



<b>Version</b>	Blue Light – <b>High-Ropes</b> - Activity Management Plan – V2
<b>Issue Date</b>	07/09/2023
<b>Review Date</b>	30/07/2024
<b>Next Review</b>	30/07/2025
<b>Revised By:</b>	Dominic Crow
<b>Authorised By:</b>	Brendon Crompton

Blue Light High Ropes Activity Management Plan							
<b>Activity Description</b>	Traverse along a range of different elements on the high ropes course belayed by a top rope system			<b>Location</b>	Blue Light Youth Centre, Red Hill, Papakura		
Toilets	Yes	<b>Max Ratio</b>	1-Instructor 2-adult 12-Participants	Water	Yes	<b>Mobile Reception</b>	Yes
<b>Instructor Competency</b>	Adventure works level 4/NZOIA qualification or blue light internal competency signed off			<b>Client Competency</b>	Under 160kgs	<b>First Aid Kit Available</b>	Yes
<b>Equipment required by participants</b>	Covered toe shoes, appropriate clothing for the weather, personal medication if needed			<b>Emergency Response / Incident Reporting</b>	Refer to Blue light Rock & Ropes Incident Reporting Procedure		



#	HAZARD	POTENTIAL INJURY/ILLNESS	CONSEQUENCE	LIKELIHOOD	INITIAL RISK RATING	CONTROL METHODS	CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
1	<b>Falling from Height</b> *Unsupervised participants falling from height *Incorrect use of equipment *Incorrect belaying *Instructor error	Death Serious injury Head/Neck/ Spinal Injury	Severe	Likely		*Only trained instructor to run activity and follow BL SOP *Correct size of harnesses used, and chest harness used when necessary *Lock tower bottom door and close roller door when abseil is not being used and participants are present *Instructor maintains personal wellbeing while at work * All of belayers have supervision from trained instructor * If climber is heavier than belayer ensure an anchor is present used	Severe	Rare	
2	<b>Toxic shock</b> (Hanging in harness for too long)	Death Serious Injury Minor Injury	Major	Likely		*Long hair tied back, hoodie strings and necklaces tucked away *Trained rescue instructor onsite and rescue gear prepared for rescue	Major	Rare	
3	<b>Object Falling from height</b> Physical harm from object falling from above	Death Serious Injury Minor Injury	Major	Likely		*Groups managed by trained instructors and helmets and shoes to be worn and checked before climbing onto the high rope's element *All items removed from climber before climbing the high ropes	Major	Rare	



4	<b>Physical injury when climbing &amp; dismounting activity</b> *Impact injury from hitting into other participants *Impact injury from hitting The element or ground	Serious Injury Minor Injury Bruising / Bumps/ Grazes	Moderate	Almost Certain		*Participants briefed on how to dismount activity * Manage participants when using duo element	Moderate	Unlikely	
5	<b>Psychological harm</b> *Fear of heights *Forced to participate *Panic Attack *Cultural factors	Psychological Harm / Trauma	Moderate	Likely		*Challenge by choice *Full debrief with students to ensure they have a good understanding of activity and safety processes in place *Ensure every group is supported and treated appropriately	Minor	Unlikely	
6	<b>Equipment failure</b> *Anchor failure *Safety equipment failing (Harnesses, karabiners)	Death Serious injury Head/Neck/ Spinal Injury	Severe	Likely		*3 month in house inspection completed *Daily visual inspection	Severe	Rare	
7	<b>Weather Conditions (Sun, wind, temperature, and lightning)</b> *Hyperthermia Hypothermia *Heat stroke *Struck by lightning	Serious Injury Minor Injury	Major	Likely		*Activities called to a halt when thunder or lightning & 30/30 rule followed *Ensure group has been briefed on appropriate clothing *Shelter provided *Instructors call a halt if participants impacted / affected by the weather *Ensure water / sunblock available.	Moderate	Unlikely	



8	<b>Instructor impairment</b> *Drug and Alcohol	Death Serious Injury Minor Injury	Major	Unlikely		<ul style="list-style-type: none"> <li>* No drinking of alcohol prior to or during activity</li> <li>*Adhere to Blue Light drug and alcohol policy outlines risk and identifies strategies to manage drug and alcohol hazards</li> <li>*Cease Activity if suspected</li> </ul>	Major	Rare	
9	<b>Rope Burn</b>	Minor Injury	Minor	Likely		<ul style="list-style-type: none"> <li>* Correct belay training and horizontal practice.</li> <li>* Instructors to manage belayers</li> </ul>	Minor	Rare	
10	<b>Operator Fatigue</b>	Death Serious Injury Minor Injury	Major	Likely		<ul style="list-style-type: none"> <li>*Regular breaks, rotations and checks to ensure operator is not fatigued</li> </ul>	Moderate	Unlikely	
11	<b>Slips/ Trips/ Falls</b>	Serious Injury Minor Injury	Moderate	Likely		<ul style="list-style-type: none"> <li>*Ensure good housekeeping. Have equipment. neatly arranged or put away.</li> <li>* Staff need to be vigilant and in constant attendance and prepared for rescue with a pre-rigged rescue system</li> <li>*Correct instructions on how to conduct oneself during activity</li> <li>*Safety check before participant commences activity - Rescue kit to be easily accessible to staff in case of rescue</li> </ul>	Moderate	Unlikely	
12	<b>Wandering participants</b>	Death Serious Injury Minor Injury	Major	Likely		<ul style="list-style-type: none"> <li>*Establish clear safety zones.</li> <li>*Instructors to be aware of participant locations at all times.</li> </ul>	Major	Unlikely	



13	Entrapment – Crushed Hands & Fingers	Serious Injury Bruising / Grazes / Cuts	Major	Likely		<ul style="list-style-type: none"> <li>*Participants briefed on what they can hold onto before starting the element</li> <li>*Instructor aware and monitor climbers traversing the elements</li> <li>*Participants briefed on dismount procedure</li> </ul>	Major	Unlikely	
14	Manual Handling	Serious Injury Minor Injury	Major	Unlikely		<ul style="list-style-type: none"> <li>*All staff complete in-house Health and Safety training which includes manual handling</li> </ul>	Major	Rare	



In assessing the level of risk, considerations such as the likelihood of an incident happening in combination with the seriousness of a consequence are used to gauge the overall risk level for an activity. The matrix below has been used as a guide to assist with developing the risk assessment:

Risk Level	
Low	Continue
Medium	Control to minimise risk
High	Control to eliminate risk
Severe	Stop – find alternative

### Risk Matrix

Risk Assessment Matrix	Consequences			
	1. Minor	2. Moderate	3. Major	4. Severe
Likelihood	None/minimal Injuries	Moderate injuries	Medical treatment	Fatalities
1. Almost certain	Medium	High	Severe	Severe
2. Likely	Medium	High	High	Severe
3. Unlikely	Low	Medium	Medium	High
4. Rare	Low	Low	Medium	Medium



**Appendix B  
Emergency Response Plan**



**INCIDENT REPORTING PROCEDURE**





## Employee Declaration

The Activity Management Plan for High Ropes has been covered in this session and I have been given the opportunity to ask questions and review the information provided. I fully understand the procedures and agree to comply with them.

Employee Name	Signature	Date