

YMCA CENTRE:	Howmans Gap Alpine Camp	REVIEW DATE:	02/03/2023
PROGRAM / AREA:	Programming	TASK / ITEM:	Snow Shoeing
PERSON COMPLETING REPORT:	Warren Sanders	POSITION OF PERSON COMPLETING REPORT:	Director Of Operations/ HSO
IN CONSULTATION WITH:	Michael Jowett	POSITION:	Camp Manager

SECTION 1 – Risk Assessment

1. Identify and assess the risks / list current risk rating and control measures
2. Enter a residual risk rating (what is the level of risk with controls in place)
3. List any proposed Control Measures to make the task or activity safer
4. Determine persons responsible and the due date

AREA / TASK OR ACTIVITY	POTENTIAL HAZARDS & CONSEQUENCES	RISK RATING (without controls in place)		CURRENT CONTROL MEASURES (what controls are in place to make the task / activity safer)	RESIDUAL RISK RATING (with controls in place)	PERSON RESPONSIBLE (for implementing controls)
Snow Shoe	Participant being hit by car after exiting bus or troopy.	Unlikely Catastrophic (High)	<input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> I <input type="checkbox"/> E <input checked="" type="checkbox"/> A <input type="checkbox"/> P	Briefing to Leaders/Teachers on procedure. Correct briefing to participants on walking procedure and no more than 2 people wide. Stay on Shoulder or car park	Rare Major (Med)	Key Leader Instructor HAA Bus driver
Snow Shoe	Participants slipping on snow or ice on shoulder of road or car park	Possible Minor (Med)	<input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> I <input type="checkbox"/> E <input checked="" type="checkbox"/> A <input type="checkbox"/> P	Participants to walk not run. Stay on shoulder of road and preferably areas where there is no snow or ice.	Unlikely Insignificant (Low)	Key Teacher or Instructor Key teacher and Instructor
Snow Shoe	Terrain, group sizes, beginner skiers, group sizes too large	Unlikely Major (Med)	<input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> I <input type="checkbox"/> E	Instructors know the ski runs and will choose the appropriate terrain/ gradient for the student's abilities. Students may be placed in ability groupings.	Unlikely Major (Med)	Instructor Teacher

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			<input checked="" type="checkbox"/> A <input type="checkbox"/> P	Ratios of a minimum of 1 teacher/ instructor to 8 students will be in place.		
Snow Shoe	Participants scratching face/eyes on trees and bushes.	Unlikely Minor (Med)	<input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> I <input type="checkbox"/> E <input checked="" type="checkbox"/> A <input type="checkbox"/> P	Briefing to Participants/Leaders about bushes No Running. Snow Shoe on specific snow shoe trails or open areas of no trees only	Rare Minor (Low)	Key Leader Teacher or Instructor
Snow Shoe	Participants falling over while snow shoeing	Possible Minor (Med)	<input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> I <input type="checkbox"/> E <input checked="" type="checkbox"/> A <input type="checkbox"/> P	Briefing to Leaders/Teachers on procedure. Correct briefing to participants on body position and procedure to be followed when descending. Spacing paramount.	Rare Insignificant (Low)	Instructor Instructor Instructor
Snow Shoe	Falls on side of trail vegetation like rock or hard compacted snow (and hits head)	Possible Moderate (Med)	<input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> I <input type="checkbox"/> E <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> P	Correct stepping with snow shoes. Instruction and skills gained prior to journey undertaken Briefing on best position for terrain to be walked on. position in relation to the tracks/ direction to be taken.	Rare Minor (Low)	Instructor Instructor
Snow Shoe	Falls on icy snow, rocks (cuts and bruised legs arms)	Possible Minor (Med)	<input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> I <input type="checkbox"/> E <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> P	Correct instruction and skills gained prior to steep terrain encountered Briefing on position in relation to the tracks/ direction to be taken.	Rare Minor (Low)	Instructor Instructor

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Snow Shoe	Falls in Water eg aqueduct or creek	Unlikely Moderate (Med)	<input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> I <input type="checkbox"/> E <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> P	Correct footwear and shown how to fill water bottles when by the snow/ ice Briefing on not running and being careful near water	Rare Minor (Low)	Instructor Instructor
Snow Shoe	Falls down steep ground on snow shoes	Possible Minor (Med)	<input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> I <input type="checkbox"/> E <input checked="" type="checkbox"/> A <input type="checkbox"/> P	Briefing on correct speed of climb or descent Instructor always monitor where participants are. Regular head counts	Rare Minor (Low)	Instructor Instructor Instructor
Snow Shoe	Hit by thrown Snow ball - Hard	Possible Minor (Med)	<input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> I <input type="checkbox"/> E <input checked="" type="checkbox"/> A <input type="checkbox"/> P	Brief on Snowball fights	Rare Minor (Low)	Instructor
Snow Shoe	Participant becomes separated from the group/lost	Possible Major (High)	<input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> I <input checked="" type="checkbox"/> E <input checked="" type="checkbox"/> A <input type="checkbox"/> P	Participants to be briefed on what to do if they become separated from the group (Stay where they are, make some noise, try to relax, etc.) Do regular head checks Set up a 'leader' and 'whip' and/or a buddy up system to ensure the group remains together	Rare Moderate (Med)	Snow Shoe Instructor Snow Shoe Instructor Snow Shoe Instructor
Snow Shoe	Dehydration	Likely Moderate (High)	<input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> I <input checked="" type="checkbox"/> E <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> P	Appropriate fluids for activities duration.	Unlikely Minor (Med)	School camp coordinator / Snow Shoe Instructor School camp coordinator / Snow Shoe Instructor Activity instructor
Snow Shoe	Exposure / Hypothermia	Possible Moderate (Med)	<input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> I <input type="checkbox"/> E	Correct clothing for weather conditions	Unlikely Minor (Med)	School camp coordinator / Snow Shoe Instructor

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			<input type="checkbox"/> A <input checked="" type="checkbox"/> P	Make sure participants carry extra wet/ cold weather clothing Monitor group and change activity if necessary		Snow Shoe Instructor Snow Shoe Instructor
Snow Shoe	Fatigue	Likely Minor (Med)	<input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> I <input checked="" type="checkbox"/> E <input checked="" type="checkbox"/> A <input type="checkbox"/> P	Stopping for regular breaks depending on group dynamics Appropriate food/water taken on journey	Possible Insignificant (Low)	Instructor/ Teachers Instructor/ Teachers
Snow Shoe	Environmental damage from carelessness	Possible Moderate (Med)	<input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> I <input type="checkbox"/> E <input checked="" type="checkbox"/> A <input type="checkbox"/> P	Brief Group about leave no trace principles. (Where possible walk on already defined tracks, pick up and carry out any rubbish, look at but do not disturb any flora or fauna, toileting to be done 100m away from water source, etc.)	Rare Minor (Low)	Instructor

Risk Assessment Complete: YES

Risk Assessment Completed Date: 10/10/2019

Added to Master Risk Control Plan: YES

RISK LEVEL KEY: Use the Risk Level Key below to determine a timeline for action and consultation:

Extreme - Immediate Action Required (Senior Management / Management / Supervisor level)
 Detailed research, planning and high level risk controls required (long and short term). Further detailed RA may be required. Specialist advice to be sought (internal and external). Communication to H&S committee, HSR's, Regional HSE Teams and OHS Dept as required.

High - Action within 1 week (Mgmt / Supervisor level)
 Research and planning may be required. High level risk controls required (long term and short term). Further RA may be required. Specialist advice may need to be sought. Communicate to H&S committee, HSR's, Regional HSE Teams and OHS Dept as required.

Medium - Action within 3 months (Supervisor level / Management as required)
 Routine reporting and communication as required. Determine effective risk controls (long term and short term). Further assessment or establishment of monitoring controls may be required. Communication to H&S committee and HSR.

Low - Action within 3 - 6 months / Ongoing Monitoring (Supervisor Level)
 Routine reporting and communication as required. Determine effective risk controls and monitoring process. Communication to H&S committee and HSR.

Use the Hierarchy of Controls below to determine the best possible risk control:

DEVELOPING RISK CONTROLS:

- Elimination** – first option and most effective
- Substitution** – replaced with a similar but lower risk option
- Isolation** – isolate hazard from individuals
- Engineering** – change process and/or equipment to reduce risk
- Administrative** – implementing procedures, rosters and providing training
- Personal Protective Equipment** – clothing or equipment

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Use the risk matrix below to assess the risk level:

			CONSEQUENCE					
			PUBLIC SAFETY / OHS	Injuries or ailments not requiring medical treatment	Minor Injury / First Aid Treatment case or short term medical intervention	Serious injury causing hospitalisation or multiple medical treatment cases, short term rehab required	Life threatening or multiple serious injuries causing hospitalisation; significant impairment / long term rehabilitation	Death or multiple life threatening injuries; permanent disabilities
				INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
PROBABILITY				1	2	3	4	5
LIKELIHOOD	Is expected to occur in most circumstances	A	ALMOST CERTAIN	M	H	H	E	E
	Will probably occur	B	LIKELY	M	M	H	H	EXTREME
	Might occur at some time in the future	C	POSSIBLE	L	MEDIUM	M	HIGH	E
	Could occur but doubtful	D	UNLIKELY	LOW	M	M	H	H
	May occur but only in exceptional circumstances	E	RARE	L	L	M	M	H

Assessor Name	Warren Sanders	Signature		Date	02/03/2023
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Manager Name	Michael Jowett	Signature		Date	02/03/2023
HSR Name	Warren Sanders	Signature		Date	02/03/2023
HSO Name	Warren Sanders	Signature		Date	02/03/2023