



Version	Blue Light – Low Ropes & Slacklines - Activity Management Plan - V1 ¹
Issue Date	30/07/2024
Review Date	30/07/2024
Next Review	30/07/2025
Revised By:	Dominic Crow
Authorised By:	Brendon Crompton

Blue Light Low Ropes & Slacklines Activity Management Plan							
Activity Description	Low Ropes – Aim of the activity is to work together as a team to complete the course Slacklines - Participants try a range of challenges with their team spotting them			Location	Low Ropes - Blue Light Youth Centre Papakura Slacklines - Anywhere with 2 solid anchors and flat grass		
Toilets	Yes	Max Ratio	1- Instructor 1 – Adult Helper 12 - Participants	Water	Yes	Mobile Reception	Yes
Instructor Competency	Blue Light internal competency signed off			Client Competency	Physically able to stand on cables	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 Rock & Ropes Incident Reporting Procedure		



#	HAZARD	POTENTIAL INJURY/ILLNESS	CONSEQUENCE	LIKELIHOOD	INITIAL RISK RATING	CONTROL METHODS	CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
1	Physical Injury *Falling off cable or slackline *Falling onto a cable or slackline *Tripping on Cable or Slackline *Being hit by participant on the activity *Rope burns or finger jams	Serious injury Moderate injury	Major	Likely		*Only trained instructor to run activity & follows BL SOP *Instructor maintains personal wellbeing while at work *Instructor to be supervising at all times near participants on the low ropes *Instructor to brief participants how to correctly walk on the low ropes *Safety & spotting brief is given to every group *Instructor to ensure correct spotting is used throughout session *Ensure correct equipment is used and appropriate clothing and shoes worn *Instructor positioning	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>) *Instructor to contact participants with any questionable medical conditions to understand and make a 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 to brief students on 'Challenge by choice' *Instructor 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>)	Moderate	Unlikely	



4	Equipment failure *Cable Perishing-Sharp cable fibers *Cable braking	Moderate Injury Minor Injury	Major	Unlikely		*3 month in house inspection completed *Daily visual inspection *Cables packed away at the end of the day *Cables coiled correctly	Major	Rare	
5	Weather Conditions (Sun, wind, temperature, and lightning) *Hyperthermia *Hypothermia *Heat stroke *Struck by lightning	Serious Injury Minor Injury	Severe	Likely		*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 *Activities called to a halt when thunder or lightning and 30/30 rule followed	Severe	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 well being *Instructors check up on each other	Major	Rare	



8	Slips/ Trips/ Falls	Serious Injury Minor Injury	Moderate	Likely	<ul style="list-style-type: none"> *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	<ul style="list-style-type: none"> *Instructor to brief participants on safety areas, potential hazard areas and no-go zones *Instructors to be supervising participants at all times *Continuous head counts *Appropriate staff to participant ratios 	Major	Unlikely	
10	Manual Handling	Serious Injury Minor Injury	Major	Unlikely	<ul style="list-style-type: none"> *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



Appendix B Emergency Response Plan



INCIDENT REPORTING PROCEDURE





Employee Declaration

The Activity Management Plan for Low Ropes & Slacklines 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