning foreign objects</li> </ul>	<ul style="list-style-type: none"> <li>- Responsible Group Leader/s briefed concerning camp fire procedures</li> <li>- First Aid Kits/ Emergency Procedures established in the event of accident/injury</li> <li>- Guest seating established with safe distance from campfire</li> <li>- Activity will be cancelled in the event of wind hazard</li> <li>- "No tolerance" policy regarding burning foreign objects by guests</li> </ul>

ACTIVITY / PROGRAM	REQUIRED SUPERVISION	POTENTIAL RISKS	ESTABLISHED CONTROLS FOR MINIMISING RISKS TO GUESTS AND STAFF
<p><b>HORSE RIDING &amp; WAGON RIDES</b></p>	<ul style="list-style-type: none"> <li>- VV HORSE STAFF</li> <li>- GROUP LEADERS</li> </ul>	<p><b>FOR HORSE RIDING</b></p> <ul style="list-style-type: none"> <li>- Falling from horse</li> <li>- Being kicked by horse</li> <li>- Being frightened or anxious during riding</li> <li>- Injury</li> <li>- Being stood on by horse during mounting or dismounting.</li> </ul> <p><b>FOR WAGON RIDES</b></p> <ul style="list-style-type: none"> <li>- Falling from the cart</li> <li>- Bumping ones head when leaving the Cart</li> <li>- Being kicked by a horse</li> <li>- Contact injuries from foliage along the track</li> </ul>	<ul style="list-style-type: none"> <li>- Only carefully chosen and well trained horses are used in activity</li> <li>- Any horse showing symptoms of aggressive behavior towards riders immediately removed from program.</li> <li>- Vision Valley Horse Riding Supervisor, Leanne Dalton is a qualified riding instructor through the National Coaching Accreditation Scheme and the Equestrian Federation of Australia and has many years experience in dealing with large groups of horses and riders</li> <li>- All staff have varying degrees of horse riding experience</li> <li>- Guests are briefed explaining the dangers involved when riding and being around horses</li> </ul> <p><b>FOR HORSE RIDING</b></p> <ul style="list-style-type: none"> <li>- Guests are given a demonstration by a staff member on how to approach a horse, mount, dismount, start, stop and steer</li> <li>- All rides are carried out at the walk pace only</li> <li>- No more than one person allowed on a horse as procedure, including an adult with a small child</li> <li>- Horses are in an enclosed post and rail fenced holding yard. Riders are requested to only come into the yard one at a time under VV staff supervision</li> <li>- All rides are conducted only on Vision Valley property and on maintained riding trails</li> <li>- Standards approved helmets are provided and are compulsory to be worn by guests during riding and when in close proximity to the horses</li> <li>- Guests are only allowed to ride when wearing enclosed hard shoes.</li> <li><b><i>*It is the responsibility of group leaders to ensure that guests undertaking horse-riding come prepared with enclosed hard shoes</i></b></li> <li>- One qualified first-aid staff member is present on every ride</li> <li>- A staff member will carry a first aid kit on every ride</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> </ul> <p><b>FOR WAGON RIDES</b></p> <ul style="list-style-type: none"> <li>- Guests are instructed not to stand up whilst on the cart</li> <li>- Guests are instructed on the dangers of being around a horse</li> <li>- One qualified first-aid staff member is present on every ride</li> <li>- A staff member will carry a first aid kit on every ride</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> </ul>

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<b>ARCHERY</b>	- VV STAFF	<ul style="list-style-type: none"> <li>- Injury from being hit by arrow</li> <li>- Arm rash from bow string</li> <li>- Injury to fingers</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits/ Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- Guests instructed to lay down bows before proceeding to retrieve arrows</li> <li>- Guests instructed to place bows face down when returning to launch area after retrieving arrows</li> <li>- Strict guidelines about no running at any time</li> </ul>
<b>ABSEILING/ ADVANCED ABSEILING</b>	- VV STAFF	<ul style="list-style-type: none"> <li>- Falling</li> <li>- Tree limbs breaking</li> <li>- Equipment failure</li> <li>- Tripping</li> <li>- Cuts and grazes</li> <li>- Hair caught in descender</li> <li>- Being hit by thrown rocks</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits/ Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- Arborist checks trees on a six-monthly basis</li> <li>- Equipment and ropes checks conducted session by session, monthly, three-monthly and annually (3 monthly and annually by Rock &amp; Rope Engineering)</li> <li>- Long hair required to be placed out of danger for being caught in descender</li> <li>- Briefing includes no tolerance on throwing rocks</li> <li>- Upper level of abseiling area regularly checked and maintained for any unevenness that could cause falls</li> <li>- VV Valley Adventures fulltime staff member has responsibility for oversight of ropes activities within his role description</li> </ul>
<b>VERTICAL CHALLENGE</b>	- VV STAFF	<ul style="list-style-type: none"> <li>- Injury from incorrect belaying</li> <li>- Injury from slipping on logs while climbing</li> <li>- Free fall from leap of faith causing injury</li> <li>- Carabineers, pulleys failing</li> <li>- Harness failing</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits/ Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- VV Valley Adventures fulltime staff member has responsibility for oversight of ropes activities within his role description</li> <li>- Equipment and ropes checks conducted session by session, monthly, three-monthly and annually (3 monthly and annually by Rock &amp; Rope Engineering)</li> <li>- Harnesses checked and double checked prior to guest proceeding</li> </ul>

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<b>RAFT BUILDING</b>	<ul style="list-style-type: none"> <li>- VV STAFF</li> <li>- GROUP LEADER/S</li> </ul>	<ul style="list-style-type: none"> <li>- Raft collapses in dam</li> <li>- Guest becomes entangled in ropes</li> <li>- Injury from floating objects</li> <li>- Being struck by canoe</li> <li>- Drowning</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits/ Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- VV Valley Adventures staff carry &amp; are trained to use a 10m Throw Rope during activity session if needed.</li> <li>- Flotation device readily available on shoreline</li> <li>- Raft building staff trained in CPR and first aid</li> <li>- Guests wear PFD's during this activity</li> <li>- PFD's audited monthly</li> <li>- A maximum number of 8 raft-building guests on the dam at any one time</li> <li>- Procedures in place ensuring clear separation of raft building and canoeing</li> <li>- Regular checks undertaken of barrels, ropes and timber</li> </ul>
<b>PRUSSICKING/ CRATE STACK</b>	<ul style="list-style-type: none"> <li>- VV STAFF</li> <li>- GROUP LEADER/S</li> </ul>	<ul style="list-style-type: none"> <li>- Equipment failure</li> <li>- Guest stuck on rope unable to undo prussic knot</li> <li>- Injury</li> <li>- Crate falling on guest</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits / Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- Equipment and ropes checks conducted session by session, monthly, three-monthly and annually (3 monthly and annually by Rock &amp; Rope Engineering)</li> <li>- VV Valley Adventures fulltime staff member has responsibility for oversight of ropes activities within his role description</li> <li>- Harnesses checked and double checked prior to guest proceeding</li> </ul>
<b>INDOOR SPORTS</b>	<ul style="list-style-type: none"> <li>- VV STAFF</li> <li>- GROUP LEADER/S</li> </ul>	<ul style="list-style-type: none"> <li>- Equipment failure</li> <li>- Injury</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits/ Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- Proper footwear needs to be worn at all times (integrated into briefing)</li> </ul>
<b>LOW ROPES (decommissioned)</b>	<ul style="list-style-type: none"> <li>- VV STAFF</li> <li>- GROUP LEADER/S</li> <li>- GUESTS ASSISTING</li> </ul>	<ul style="list-style-type: none"> <li>- Equipment failure</li> <li>- Injury</li> <li>- Falling from element</li> <li>- "Spotters" being distracted</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits/ Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- Proper footwear needs to be worn at all times (integrated into briefing)</li> <li>- VV Valley Adventures fulltime staff member has responsibility for oversight of ropes activities within his role description</li> <li>- Equipment and ropes checks conducted session by session, monthly, three-monthly and annually (3 monthly and annually by Rock &amp; Rope Engineering)</li> <li>- "Spotters" (guests assisting fellow guests by walking beside them with hands outstretched ready in case of fall) thoroughly briefed at start of each session</li> </ul>

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<b>CANOEING</b>	<ul style="list-style-type: none"> <li>- VV STAFF</li> <li>- GROUP LEADER/S</li> </ul> <p><i>* This activity can at the group's discretion be overseen by group leader/s</i></p>	<ul style="list-style-type: none"> <li>- Capsizing</li> <li>- PFD malfunction</li> <li>- Injury</li> <li>- Drowning</li> <li>- Irresponsible behaviour by canoeists</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- VV Valley Adventures staff member supervises from within a canoe on the water to maximize proximity in the event of an emergency</li> <li>- First Aid Kits/ Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- VV Valley Adventures staff carry &amp; are trained to use a 10m Throw Rope during activity session if needed.</li> <li>- Flotation device readily available on shoreline</li> <li>- Canoeing staff trained in CPR and first aid</li> <li>- Guests wear PFD's during this activity</li> <li>- PFD's audited monthly</li> <li>- Procedures in place ensuring clear separation of canoeing and raft building</li> <li>- Regular checks undertaken of canoes, paddles</li> </ul>
<b>ROCK CLIMBING</b>	<ul style="list-style-type: none"> <li>- VV STAFF</li> </ul>	<ul style="list-style-type: none"> <li>- Falling</li> <li>- Rocks falling during climb</li> <li>- Equipment failure</li> <li>- Tripping</li> <li>- Cuts and grazes</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits/ Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- VV Valley Adventures fulltime staff member has responsibility for oversight of ropes activities within his role description</li> <li>- Equipment and ropes checks conducted session by session, monthly, three-monthly and annually (3 monthly and annually by Rock &amp; Rope Engineering)</li> <li>- Harnesses checked and double checked prior to guest proceeding</li> <li>- Proper footwear required to be worn</li> <li>- Hand holds regularly checked and replaced when needed</li> <li>- Area above rock climbing maintained to minimize loose rocks that can potentially be thrown or fall</li> </ul>
<b>SWIMMING IN POOL/S</b>  <i>* We have two pools – one in the main centre and one outside Stringybark Lodge</i>	<ul style="list-style-type: none"> <li>- GROUP LEADER/S</li> <li>- VV STAFF (when requested by groups)</li> </ul>	<ul style="list-style-type: none"> <li>- Drowning</li> <li>- Injury</li> <li>- Slipping on aprons</li> <li>- Sharp objects on pool bottom causing injury</li> </ul>	<ul style="list-style-type: none"> <li>- Signage in place outlining pool rules</li> <li>- Requirement that no swimming is to occur for anyone under 14 without adult supervision</li> <li>- Flipping, diving, bombing strictly banned</li> <li>- Life buoy fitted beside the pool</li> <li>- Pool checked and cleaned on a daily basis</li> </ul>

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<b>ROCK CLIMBING</b>	- VV STAFF	<ul style="list-style-type: none"> <li>- Falling</li> <li>- Rocks falling during climb</li> <li>- Equipment failure</li> <li>- Tripping</li> <li>- Cuts and grazes</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits/ Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- VV Valley Adventures fulltime staff member has responsibility for oversight of ropes activities within his role description</li> <li>- Equipment and ropes checks conducted session by session, monthly, three-monthly and annually (3 monthly and annually by Rock &amp; Rope Engineering)</li> <li>- Harnesses checked and double checked prior to guest proceeding</li> <li>- Proper footwear required to be worn</li> <li>- Hand holds regularly checked and replaced when needed</li> <li>- Area above rock climbing maintained to minimize loose rocks that can potentially be thrown or fall</li> </ul>
<b>HIGH ROPES (decommissioned)</b>	- VV STAFF	<ul style="list-style-type: none"> <li>- Injury from incorrect belaying</li> <li>- Injury from slipping on cable</li> <li>- Free fall from element causing injury</li> <li>- Carabineers, pulleys failing</li> <li>- Harness failing</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits/ Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- VV Valley Adventures fulltime staff member has responsibility for oversight of ropes activities within his role description</li> <li>- Equipment and ropes checks conducted session by session, monthly, three-monthly and annually (3 monthly and annually by Rock &amp; Rope Engineering)</li> <li>- Harnesses checked and double checked prior to guest proceeding</li> </ul>
<b>GIANT FLYING FOX</b>	-VV STAFF	<ul style="list-style-type: none"> <li>- Injury from harness being fitted incorrectly</li> <li>- Injury from hitting platform at bottom of element</li> <li>- Free fall from element causing injury</li> <li>- Carabineers, pulleys failing</li> <li>- Harness failing</li> <li>- Braking system failure</li> <li>- Tripping or falling from trolley</li> <li>- Slipping on exit ramp</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits/ Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- VV Valley Adventures fulltime staff member has responsibility for oversight of ropes activities within his role description</li> <li>- Equipment and ropes checks conducted session by session, monthly, three-monthly and annually (3 monthly and annually by Rock &amp; Rope Engineering)</li> <li>- Harnesses checked and double checked prior to guest proceeding</li> <li>- A staff member allocated for detaching guest from element maximizing safety</li> <li>- Braking system included in regular checks</li> <li>- Two points of contact for guest when harnessed in the event of one point of contact failing</li> <li>- Trolley toppling contingency covered by trolley running along enclosed rails which anchor trolley to deck</li> </ul>

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<b>GIANT SWING</b>	-VV STAFF	<ul style="list-style-type: none"> <li>- Injury from harness being fitted incorrectly</li> <li>- Injury from hitting platform at bottom of element</li> <li>- Free fall from element causing injury</li> <li>- Carabineers, pulleys failing</li> <li>- Harness failing</li> <li>- Injury from hitting ladders</li> <li>- Injury from contact with attachment strop</li> <li>- Tripping or falling on haul line path while hauling</li> <li>- One participant may injure the other with feet</li> <li>- Whiplash</li> <li>- Falling items from participants</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits/ Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- VV Valley Adventures fulltime staff member has responsibility for oversight of ropes activities within his role description</li> <li>- Equipment and ropes checks conducted session by session, monthly, three-monthly and annually (3 monthly and annually by Rock &amp; Rope Engineering)</li> <li>- Harnesses checked and double checked prior to guest proceeding</li> <li>- A staff member allocated for attaching and detaching guest from element maximizing safety</li> <li>- Two points of contact for guest when harnessed in the event of one point of contact failing</li> <li>- Remove the ladders before participant is hauled up and ladders placed in a safe manner away from swing flight path</li> <li>- Strop rubber padded and participant wears a helmet fitted correctly to protect forehead and nose</li> <li>- Instruct participants to have a suitable working distance from each other</li> <li>- Instruct participants to remain in an upright position</li> <li>- Fit a chest harness on the overly large and thin/ low muscular participants and use centre strop mounting point for singular swing participants</li> <li>- Participants to remove all items of this nature and secure shoes and instructor to wear a helmet</li> </ul>
<b>ADVANCED LEAP OF FAITH (GIANT SWING LEAP)</b>	-VV STAFF	<ul style="list-style-type: none"> <li>- Injury from incorrect belaying</li> <li>- Injury from slipping while climbing up pole</li> <li>- Free fall from leap of faith causing injury</li> <li>- Carabineers, pulleys failing</li> <li>- Harness failing</li> </ul>	<ul style="list-style-type: none"> <li>-Trained staff supervision</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits/ Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- VV Valley Adventures fulltime staff member has responsibility for oversight of ropes activities within his role description</li> <li>- Equipment and ropes checks conducted session by session, monthly, three-monthly and annually (3 monthly and annually by Rock &amp; Rope Engineering)</li> <li>- Harnesses checked and double checked prior to guest proceeding</li> </ul>
<b>A-FRAME INITIATIVE</b>	-VV STAFF	<ul style="list-style-type: none"> <li>- Injury from fall</li> <li>- Knocking against A-Frame</li> <li>- Rope burn</li> <li>- Injury from slips and trips</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits / Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- VV Valley Adventures fulltime staff member has responsibility for oversight of ropes activities within his role description</li> </ul>

ACTIVITY / PROGRAM	REQUIRED SUPERVISION	POTENTIAL RISKS	ESTABLISHED CONTROLS FOR MINIMISING RISKS TO GUESTS AND STAFF
<b>BUSH WALKING</b>	-VV STAFF or SELF STAFFED	<ul style="list-style-type: none"> <li>- Injury from slips and trips</li> <li>- Injury from tree branches falling</li> <li>- Heat stroke and heat exhaustion</li> <li>- Sunburn</li> <li>- Bites from wildlife</li> </ul>	<ul style="list-style-type: none"> <li>- Bushwalks regularly checked for overhanging dead branches and trip hazards</li> <li>- Instructors are trained to carry water, appropriate first aid equipment and a radio to contact the main center at Vision Valley</li> <li>- Participants are instructed to be careful with their feet walking over uneven ground</li> <li>- Participants are instructed to apply sunscreen on high UV index days</li> <li>- Participants are instructed to take care around wildlife and not to approach them aggressively.</li> </ul>
<b>BEACH VOLLEYBALL</b>	-VV STAFF or SELF STAFFED	<ul style="list-style-type: none"> <li>- Injury from slips and trips</li> <li>- Injury from being hit by volleyball</li> <li>- Injury from diving on the sand</li> <li>- Sunburn</li> <li>- Heat stroke and heat exhaustion</li> </ul>	<ul style="list-style-type: none"> <li>- Volley ball court is raked regularly to make ground even</li> <li>- First aid is readily available from the instructor, reception or the Valley Adventures office</li> <li>- Sunscreen is readily available from the instructor, reception or the Valley Adventures office</li> <li>- Water is available from the instructor, the dining room, the lakeside chapel or the undercroft</li> </ul>
<b>WACKY OLYMPICS</b>	-VV Staff - Group Leader/s	<ul style="list-style-type: none"> <li>- Injury from slips and trips</li> <li>- Sunburn</li> <li>- Sprains and strains</li> <li>- Injury</li> <li>- Rope Burn</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits / Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- Ice packs available from Catering Department</li> </ul>
<b>TEAM BUILDING</b>	-VV Staff	<ul style="list-style-type: none"> <li>- Trips and slips</li> <li>- Injury</li> <li>- Sprains &amp; strains</li> <li>- Collision</li> <li>- Anxiety</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision &amp; facilitation</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits / Emergency Procedures established in the event of accident/injury</li> <li>- Ice packs available from Catering Department</li> </ul>
<b>ORIENTEERING</b>	-VV Staff &/or Self Staffed	<ul style="list-style-type: none"> <li>- Trips and slips</li> <li>- Sunburn</li> <li>- Bites from wildlife</li> <li>- Lost participant</li> <li>- Injury</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision or Group Leader supervision</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits / Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> <li>- Boundaries &amp; time frame set for Orienteering activity over set course</li> </ul>
<b>WIDE GAME</b>	-VV Staff - Group Leader/s	<ul style="list-style-type: none"> <li>- Trips and Slips</li> <li>- Collisions</li> <li>- Lost participant</li> <li>- Injury</li> </ul>	<ul style="list-style-type: none"> <li>- Trained staff supervision</li> <li>- Thorough briefing before engaging in activity (VV Valley Adventures Staff)</li> <li>- First Aid Kits / Emergency Procedures established in the event of accident/injury</li> <li>- VV Valley Adventures Staff carry two-way radios during activity supervision</li> </ul>