

# Air Rifles

**Risk Level:** High

**Minimum Adults Needed:** 1 competent adult for every 2 guns

**Location:** Air Rifle Range

**Supervisors:** Competent supervisor (18+)

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - .. Ensure adequate clothing and footwear are worn especially if outdoors.
  - .. Maintain group control at all times.
  - .. Be aware of emergency procedures.
  - .. Know who your First Aid Officer for the group is and their location.
- Encourage full group participation and have fun together!

- The **RAMS** outlined below are for hazards that could result in serious illness, injury and/or death. These hazards are specifically related to use of One Big Adventure equipment during activities.
- Risks associated with normal daily life have not been included (such as bee stings, sunburn, etc.) as it is expected that all groups will apply normal precautions to avoid these and to address them if need be.

**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
3. Call 111 and give clear details or instruct another adult to do this step
4. Administer first aid and seek further treatment if necessary
5. Fill in Accident Report Sheet with your First Aid Officer (See Staff)

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Equipment		
Risk	Causing Factors	Normal Operations
Injury or Death	Hit by pellet	No one is allowed in the target area while shooting is in progress. No one is allowed to touch the air rifles whilst targets are being placed/retrieved. Always point the air rifles away from people including when being loaded. Safety goggles are to be worn whilst shooting. Only competent adults are to load air rifles, and no one is to shoot from outside the safety tunnels.
	Hit by ricocheting pellet	Participants that are operating the air rifles are to be wearing safety goggles to protect their eyes. Participants are instructed to only shoot within the designated firing zone.
	Equipment faults	Equipment and target area regularly undergo maintenance by OBA staff. Participants instructed on proper handling of the air rifles.
People		
Risk	Causing Factors	Normal Operations
Injury	Loss of group control, misbehavior, or interaction between groups	Competent supervisors to be supplied by client group.
	Failure to follow instructions of use	Ensuring correct training is provided for use of equipment by OBA staff member who is deemed competent by Activities Manager. Ensuring before allowing the client group to use the equipment that they are confident and competent after the initial training.
	Other people wandering into the target area	Ensure 'WAIT' signs are clearly visible around entrance to target area. No participant is to go past the shooting tunnels, instruct waiting participants to be seated on the bench.
	Equipment left un-supervised	Explained to adults during training and on Instruction Sheet to bring gear back to the activities office between sessions.
Environment		
Risk	Causing Factors	Normal Operations
Injury or Death	Trees falling	OBA staff regularly check trees in the vicinity to ensure no rotting or deadwood.
	Natural stream flooding	Activity called off in extreme weather or flooding. This activity moves to an indoor activity.



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**Risk Level:** Moderate

**Minimum Adults Needed:** 1

**Location:** Archery Range

**Supervisors:** Competent supervisors that are 16+

**Important Information for Supervisors of Activity Groups:**

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- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - .. Ensure adequate clothing and footwear are worn especially if outdoors.
  - .. Maintain group control at all times.
  - .. Be aware of emergency procedures.
  - .. Know who your First Aid Officer for the group is and their location.
- Encourage full group participation and have fun together!

- The **RAMS** outlined below are for hazards that could result in serious illness, injury and/or death. These hazards are specifically related to use of One Big Adventure equipment during activities.
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**EMERGENCY PROCEDURES**

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2. Assess the situation and the group safety as well as your own
3. Call 111 and give clear details or instruct another adult to do this step
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Equipment		
Risk	Causing Factors	Normal Operations
Injury or death	Hit by arrow	Supervisors are trained on the correct loading process to avoid a miss fire. Supervisor are to clearly explain to participants that no one is allowed in the target area while archery shooting is in progress. Always point the arrows downrange and never towards people/animals. Ensure no arrows are available at shooting platform before supervisor retrieves them from downrange.
	Arm grazed by misuse of bow	Supervisor clearly explains proper use of bow as trained by OBA Instructor.
	Equipment breaking or faulty	Equipment regularly undergoes inspections and maintenance.
People		
Risk	Causing Factors	Normal Operations
Injury or death	Loss of group control/misbehavior	Competent adult supervision and group management.
	Other people wandering into target area.	Ensure 'WAIT' signs are clearly visible, and participants to be seated behind yellow line.
	Failure to follow instructions	Ensure supervisors are trained by staff for proper use of equipment.
	Gear left unsupervised	Explained to adults during training and on Instruction Sheet to bring gear back to the activities office between sessions.
Environment		
Risk	Causing Factors	Normal Operations
Injury or death	Trees falling	OBA staff regularly checks trees in the vicinity to ensure no rotting or deadwood.
	Natural stream flooding	Activity called off in extreme weather or flooding. This activity moves to an indoor activity.



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# RAMS

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# Blast From The Past

**Risk Level:** Low

**Minimum Adults Needed:** 1 Competent adult

**Location:** Dining Room, Gymnasium or outside

**Supervisors:** Competent supervisor

**Important Information for Supervisors of Activity Groups:**

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- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - Ensure adequate clothing and footwear are worn especially if outdoors.
  - Maintain group control at all times.
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Equipment		
Risk	Causing Factors	Normal Operations
Injury	Equipment breaking or unsafe for use	Equipment regularly undergoes maintenance checks and repairs by OBA staff.
People		
Risk	Causing Factors	Normal Operations
Injury	Equipment being misused by participants	Supervisors to instruct on proper use of equipment as advised by OBA staff.
	Participants colliding with one another	Boundaries explained to participants by supervisor.
	Participants sustaining carpet burn	Participants made aware of the flooring and the injuries that are possible.
	Loss of group control or misbehavior	Competent supervision to be provided by client group.



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# RAMS

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# Burma Trail

**Risk Level:** Low

**Minimum Adults Needed:** 2 competent adults

**Location:** Bush near the confidence course & campfire

**Supervisors:** Competent supervisors

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- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
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  - Maintain group control at all times.
  - Be aware of emergency procedures.
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**EMERGENCY PROCEDURES**

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People		
Risk	Causing Factors	Normal Operations
Injury or Death	Los of group control and misbehavior	Competent adult supervision. Group sizes are to be manageable.
	Wandering off or getting lost in the dark	Participants advised that no-one is to leave their group or go to the trail area without permission. Headcount to be done before and after the activity.
Environment		
Risk	Causing Factors	Normal Operations
Injury or Death	Trees and braches falling on participants	The trail undergoes regular maintenance checks and is cleared of rotten wood by OBA staff.
	Participants tripping over or walking into trees, branches and roots. Participants getting lost and falling into the stream.	Participants instructed to participate carefully and warned of the risks of this happening prior to undertaking the activity.



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# Bush Survival Skills

**Risk Level:** Low - Moderate

**Minimum Adults Needed:** 1 competent adult (someone with bush knowledge is helpful)

**Location:** Yellow room & Bush skills location

**Supervisors:** At least 1 competent supervisor

**Important Information for Supervisors of Activity Groups:**

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- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - .. Ensure adequate clothing and footwear are worn especially if outdoors.
  - .. Maintain group control at all times.
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People		
Risk	Causing Factors	Normal Operations
Drowning, Injury or Death	Participant wandering out of sight while in the stream area.	Participants given full instructions including to not leave the group without permission.
	Loss of group control/misbehavior.	Competent adult supervision
Environment		
Risk	Causing Factors	Normal Operations
Drowning, Injury or Death	Trees or branches falling on participants.	Track undergoes regular maintenance checks by OBA staff. Warn people of the dangers when making shelters.
	Tripping over branches, roots, trees or rocks.	Adequate footwear to be worn & care to be taken by all participants and supervisors.
	Natural stream flooding	Activity called off in extreme weather or flooding. This activity moves to an indoor activity.



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# Bush Walk

**Risk Level:** Moderate - High

**Minimum Adults Needed:** 2 Competent Supervisors

**Location:** Bush walk track including stream crossing

**Supervisors:** 2 competent adult supervisors

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- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
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People		
Risk	Causing Factors	Normal Operations
Drowning, Injury or Death	Participant wandering out of sight while crossing stream area	Participants given full instructions including not to cross stream without permission and not to leave group.
	Loss of group control or misbehavior	Competent adult supervision to be provided by client group.
Environment		
Risk	Causing Factors	Normal Operations
Drowning, Injury or Death	Trees or branches falling on participants	Trail undergoes regular maintenance checks and is cleared of dead wood by staff.
	Branches, roots, trees or rocks causing tripping	Adequate footwear to be worn & care must be taken during walk (no running).
	Stream floods due to excessive rain	Do not cross stream if raining heavily and leave area if this occurs. If unsure at any time, utilize the radio provided to contact OBA staff if you are ever unsure whether the stream is safe to cross.
	E. coli within the stream.	Group made aware of this potential risk and to take appropriate hygienic measures after being in the stream (i.e. washing hands or showering etc).



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# RAMS

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# Camp Wide Relay

**Risk Level:** Moderate - High

**Minimum Adults Needed:** 12 competent adults

**Location:** Camp wide

**Supervisors:** Instructors and competent supervisors

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
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- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
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Equipment		
Risk	Causing Factors	Normal Operations
Injury	Broken or damaged equipment	Ensure equipment is set up correctly. Equipment undergoes regular maintenance checks by staff.
People		
Risk	Causing Factors	Normal Operations
Injury or Death	Participant hit by someone / something while using obstacles or completing challenges	Correct adult supervision at each challenge.
	Loss of group control or misbehavior	Adequate adult supervision.
	Allergic reaction	Adults to be aware of any special diets within the group.
Environment		
Risk	Causing Factors	Normal Operations
Injury	Gravel, paths, mud	Ensure the participants are careful when running from place to place. Appropriate footwear to be worn.



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**Risk Level:** Moderate

**Minimum Adults Needed:** 3-4

**Location:** Campfire area

**Supervisors:** Competent adult supervisors 18+

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- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - .. Ensure adequate clothing and footwear are worn especially if outdoors.
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Equipment		
Risk	Causing Factors	Normal Operations
Injury	Burns from improper use of marshmallow sticks	Supervisor to give clear instructions on proper use of marshmallow sticks.
	Burns from the campfire	Supervisor to give clear boundaries and instructions to participants at the beginning of each session.
People		
Risk	Causing Factors	Normal Operations
Injury	Loss of group control or misbehavior	Competent supervisors to be provided by client group.
Environment		
Risk	Causing Factors	Normal Operations
Drowning, Death or Injury	Natural stream	Supervisor gives clear boundaries to participants at the beginning of each sessions.
	Falling branches, trees or other	Maintenance of the trees takes place regularly by OBA staff or ancillary services.



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# RAMS

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# Cargo Net Climb

Risk Level: **High**

Minimum Adults Needed: **2 supervisors and 1 OBA Instructor**

Location: **High Ropes Area**

Supervisors: **2**

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- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regard to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
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Equipment		
Risk	Causing Factors	Normal Operations
	Structure movement	Participant has a spotter to support them on the first initial portion of the climb. Spotter also moves structure out of the way on the descent. All instructions are given by competent instructor. Participants given clear instruction on ascent and descent technique.
	Structure failure	Structures undertake annual inspection by 3 <sup>rd</sup> party independently qualified inspectors.
	Centipede connections	Participants given clear instructions to keep hands away from connecting components as to not cause entrapment of fingers or limbs.
	Twisted belay ropes causing entanglement of participant or not allowing proper ascent or descent	Participants are instructed clearly on how to climb correctly. Supervisors are given clear instructions and training on how to belay correctly. Competent instructor is present at all times.
	Faulty or broken equipment	A competent OBA instructor undertakes equipment inspections on a regular and ongoing basis.
	Incorrect set-up of equipment	All OBA Instructors are verified as competent on the correct set-up of all equipment required.
	Equipment not provided or wrong equipment provided	Equipment setup is done by a verified OBA Instructor. All equipment is checked and set-up prior to participant's attendance.
	Cargo Net – Participants getting tangled in the net during ascent & descent	Participants instructed on the correct technique for ascent & descent of the cargo net.
People		
Risk	Causing Factors	Normal Operations
Injury, Death	Other close proximity activities – collision of people etc.	Supervisors and participants are made aware of the boundaries and given clear instructions from the competent instructor in charge of the activity session.
	Loss of group control or misbehavior	Pre-correspondence with group to ensure supervision structures are met.
	Collision of participants in the fall zone	Participants given clear instruction on boundaries.
	Participant being lowered too quickly by belay team	Instructor is in in-direct supervision of the activities to ensure safe operation. Supervisor given clear instructions and training on how to belay the participant.
	Inappropriate clothing length causing burn or abrasion	Participants are made aware of risks and asked to wear appropriate length clothing for the activity.
Environment		
Risk	Causing Factors	Normal Operations
Injury, Death	Extreme weather circumstances including electrical storms	Instructors trained on emergency procedures. Instructors are first aid trained. Instructors are rescue trained and verified. High Ropes to be called off in an electrical storm or extreme weather circumstances as per 30:30 rule or torrential rainfall policy.
	Fallen trees or branches obstructing the Centipede	Regular checks of surrounding environment are done by OBA staff.
	Natural stream flooding	Activity is called off in extreme weather or flooding. This activity will move to an indoor activity.



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# Catapults

**Risk Level:** Low

**Minimum Adults Needed:** 1 competent adult

**Location:** Side room of the gym

**Supervisors:** Competent supervisor

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Equipment		
Risk	Causing Factors	Normal Operations
Injury	Misuse of equipment	Participants to be careful with each other and the equipment. Adults to supervise the group from any misuse of the equipment.
People		
Risk	Causing Factors	Normal Operations
Injury	Loss of group control or misbehavior	Competent adult supervision and group management.



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# RAMS

Risk Analysis & Management Systems

# Centipede Climb

Risk Level: **High**

Minimum Adults Needed: **2 supervisors and 1 OBA Instructor**

Location: **High Ropes Area**

Supervisors: **2**

### **Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regard to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - Ensure adequate clothing and footwear are worn especially if outdoors.
  - Maintain group control at all times.
  - Be aware of emergency procedures.
  - Know who your First Aid Officer for the group is and their location.
- Encourage full group participation and have fun together!

- The **RAMS** outlined below are for hazards that could result in serious illness, injury and/or death. These hazards are specifically related to use of One Big Adventure equipment during activities.
- Risks associated with normal daily life have not been included (such as bee stings, sunburn, etc.) As it is expected that all groups will apply normal precautions to avoid these and to address them if need be.

### **EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
3. Call 111 and give clear details or instruct another adult to do this step
4. Administer first aid and seek further treatment if necessary
5. Fill in Accident Report Sheet with your First Aid Officer (See Staff)



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Equipment		
Risk	Causing Factors	Normal Operations
Injury, Death	Centipede structure – Staples, wood etc.	Verbal and visual demonstrations of operation. Participants made aware of the risks by competent instructor.
	Structure movement	Participant has a spotter to support them on the first initial portion of the climb. Spotter also moves structure out of the way on the descent. All instructions are given by competent instructor. Participants given clear instruction on ascent and descent technique.
	Structure failure	Structures undertake annual inspection by 3 <sup>rd</sup> party independently qualified inspectors.
	Centipede connections	Participants given clear instructions to keep hands away from connecting components as to not cause entrapment of fingers or limbs.
	Twisted belay ropes causing entanglement of participant or not allowing proper ascent or descent	Participants are instructed clearly on how to climb correctly. Supervisors are given clear instructions and training on how to belay correctly. Competent instructor is present at all times.
	Faulty or broken equipment	A competent OBA instructor undertakes equipment inspections on a regular and ongoing basis.
	Incorrect set-up of equipment	All OBA Instructors are verified as competent on the correct set-up of all equipment required.
	Equipment not provided or wrong equipment provided	Equipment setup is done by a verified OBA Instructor. All equipment is checked and set-up prior to participant's attendance.

People		
Risk	Causing Factors	Normal Operations
Injury, Death	Other close proximity activities – collision of people etc.	Supervisors and participants are made aware of the boundaries and given clear instructions from the competent instructor in charge of the activity session.
	Loss of group control or misbehavior	Pre-correspondence with group to ensure supervision structures are met.
	Collision of participants in the fall zone	Participants given clear instruction on boundaries.
	Participant being lowered too quickly by belay team	Instructor is in in-direct supervision of the activities to ensure safe operation. Supervisor given clear instructions and training on how to belay the participant.
	Inappropriate clothing length causing burn or abrasion	Participants are made aware of risks and asked to wear appropriate length clothing for the activity.

Environment		
Risk	Causing Factors	Normal Operations
Injury, Death	Extreme weather circumstances including electrical storms	Instructors trained on emergency procedures. Instructors are first aid trained. Instructors are rescue trained and verified. High Ropes to be called off in an electrical storm or extreme weather circumstances as per 30:30 rule or torrential rainfall policy.
	Fallen trees or branches obstructing the Centipede	Regular checks of surrounding environment are done by OBA staff.
	Natural stream flooding	Activity is called off in extreme weather or flooding. This activity will move to an indoor activity.



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# RAMS

Risk Analysis & Management Systems

# Confidence Course

**Risk Level:** Moderate

**Minimum Adults Needed:** 2 Competent Supervisors

**Location:** Confidence Course

**Supervisors:** 2 competent supervisors

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - Ensure adequate clothing and footwear are worn especially if outdoors.
  - Maintain group control at all times.
  - Be aware of emergency procedures.
  - Know who your First Aid Officer for the group is and their location.
- Encourage full group participation and have fun together!

- The **RAMS** outlined below are for hazards that could result in serious illness, injury and/or death. These hazards are specifically related to use of One Big Adventure equipment during activities.
- Risks associated with normal daily life have not been included (such as bee stings, sunburn, etc.) as it is expected that all groups will apply normal precautions to avoid these and to address them if need be.

**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
3. Call 111 and give clear details or instruct another adult to do this step
4. Administer first aid and seek further treatment if necessary
5. Fill in Accident Report Sheet with your First Aid Officer (See Staff)



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Equipment		
Risk	Causing Factors	Normal Operations
Injury or Death	Equipment breaking or in unsatisfactory condition	Equipment regularly undergoes maintenance checks and repairs by OBA staff.
People		
Risk	Causing Factors	Normal Operations
Injury or Death	Loss of group control or inadequate adult supervision.	Competent supervision to be provided by the client group.
	Participants wandering off to the stream	Competent supervision to be provided by the client group.
Environment		
Risk	Causing Factors	Normal Operations
Injury or Death	Wet weather causing slippery equipment and/or moss build up	Make sure participants walk on the ground if the planks are too slippery. Use towels to dry course if it's wet.
	Trees or branches breaking/falling	Staff regularly check for fallen branches and surrounding trees for rot
	Natural stream flooding	Activity called off in extreme weather or flooding. This activity moves to an indoor activity.



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# RAMS

Risk Analysis & Management Systems

**Risk Level:** High

**Minimum Adults Needed:** 3 competent adults + 1 Instructor

**Maximum Participants:** 12 – If more than 12 further supervision is required

**Location:** Gym

**Supervisors:** Instructor and competent supervisors

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - .. Ensure adequate clothing and footwear are worn especially if outdoors.
  - .. Maintain group control at all times.
  - .. Be aware of emergency procedures.
  - .. Know who your First Aid Officer for the group is and their location.
- Encourage full group participation and have fun together!

# Crate Stacking

- The **RAMS** outlined below are for hazards that could result in serious illness, injury and/or death. These hazards are specifically related to use of One Big Adventure equipment during activities.
- Risks associated with normal daily life have not been included (such as bee stings, sunburn, etc.) as it is expected that all groups will apply normal precautions to avoid these and to address them if need be.

**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
3. Call 111 and give clear details or instruct another adult to do this step
4. Administer first aid and seek further treatment if necessary
5. Fill in Accident Report Sheet with your First Aid Officer (See Staff)



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Equipment		
Risk	Causing Factors	Normal Operations
Injury or Death	Equipment not provided	All necessary equipment is provided and correct usage explained and implemented.
	Equipment failing	Equipment undergoes regular intensive maintenance by staff.
	Finger entrapped in auto belay system	Instructor explains this risk prior to participants starting the activity.
	Long hair caught in equipment	Ensure long hair is tied back.
	Inappropriate length of clothing causing pinching	If the participants clothing doesn't come past the straps of the harness they will be required to change.
	Falling crates	Only trained activity staff or supervisors are to be in the 'area of operation' and are to be wearing a helmet. Participants are to clip each crate onto the one below as they stack. No-one to stand in front or behind the stack of crates.
	Being hit by equipment (passing pole or crates)	Ensure correct use of the equipment is taught and adhered to at all time.
	Crates falling on participants	Participants are to be wearing a helmet when stacking the crates.
People		
Risk	Causing Factors	Normal Operations
Injury or Death	Loss of group control or misbehavior	Ensure competent supervision and group management.
	Other people wandering into the area of operation	Ensure participants know the boundaries. Instructor to enforce these boundaries for the duration of the activity and halt the activity if required.
	Participants hitting into the crates when falling or landing awkwardly after decent	Participants are advised on how the auto belay system works and the correct positioning when descending / landing.
Environment		
Risk	Causing Factors	Normal Operations
Injury	Being distracted or hit by crates, or other sports equipment (balls) being used in the gym	Ensure adult supervisors are competent and that everyone is aware of the boundaries. No sports balls are allowed to be out or be used in the gym whilst crate stacking is operating.



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# Flying Fox

**Risk Level:** High

**Minimum Adults Needed:** 2 competent supervisors & 1 OBA Instructor

**Location:** Flying Fox

**Supervisors:** 2 competent supervisors

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - .. Ensure adequate clothing and footwear are worn especially if outdoors.
  - .. Maintain group control at all times.
  - .. Be aware of emergency procedures.
  - .. Know who your First Aid Officer for the group is and their location.
- Encourage full group participation and have fun together!

- The **RAMS** outlined below are for hazards that could result in serious illness, injury and/or death. These hazards are specifically related to use of One Big Adventure equipment during activities.
- Risks associated with normal daily life have not been included (such as bee stings, sunburn, etc.) as it is expected that all groups will apply normal precautions to avoid these and to address them if need be.

**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
3. Call 111 and give clear details or instruct another adult to do this step
4. Administer first aid and seek further treatment if necessary
5. Fill in Accident Report Sheet with your First Aid Officer (See Staff)

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Equipment		
Risk	Causing Factors	Normal Operations
Death or Injury	Equipment or structures failing or unsafe	Equipment and infrastructure undergoes regular intensive maintenance by staff and external assessment providers.
	Equipment not provided or correct usage not explained	All necessary Equipment provided and correct usage explained and enforced, including harnesses.
People		
Risk	Causing Factors	Normal Operations
Death or Injury	Long hair or clothing getting caught	Ensure long hair is tied back and no loose clothing is hanging out.
	Participant falling	Ensure all gear is attached & harness checked by OBA Instructor before leaving the platform.
	Participant hitting ladder or someone/thing else	Competent adult instructed to return ladder to safety position in order to open electronic safety gate. No-one allowed under the path of the Flying Fox.
	Loss of group control or misbehavior	Ensure adequate Adult supervision ratio's including trained One Big Adventure Instructor always present.
	Participant grabbing and holding onto the tyres at the end of the zipline	Participants advised not to grab hold of the tyres.
Environment		
Risk	Causing Factors	Normal Operations
Death or Injury	Slipping and tripping on stairs in wet weather	Participants to move carefully and must wear appropriate shoes.
	Falling pinecones, branches, or trees	Boundaries explained to participants and they are instructed to not be under the tree unless walking up the tower with their helmet on.
	Lightning strikes the high wire	Instructor to close activity if any lightning or thunder is observed.



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# RAMS

Risk Analysis & Management Systems

# Giant Games

**Risk Level:** Low

**Minimum Adults Needed:** 1

**Location:** Side room (Gymnasium)

**Supervisors:** Competent supervisor

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - Ensure adequate clothing and footwear are worn especially if outdoors.
  - Maintain group control at all times.
  - Be aware of emergency procedures.
  - Know who your First Aid Officer for the group is and their location.
- Encourage full group participation and have fun together!

- The **RAMS** outlined below are for hazards that could result in serious illness, injury and/or death. These hazards are specifically related to use of One Big Adventure equipment during activities.
- Risks associated with normal daily life have not been included (such as bee stings, sunburn, etc.) as it is expected that all groups will apply normal precautions to avoid these and to address them if need be.

**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
3. Call 111 and give clear details or instruct another adult to do this step
4. Administer first aid and seek further treatment if necessary
5. Fill in Accident Report Sheet with your First Aid Officer (See Staff)



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Equipment		
Risk	Causing Factors	Normal Operations
Injury	Equipment breaking or unsafe	Equipment regularly undergoes maintenance checks and repairs by OBA staff.
People		
Risk	Causing Factors	Normal Operations
Injury	Equipment misused by participants	Supervisors to give clear instructions on proper use of equipment.
	Loss of group control or misbehavior	Competent adult supervision to be provided by client group.



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# Group Games

**Risk Level:** Low

**Minimum Adults Needed:** 3-4

**Location:** Gymnasium

**Supervisors:** Competent supervisors

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - .. Ensure adequate clothing and footwear are worn especially if outdoors.
  - .. Maintain group control at all times.
  - .. Be aware of emergency procedures.
  - .. Know who your First Aid Officer for the group is and their location.
- Encourage full group participation and have fun together!

- The **RAMS** outlined below are for hazards that could result in serious illness, injury and/or death. These hazards are specifically related to use of One Big Adventure equipment during activities.
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**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
3. Call 111 and give clear details or instruct another adult to do this step
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5. Fill in Accident Report Sheet with your First Aid Officer (See Staff)

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People		
Risk	Causing Factors	Normal Operations
Injury	Participants tripping on equipment, other people or surfaces	Supervisors instruct the participants to be cautious of their surroundings.
	Loss of group control or misbehavior	Competent supervisors to be provided by client group.
Equipment		
Risk	Causing Factors	Normal Operations
Injury	Misuse of equipment	Participants to be careful with each other and the equipment. Adults to supervise the group from any misuse of the equipment.



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# RAMS

Risk Analysis & Management Systems

# Hobo Stoves

**Risk Level:** Moderate

**Minimum Adults Needed:** 1

**Location:** Campfire area

**Supervisors:** Competent supervisor

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - Ensure adequate clothing and footwear are worn especially if outdoors.
  - Maintain group control at all times.
  - Be aware of emergency procedures.
  - Know who your First Aid Officer for the group is and their location.
- Encourage full group participation and have fun together!

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**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
3. Call 111 and give clear details or instruct another adult to do this step
4. Administer first aid and seek further treatment if necessary
5. Fill in Accident Report Sheet with your First Aid Officer (See Staff)



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Equipment		
Risk	Causing Factors	Normal Operations
Injury	Burns due to touching the cooker, hot equipment or the fire.	Participants warned of danger of burns and only competent adults to use lighters. Adults supervising fire throughout activity session.
People		
Risk	Causing Factors	Normal Operations
Injury or illness	Loss of group control.	Competent adult supervision and group management.
	Allergic reaction.	Adults to be aware of any special diets or allergies of the group.
Environment		
Risk	Causing Factors	Normal Operations
Injury	Tripping over uneven ground or tree roots	Participants warned to be careful and advised of the risk of this happening.



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# Human Foosball

**Risk Level:** Low

**Minimum Adults Needed:** 1

**Location:** Human Foosball pitch

**Supervisors:** Competent supervisor

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - Ensure adequate clothing and footwear are worn especially if outdoors.
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**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
3. Call 111 and give clear details or instruct another adult to do this step
4. Administer first aid and seek further treatment if necessary
5. Fill in Accident Report Sheet with your First Aid Officer (See Staff)

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Equipment		
Risk	Causing Factors	Normal Operations
Injury	Colliding with barriers and poles	Participants to be mindful of surroundings and structure.
People		
Risk	Causing Factors	Normal Operations
Injury	Loss of group control or misbehavior	Competent adult supervision and group management.
Environment		
Risk	Causing Factors	Normal Operations
Injury	Scraping body on the gravel floor base	Supervisor advises the participants of the gravel flooring and to be careful.



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# RAMS

Risk Analysis & Management Systems

# Indoor Bush Survival Skills

Risk Level: **Low**

Minimum Adults Needed: **1**

Location: Yellow Room (Gymnasium)

Supervisors: Competent supervisor

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - Ensure adequate clothing and footwear are worn especially if outdoors.
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**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
3. Call 111 and give clear details or instruct another adult to do this step
4. Administer first aid and seek further treatment if necessary
5. Fill in Accident Report Sheet with your First Aid Officer (See Staff)



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Equipment		
Risk	Causing Factors	Normal Operations
Injury	The indoor mobile poles used for shelter building / tying knots on being moved by participants and falling.	Only OBA staff are to move these poles.

  

People		
Risk	Causing Factors	Normal Operations
Injury	Loss of group control or misbehavior	Competent supervision to be provided by client group.



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# Indoor Orienteering

**Risk Level:** Low

**Minimum Adults Needed:** 1

**Location:** Camp wide (Indoors)

**Supervisors:** Competent supervisor

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regard to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - .. Ensure adequate clothing and footwear are worn especially if outdoors.
  - .. Maintain group control at all times.
  - .. Be aware of emergency procedures.
  - .. Know who your First Aid Officer for the group is and their location.
- Encourage full group participation and have fun together!

- The **RAMS** outlined below are for hazards that could result in serious illness, injury and/or death. These hazards are specifically related to use of One Big Adventure equipment during activities.
- Risks associated with normal daily life have not been included (such as bee stings, sunburn, etc.) as it is expected that all groups will apply normal precautions to avoid these and to address them if need be.

**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
3. Call 111 and give clear details or instruct another adult to do this step
4. Administer first aid and seek further treatment if necessary
5. Fill in Accident Report Sheet with your First Aid Officer (See Staff)

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People		
Risk	Causing Factors	Normal Operations
Injury	Loss of group control or misbehavior	Competent supervision to be supplied by client group.
	Participants tripping over structures, other participants or anything else they may encounter	Participants to be mindful of their surroundings.



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# Jumping Pillow

**Risk Level:** Low

**Minimum Adults Needed:** 1

**Location:** Grass Bank to the left of the waterhole boardwalk

**Supervisors:** Competent adult supervisor

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - .. Ensure adequate clothing and footwear are worn especially if outdoors.
  - .. Maintain group control at all times.
  - .. Be aware of emergency procedures.
  - .. Know who your First Aid Officer for the group is and their location.
- Encourage full group participation and have fun together!

- The **RAMS** outlined below are for hazards that could result in serious illness, injury and/or death. These hazards are specifically related to use of One Big Adventure equipment during activities.
- Risks associated with normal daily life have not been included (such as bee stings, sunburn, etc.) as it is expected that all groups will apply normal precautions to avoid these and to address them if need be.

**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
3. Call 111 and give clear details or instruct another adult to do this step
4. Administer first aid and seek further treatment if necessary
5. Fill in Accident Report Sheet with your First Aid Officer (See Staff)

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Equipment		
Risk	Causing Factors	Normal Operations
Injury	Jumping pillow becomes un-usable due to over-inflation or under inflation.	Supervising adults are trained on normal operation of jumping pillow. Regular maintenance checks are completed by competent OBA staff member.
	Participant falls into wooden edging or ground.	Participants made aware of entry and exit procedures by supervising adult.
People		
Risk	Causing Factors	Normal Operations
Injury	Misbehavior or loss of group control	Supervising adult has been trained on normal operation of jumping pillow and how to adhere to rules for use. Max of 12 participants at a time on the jumping pillow.
Environment		
Risk	Causing Factors	Normal Operations
Injury	Jumping pillow becomes slippery due to wet weather	Jumping pillow to not be used in wet weather due to slip hazard.
	Jumping pillow becomes un-usable due to extreme heat.	Competent OBA staff member to assess pillow whilst in operation if outdoor temperature exceeds 28 degrees and the jumping pillow is too hot to touch. (Measured via google weather). If pillow is too hot to touch than the jumping pillow is to cease operation.



# RAMS

Risk Analysis & Management Systems

# Kayaking

**Risk Level:** High

**Minimum Adults Needed:** 1 OBA Instructor + 2 competent adult supervisors

**Location:** Waterhole / Stream

**Supervisors:** Competent adult supervisors

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - Ensure adequate clothing and footwear are worn especially if outdoors.
  - Maintain group control at all times.
  - Be aware of emergency procedures.
  - Know who your First Aid Officer for the group is and their location.
- Encourage full group participation and have fun together!

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- Risks associated with normal daily life have not been included (such as bee stings, sunburn, etc.) as it is expected that all groups will apply normal precautions to avoid these and to address them if need be.

**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
3. Call 111 and give clear details or instruct another adult to do this step
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Equipment		
Risk	Causing Factors	Normal Operations
Drowning, Injury, Death	Equipment not fit for use	Equipment regularly undergoes maintenance by competent OBA staff member.
	Life jacket not fitted correctly	OBA instructor ensures all life jackets are fitted correctly before entering the water.
People		
Risk	Causing Factors	Normal Operations
Injury, Death	Kayaking equipment misused	Participants instructed on proper use of all equipment by competent OBA instructor.
	Loss of group control or misbehavior	Group supervised by competent OBA instructor and adult supervisors.
Environment		
Risk	Causing Factors	Normal Operations
Drowning, Injury, Illness, Death	Excessive rainfall causing stream to flood or current too strong to swim in.	If stream is moving faster than walking pace or at an unsafe height kayaking is called off until safe. This is determined by a competent OBA instructor or Manager.
	Extreme cold or heat.	Ensure weather relevant clothing is worn throughout activity session.
	Branches falling into stream or hidden under water.	Stream, banks and bed regularly checked and cleared by OBA staff.
	Dam breaks or participant goes over dam edge.	Dam undergoes regular maintenance by OBA staff. Participants instructed on clear boundaries whilst in an activity session.
	E. coli within the stream.	Group made aware of this potential risk and to take appropriate hygienic measures after being in the stream (i.e. washing hands or showering etc).

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# Orienteering

**Risk Level:** Low

**Minimum Adults Needed:** 2 competent adults if the group is to be split into two teams

**Location:** Camp wide

**Supervisors:** Competent supervisors

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - .. Ensure adequate clothing and footwear are worn especially if outdoors.
  - .. Maintain group control at all times.
  - .. Be aware of emergency procedures.
  - .. Know who your First Aid Officer for the group is and their location.
- Encourage full group participation and have fun together!

- The **RAMS** outlined below are for hazards that could result in serious illness, injury and/or death. These hazards are specifically related to use of One Big Adventure equipment during activities.
- Risks associated with normal daily life have not been included (such as bee stings, sunburn, etc.) as it is expected that all groups will apply normal precautions to avoid these and to address them if need be.

**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
3. Call 111 and give clear details or instruct another adult to do this step
4. Administer first aid and seek further treatment if necessary
5. Fill in Accident Report Sheet with your First Aid Officer (See Staff)

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Environment		
Risk	Causing Factors	Normal Operations
Injury	Participants tripping over or walking into trees, branches, or roots.	Participants instructed to be careful and wear appropriate footwear.
	Wandering into areas where other activities are operating	Participants instructed to remain in their groups and to avoid areas in which other activities are operating.
People		
Risk	Causing Factors	Normal Operations
Injury	Loss of group control	Competent adult supervisor and group management.
	Wandering off or getting lost	No-one to leave the group without permission of the supervisor. Complete the activity as a team.



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# RAMS

Risk Analysis & Management Systems

# Outdoor Cooking

**Risk Level:** Moderate

**Minimum Adults Needed:** 1 competent adult

**Location:** Outside the green room near the trampolines

**Supervisors:** Competent supervisor

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - Ensure adequate clothing and footwear are worn especially if outdoors.
  - Maintain group control at all times.
  - Be aware of emergency procedures.
  - Know who your First Aid Officer for the group is and their location.
- Encourage full group participation and have fun together!

- The **RAMS** outlined below are for hazards that could result in serious illness, injury and/or death. These hazards are specifically related to use of One Big Adventure equipment during activities.
- Risks associated with normal daily life have not been included (such as bee stings, sunburn, etc.) as it is expected that all groups will apply normal precautions to avoid these and to address them if need be.

**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
3. Call 111 and give clear details or instruct another adult to do this step
4. Administer first aid and seek further treatment if necessary
5. Fill in Accident Report Sheet with your First Aid Officer (See Staff)



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Equipment		
Risk	Causing Factors	Normal Operations
Injury or Death	Burns due to touching cooker, hot equipment, oil, or fire	Participants warned of burns. Only adult supervisor to use the lighters. Adult supervising throughout the activity session.
	Tripping	Participants warned of platform to access bench and instructed to be careful around the bench space.
	Gas explosion	Gas bottle to be thoroughly and regularly checked by staff. No one to touch the gas bottle apart from staff. Seek assistance from OBA staff if gas bottle requires to be changed or any issues arise.
People		
Risk	Causing Factors	Normal Operations
Injury, Illness or Death	Loss of group control or misbehavior	Competent adult supervision and group management.
	Allergic reaction	Adults to be aware of any special dietary needs of the group prior to commencing the activity to ensure food isn't consumed by those who can't eat it.

# Playground

**Risk Level:** Low

**Minimum Adults Needed:** 1

**Location:** Grass Bank to the left of the waterhole boardwalk

**Supervisors:** Competent adult supervisor

**Important Information for Supervisors of Activity Groups:**

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- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - .. Ensure adequate clothing and footwear are worn especially if outdoors.
  - .. Maintain group control at all times.
  - .. Be aware of emergency procedures.
  - .. Know who your First Aid Officer for the group is and their location.
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**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
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Equipment		
Risk	Causing Factors	Normal Operations
Injury	Equipment breaking or unsafe	Equipment undergoes regular maintenance checks and repairs by staff.
People		
Risk	Causing Factors	Normal Operations
Injury	Loss of group control	Competent adult supervision and group management.
	Equipment misused	Only use the equipment as instructed.
	Falling or tripping over	Participants instructed to be careful and wear appropriate footwear.
Environment		
Risk	Causing Factors	Normal Operations
Injury	Playground becomes slippery due to wet weather	Do not use if raining heavily. Use towels to dry the equipment if required.



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# Poles & Planks

**Risk Level:** Low - Moderate

**Minimum Adults Needed:** 1 competent adult

**Location:** Poles & Planks area

**Supervisors:** Competent supervisor

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - .. Ensure adequate clothing and footwear are worn especially if outdoors.
  - .. Maintain group control at all times.
  - .. Be aware of emergency procedures.
  - .. Know who your First Aid Officer for the group is and their location.
- Encourage full group participation and have fun together!

- The **RAMS** outlined below are for hazards that could result in serious illness, injury and/or death. These hazards are specifically related to use of One Big Adventure equipment during activities.
- Risks associated with normal daily life have not been included (such as bee stings, sunburn, etc.) as it is expected that all groups will apply normal precautions to avoid these and to address them if need be.

**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
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Equipment		
Risk	Causing Factors	Normal Operations
Injury	Equipment breaking or unsafe	Equipment regularly undergoes maintenance checks and is repaired or replaced by staff. Report any damaged items to OBA staff.
People		
Risk	Causing Factors	Normal Operations
Injury	Loss of group control	Competent adult supervisor and group management.
	Equipment misused	Only use equipment as instructed.
	People not following the instructions	Explain very clearly the importance of following instructions. If the group do not seem to be listening, do not do the 'Trust Fall' activity.
Environment		
Risk	Causing Factors	Normal Operations
Injury & Death	Wet weather causing slippery hazards	Use towel to dry wood if it has been raining. Call off the activity if the weather is too wet.
	Natural stream flooding	Activity called off in extreme weather or flooding. This activity moves to an indoor activity.



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# RAMS

Risk Analysis & Management Systems

# Problem Solving

**Risk Level:** Low

**Minimum Adults Needed:** 1 competent adult

**Location:** Gym Side Room

**Supervisors:** Competent supervisor

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - Ensure adequate clothing and footwear are worn especially if outdoors.
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**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
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Equipment		
Risk	Causing Factors	Normal Operations
Injury	Equipment breaks	Equipment undergoes regular maintenance checks by staff.
	Tripping	Participants to be warned about trip hazards and instructed to be careful.
People		
Risk	Causing Factors	Normal Operations
Injury	Loss of group control or misbehavior	Competent adult supervision and group management.



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# RAMS

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# Raft Building

**Risk Level:** High

**Minimum Adults Needed:** 2 competent adults

**Location:** Waterhole

**Supervisors:** Competent supervisors (who are also competent swimmers)

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - Ensure adequate clothing and footwear are worn especially if outdoors.
  - Maintain group control at all times.
  - Be aware of emergency procedures.
  - Know who your First Aid Officer for the group is and their location.
- Encourage full group participation and have fun together!

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**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
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5. Fill in Accident Report Sheet with your First Aid Officer (See Staff)



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Equipment		
Risk	Causing Factors	Normal Operations
Drowning or Injury	Raft fails	Adult supervisor(s) ready to assist with building and testing raft if needed.
	Life Jacket not fitted correctly or not fit for use	Ensure lifejackets are properly fitted. Life jackets regularly undergo maintenance checks by staff.
	Rope entanglement	Adult supervisor(s) constantly keeping observations of participants whilst in the water. If a child falls off into the water, making sure they return to the surface and are not caught or entangled in any equipment. Provide appropriate response if necessary.
	Not enough equipment / too much equipment	We may only run one of the following at the same time: Kayaking, Raft Building, and Waterhole as they all use the same equipment / location.
People		
Risk	Causing Factors	Normal Operations
Drowning or Injury	Loss of group control	Competent adult supervision and group control.
	Child panics or cannot swim	All children are warned of the dangers and are told to not enter the water if they struggle with swimming.
	Participants not wearing life jacket	Participants are given full safety instructions and always told to wear a life jacket when on the raft or in the water.
	Participant caught underneath raft or tangled in rope	Adult supervisor(s) constantly keeping observations of participants whilst in the water. If a child falls off into the water, making sure they return to the surface and are not caught or entangled in any equipment. Provide appropriate response if necessary.
	Inadequate supervision	It is recommended that a suitably qualified person supervises the use of the waterhole.
Environment		
Risk	Causing Factors	Normal Operations
Drowning or Injury	Excessive rain or flooding	Activity halted or cancelled if rain is excessive.
	Branches falling into the stream	Staff to keep banks and stream clear of branches and dying trees.
	Dam breaks or participants fall over the edge	Dam undergoes regular maintenance by staff. Instruct participants to stay clear of the edge.
	Falling while dismounting the raft	All participants warned of concrete edging and to be cautious as they dismount the raft.
	E. coli within the stream.	Group made aware of this potential risk and to take appropriate hygienic measures after being in the stream (i.e. washing hands or showering etc).



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# RAMS

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# Rainbow Tag

**Risk Level:** Low

**Minimum Adults Needed:** 1 OBA Instructor & 12 Competent adults

**Location:** Camp wide

**Supervisors:** Competent adults

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - Ensure adequate clothing and footwear are worn especially if outdoors.
  - Maintain group control at all times.
  - Be aware of emergency procedures.
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**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
3. Call 111 and give clear details or instruct another adult to do this step
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People		
Risk	Causing Factors	Normal Operations
Injury	Participants falling, tripping or colliding with each other	Advise all participants (Including adults) to be cautious of their surroundings.
	Participants not adhering to boundaries	Boundaries are clearly set by OBA staff.
	Loss of group control or misbehavior	OBA staff to run activity with support from competent adults supplied by client group.
Environment		
Risk	Causing Factors	Normal Operations
Injury or Drowning	Natural stream	Boundaries are clearly set and explained to participants by OBA staff.
	Falling branches, trees or other.	Advise all participants (Including adults) to be cautious of their surroundings.



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# RAMS

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# River Games

**Risk Level:** Moderate

**Minimum Adults Needed:** 1 competent adult

**Location:** Stream by Poles & Planks

**Supervisors:** Competent supervisor

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - Ensure adequate clothing and footwear are worn especially if outdoors.
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**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
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People		
Risk	Causing Factors	Normal Operations
Drowning or Injury	Participant wandering out of sight while in the stream area	Participants instructed to not leave the group without permission.
	Loss of group control	Competent adult supervision and group management.
	Distraction from other nearby activities	Adults of each activity to ensure that their participants aren't distracting other nearby activities.
Environment		
Risk	Causing Factors	Normal Operations
Drowning or Injury	Stream floods due to excessive rain	Activity halted or canceled if rain is excessive.
	Rocks causing injury	Appropriate footwear to be worn.
	E. coli within the stream.	Group made aware of this potential risk and to take appropriate hygienic measures after being in the stream (i.e. washing hands or showering etc).



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# Rock Climbing

**Risk Level:** Medium - High

**Minimum Adults Needed:** 1 Competent Adults + 1 OBA Instructor

**Location:** Gymnasium - Rock wall

**Supervisors:** Competent adults

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - .. Ensure adequate clothing and footwear are worn especially if outdoors.
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  - .. Be aware of emergency procedures.
  - .. Know who your First Aid Officer for the group is and their location.
- Encourage full group participation and have fun together!

- The **RAMS** outlined below are for hazards that could result in serious illness, injury and/or death. These hazards are specifically related to use of One Big Adventure equipment during activities.
- Risks associated with normal daily life have not been included (such as bee stings, sunburn, etc.) as it is expected that all groups will apply normal precautions to avoid these and to address them if need be.

**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
3. Call 111 and give clear details or instruct another adult to do this step
4. Administer first aid and seek further treatment if necessary
5. Fill in Accident Report Sheet with your First Aid Officer (See Staff)

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Equipment		
Risk	Causing Factors	Normal Operations
Death or Injury	Equipment failing or jamming	Equipment undergoes regular intensive maintenance by Staff and annual inspections by external equipment provider.
	Equipment not provided	All necessary Equipment provided and correct usage explained and implemented, including harnesses.
	Long hair caught in equipment	Ensure long hair is tied back.
	Inappropriate length of clothing causing pinching	If the participants clothing does not come past the straps of the harness, they get told to change.
People		
Risk	Causing Factors	Normal Operations
Death or Injury	Incorrect equipment checks	Instructor to provide instruction and observation until competence is achieved on equipment checks.
	Fear of heights - participant freezing	Instructor trained on rescuing climbers. Encourage 'Challenge by Choice'- no forced climbing
	Climber hitting something or someone else whilst descending	Climbers to be mindful of others and move carefully when descending. Instructor and competent adults to give instructions for proper descent and warn if there is danger.
	Misbehavior or loss of group control	Ensure competent adult supervision, including competent Staff Instructor, are always present.
	Participants walking under climbers	Ensure participants adhere to boundaries at all times until it is time for them to climb.
Environment		
Risk	Causing Factors	Normal Operations
Death or Injury	Being hit or distracted by sports balls/other equipment in the gym	Only other people in gym under supervised activities. No sports balls allowed during session - these need to be put away before the session begins



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# Rogaining

**Risk Level:** Low

**Minimum Adults Needed:** 2 competent adults if the group is to be split into two teams

**Location:** Camp wide

**Supervisors:** Competent supervisors

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - .. Ensure adequate clothing and footwear are worn especially if outdoors.
  - .. Maintain group control at all times.
  - .. Be aware of emergency procedures.
  - .. Know who your First Aid Officer for the group is and their location.
- Encourage full group participation and have fun together!

- The **RAMS** outlined below are for hazards that could result in serious illness, injury and/or death. These hazards are specifically related to use of One Big Adventure equipment during activities.
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**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
3. Call 111 and give clear details or instruct another adult to do this step
4. Administer first aid and seek further treatment if necessary
5. Fill in Accident Report Sheet with your First Aid Officer (See Staff)

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People		
Risk	Causing Factors	Normal Operations
Injury	Loss of group control	Competent adult supervision and group management.
	Wandering off or getting lost	No-one to leave the group without permission. The group is to complete activity as a team.
Environment		
Risk	Causing Factors	Normal Operations
Injury	Participants tripping over or walking into tress, branches, or roots	Participants instructed to be careful and be aware of tripping hazards. Participants to wear appropriate footwear.
	Wandering into areas where other activities are running	Participants instructed to stay together and avoid other activity areas.



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# RAMS

Risk Analysis & Management Systems

# Rope Maze

**Risk Level:** Low

**Minimum Adults Needed:** 1 competent adult

**Location:** Rope Maze area

**Supervisors:** Competent supervisor

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - Ensure adequate clothing and footwear are worn especially if outdoors.
  - Maintain group control at all times.
  - Be aware of emergency procedures.
  - Know who your First Aid Officer for the group is and their location.
- Encourage full group participation and have fun together!

- The **RAMS** outlined below are for hazards that could result in serious illness, injury and/or death. These hazards are specifically related to use of One Big Adventure equipment during activities.
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**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
3. Call 111 and give clear details or instruct another adult to do this step
4. Administer first aid and seek further treatment if necessary
5. Fill in Accident Report Sheet with your First Aid Officer (See Staff)



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Equipment		
Risk	Causing Factors	Normal Operations
Injury	Falling over the ropes causing burns	Participants to be careful of equipment and ropes.
People		
Risk	Causing Factors	Normal Operations
Injury	Colliding with others	Instructed to be careful especially when wearing the blindfold.
	Loss of group control	Competent adult supervision and group management.
Environment		
Risk	Causing Factors	Normal Operations
Drowning	Participant(s) wandering off to the waterhole area.	Participants advised not to wander off and to remain with the group.



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# RAMS

Risk Analysis & Management Systems

# Royal Drama

**Risk Level:** Low

**Minimum Adults Needed:** 1 competent adult

**Location:** Indoors – Dining room or gym side room

**Supervisors:** competent supervisor

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - Ensure adequate clothing and footwear are worn especially if outdoors.
  - Maintain group control at all times.
  - Be aware of emergency procedures.
  - Know who your First Aid Officer for the group is and their location.
- Encourage full group participation and have fun together!

- The **RAMS** outlined below are for hazards that could result in serious illness, injury and/or death. These hazards are specifically related to use of One Big Adventure equipment during activities.
- Risks associated with normal daily life have not been included (such as bee stings, sunburn, etc.) as it is expected that all groups will apply normal precautions to avoid these and to address them if need be.

**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
3. Call 111 and give clear details or instruct another adult to do this step
4. Administer first aid and seek further treatment if necessary
5. Fill in Accident Report Sheet with your First Aid Officer (See Staff)



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People		
Risk	Causing Factors	Normal Operations
Injury	Loss of group control or misbehavior	Competent adult supervision and group management.



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# RAMS

Risk Analysis & Management Systems

# Scavenger Hunt

**Risk Level:** Low

**Minimum Adults Needed:** 2 competent adults

**Location:** Camp Wide

**Supervisors:** Competent supervisors

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regard to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - .. Ensure adequate clothing and footwear are worn especially if outdoors.
  - .. Maintain group control at all times.
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  - .. Know who your First Aid Officer for the group is and their location.
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**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
3. Call 111 and give clear details or instruct another adult to do this step
4. Administer first aid and seek further treatment if necessary
5. Fill in Accident Report Sheet with your First Aid Officer (See Staff)



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People		
Risk	Causing Factors	Normal Operations
Injury	Loss of group control misbehavior	Competent adult supervision and group management
	Wandering off or getting lost	No-one to leave the group without permission. Complete the activity as a team
Environment		
Risk	Causing Factors	Normal Operations
Injury	Participants tripping over or walking into trees, branches, or roots	Participants to be careful and wear appropriate footwear
	Wandering into areas where other activities are running	Participants instructed to remain together and to avoid other activity areas



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# RAMS

Risk Analysis & Management Systems

# Sideline Soccer

**Risk Level:** Low

**Minimum Adults Needed:** 4 competent adults

**Location:** Field or in the gym

**Supervisors:** OBA Instructor or competent adults

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - Ensure adequate clothing and footwear are worn especially if outdoors.
  - Maintain group control at all times.
  - Be aware of emergency procedures.
  - Know who your First Aid Officer for the group is and their location.
- Encourage full group participation and have fun together!

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**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
3. Call 111 and give clear details or instruct another adult to do this step
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5. Fill in Accident Report Sheet with your First Aid Officer (See Staff)



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Equipment		
Risk	Causing Factors	Normal Operations
Injury	Being hit by the equipment.	Participants instructed to be careful and not to hit each other with the equipment.
	Carpet or grass burns. Falling over, or colliding with other participants.	Participants are to be mindful of each other & to be careful when running around.
People		
Risk	Causing Factors	Normal Operations
Injury	Loss of group control or misbehavior.	Competent adult supervision and group management.



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# Slacklining

**Risk Level:** Low

**Minimum Adults Needed:** 1

**Location:** Near trampolines

**Supervisors:** Competent supervisor

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - .. Ensure adequate clothing and footwear are worn especially if outdoors.
  - .. Maintain group control at all times.
  - .. Be aware of emergency procedures.
  - .. Know who your First Aid Officer for the group is and their location.
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**EMERGENCY PROCEDURES**

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5. Fill in Accident Report Sheet with your First Aid Officer (See Staff)

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Equipment		
Risk	Causing Factors	Normal Operations
Injury	Equipment failing	Equipment regularly undergoes maintenance by OBA staff.
	Equipment not set-up correctly	OBA instructor sets up the equipment as trained by the senior OBA instructor.
	Anchor posts fail	Equipment regularly undergoes maintenance by OBA staff.
People		
Risk	Causing Factors	Normal Operations
Injury	Loss of group control or misbehavior	Competent supervisors to be provided by the client group.
	Participants falling into another participant	Supervisor gives clear briefing of proper use of slackline and boundaries.



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# RAMS

Risk Analysis & Management Systems

# Slip 'n' Slide

**Risk Level:** Moderate

**Minimum Adults Needed:** 2 competent adults

**Location:** Bank on field near the exit gate

**Supervisors:** Competent supervisors

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - Ensure adequate clothing and footwear are worn especially if outdoors.
  - Maintain group control at all times.
  - Be aware of emergency procedures.
  - Know who your First Aid Officer for the group is and their location.
- Encourage full group participation and have fun together!

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**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
3. Call 111 and give clear details or instruct another adult to do this step
4. Administer first aid and seek further treatment if necessary
5. Fill in Accident Report Sheet with your First Aid Officer (See Staff)



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Equipment		
Risk	Causing Factors	Normal Operations
Injury	Getting caught on slide or sliding over raised pegs	Participants instructed to slide in the middle of the slide, by themselves and in a seated position or on their stomach.
	Slipping over whilst running	Participants told to be careful and sensible around the slide area, particularly when they are running on approach to go down the slide.
People		
Risk	Causing Factors	Normal Operations
Injury	Loss of group control or misbehavior	Competent adult supervision and group management.
	Canvas or grass burn	Participants and the slide are to be saturated before sliding.
Environment		
Risk	Causing Factors	Normal Operations
Injury	Cars coming down the driveway	Adult supervisors to be aware of any through traffic, maintain group control at the top of the slide (keeping driveway clear) and stopping the activity to allow traffic to pass if required.

**Risk Level:** Low

**Minimum Adults Needed:** 1 competent adult

**Location:** Gym or Field

**Supervisors:** Competent adult supervisor

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - .. Ensure adequate clothing and footwear are worn especially if outdoors.
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**EMERGENCY PROCEDURES**

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3. Call 111 and give clear details or instruct another adult to do this step
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5. Fill in Accident Report Sheet with your First Aid Officer (See Staff)

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Equipment		
Risk	Causing Factors	Normal Operations
Injury	Being hit by equipment.	Participants to be careful with equipment.
	Carpet burn. Falling over, or colliding with other participants.	Participants to be mindful of each other when running around.
People		
Risk	Causing Factors	Normal Operations
Injury	Loss of group control or misbehavior.	Competent adult supervision and group management.



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# RAMS

Risk Analysis & Management Systems

# Stream Science

**Risk Level:** Low

**Minimum Adults Needed:** 1 competent adult

**Location:** Blue room and the stream

**Supervisors:** Competent supervisor

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - Ensure adequate clothing and footwear are worn especially if outdoors.
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**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
3. Call 111 and give clear details or instruct another adult to do this step
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5. Fill in Accident Report Sheet with your First Aid Officer (See Staff)



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People		
Risk	Causing Factors	Normal Operations
Drowning or Injury	Wandering out of sight while in the stream area	Participants instructed not to leave the group without permission.
	Loss of group control or misbehavior	Competent adult supervision and group management.
Environment		
Risk	Causing Factors	Normal Operations
Drowning or Injury	Stream floods due to excessive rain	Activity to be halted or canceled if rain is excessive.
	Stones or rocks causing tripping	Appropriate footwear must be worn.
	E. coli within the stream.	Group made aware of this potential risk and to take appropriate hygienic measures after being in the stream (i.e. washing hands or showering etc).



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# RAMS

Risk Analysis & Management Systems

# Swingshot

**Risk Level:** High

**Minimum Adults Needed:** 2 adult supervisors

**Location:** High ropes course

**Supervisors:** 2 competent adults

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regard to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - Ensure adequate clothing and footwear are worn especially if outdoors.
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**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
3. Call 111 and give clear details or instruct another adult to do this step
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5. Fill in Accident Report Sheet with your First Aid Officer (See Staff)



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Equipment		
Risk	Causing Factors	Normal Operations
Death, Injury	Slipping off ladder	Instructor guides the participant's ascent, the participant and instructor also have spotters to assist ascending and descending the ladder.
	Incorrect set-up of equipment	All OBA Instructors are verified as competent on the set-up of all equipment required.
	Faulty or broken equipment	A competent OBA instructor undertakes equipment inspections on a regular and ongoing basis.
	Structure failure	Structures undertake annual inspection by 3 <sup>rd</sup> party independently qualified inspectors.
	Equipment not provided or wrong equipment provided	Equipment setup is done by a verified OBA Instructor. All equipment is checked and set-up prior to participant's attendance.
	Impact with ladder or other participants / people	The ladder is moved by the instructor prior to the swinging participant being hauled up. Any other people present are made aware of staying out of the swing zone and this is monitored by the instructor / adult supervisors.
	Entanglement with retrieval rope	Instructor is in charge of the retrieval rope and understands how to manoeuvre it away from the swinging participant as per SOPs.
Inappropriate braking action causing strain or muscle disfiguration	Instructor is trained on proper use of bungee brake and gives clear instruction when in use.	
People		
Risk	Causing Factors	Normal Operations
Death, Injury	Loss of group control or miscommunication	Pre-correspondence with group to ensure supervision structures are met.
	Participants in the swing zone	Participants given clear instruction on boundaries. Instructor / adult supervisors constantly monitoring any other people in the area.
	Inappropriate clothing length causing burn or abrasion	Participants are made aware of risks and asked to wear appropriate length clothing for the activity.
	Personal items falling from height causing impact	Any unnecessary items are to be left at ground level. All participants and supervisors wear helmets to protect themselves from falling objects.
	Long hair caught in the equipment	Participants asked to tie long hair back.
	Participant failing to let go of the pull cord	Participants instructed on the correct technique upon release.
Environment		
Risk	Causing Factors	Normal Operations
Death, Injury	Extreme weather circumstances including electrical storms	Instructors trained on emergency procedures. Instructors are first aid trained. Instructors are rescue trained and verified. High Ropes to be called off in an electrical storm or extreme weather circumstances as per 30:30 rule or torrential rainfall policy.
	Fallen trees or branches obstructing swing	Regular checks of surrounding environment are done by OBA staff.
	Natural stream flooding	Activity is called off in extreme weather or flooding. This activity will move to an indoor activity.



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# RAMS

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# Top Team

**Risk Level:** Low

**Minimum Adults Needed:** 10 competent adults

**Location:** Field or Gym

**Supervisors:** Instructor and competent adults

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - Ensure adequate clothing and footwear are worn especially if outdoors.
  - Maintain group control at all times.
  - Be aware of emergency procedures.
  - Know who your First Aid Officer for the group is and their location.
- Encourage full group participation and have fun together!

- The **RAMS** outlined below are for hazards that could result in serious illness, injury and/or death. These hazards are specifically related to use of One Big Adventure equipment during activities.
- Risks associated with normal daily life have not been included (such as bee stings, sunburn, etc.) as it is expected that all groups will apply normal precautions to avoid these and to address them if need be.

**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
3. Call 111 and give clear details or instruct another adult to do this step
4. Administer first aid and seek further treatment if necessary
5. Fill in Accident Report Sheet with your First Aid Officer (See Staff)



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Equipment		
Risk	Causing Factors	Normal Operations
Injury	Broken or damaged equipment	Ensure equipment is set up correctly. Equipment undergoes regular maintenance checks by staff.
People		
Risk	Causing Factors	Normal Operations
Injury	Participant hit by someone or something whilst completing a station	Competent adult supervision and instruction at each station.
	Loss of group control or misbehavior	Competent adult supervision and group management.
Environment		
Risk	Causing Factors	Normal Operations
Injury	Slipping or tripping	Instruct participants to be careful when moving between stations. Appropriate footwear to be worn.



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# Traversing Triangle

Risk Level: **High**

Minimum Adults Needed: **2 adult supervisors**

Location: **High ropes course**

Supervisors: **2 competent adults**

**Important Information for Supervisors of Activity Groups:**

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- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regard to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - Ensure adequate clothing and footwear are worn especially if outdoors.
  - Maintain group control at all times.
  - Be aware of emergency procedures.
  - Know who your First Aid Officer for the group is and their location.
- Encourage full group participation and have fun together!

- The **RAMS** outlined below are for hazards that could result in serious illness, injury and/or death. These hazards are specifically related to use of One Big Adventure equipment during activities.
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**EMERGENCY PROCEDURES**

1. Stop the activity
2. Assess the situation and the group safety as well as your own
3. Call 111 and give clear details or instruct another adult to do this step
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5. Fill in Accident Report Sheet with your First Aid Officer (See Staff)

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Equipment		
Risk	Causing Factors	Normal Operations
Death, Injury	Incorrect set-up of equipment	All OBA Instructors are verified as competent on the set-up of all equipment required.
	Faulty or broken equipment	A competent OBA instructor undertakes equipment inspections on a regular and ongoing basis.
	Structure failure	Structures undertake annual inspection by 3 <sup>rd</sup> party independently qualified inspectors.
	Equipment not provided or wrong equipment provided	Equipment setup is done by a verified OBA Instructor. All equipment is checked and set-up prior to participant's attendance.
	Impact with course elements, NEBs, staples	Participants and supervisors are made aware of the risk of impact or injury with objects throughout the course. On descent the participant is to step off sideways as per instructor's instruction.
	Wet foot wires or hand ropes	Participants made aware if wires or ropes are wet.
	Rope burn or getting caught in the hand rope	Instructor in close proximity to participants on posties walk to guide and give instruction to ensure the participants safety.
	Being hit on ascent or descent by connector block	Instructor guides participants for ascent and descent manouvering the connecting block away from the participants head. All participants wear helmets to minimize any risk.
Slipping off ladder	Participants instructed to take care as they ascend the ladder. Participants are connected to the safety system which only allows for minimal fall and impact with any surroundings objects or structures.	
People		
Risk	Causing Factors	Normal Operations
Death, Injury	Loss of group control or misbehavior of participants	Pre-correspondence with group to ensure supervision structures are met.
	Participant failing to guide themselves through continuous cable causing obstruction to other participants	Participants given clear instructions on proper use and allowed to train at ground level prior to ascending the high course. Participants encouraged by instructor, adult supervisors and peers.
	Participant trying to ascend the course whilst another participant is descending	Instructor calls each person up and sends each participant down.
	Personal items falling from height causing impact	Any unnecessary items are to be left at ground level. All participants and supervisors wear helmets to protect themselves from falling objects.
	Climbing without being connected	Adult supervisors are positioned at base of the ladder to ensure participants are connected before ascending.
	Long hair caught in the equipment	Participants asked to tie long hair back.
	Finger entrapment in equipment or structure	Participants instructed on the correct way to maneuver through the continuous belay system.
Environment		
Risk	Causing Factors	Normal Operations
Death, Injury	Falling trees or branches	Regular checks of surrounding environment are done by OBA staff.
	Lightning strikes high wires	Instructors trained on electrical storm procedures. Instructors are first aid trained. Instructors are rescue trained and verified. High Ropes to be called off in an electrical storm as per 30:30 rule.
	Natural stream flooding	Activity is called off in extreme weather or flooding. This activity will move to an indoor activity.



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# RAMS

Risk Analysis & Management Systems

# Trivia

**Risk Level:** Low

**Minimum Adults Needed:** 3 competent adults

**Location:** Dining Hall

**Supervisors:** Competent supervisor

**Important Information for Supervisors of Activity Groups:**

- The participants and their safety is **your** responsibility for the entire duration of the session. Do not allow any participant to leave the group without your permission.
- Please ensure your cellphone is off & attention is on the participants at all times.
- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- It is expected that your organisation will have briefed supervisors as to any special needs/at risk participants (e.g. a severe bee-sting allergy, epilepsy).
- If you have any concerns about the activity, the equipment or your level of ability in regards to this activity, please speak with One Big Adventure staff immediately.
- Normal precautions for participant safety apply such as:
  - Ensure adequate clothing and footwear are worn especially if outdoors.
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**EMERGENCY PROCEDURES**

1. Stop the activity
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People		
Risk	Causing Factors	Normal Operations
Injury	Loss of group control or misbehavior	Competent adult supervision and group management.



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# Trolley Carts

**Risk Level:** Moderate

**Minimum Adults Needed:** 1 competent adult

**Location:** On driveway next to garage, and on the field bank

**Supervisors:** Competent supervisor

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- Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
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Equipment		
Risk	Causing Factors	Normal Operations
Injury	Equipment breaking or unsafe	Equipment undergoes maintenance checks and repairs by staff.
	Equipment misused	Only use equipment as instructed.
People		
Risk	Causing Factors	Normal Operations
Injury	Loss of group control	Competent adult supervision and group management.
	Using arms and legs to stop try and stop the cart	Participants advised to keep their arms and legs in the proper positions and to not put them on the ground to try and stop or slow down the cart whilst it's moving.
Environment		
Risk	Causing Factors	Normal Operations
Injury	Falling off cart	Carts to be built properly and helmets to be worn whilst riding.
	Being hit by a cart or car	Ensure bank and field are clear before allowing carts to go. Halt activity if a car is driving through the driveway.
	Logs next to metal driveway	Adults and Participants advised about the danger of going to close to the logs.

**Risk Level:** High

**Minimum Adults Needed:** 3 (more if rope swing or waterslide are being used)

**Location:** Waterhole

**Supervisors:** Competent adult supervisors 18+

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Equipment		
Risk	Causing Factors	Normal Operations
Drowning or Injury	Rope swing, slide, entry ladders not fit for use	Equipment regularly undergoes maintenance by OBA staff.
	Life jackets not fit for use	Equipment regularly undergoes maintenance by OBA staff.
	Participants being hit by other equipment such as sports equipment or other gear	Supervisor to give clear instructions about proper use of equipment as trained by OBA staff.
	Dam breaks	Supervisors to clearly explain boundaries to participants.
	Not enough equipment / too much equipment	We may only run one of the following at the same time: Kayaking, Raft Building, and Waterhole as they all use the same equipment / location.
People		
Risk	Causing Factors	Normal Operations
Drowning, Injury or Illness	Participants fall over the dam	Supervisors to clearly explain boundaries to participants.
	Collision from participants using swing and slide simultaneously	Slide and swing not to be used at the same time.
	Participants not utilising life jackets for water safety	Participants given safety options for use in the waterhole. Supervisors to be aware of varying levels of swimming within participants. If the swimmers are not confident ensure they wear life jackets.
	Loss of group control or misbehavior	Competent adult supervisors to be provided by the group. Correct ratio adhered to.
	Inadequate supervision	Recommend a suitably qualified person supervises the use of the waterhole.
Environment		
Risk	Causing Factors	Normal Operations
Drowning, Injury or Illness	Excessive rain	Activity is halted or cancelled by supervisors or OBA staff.
	Branches or debris falling or already in the waterhole	Stream edge, landing areas and waterhole regularly undergoes maintenance by staff.
	Low water levels	Supervisors to give clear instructions about no diving, bombing etc. if water level is too low. Participants are asked to take caution as necessary when entering the waterhole.
	Extreme weather thresholds (cold or heat)	Weather appropriate clothing to be worn by participants. Supervisors to be mindful of temperatures and to act accordingly.
	Dam breaks or participants fall over the edge	Dam undergoes regular maintenance by staff. Instruct participants to stay clear of the edge.
	E. coli within the stream.	Group made aware of this potential risk and to take appropriate hygienic measures after being in the stream (i.e. washing hands or showering etc).



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**Risk Level:** Low - Moderate

**Minimum Adults Needed:** 1 OBA Instructor & 10 competent adults

**Location:** Field

**Supervisors:** Competent adults

**Important Information for Supervisors of Activity Groups:**

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Equipment		
Risk	Causing Factors	Normal Operations
Injury	Participants tripping over equipment	OBA staff member briefs all participants about safety before participation occurs.
People		
Risk	Causing Factors	Normal Operations
Injury	Loss of group control and misbehavior	Competent supervisors to be provided by the client group.
	Participants slipping whilst running	OBA staff member briefs all participants about safety before participation occurs.
	Participants colliding with each other	OBA staff member briefs all participants about safety before participation occurs.
Environment		
Risk	Causing Factors	Normal Operations
Injury	Oncoming cars that are moving down the driveway	Participants briefed about the safety of the driveway. Competent adult supervisor to monitor driveway for any cars and to ensure all participants are off the driveway if any cars approach.



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