



Version	Blue Light – Challenge Course - Activity Management Plan - V1 ¹
Issue Date	28/08/2024
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Next Review	28/08/2025
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Blue Light Challenge Course Activity Management Plan							
Activity Description	Challenge Course – Aim of the activity is to work together as a team to complete the course			Location	Blue Light Youth Centre Papakura		
Toilets	Yes	Max Ratio	1- Instructor onsite 1 – Inducted Adult Helper 12 - Participants	Water	Yes	Mobile Reception	Yes
Instructor Competency	Blue Light internal competency signed off			Client Competency	Physically able to complete course	First Aid Kit Available	Yes
Equipment required by participants	Covered toe shoes, appropriate clothing for the weather, personal medication if needed			Emergency Response / Incident Reporting	Refer to Blue Light Incident Reporting Procedure		



#	HAZARD	POTENTIAL INJURY/ILLNESS	CONSEQUENCE	LIKELIHOOD	INITIAL RISK RATING	CONTROL METHODS	CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
1	Physical Injury *Falling off course *Falling onto a participant *Tripping on course obstacles *Being hit by participant on the activity *Rope burns *Rope Entrapment	Serious injury Moderate injury	Major	Likely		*Only trained instructor to induct adult helper & to ensure they follows BL SOP *Instructor / Adult helper maintains personal wellbeing while at work *Instructor / Adult helper to be supervising at all times near participants on the challenge course *Instructor / Adult Helper to brief participants how to correctly complete course (Follow Q Cards) *Safety & spotting brief is given to every group *Instructor / Adult helper to ensure correct spotting is used throughout session *Ensure correct equipment is used and appropriate clothing and shoes worn *Instructor / Adult helper positioned in appropriate place	Major	Unlikely	
2	Medical Injury *Pre-existing medical condition	Serious Injury Minor Injury	Major	Likely		*Instructor to be informed of any pre-existing or current injuries/medical conditions (<i>Medical Risk Acknowledgement Form</i>) – To be relayed to adult helper *Instructor to contact participants with any questionable medical conditions to understand and plan if necessary *Ensure participant is carrying personal medication if necessary	Moderate	Unlikely	



3	Psychological harm *Forced to participate *Panic Attack *Cultural factors	Psychological Harm / Trauma	Major	Likely		*Instructor / Adult helper to brief students on 'Challenge by choice' *Instructor / Adult helper to brief participants of activity and safety processes *Ensure every group is supported and treated appropriately *Instructor to be informed of any pre-existing or current psychological /medical conditions (<i>Medical Risk Acknowledgement Form</i>) – Information to be supplied to adult helper where applicable	Moderate	Unlikely	
4	Equipment failure *Broken / damaged equipment	Moderate Injury Minor Injury	Major	Unlikely		*6 month in house inspection completed *Visual inspection completed – prior to use	Moderate	Rare	
5	Weather Conditions (Sun, wind, temperature, and lightning) *Hyperthermia *Hypothermia *Heat stroke *Struck by lightning	Serious Injury Minor Injury	Major	Likely		*Ensure group has been briefed on appropriate clothing *Shelter provided *Instructors / adult helper to call a halt if participants impacted/affected by the weather *Ensure water/sunblock available *Activities called to a halt when thunder or lightning and 30/30 rule followed * Weather conditions checked prior to activity if unfavourable cancel/postpone	Major	Unlikely	
6	Instructor impairment *Drug and Alcohol	Serious Injury Minor Injury	Major	Unlikely		*No drinking of alcohol prior to or during activity *Adhere to Blue Light drug and alcohol policy outlines risk and identifies strategies to manage drug and alcohol hazards *Cease Activity if suspected	Major	Rare	



7	Operator Fatigue *Instructor loss of concentration	Serious Injury Minor Injury	Major	Likely		*Regular breaks, rotations and checks to ensure operator is not fatigued *Pre activity brief checking instructors / adult helper well being *Instructors / adult helper check up on each other	Major	Rare	
8	Slips/ Trips/ Falls	Serious Injury Minor Injury	Moderate	Likely		*Ensure good housekeeping. Have equipment neatly arranged or put away *Brief before walking on uneven surfaces *Participants supervised when on site	Moderate	Unlikely	
9	Wandering participants	Death Serious Injury Minor Injury	Major	Likely		*Instructor/ adult helper to brief participants on safety areas, potential hazard areas and no-go zones *Instructors / adult helper to be supervising participants at all times *Continuous head counts *Appropriate staff to participant ratios	Moderate	Unlikely	
10	Manual Handling	Serious Injury Minor Injury	Major	Unlikely		*All staff complete in-house Health and Safety training which includes manual handling	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
4.Almost certain	Medium	High	Severe	Severe
3.Likely	Medium	High	High	Severe
2.Unlikely	Low	Medium	Medium	High
1.Rare	Low	Low	Medium	Medium



Emergency Response Plan



INCIDENT REPORTING PROCEDURE





Employee Declaration

The Activity Management Plan for Challenge Course 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