

BCV RISK MANAGEMENT PROCEDURE



HIGH ROPES & ZIPLINE - BURNSIDE

USE RATING: A

- Use:
- A Must be operated by Baptist Camping Victoria qualified staff
 - B In house training at Baptist Camping Victoria required before using this equipment
 - C Safe operating procedures must be read and adhered to by all users of this equipment
 - D Does not apply

Risk	Likelihood	Consequences	Initial Level of Risk	Description of risk	Risk management strategy	Revised Level of Risk
Falling	Rare	Catastrophic	MEDIUM	<ol style="list-style-type: none"> 1.Participants may become unclipped at height whilst transferring from claw system to Zipline system 2.Participants may unclip themselves whilst on high ropes course 3.Equipment malfunction causing participant to be unclipped 	<ol style="list-style-type: none"> 1.Activity leader must ensure participants are always clipped in through instruction and visual inspection 2.Claw system does not allow participants to have both claws unclipped at the same time as a safety feature 3.Claw system and carabiners should be checked visually at the beginning of each session and quarterly by Baptist Camping Victoria programming staff and annually by an outside provider. 	LOW
Entanglement	Possible	Moderate	MEDIUM	<ol style="list-style-type: none"> 1.Participant may become entangled in rope when ascending or descending course 	<ol style="list-style-type: none"> 1.Activity leader must ensure participant is connected correctly and no limbs or body parts are tangled in connections prior to leaving ground at access end or platform at leap of faith end 2.Participants should be warned during briefing of risks 3.Participants must have their long hair tied up and no loose clothing on and closed toe shoes 	LOW
Manual handling	Unlikely	Moderate	LOW	<ol style="list-style-type: none"> 1.Activity leaders may get injured from manual handling of equipment 	<ol style="list-style-type: none"> 1.Use correct heavy lifting techniques 2.When required activity leaders should work in groups when moving equipment 	LOW
Falling (Rescues)	Unlikely	Catastrophic	MEDIUM	<ol style="list-style-type: none"> 1.Participant or activity leader may become unclipped at height 2.Participant or activity leader may fall from height 3.Activity leader or participant may become entangled in rescue equipment 4.Rescue equipment may be faulty 	<ol style="list-style-type: none"> 1.All activity leaders should be fully trained in rescues prior to conducting any to ensure safety 2.Participants should be clipped into rescue system prior to being disconnected from primary belay device 3.Activity leader must have two points of contact at all times on course 4.All rescue equipment must be checked prior to conducting rescues and maintained yearly by outside provider 	LOW
Entanglement in harness	Unlikely	Major	MEDIUM	<ol style="list-style-type: none"> 1.Harness not put on correctly may cause internal injury on impact 2.Participant may slip out of harness if it is not fitting correctly 3.Damage to harness may cause weaknesses and breaks to harness 	<ol style="list-style-type: none"> 1.Activity leader must visually check all harnesses prior to climbing to ensure correct fitting 2.All harnesses must be of industry standard and maintained appropriately by activity leader 3.No loose clothing or jewellery to be worn by participants which may become entangled in harness 	LOW
Exposure to elements	Possible	Moderate	MEDIUM	<ol style="list-style-type: none"> 1.Participants may suffer heatstroke or sunstroke in extreme heat, especially children or elderly 	<ol style="list-style-type: none"> 1.Wear sun protection in hot weather 2.Encourage adequate water consumption. 3.Cease activity in temperatures above 34°C 	LOW

Reviewed by: C. Rogers

28th May, 2025

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			MEDIUM	2.Risk of electrocution in storms 3.Risk of hypothermia in cold conditions 4.Risk of slipping in wet conditions	4.Cease activity when thunder is audible. 5.Cease activity if wind exceeds 30km/hr 6.Participants should wear clothing appropriate to conditions 7.Do not conduct activity if deemed unsafe due to weather conditions	
Stings & Bites	Possible	Major	MEDIUM	1.Participants may be bitten by wildlife within the high ropes course area	1.Reduction by instruction 2.Staff must have first aid kit with them at activity 3.Reduce risk by filling in ant holes 4.Reduce leaf litter and ground coverage that may attract snakes	LOW
Rope Burn	Unlikely	Moderate	LOW	1.Participants may get rope burn on hands or arms	1.Ensure ropes are not tangled prior to each climber commencing their ascent 2.Activity leader must inform participants not to grab rope whilst climbing due to risk of rope burn when descending 3.Participants must have hair tied up, no loose clothing, and no rings or jewellery which may become caught 4.Participants should wear gloves provided whilst on the course and ensure rope is not twisted when descending course	LOW
Hit from above	Rare	Moderate	LOW	1.Activity elements may fall on to spotters or belay team 2.Shoes or items from participants pockets may fall during climb 3.Spotters may walk into activity posts	1.All activity elements should be secured tightly 2.All climbers, belayers and spotters must be wearing a helmet at all times 3.All footwear must be secured tightly on feet during climb 4.Ensure all participants have empty pockets prior to climbing 5.Reduction by instruction on walking on the ground to prevent injury by walking into posts for spotters	LOW
Entanglement	Rare	Minor	LOW	1.Participants may become entangled in practice course cables 2.Participants may be strangled by practice course cable going through 3.Participants may get stuck on practice course	1.Reduction by instruction on safety procedures to prevent entanglement on cables 2.Participants should not be wearing any loose clothing which may become entangled 3.Participants should not cut through practice course but rather walk around to prevent risk of being strangled 4.Tweezers should be on each cable of the practice course to ensure participants can exit course independently and safely	LOW
Choking	Rare	Catastrophic	MEDIUM	1.Participants may be choked from SSB lanyards 2.Participants may become entangled in SSB lanyards causing amputation	1.Lanyards are of different lengths to prevent risk of strangulation 2.Participants are instructed on where to put arms during course duration to prevent risk of fall onto lanyards causing amputation or dislocation 3.Participants have <i>spotter</i> on ground to watch and remind participants of correct placement of arms during course duration	LOW

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Entanglement (High ropes elements)	Rare	Catastrophic	MEDIUM	<ol style="list-style-type: none"> 1.Participants may become entangled in elements during course or when changing from one element to the next 2.Participants may fall when descending course 3.Participants may fall due to device failure on zipline 	<ol style="list-style-type: none"> 1.Participants must have <i>spotter</i> on ground assisting them to prevent entanglement 2.All elements on the course are designed to minimise risk of entanglement 3.When changing from primary belay (SSB) to carabiner to descend course the activity leader must closely supervise from ground level and check again prior to participant descending from course 3.All devices and connections on course must be checked daily, quarterly and yearly by an outside provider for wear 4.All activity leaders must be trained prior to assisting participant in descent from course 	LOW
Slip, Trip, Fall	Possible	Moderate	MEDIUM	<ol style="list-style-type: none"> 1.Participants may fall climbing up or going down ladder 2.Ladder not connected properly 3.Ladder becoming slippery during wet weather 4.Head injury from falling 5.Ladder falling on other participants or spotters 	<ol style="list-style-type: none"> 1.Ensure participants face platform climbing up/going down ladder and hold on with both hands 2.The participant should be connected to a dynamic rope by a tri-locking carabiner for ascending and descending the ladder 3.Ladder to be manually inspected prior to each session to check connection to post using tie 4.Check ladder is not slippery prior to commencing activity 5.No participants should be under or around ladder when climber is ascending or descending 6.Participants must wear approved helmet whilst climbing up and down ladder 7.Ladder should be put down when not in use to prevent misuse 	LOW

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ZIPLINE DESCENT

Risk	Risk Factor	Likelihood	Consequences	Initial Level of Risk	Description of risk	Risk management strategy	Revised level of risk
Fall	Descend too quickly	High	Moderate	MEDIUM	Participant releases the handle too quickly and does not lock it off before they hit the ground.	1. Participants are shown the device at the briefing to familiarise them with the device. 2. Teacher or support leader holds rope upon descent. Participant also holds rope below hip.	LOW
Rope Burn	Rope burn during descent	Possible	Minor	LOW	Participant or leader burns their hand on rope if the descent is too quick.	Provide gloves	LOW
Fall	Fall from height	Possible	Major	MEDIUM	1.Strop fails and participant falls.	1.Ensure back up strop is always attached.	LOW
Blow	Device hits face	Unlikely	Minor	LOW	The device sits in front of the face but at a little distance.	Inform participant to be aware of it and lean back.	LOW
Scrape or pinch	Manoeuvring handle causes injury	Unlikely	Minor	LOW	Participant gets their hand caught between handle and main body of the device.	1 Demonstrates the correct use of the device. 2 Allow the participant to feel the rotation of the handle before it is used in the descent.	LOW



RISK ASSESSMENT MATRIX

Baptist Camping Victoria prioritises safety for all activities and uses this Risk Matrix as a tool to assess and manage risk effectively.

		Consequence				
		Minor	Moderate	Major	Critical	Catastrophic
Likelihood	Rare	Low	Low	Low	Low	Medium
	Unlikely	Low	Low	Medium	Medium	Medium
	Possible	Low	Medium	Medium	High	High
	Likely	Medium	Medium	High	High	Extreme
	Almost Certain	Medium	High	High	Extreme	Extreme

Consequence	Minor	Moderate	Major	Critical	Catastrophic
Health and Safety	Injury treatable in workplace (First aid)	Minor injury requiring professional medical attention or lost time from workplace	Injury requiring hospitalisation	Major Injury requiring prolonged hospitalisation and rehabilitation.	Injury causing significant permanent disability or death

Likelihood	Definition
Almost certain	Is expected to occur; almost inevitable
Likely	Will occur in most circumstances; not surprising if it happens
Possible	Possible or likely to occur in some circumstance
Unlikely	Could occur in some circumstances; surprised if it happens
Rare	May occur only in rare or exceptional circumstances, but would be highly unexpected