

## Flying Fox Risk Assessment - Management Plan

### Activity Content

The Flying Fox is a great activity to overcome fear and to expand one's comfort zone. Learning outcomes can include strategies for overcoming fears and activities that are outside our comfort zone in our lives. Discussions around perceived risk and real risk may be encouraged.

The flying fox involves participants starting from a pole mounted platform and riding a zip line to a sloping ramp. Participants are required to disconnect themselves from the flying fox and bring it back to the start with a retrieval rope.

This document contains the specific risks, control measures and grading for the activity, list of general risks and control measures relevant for all Benedict XVI Retreat Centre's activities as well as risk rating information.

<b>Personal Protective Equipment Used</b>	Harness, Helmet, Carabineer, Rescue Kit, Flying Fox Trolley, Energy Absorbing Lanyards and Slings. At all times whilst Flying Fox is running staff MUST wear a Helmet. Maintenance: Helmets MUST be worn at Heights or whilst holding a ladder. Helmets must be worn when below a person at Height. Staff are to never be alone at height.
<b>Overall Safety</b>	Overall activity safety is the responsibility of the staff members facilitating the activity. At any point during the activity they can choose to stop or cancel the activity due to safety concerns. At any time, they can contact the Activity Manager for assistance.
<b>Ratios</b>	Minimum 15 participants, Maximum 20 participants. Staff: 1 Activity Supervisor and 1 Outdoor Specialist

Name	Date	Signature

Specific Task/ Activity	Potential Hazards associated with the specific task/ activity	Risk Score before Controls	Control Measures	Risk Score after controls	Additional Controls Required
Set up and pack up	Dropping load bearing equipment onto hard surface potentially causing damage	1	Staff are aware to handle equipment with care Staff are to take out of immediate use any metal load bearing equipment that has dropped more than 1m onto rock or hard surface, or 4m onto soft surface. The Activity Manager will inspect equipment and decide if safe to continue using. Monthly Equipment check Any equipment that has concern is to be tagged by staff and reported to the Activity Manager. Activity Log	3	None
	Equipment causing injury person from dropping onto toes, finger pinching etc.	4	Staff are aware to handle equipment with care First aid kit Staff training Enclosed shoes Staff trained in First Aid	5	None
	Incorrectly securing oneself at height, resulting in fall, causing injury or death	2	At all times at height staff are to never be alone and are to wear a helmet At height staff are to secure to a rated anchor point when moving or 2 points when stationary (1 rated, 1 work position point) or be on a ladder with a ladder holder (or secured ladder). Energy Absorbing Lanyard is to be used when in fall arrest situations. When no risk of shock loading the system can use work position system. First aid kit Staff training Staff trained in First Aid	3	None

Specific Task/ Activity	Potential Hazards associated with the specific task/ activity	Risk Score before Controls	Control Measures	Risk Score after controls	Additional Controls Required
			Ad hoc staff checks Flying Fox Operating Procedure		
	Incorrect set up causing need for rescue, injury or death to staff or participants	2	Staff training Ad hoc staff checks Flying Fox Operating Procedure Staff trained in First Aid First aid kit	3	None
<b>Briefing Participants and Fitting them with safety equipment</b>	Client becomes anxious about activity	3	Staff facilitates activities valuing emotional safety of participant Briefing outlines challenge by choice principles.	5	None
	Harness/ Helmet being incorrectly fitted resulting in injury or death of participant	2	Harness/ Helmet is checked by 2 staff, one at the bottom of the Flying Fox, one at the top of the Flying Fox. Harness/ Helmets correctly maintained according to manufacturer's recommendations. Monthly Equipment inspections Staff Training Ad hoc staff checks Flying Fox Operating Procedure Staff trained in First Aid First aid kit	3	None
	Equipment causing injury to client or staff due to dropping or incorrect use	2	Participants are briefed how to safely handle equipment Flying Fox Operating Procedure Staff trained in First Aid First aid kit Staff training Monthly Equipment Inspections	3	None

Specific Task/ Activity	Potential Hazards associated with the specific task/ activity	Risk Score before Controls	Control Measures	Risk Score after controls	Additional Controls Required
Participating in activity	Incorrectly attached to the Flying Fox or Flying Fox Safety resulting falling and injury or death of participant	2	Staff Training Ad hoc staff checks Flying Fox Operating Procedure Staff trained in First Aid First aid kit Back up sling on Flying Fox Trolley There are always 2 attachment points between Flying Fox Trolley and Participant.	3	None
	Failure or incorrect use of Flying Fox Trolley resulting falling and injury or death of participant	3	Staff Training Ad hoc staff checks Flying Fox Operating Procedure Staff trained in First Aid First aid kit Flying Fox Trolley backed up with 2 <sup>nd</sup> carabiner Equipment correctly maintained according to manufacturer's recommendations. Monthly Equipment inspections	3	None
	Failure of carabineer or rope between Flying Fox Trolley and participant resulting falling and injury or death of participant	3	Staff Training Ad hoc staff checks Flying Fox Operating Procedure Staff trained in First Aid First aid kit Flying Fox Trolley backed up with 2 <sup>nd</sup> carabiner and 2 <sup>nd</sup> rope Equipment correctly maintained according to manufacturer's recommendations. Monthly Equipment inspections	3	None

Specific Task/ Activity	Potential Hazards associated with the specific task/ activity	Risk Score before Controls	Control Measures	Risk Score after controls	Additional Controls Required
	Collision of Flying Fox Participant with person who is walking on the walking path, causing injury or death.	2	Staff Training Ad hoc staff checks Flying Fox Operating Procedure Staff trained in First Aid First aid kit Clear communication between staff regarding when it is safe to walk up the path. Adequate group supervision to ensure that participants are in safe zone when participant is on Flying Fox. Clear communication and safety calls including "Landing Zone Clear" before participant is ready to go on the Flying Fox.	3	None
	Tripping on walking path causing injury	3	Staff trained in First Aid First aid kit Monthly activity inspections Participants are advised to walk on the path Pre Activity Checks	5	None
	Client becomes anxious about activity freezing.	3	Staff facilitate activities valuing emotional safety of participant Briefing outlines challenge by choice principles. Participants can safely climb back down access ladder.	5	None
	Items dropping from participant on fox causing injury to person below.	4	Staff Training Ad hoc staff checks Flying Fox Operating Procedure Staff trained in First Aid First aid kit	5	None

Specific Task/ Activity	Potential Hazards associated with the specific task/ activity	Risk Score before Controls	Control Measures	Risk Score after controls	Additional Controls Required
			<p>Clear Communication between staff regarding when it is safe to walk up the path.</p> <p>Adequate group supervision to ensure that participants are in safe zone when participant is on Flying Fox.</p> <p>Clear communication and safety calls including "Landing Zone Clear" before participant is ready to go on the Flying Fox.</p>		
	Zip Stop Failure causing injury to Participant	4	<p>Staff training</p> <p>Ad hoc staff checks</p> <p>Flying Fox Operating Procedure and ZipStop Operation Manual</p> <p>Daily safety checks of ZipStop according to Zip Stop Operating Procedure</p> <p>Staff trained in First Aid</p> <p>First aid kit</p> <p>If any concern is identified with the functioning of the ZipStop the Activity Manager will inspect equipment and decide if safe to continue using.</p> <p>Monthly Activity and Equipment check</p> <p>Activity Log</p> <p>Back up Tyre Braking system</p> <p>Yearly inspection by external ropes course inspector</p>	5	None
	Zip Stop not adequate breaking	4	<p>Staff training</p> <p>Ad hoc staff checks</p> <p>Flying Fox Operating Procedure and Zip Stop Operation Manual</p>	5	None

Specific Task/ Activity	Potential Hazards associated with the specific task/ activity	Risk Score before Controls	Control Measures	Risk Score after controls	Additional Controls Required
			<p>Staff trained in First Aid First aid kit If any concern is identified with the functioning of the ZipStop the Activity Manager will inspect equipment and decide if safe to continue using. Monthly Activity and equipment check Activity Log Back up Tyre Braking system Daily safety check of ZipStop according to ZipStop Operating Procedure Yearly inspection by external ropes course inspector</p>		
	Failure of actual Flying Fox Structure or equipment causing injury to participant or death	2	<p>Flying Fox Operating Procedure and ZipStop Operation Manual Staff trained in First Aid First aid kit If any concern is identified with the functioning of the equipment or structure the Activity Manager will inspect equipment and decide if safe to continue using. Yearly inspection by external ropes course inspector Monthly Activity and equipment check Activity Log Back up Tyre Braking system Daily safety check of ZipStop according to ZipStop Operating Procedure</p>	3	None

Specific Task/ Activity	Potential Hazards associated with the specific task/ activity	Risk Score before Controls	Control Measures	Risk Score after controls	Additional Controls Required
	Tree branch falling on participant or staff member causing injury or death	2	Monthly Activity and Equipment Checks Appropriate location for activity chosen considering weather Arborist audit of trees First aid kit Staff training Staff trained in First Aid Emergency Procedure Severe Weather Procedure	3	None
	Gri Gri Dismount Gri Gri rigged incorrectly resulting in rescue	4	Staff training Staff trained in First Aid Ad hoc staff checks Flying Fox Operating Procedure	4	None
	Gri Gri Dismount. Inadequate belaying by staff causing injury or rope burn.	4	Staff training Staff trained in First Aid Ad hoc staff checks Flying Fox Operating Procedure	5	None
	Participant requiring rescuing	4	Staff training Staff trained in First Aid Ad hoc staff checks Flying Fox Operating Procedure Milan rescue system	4	None
	Participant overshooting landing zone and stopping over valley	4	Retrieval methods and management strategies described in Flying Fox Operating Procedure Staff training Staff trained in First Aid Ad hoc staff checks Flying Fox Operating Procedure	4	None



Specific Task/ Activity	Potential Hazards associated with the specific task/ activity	Risk Score before Controls	Control Measures	Risk Score after controls	Additional Controls Required
			Milan rescue system		
	Participant not following instructions resulting in rescue	4	Staff training Staff trained in First Aid Ad hoc staff checks Flying Fox Operating Procedure Milan rescue system	4	None
	Objects attached to participant becoming caught when stepping off platform whilst on Flying Fox.	4	Staff training Staff trained in First Aid Ad hoc staff checks Flying Fox Operating Procedure Milan rescue system	4	None

All identified risks are recorded in the following risk matrix according to likelihood and consequence. The purpose of this matrix is to provide a snapshot of all identified risks and established the level of risk to determine if further treatment is required.

Risk Assessment Conducted by: Activity Manager, Benedict XVI Retreat Centre

Date of Risk Assessment: 3rd September 2018

Date of Review: September 2019

## Risk Assessment Matrix

Likelihood	Consequences 2. How likely is it that someone will be harmed?			
1. How severely could it hurt someone or how ill could it make someone?	very likely Could happen any time (extreme)	likely Could happen some time (moderate)	unlikely could happen, but very rarely (moderate)	very unlikely Could happen, but probably never will (low)
<b>Kill or cause permanent disability or death</b>	1	1	2	3
<b>Long term illness or serious injury</b>	1	2	3	4
<b>Medical attention and several days off work</b>	2	3	4	5
<b>First aid needed</b>	3	4	5	6
<p>The numbers can help to show you: How severe the risk is;</p> <ul style="list-style-type: none"> <li>Whether any existing control measures are effective;</li> <li>What action you should take to control the risk; and</li> <li>How urgently the action needs to be taken.</li> </ul> <p><b>The most severe risks are rated 1. These risks must be controlled immediately.</b></p> <p><b>The least severe risks are rated 6. These risks should also be controlled but it is less urgent.</b></p>				
<p style="text-align: center;"><b>Legend</b></p> <p><b>1</b>            Extreme risk; deal with the hazard immediately</p> <p><b>2, 3 and 4</b>    Moderate risk; deal with the hazard as soon possible</p> <p><b>5 and 6</b>      Low risk; deal with the hazard when able.</p>				