

Risk Management Plan Proforma

NSW Sport and Recreation Centres



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Overview and Purpose of Document

This document identifies risks and hazards associated with visiting all Office of Sport, Sport and Recreation Centres across NSW. It is intended to provide visitors or camp organisers with information to be able to conduct their own risk assessment.

Centres and Locations	Centre	Address
	Berry Sport and Recreation Centre	660 Coolangatta Road, Berry, NSW 2535
	Borambola Sport and Recreation Centre	1980 Sturt Highway, Borambola, NSW 2650
	Broken Bay Sport and Recreation Centre	Hawkesbury River via Brooklyn, NSW 2083
	Jindabyne Sport and Recreation Centre	207 Barry Way, Jindabyne, NSW 2627
	Lake Ainsworth Sport and Recreation Centre	164 Camp Drew Road, Lennox Head, NSW 2478
	Lake Burrendong Sport and Recreation Centre	205 Tara Road, Mumbil, NSW 2820
	Lake Keepit Sport and Recreation Centre	Fitness Camp Road, Tamworth, NSW 2340
	Milson Island Sport and Recreation Centre	Hawkesbury River via Brooklyn, NSW 2083
	Point Wolstoncroft Sport and Recreation Centre	200 Kanangra Drive, Gwandalan, NSW 2259
	Sydney Academy of Sport	Wakehurst Parkway, Narrabeen, NSW 2101
	Head Office –Booking Enquiries	Level 3, 6B Figtree Drive, Sydney Olympic Park, NSW 2128
Public Liability Cover	Treasury Managed Fund (TMF) Identifier No.IM100033	
Onsite Contractors	Contractors are only engaged in onsite works whereby they are qualified and licensed.	
Equipment Utilised	All equipment and vehicles/machinery utilised by clients are regularly serviced, repaired when required and currently in safe working order. Where equipment or vehicles/machinery have reached expiry or are deemed not safe for use, they are decommissioned according to procedure and policy.	
Standard Operating Procedures and Policy	Standard Operating Procedures and Policies provide technical guidance and approved procedures to our staff for camp activities, as well as meal preparation and service. These documents are periodically reviewed.	

Risk Assessment	Risk Assessments of each activity are periodically reviewed to assist staff in identifying site and activity specific risks and minimisation strategies.			
Emergency Procedures	<p>Each Centre has a site-specific Emergency Management Plan that all staff are familiar with.</p> <p>All Centre's have access to suitable communication methods to contact emergency services in the case of an emergency.</p> <p>Each Centre has, at a minimum, basic first aid supplies and a minimum of one adrenaline autoinjector.</p> <p>Clients are briefed on the Centre's Emergency Procedures upon arrival.</p>			
Working With Children Checks	All Office of Sport client facing staff are required to hold a NSW Working With Children Check.			
Activity Leaders (Program) Staff Accreditation and Qualification Requirements	<p>General</p> <ul style="list-style-type: none"> • A relevant university degree (for example but not limited to: Outdoor Recreation, Education, Human Movement, Sports Science) or a Certificate IV in Outdoor Recreation or Outdoor Leadership • Provide First Aid HLTAID001 • Provide Cardiopulmonary Resuscitation HLTAID009 • Australian Driver's Licence • NSW Working with Children Check 			
	<p>Activity Competencies</p> <ul style="list-style-type: none"> • Activity Leaders must hold Office of Sport Activity Competencies, including Core Skills and Activity Competencies specific to the activity 			
	<p>Activity Specific Qualifications</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;">Abseil (Natural Surface)</td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • SISOABS003 – Abseil single pitches, natural surfaces • SISOABS006 – Establish ropes for single pitch abseiling on natural surface • SISOABS009 – Lead single pitch abseiling activities on natural surfaces • SISORSC002 – Perform vertical rescue </td> </tr> </table>		Abseil (Natural Surface)	<ul style="list-style-type: none"> • SISOABS003 – Abseil single pitches, natural surfaces • SISOABS006 – Establish ropes for single pitch abseiling on natural surface • SISOABS009 – Lead single pitch abseiling activities on natural surfaces • SISORSC002 – Perform vertical rescue
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	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;">Cycling Activities (BMX, mountain bike)</td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • SISOCYT001 – Set up, maintain and repair bicycles • SISOCYT004 – Ride off road bicycles on easy trails • SISOCYT008 – Lead off road cycling activities on easy trails </td> </tr> </table>		Cycling Activities (BMX, mountain bike)	<ul style="list-style-type: none"> • SISOCYT001 – Set up, maintain and repair bicycles • SISOCYT004 – Ride off road bicycles on easy trails • SISOCYT008 – Lead off road cycling activities on easy trails
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**Activity Leaders
(Program) Staff
Accreditation
and Qualification
Requirements**

Activity Specific Qualifications

Paddle Craft (canoe, kayak, stand up paddle board)

- Royal Life Saving Australia – Bronze Medallion Award
- SISOCNE002 – Paddle a canoe on inland flatwater OR SISOKYK001 Paddle a kayak on inland flat water
- SISOCNE005 – Lead canoeing activities on inland flatwater OR SISOKYK005 Lead kayaking activities on inland flat water

Where a support boat is used:

- Australian Sailing Powerboat Handling Course
- NSW General Boat Licence

Pool

- Royal Life Saving Australia – Bronze Medallion Award
- Provide Advance Resuscitation and Oxygen Therapy

Raft Building

- Royal Life Saving Australia – Bronze Medallion Award

Rock Climbing (Artificial Surface)

- SISOCLM001 – Top rope climb single pitches, artificial surfaces
- SISOCLM005 – Establish belays for single pitch climbing on artificial surfaces
- SISOCLM008 – Lead single pitch climbing activities on artificial surfaces, tope rope climbing

Sailing

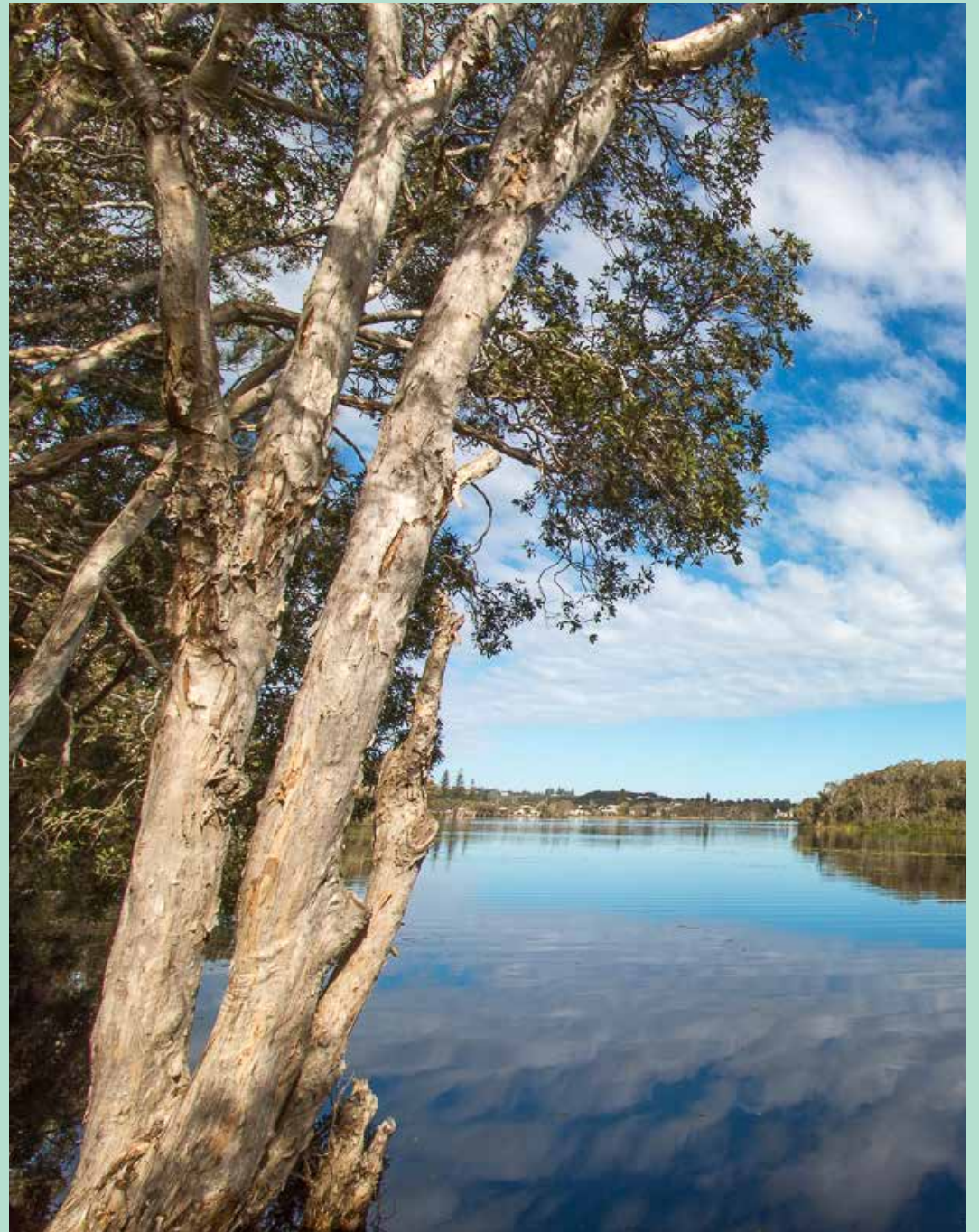
- Australian Sailing Dinghy Instructor
- Australian Sailing Powerboat Handling
- NSW General Boat Licence

Snow Sports (skiing & snowboarding)

- A proportion of Activity Leaders must hold Level 1 Australian Professional Snowsports Instructors (APSI) training

Equivalent superseded or higher-level units of competency/qualifications may be accepted in line with Standard Operating Procedure guidelines.

Hazards and Risks Associated with Visiting an Office of Sport, Sport and Recreation Centre



General

Task/Activity	Hazard Identification and Associated Risk Types/Cause	Risk Elimination or Control Measures Implemented by the Office of Sport
<p>General risks associated with residing on and participating in camp while onsite at a Centre</p>	<ol style="list-style-type: none"> 1. Minor injuries requiring basic first aid (e.g. cuts/lacerations/abrasions, bruises, sprains/strains, fractures/breaks, bites/stings) 2. Allergic and anaphylactic reactions (food and non-food related) 3. Asthma attack 4. Dehydration 5. Hyperthermia and hypothermia 6. Sunburn and windburn 7. Adverse weather conditions (e.g. lightning, strong winds) 8. Adverse weather events (e.g. flooding, fire) 9. Public access to Centre 10. Absconding 11. Access to natural landscapes (e.g. natural bodies of water, bushland) 12. Injury caused by obstacles and/or machinery 13. Exposure to contagious illnesses 14. Encounters with wildlife/fauna causing injury or illness 	<ul style="list-style-type: none"> • Office of Sport provides information for schools and parents about camp prior to their attendance. • Site specific Emergency Management Plans (EMPs) in place at each Centre and Office of Sport staff trained in procedures. • Visitors to the Centre are briefed on the site-specific Emergency Evacuation procedure. • Site specific risk assessments and control measures in place. • Activity specific risk assessments and control measures in place. • Office of Sport staff operate under the Policies and Standard Operating Procedures (SOPs) in place; including but not limited to: <ul style="list-style-type: none"> • Allergen Free Meals – Standard Operating Procedure • Code of Ethics and Conduct • Child Safe Professional Standards • Emergency Management Policy • Employment Screening Policy and Procedure • Food Safety Plan • First Aid Policy and Procedure • Lightning Safety Guideline • Motor Vehicle Fleet Usage Policy and Procedure • Sun Protection Operating Procedure • Work Health and Safety Policy

Task/Activity	Hazard Identification and Associated Risk Types/Cause	Risk Elimination or Control Measures Implemented by the Office of Sport
<p>General risks associated with residing on and participating in camp while onsite at a Centre</p>	<p>15. Encounters with flora causing injury or illness</p> <p>16. Separation from group (e.g. lost, participants moving in opposite directions, person unaccounted for)</p> <p>17. Environmental hazards (e.g. trees or tree limbs falling, rock fall, landslide, etc.)</p> <p>18. Heatstroke and heat exhaustion</p> <p>19. Interactions with the Public when off-site</p> <p>20. Vehicle access and traffic throughout Centre</p> <p>21. Hazardous Materials</p>	<ul style="list-style-type: none"> • All Office of Sport staff hold current licenses, qualifications and training required for their positions (e.g. First Aid, Hazardous Materials). • Office of Sport provides basic first aid and compliant life support equipment and staff are aware of their location around the Centre. First aid kits carried by all Activity Leaders. • The Centre has on-call staff available 24/7 (including the Manager on Call). • Facilities, equipment and machinery all regularly serviced and maintained. • Monitor weather and reference reliable information sources (e.g. Bureau of Meteorology for weather conditions and warnings, Seabreeze for tidal forecasts). • Office of Sport staff carry communication devices. • Office of Sport staff set clear safety rules, boundaries and techniques during activities and mealtimes. • Office of Sport staff may alter activities if required for their own and participant's safety. • Office of Sport staff ensure participants have appropriate attire and equipment for required activities (e.g. hat, enclosed shoes, water bottle). • Office of Sport staff to monitor the site, public access points and bookings. • Active supervision of children and clients where required. • Office of Sport staff to manage outbreaks of illness where necessary (including isolation of contagious participants). • Office of Sport routinely check activity areas.

Task/Activity	Hazard Identification and Associated Risk Types/Cause	Risk Elimination or Control Measures Implemented by the Office of Sport
<p>Alcohol and drugs (legal and illegal) – brought onsite and/or consumed</p>	<ol style="list-style-type: none"> 1. Legal drugs (i.e. medications) stored in an unsafe manner (e.g. where they can be accessed by children) 2. Children and adults accessing legal and illegal drugs to consume (e.g. medications that are not prescribed to them, contain ingredients they are allergic to, overdose, become drunk) 3. Adults consume alcohol or illegal drugs and develop inability to actively, appropriately and safely supervise children 4. Inappropriate behaviour (e.g. violence, assault) 5. Injury caused by drunkenness and/or other effects of drugs 	<ul style="list-style-type: none"> • Illegal drugs and alcohol (for school groups) are prohibited onsite. • Signage in accommodation areas, where necessary. • Remove any illegal drugs from the Centre (call police where necessary).



Accommodation

Task/Activity	Hazard Identification and Associated Risk Types/Cause	Risk Elimination or Control Measures Implemented by the Office of Sport
General risks associated with accommodation	<ol style="list-style-type: none"> 1. Injury due to use of bunk beds 2. Injury due to inappropriate behaviour 3. Injury due to trip hazards and inappropriate storage of belongings 4. Injury due to use of doors 5. Intrusion of allocated rooms 6. Unnoticed absconding 7. Access to natural bodies of water nearby 8. Theft of items and personal belongings 9. Food in accommodation 	<ul style="list-style-type: none"> • Bunks placed in room to enable ease of access/limit risk of falling, where possible. • Compliant bedrails. • Participants informed of appropriate behaviour in rooms, when attending school camps. • Staff familiar with local Emergency Management Plan. • Staff on overnight on-call duty. • Provide Responsible Adults with room keys.
Preparing meals in self-catered kitchens	<ol style="list-style-type: none"> 1. Injury (cuts/lacerations and burns to skin) 2. Fire (e.g. stove left on) 3. Accessibility to dangerous cooking appliances and tools (e.g. hot oven, knives) 	<ul style="list-style-type: none"> • Basic first aid supplies and phone for emergency calls available either at the kitchen or via on-call staff. • Signage on correct operation of appliances (including reminders to turn off). • Restrict access to kitchens where possible. • Remove and/or lock items away (e.g. knives). • Inform of safe use of kitchen. • Compliant fire equipment.
Laundering Clothes	<ol style="list-style-type: none"> 1. Fire (e.g. lint filter of dryer machine full and catches alight, overload capacity of machine) 	<ul style="list-style-type: none"> • Signage on correct operation of appliances (e.g. reminder to empty lint filter). • Compliant fire equipment. • Regular maintenance checks.

Transport

Task/Activity	Hazard Identification and Associated Risk Types/Cause	Risk Elimination or Control Measures Implemented by the Office of Sport
<p>Being transported in a motor vehicle (e.g. car, bus), vessel (e.g. boat, ferry), utility vehicle (e.g. gator, golf cart)</p>	<ol style="list-style-type: none"> 1. Vehicle accident that causes injury (e.g. traumas, bruises, breaks) 2. Minor injuries caused by incorrect and/or unsafe use 3. Immersion in water and may lead to drowning 	<ul style="list-style-type: none"> • Drivers hold correct and valid license and/or certificate to operate vehicle/ vessel (e.g. Motor Vehicle Licence, Medium Rigid, NSW General Boat Licence, Coxswains). • Drivers comply with relevant vehicle/vessel operation laws and their governing bodies (e.g. NSW Roads and Maritime Services). • Drivers (Office of Sport staff) comply with relevant Office of Sport policies and procedures. • Vehicles/vessels are serviced regularly and are registered. • Safety equipment available (e.g. Personal Flotation Devices on vessels). • Drivers complete training and inductions prior to vehicle/vessel operation. • Passengers informed of appropriate behaviour, boarding/exiting procedures, law requirements (e.g. wearing a seat belt) and emergency procedures during transportation.



Meals and Dietary Requirements

Task/Activity	Hazard Identification and Associated Risk Types/Cause	Risk Elimination or Control Measures Implemented by the Office of Sport
<p>Eating meals (dining room, cookout, packed lunches)</p>	<ol style="list-style-type: none"> 1. Food allergies and/or intolerances 2. Food related anaphylaxis 3. Food related aversions (e.g. vegetarian, vegan, pescatarian) 4. Food related religious beliefs (e.g. Halal diet) 	<ul style="list-style-type: none"> • The Office of Sport's comprehensive Food Safety Program provides protocols on approved suppliers, deliveries, storage, preparation and cooking, holding, temperature controls, personal hygiene, cleaning, pest control, incident reporting, food allergens, food safety audits, egg protocol, cookouts, etc. • As a part of The Office of Sport's Food Safety Program, Office of Sport Staff are required to complete the following: <ul style="list-style-type: none"> • Food Handler Basics – NSW Food Authority • Allergen Camps – Food Allergy Awareness • Anaphylaxis e-Training – ASCIA • Food Safety Induction Declaration – Office of Sport • As a part of The Office of Sport's Food Safety Program, Office of Sport Staff who are in catering roles or roles involved with Centre catering are required to complete: <ul style="list-style-type: none"> • Food Safety Supervisor Certificate • The Allergen Free Meals Standard Operating Procedure outlines the following procedures: <ul style="list-style-type: none"> • Staff Roles and Responsibilities. • Information Capture – Recipe Cards, ASCIA Plans. • Client Arrival – client briefing with Activity Leader and Catering, cross check dietary reports, distribution of red wrist bands for participants with an allergy or intolerance, changes to diets confirmed and recorded via parent or guardian. • Meal Service – participants with dietary requirements are to be served first (where possible), participants with allergies or intolerances have their meal served on a red tray with a personalised sticker, catering team signs meal service report, Activity Leader visually cross checks meals when distributing to participants and signs meal service report. • Dietary Reports – explanation of reports staff are required to understand and use.

Program Activities



At Height Activities

Task/Activity	Hazard Identification and Associated Risk Types/Cause	Risk Elimination or Control Measures Implemented by the Office of Sport
Abseiling - Natural Surfaces	<ol style="list-style-type: none"> 1. Inversion 2. Entanglement in rope or device causing psychological and/or physical harm or injury 3. Fall/drop from climbing wall 4. Incorrectly fitted harness resulting in pain or strain on body 5. Equipment failure causing injury to participant and/or belay team 6. Rock or debris fall 	<ul style="list-style-type: none"> • Activity Leader adhere to standard practices: <ul style="list-style-type: none"> • Adhering to supervision and participation ratios. • Adhering to age and capability restrictions. • Identify clear boundaries and site-specific expectations (e.g. clearly defined active and fall zones, waiting areas, access routes). • Performing a dynamic risk assessment of area prior to and throughout activity (e.g. weather conditions). • Performing routine visual inspection of site and equipment prior to and after the session and record in logbook. • Equipment used must be approved, fit for purpose, correctly fitted, maintained and used in accordance with the manufacturer's directions. • Participants and Activity Leaders must be connected to an anchor point/ critical line prior to approaching the cliff. • Activity leader and all participants must wear approved safety equipment outlined in the Standard Operating Procedure (e.g. harnesses and helmets) where required, including rescue equipment for Activity Leaders. • Where equipment is deemed no longer fit for purpose, it will be decommissioned as per protocols. • Activity area/structure to be annually inspected by an external provider and equipment to be serviced by external provider where required. • Follow pre-activity, during activity and post activity procedures, including but not limited to, Activity leader to maintain active visual contact on all active participants and manage effectively (e.g. monitoring for inversions and entanglements, checking connections, etc.). • Set clear safety rules.

Task/Activity	Hazard Identification and Associated Risk Types/Cause	Risk Elimination or Control Measures Implemented by the Office of Sport
Rock Climbing - Artificial Surfaces	<ol style="list-style-type: none"> 1. Inversion 2. Entanglement in rope or device causing psychological and/or physical harm or injury (e.g. hair, gloves, fingers, clothing, jewellery) 3. Fall/drop from climbing wall 4. Incorrectly fitted harness resulting in pain or strain on body 5. Equipment failure causing injury to participant and/or belay team 6. Rock holds becoming loose and falling off from wall causing participant to slip from or on wall 	<ul style="list-style-type: none"> • Activity Leader adhere to standard practices: <ul style="list-style-type: none"> • Adhering to supervision and participation ratios. • Adhering to age and capability restrictions. • Identify clear boundaries and site-specific expectations (e.g. clearly defined active and fall zones, waiting areas, access routes). • Performing a dynamic risk assessment of area prior to and throughout activity (e.g. weather conditions). • Performing routine visual inspection of site and equipment prior to and after the session and record in logbook. • Equipment used must be approved, fit for purpose, correctly fitted, maintained and used in accordance with the manufacturer's directions. • Activity Leader and all participants must wear approved safety equipment outlined in the Standard Operating Procedure (e.g. harnesses and helmets) where required, including rescue equipment for Activity Leaders. • Where equipment is deemed no longer fit for purpose, it will be decommissioned per protocols. • Activity structure to be annually inspected by an external provider and equipment to be serviced by external provider where required. • Follow pre-activity, during activity and post activity procedures; including but not limited to, Activity Leader to maintain active visual contact on all active participants and manage effectively (e.g. monitoring for inversions and entanglements, checking connections, etc.). • Set clear safety rules.

Aquatic Activities

Task/Activity	Hazard Identification and Associated Risk Types/Cause	Risk Elimination or Control Measures Implemented by the Office of Sport
Marine Studies	<ol style="list-style-type: none"> 1. Tides and currents 2. Varying surfaces underfoot (e.g. oysters on rocks) 3. Water quality 4. Aquatic stingers and venomous fauna 5. Drowning 	<ul style="list-style-type: none"> • Activity Leader adhere to standard practices: <ul style="list-style-type: none"> • Adhering to supervision and participation ratios. • Adhering to age and capability restrictions. • Only conduct activity at approved sites. • Level 50 life jackets are available to participants. • Activity Leader to demonstrate correct use of PPE and equipment (PFD, Snorkel, etc.). • Where equipment is deemed no longer fit for purpose or reached expiry date, it will be decommissioned per protocols. • Participants and staff to be dressed in activity and weather appropriate clothing, including enclosed shoes. • Activity Leader to carry communication device, waterproof storage and emergency management equipment. • Performing a dynamic risk assessment of area prior to and throughout activity (e.g. weather and water conditions). • Monitor weather and utilise external providers where appropriate (e.g. Bureau of Meteorology for weather conditions and warnings, Seabreeze for tidal forecasts). • Identify clear boundaries and site-specific expectations (e.g. entry and exit points for the body of water). • Set clear safety rules.

Task/Activity	Hazard Identification and Associated Risk Types/Cause	Risk Elimination or Control Measures Implemented by the Office of Sport
<p>Paddle Craft</p> <ul style="list-style-type: none"> • Biscuit (Inflatable water ski tube) • Canoe • Kayak (Enclosed) • Kayak (Sit on top) • Stand Up Paddle Board (SUPs) 	<ol style="list-style-type: none"> 1. Drowning 2. Injury (e.g. caused by incorrect manual handling of equipment, during rescues, during capsize, misuse of equipment, equipment malfunction) 3. Illness or infection (e.g. contracted from water) 4. Adverse weather conditions (e.g. strong winds) 5. Marine wildlife (e.g. stings caused by jellyfish) 6. Obstructions in waterways resulting in injury to participant (e.g. sandbanks, trees in water way, tides) 7. Tidal conditions 	<ul style="list-style-type: none"> • Activity Leader adhere to standard practices: <ul style="list-style-type: none"> • Adhering to supervision and participation ratios. • Adhering to age and capability restrictions. • Only conduct activity at approved sites. • All participants to wear correctly fitted Level 50 (Type 2) or Level 50S (Type 3) life jackets when on or near water way and where necessary appropriate water shoes as part of their PPE. Australian Standards AS 4758 or ISO 12402-5:2020. • Seasonal participant PPE will be advised by instructor prior to activity departure. • Power vessel to be driven by licensed staff, to be routinely maintained and to be operated at a safe distance from participant. • Dynamic risk assessments performed of activity area and equipment to determine any change to activity. • Activity to be cancelled if winds are 22 knots or above. • Activity Leader to clearly outline correct method of handling equipment including the appropriate amount of people to carry equipment and the correct lifting posture to use.



Task/Activity	Hazard Identification and Associated Risk Types/Cause	Risk Elimination or Control Measures Implemented by the Office of Sport
<p>Pool 'Free Time'</p>	<ol style="list-style-type: none"> 1. Drowning 2. Injury (e.g. misuse of equipment, equipment malfunction) 3. Illness or infection (e.g. contracted from water) 	<ul style="list-style-type: none"> • Activity Leader adhere to standard practices: <ul style="list-style-type: none"> • Complete the Swim Proficiency Test (The Challenge / Water Survival Challenge). • Adhere to protocols outlined in the Swim Proficiency Test (The Challenge / Water Survival Challenge), e.g. distribution of correct wristbands, recording results. • Adhere to supervision and participation ratios. • Adhere to age and capability restrictions. • Performing a dynamic risk assessment of area prior to and throughout activity (e.g. weather conditions). • Identify clear boundaries and site-specific expectations (e.g. shallow end of pool). • Set clear safety rules. • Oxygen equipment available. • Rescue equipment available.



Task/Activity	Hazard Identification and Associated Risk Types/Cause	Risk Elimination or Control Measures Implemented by the Office of Sport
Raft Building	<ol style="list-style-type: none"> 1. Drowning 2. Injury (e.g. caused by incorrect manual handling of equipment, during rescues, during capsize, misuse of equipment, equipment malfunction, during construction) 3. Illness or infection (e.g. contracted from water) 4. Adverse weather conditions (e.g. strong winds) 5. Marine wildlife (e.g. stings caused by jellyfish) 6. Visual obstructions in waterways resulting in injury to participant (e.g. sandbanks, trees in water way, tides) 7. Tidal conditions 	<ul style="list-style-type: none"> • Activity Leader adhere to standard practices: <ul style="list-style-type: none"> • Adhering to supervision and participation ratios. • Adhering to age and capability restrictions. • Only conduct activity at approved sites. • All participants to wear correctly fitted Australian Standard 4758 Level 50 Personal Floatation Device (PFD) when activity takes place on a lake, dam or open body of water. • Power vessel to be driven by licensed staff, to be routinely maintained and to be operated at a safe distance from participant. • Dynamic risk assessments performed of activity area and equipment to determine any change to activity. • If the activity is conducted in a pool and a 'Swim Test', also known as 'The Winter Survival Challenge' or 'The Challenge', has not taken place, participants must remain in the shallow end of the pool.



Task/Activity	Hazard Identification and Associated Risk Types/Cause	Risk Elimination or Control Measures Implemented by the Office of Sport
Sailing	<ol style="list-style-type: none"> 1. Drowning 2. Injury (e.g. caused by incorrect manual handling of equipment, during rescues, during capsize, misuse of equipment, equipment malfunction, during construction) 3. Illness or infection (e.g. contracted from water) 4. Adverse weather conditions (e.g. strong winds) 5. Marine wildlife (e.g. stings caused by jellyfish) 6. Visual obstructions in waterways resulting in injury to participant (e.g. sandbanks, trees in water way, tides) 7. Tidal conditions 	<ul style="list-style-type: none"> • Activity Leader adhere to standard practices: <ul style="list-style-type: none"> • Adhering to supervision and participation ratios. • Adhering to age and capability restrictions. • Only conduct activity at approved sites Activity generally conducted close to the shoreline. • All participants to wear correctly fitted Australian Standard 1499 PFD Type 2 or equivalent European Standard EN 393 PFD. • Seasonal participant PPE will be advised by instructor prior to activity departure. • Power vessel/safety boat to be driven by licensed staff, to be routinely maintained and to be operated at a safe distance from participant. • Dynamic risk assessments performed of activity area and equipment to determine any change to activity • Activity to be cancelled when winds exceed 15 knots for basic skill levelled participants.
Water Games/Water Initiatives	<ol style="list-style-type: none"> 1. Drowning 2. Injury (e.g. caused by incorrect manual handling of equipment, during rescues, during capsize, misuse of equipment, equipment malfunction, during construction) 3. Illness or infection (e.g. contracted from water) 4. Adverse weather conditions (e.g. lightning) 	<ul style="list-style-type: none"> • Activity Leader adhere to standard practices: <ul style="list-style-type: none"> • Adhering to supervision and participation ratios. • Adhering to age and capability restrictions. • Dynamic risk assessments performed of activity area and equipment to determine any change to activity. • As these are structured activities a ‘Swim Test’, also known as ‘The Water Survival Challenge’ or ‘The Challenge’, is not compulsory but participants will be required to remain in the shallow end of the pool. If a ‘Swim Test’ has taken place, the activity can be conducted across both the shallow and deep ends of the pool, depending on participant results.

Team Building

Task/Activity	Hazard Identification and Associated Risk Types/Cause	Risk Elimination or Control Measures Implemented by the Office of Sport
Dark Maze	<ol style="list-style-type: none"> 1. Head injury sustained from hitting head on roof or walls of maze 2. Crush or impact injury from maze panels 3. Cuts/bites/stings sustained from animals and potential exposure to animal waste (e.g. insect, lizard) 4. Psychological trauma negotiating maze 5. Entrapment in maze 6. Bruising and/or abrasions to hands, elbows or knees due to crawling through Dark Maze 	<ul style="list-style-type: none"> • Activity Leader adhere to standard practices: <ul style="list-style-type: none"> • Adhering to supervision and participation ratios. • Adhering to age and capability restrictions. • Construction of Dark Maze allows roof to be raised at any time by Activity Leader. • Correct PPE worn by participants – enclosed toe shoes, helmets if required. • Psychological preparation of participants as part of activity briefing . • Dynamic risk assessments performed of activity area to determine any change to activity. • Establish site-specific boundaries and rules for the area where activity will take place specifying the active zone, no go zones and safe viewing areas. • Routine site maintenance and WHS hazard assessment on activity area.
Initiative Activities <ul style="list-style-type: none"> • Castaway • Chain reaction • Chariots • Initiatives course • Pioneering • Puzzle Boxes • Puzzle Room 	<ol style="list-style-type: none"> 1. Slip, trip or fall: <ul style="list-style-type: none"> o Initiative elements o Uneven surfaces 2. Injury from: <ul style="list-style-type: none"> o Incorrect use of equipment o Being struck by moving equipment 	<ul style="list-style-type: none"> • Activity Leader adhere to standard practices: <ul style="list-style-type: none"> • Adhering to supervision and participation ratios. • Adhering to age and capability restrictions. • Participants and staff to be dressed in activity and weather appropriate clothing (including enclosed shoes). • Performing a dynamic risk assessment of area prior to and throughout activity (e.g. weather conditions). • Identify clear boundaries and site-specific expectations (e.g. out of bounds areas). • Set clear safety rules.

Task/Activity	Hazard Identification and Associated Risk Types/Cause	Risk Elimination or Control Measures Implemented by the Office of Sport
Maze	<ol style="list-style-type: none"> 1. Slip, trip and/or fall from <ul style="list-style-type: none"> • viewing platform and/or stairs • height due to participant climbing structure • Maze wall footings becoming exposed on ground • Uneven ground 2. Collision sustaining physical injury from <ul style="list-style-type: none"> • Object falling from height (i.e. viewing platform or object being thrown over fence) • Maze structure • Other maze participants 3. Crush or impact injury from maze panels 4. Cuts/bites/stings sustained from animals 5. Psychological trauma negotiating maze 	<ul style="list-style-type: none"> • Activity Leader adhere to standard practices: <ul style="list-style-type: none"> • Dynamic risk assessments performed of activity area to determine any change to activity. • Establish site-specific boundaries and rules for the area where activity will take place specifying the active zone, no go zones and safe viewing areas. • Routine site maintenance and WHS hazard assessment on activity area. • Viewing platform not to be used in strong winds with the Maze activity. • Construction of the Maze allows participants to see through some panels, view maze from above and exit under panels if required. • Correct PPE worn by participants –enclosed toe shoes.



Task/Activity	Hazard Identification and Associated Risk Types/Cause	Risk Elimination or Control Measures Implemented by the Office of Sport
Survival Skills	<ol style="list-style-type: none"> 1. Bush Fire Danger Periods and Fire Bans preventing activity from running 2. Fire spreading from designated area and becoming out of control 3. Burns or scalds to skin 4. Smoke inhalation 5. Anaphylaxis, allergy or intolerance reaction to food caused by direct consumption or cross contamination 6. Food unfit for consumption, e.g. incorrect cooking methods, raw, etc. 7. Injury (e.g. misuse of equipment, equipment malfunction) 	<ul style="list-style-type: none"> • Activity Leader adhere to standard practices: <ul style="list-style-type: none"> • Adhering to supervision and participation ratios. • Adhering to age and capability restrictions. • Only conduct activity onsite or approved areas. • Participants and staff to be dressed in activity and weather appropriate clothing. • Performing a dynamic risk assessment of area prior to and throughout activity (e.g. weather conditions). • Adhere to food safety program protocols.



Recreation Activities

Task/Activity	Hazard Identification and Associated Risk Types/Cause	Risk Elimination or Control Measures Implemented by the Office of Sport
<p>Archery</p> <ul style="list-style-type: none"> • Range Archery • Field (bush) Archery 	<ol style="list-style-type: none"> 1. Injury 2. Collision with natural or artificial obstacles on or around track 3. Uneven surface of field 4. Incorrectly fitted PPE 	<ul style="list-style-type: none"> • Activity Leader adhere to standard practices: <ul style="list-style-type: none"> • Adhering to supervision and participation ratios. • Adhering to age and capability restrictions. • Participants and staff to be dressed in activity and weather appropriate clothing. • Performing a dynamic risk assessment of area prior to and throughout activity (e.g. weather conditions). • Identify clear boundaries. • Set clear rules. • Target spacing requirements adhered to. • Archery range clear zone/backstop requirements adhered to. • Waiting line requirements adhered to. • Range in use signs/caution flags to be displayed.



Task/Activity	Hazard Identification and Associated Risk Types/Cause	Risk Elimination or Control Measures Implemented by the Office of Sport
Archery Tag	<ol style="list-style-type: none"> 1. Injury 2. Collision with natural or artificial obstacles on or around track 3. Uneven surface of field 4. Incorrectly fitted PPE 	<ul style="list-style-type: none"> • Activity Leader adhere to standard practices: <ul style="list-style-type: none"> • Adhering to supervision and participation ratios. • Adhering to age and capability restrictions. • Participants and staff to be dressed in activity and weather appropriate clothing. • Performing a dynamic risk assessment of area prior to and throughout activity (e.g. weather conditions). • Identify clear boundaries (e.g. action and safety zones). • Set clear rules. • Number of active players to be in proportion with the playing field size. • Range in use signs/caution flags to be displayed. • Outdoor fields are to adhere to clear zone requirements. • PPE and field site to be routinely and annually inspected. Where equipment is deemed no longer fit for purpose, it will be decommissioned per protocols. • Equipment used must be approved, fit for purpose, correctly fitted, maintained and used in accordance with the manufacturer's directions.



Task/Activity	Hazard Identification and Associated Risk Types/Cause	Risk Elimination or Control Measures Implemented by the Office of Sport
Bushwalking/Alpine Walk	<ol style="list-style-type: none"> 1. Participant separated from the group 2. Tree or tree branch fall on participant 3. Encounters with wildlife, specifically snakes, causing injury or illness 4. Injury or illness in a remote environment 5. Dehydration 6. Adverse weather conditions 7. Limited access to amenities 8. Interactions with general public when off site 	<ul style="list-style-type: none"> • Activity Leader adhere to standard practices: <ul style="list-style-type: none"> • Adhering to supervision and participation ratios. • Adhering to age and capability restrictions. • Only conduct activity on approved bushwalking tracks. • Participants and staff to be dressed in activity and weather appropriate clothing. • Carry sufficient amount of water. • Carry toileting equipment where necessary. • Activity Leader to carry navigation devices, communication device, waterproof storage and emergency management equipment. • Performing a dynamic risk assessment of area prior to and throughout activity (e.g. weather conditions). • Identify clear boundaries and site-specific expectations (e.g. guidelines for travelling as a group). • Rules addressing minimal impact practices and preservation of heritage or cultural sites. • Set clear safety rules. • Activity Leader to adhere to the current internal Allergen Free Meals Standard Operating Procedure where food is involved in the activity. See section 'Eating meals (dining room, cookout, packed lunches)' for more information.

Task/Activity	Hazard Identification and Associated Risk Types/Cause	Risk Elimination or Control Measures Implemented by the Office of Sport
<p>Cookout/Campfire</p> <ul style="list-style-type: none"> • Campfire • Damper • Meal 	<ol style="list-style-type: none"> 1. Bush Fire Danger Periods and Fire Bans preventing activity from running 2. Fire spreading from designated area and becoming out of control 3. Burns to skin directly from fire or indirectly via heated utensils or areas surrounding fire 4. Smoke inhalation 5. Anaphylaxis, allergy or intolerance reaction to food caused by direct consumption or cross contamination 6. Food unfit for consumption, e.g. incorrect cooking methods, raw, etc. 7. Cuts from utensils, e.g. knife 	<ul style="list-style-type: none"> • Activity Leader adhere to standard practices: <ul style="list-style-type: none"> • Adhering to supervision and participation ratios. • Adhering to age and capability restrictions. • Participants and staff to be dressed in activity and weather appropriate clothing. • Carry sufficient amount of water for consumption and putting out the campfire and spot fires. • Performing a dynamic risk assessment of area prior to and throughout activity (e.g. weather conditions). • Identify clear boundaries and site-specific expectations (e.g. safe distance from fire for cooking). • Reading dietary requirements reports, completing correct documentation and signing off on meal service to participants with dietary requirements. • Provide alternatives appropriate to dietary requirements, e.g. gluten free option for participant with a gluten intolerance. • Rules addressing minimal impact practices and preservation of heritage or cultural sites. • Set clear safety rules, including knife handling where necessary. • Activity Leader to adhere to the current internal Allergen Free Meals Standard Operating Procedure and relevant documentation. Refer to 'Eating Meals (dining room, cookout, packed lunches)' section of this document for more information.



Task/Activity	Hazard Identification and Associated Risk Types/Cause	Risk Elimination or Control Measures Implemented by the Office of Sport
<p>Cycling activities</p> <ul style="list-style-type: none"> • Mountain Bikes • BMX Bikes • Scooters • Slider Trikes/Pedal Karts 	<ol style="list-style-type: none"> 1. Injury 2. Terrain and weather conditions 3. Equipment failure 4. Collision with another participant or obstacle 5. Participant separated from the group 	<ul style="list-style-type: none"> • Activity Leader adhere to standard practices: <ul style="list-style-type: none"> • Adhering to supervision and participation ratios. • Adhering to age and capability restrictions. • Only conduct activity on site or on approved riding tracks. • Participants and staff to be dressed in activity and weather appropriate clothing. • Participants to be provided with a high visibility vest when touring off site. • Carry sufficient amount of water. • Performing a dynamic risk assessment of area prior to and throughout activity (e.g. weather conditions). • Identify clear boundaries and site-specific expectations (e.g. guidelines for travelling as a group). • Rules addressing minimal impact practices and preservation of heritage or cultural sites. • Set clear safety rules. • Ensure that equipment and Personal Protective Equipment (e.g. helmet) meets the relevant Australian Standards and is an appropriate size and correctly fitted to the participant. • Maintenance to take place when necessary and periodical checks of all equipment. • Where equipment is deemed no longer fit for purpose, it will be decommissioned per protocols.

Task/Activity	Hazard Identification and Associated Risk Types/Cause	Risk Elimination or Control Measures Implemented by the Office of Sport
Disc Golf	<ol style="list-style-type: none"> 1. Participant struck with flying disc 2. Participant entanglement in goals (e.g. finger caught in chain) 3. Participants may be minimally supervised (i.e. roaming Centre grounds with supervision points/roaming supervision) 	<ul style="list-style-type: none"> • Activity Leader adhere to standard practices: <ul style="list-style-type: none"> • Adhering to supervision and participation ratios. • Set supervision points and a 'base'. • Adhering to age and capability restrictions. • Participants and staff to be dressed in activity and weather appropriate clothing. • Performing a dynamic risk assessment of area prior to and throughout activity (e.g. weather conditions). • Identify clear boundaries and site-specific expectations (e.g. a 'base' area and out of bounds areas). • Set clear safety rules.
Fencing	<ol style="list-style-type: none"> 1. Participant being struck by foil in sensitive location 2. Slips, trips, falls while fencing 	<ul style="list-style-type: none"> • Activity Leader adhere to standard practices: <ul style="list-style-type: none"> • Adhering to supervision and participation ratios. • Adhering to age and capability restrictions. • Participants and staff to wear specific fencing PPE. • Performing a dynamic risk assessment of area prior to and throughout activity (e.g. weather conditions). • Identify clear boundaries. • Set clear rules.

Task/Activity	Hazard Identification and Associated Risk Types/Cause	Risk Elimination or Control Measures Implemented by the Office of Sport
Grass Skiing	1. Physical injury sustained from: <ul style="list-style-type: none"> • Slip, trip and/or fall from skis • Equipment malfunction • Collision with another participant • Collision with an object • Participant misbehaviour 2. Environmental risks that may affect the activity delivery: <ul style="list-style-type: none"> • Long grass • Dirt patches or debris on slope • Slippery surface, wind, weather exposure 	<ul style="list-style-type: none"> • Activity Leader adhere to standard practices: <ul style="list-style-type: none"> • Dynamic risk assessments performed of activity area to determine any change to activity. • Establish site-specific boundaries and rules for the area where activity will take place specifying the ski zone outlining the fast and slow lane and the non-ski zone. • Equipment inspection prior to use and equipment logs completed outlining any damage. Retirement of gear as per SOPs. • Correct PPE worn by participants – enclosed toe shoes, helmet. • Routine site maintenance and WHS hazard assessment on activity area.
Navigational Activities <ul style="list-style-type: none"> • Goosechase • Orienteering • Rogaining • Scavenger Hunt • Team Challenge 	1. Slip, trip, fall 2. Participants may be minimally supervised (i.e. roaming Centre grounds with supervision points/roaming supervision)	<ul style="list-style-type: none"> • Activity Leader adhere to standard practices: <ul style="list-style-type: none"> • Adhering to supervision and participation ratios. • Set supervision points and a 'base'. • Adhering to age and capability restrictions. • Only conduct activity onsite or approved areas. • Participants and staff to be dressed in activity and weather appropriate clothing. • Activity Leader to provide navigation devices. • Performing a dynamic risk assessment of area prior to and throughout activity (e.g. weather conditions). • Identify clear boundaries and site-specific expectations (e.g. a 'base' area and out of bounds areas). • Set clear safety rules.

Task/Activity	Hazard Identification and Associated Risk Types/Cause	Risk Elimination or Control Measures Implemented by the Office of Sport
Night Activities <ul style="list-style-type: none"> • County Fair • Disco • Games • Improv • Min to Win • Mini Olympics • Movie • Multisport • Star Wars • Talent Show • Trivia 	<ol style="list-style-type: none"> 1. Physical injury sustained from misuse of equipment 2. Collision with other participants or structures (e.g. walls, fence, goal posts, poles) causing injury 3. Slip trip or fall resulting in injury 4. Wildlife encounters resulting in injury 	<ul style="list-style-type: none"> • Activity Leader adhere to standard practices: <ul style="list-style-type: none"> • Adhering to supervision and participation ratios. • Adhering to age and capability restrictions. • Participants and staff to be dressed in activity and weather appropriate clothing (including enclosed shoes). • Performing a dynamic risk assessment of area prior to and throughout activity (e.g. weather conditions). • Identify clear boundaries and site-specific expectations (e.g. out of bounds areas). • Set clear safety rules.
Obstacle Course/Mud Run	<ol style="list-style-type: none"> 1. Soil erosion (e.g. causing exposure of cement or rocks) 2. Trip hazards (e.g. hoses) 3. Algae (e.g. growth on water in pits) 4. Physical injury sustained from misuse of equipment 5. Equipment malfunction or break causing injury (e.g. beam split) 6. Collision with other participants or structures (e.g. tunnels, beams, posts, etc.) 	<ul style="list-style-type: none"> • Activity Leader adhere to standard practices: <ul style="list-style-type: none"> • Adhering to supervision and participation ratios. • Set supervision points and a 'base'. • Adhering to age and capability restrictions. • Only conduct activity onsite or approved areas. • Participants and staff to be dressed in activity and weather appropriate clothing (including enclosed shoes). • Performing a dynamic risk assessment of area prior to and throughout activity (e.g. weather conditions). • Identify clear boundaries and site-specific expectations (e.g. out of bounds areas). • Set clear safety rules.

Task/Activity	Hazard Identification and Associated Risk Types/Cause	Risk Elimination or Control Measures Implemented by the Office of Sport
Recreational Activities <ul style="list-style-type: none"> • Beach Games • Boomerangs • Circus Skills • Dodge Frisbee • Nature Art • Parachute Games • Traditional Indigenous Games 	<ol style="list-style-type: none"> 1. Slip, trip or fall 2. Injury from: <ul style="list-style-type: none"> • Incorrect use of equipment • Being struck by moving equipment 	<ul style="list-style-type: none"> • Activity Leader adhere to standard practices: <ul style="list-style-type: none"> • Adhering to supervision and participation ratios. • Adhering to age and capability restrictions. • Participants and staff to be dressed in activity and weather appropriate clothing (including enclosed shoes). • Performing a dynamic risk assessment of area prior to and throughout activity (e.g. weather conditions). • Identify clear boundaries and site-specific expectations (e.g. out of bounds areas). • Set clear safety rules.
Slip 'n' Slide	<ol style="list-style-type: none"> 1. Injury (e.g. misuse of equipment, equipment malfunction) 2. Illness or infection (e.g. contracted from water) 3. Adverse weather conditions (e.g. lightning) 4. Uneven surfaces and erosion (e.g. rocks under tarpaulin) 5. Chemical allergies (e.g. to the detergent/ soap) 	<ul style="list-style-type: none"> • Activity Leader adhere to standard practices: <ul style="list-style-type: none"> • Adhering to supervision and participation ratios. • Adhering to age and capability restrictions. • Dynamic risk assessments performed of activity area and equipment to determine any change to activity. • Non-toxic chemical (e.g. detergent/soap) to be used, i.e. safe if ingested. • Brief on correct sliding techniques.



Task/Activity	Hazard Identification and Associated Risk Types/Cause	Risk Elimination or Control Measures Implemented by the Office of Sport
<p>Snow Sports</p> <ul style="list-style-type: none"> • Skiing • Snowboarding • Snow Play 	<ol style="list-style-type: none"> 1. Participant separated from the group 2. Injury or illness on snow or in resort 3. Collision with another participant 4. Collision with natural or artificial obstacles on snow 5. Participant ability/skill, e.g. beginner ski or snowboard level 6. Hypothermia 7. Adverse weather conditions, e.g. snow blizzard 8. Interactions with the general public 9. Lift closure or mechanical failure 10. Shut down or mechanical issues with ski tube or transport issues 	<ul style="list-style-type: none"> • Activity Leader adhere to standard practices: <ul style="list-style-type: none"> • Adhering to supervision and participation ratios. • Adhering to age and capability restrictions. • Adhere to the Alpine Responsibility Code. • Participants, Responsible Adults and Activity Leaders to be dressed in activity and weather appropriate clothing, (e.g. hiring snow clothing from contracted external company whom determine correct fit). • Participants, Responsible Adults and Activity Leaders to use safe and in working condition snow sports equipment from external snow equipment. • Faulty or broken equipment is removed from service and reported to external company. • Activity Leader to carry communication device. • Communicate with ski patrol and resort staff in the case of injury, illness or emergency. • Provide participants/school with Office of Sport emergency number. • Ensure that responsible adults and participants are checking in on time. • Performing a dynamic risk assessment of area prior to and throughout activity (e.g. weather conditions). • Identify clear boundaries and site-specific expectations (e.g. a base area where there will be Activity Leaders available for assistance). • Set clear safety rules. <ul style="list-style-type: none"> • External organisations are contracted by the Office of Sport to conduct ski and snowboard lessons, snow clothing and snow equipment hire. The contracted staff hold relevant industry qualifications. Office of Sport staff provide activity coordination, supervision and support on the snow.

Task/Activity	Hazard Identification and Associated Risk Types/Cause	Risk Elimination or Control Measures Implemented by the Office of Sport
Water Combat	<ol style="list-style-type: none"> 1. Injury (e.g. misuse of equipment, equipment malfunction) 2. Illness or infection (e.g. contracted from water) 3. Chemical allergy (e.g. paint, latex) 	<ul style="list-style-type: none"> • Activity Leader adhere to standard practices: <ul style="list-style-type: none"> • Adhering to supervision and participation ratios. • Adhering to age and capability restrictions. • Performing a dynamic risk assessment of area prior to and throughout activity (e.g. weather and water conditions). • Identify clear boundaries and site-specific expectations. • Set clear safety rules. • Non-toxic chemicals to be used. • All participants participating in Water Balloon Combat are required to wear safety glasses, compliant to meet Australian Standard AS/NZS 1337:2010 (UV Protection preferred). • Playing field and equipment should be visually inspected each lesson and annually inspected by Activity Leader.





Office of Sport

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