

Assessment of:	Zip Wire and Across the Divide	Location:	Mount Cook
Completed by:	James Clarke	Date of assessment:	February 2026
Reviewed by:	Stephen Turner	Next Review Date:	February 2027
Ratio:	1:12 Max and Min 1 Group Leader (Roof Top) 2 staff required to run Zip Wire session	Staff Competencies	Must have suitable group management experience, completed in-house training and be assessed by Activity Manager, CEO or TA
Activities Covered:	Zip Wire and ground level team challenges	Specific Emergency Procedure:	Lower the casualty to the ground, give first aid and call for assistance from centre if needed

Hazard (something with the potential to cause harm)	Risk (how could the hazard cause harm, and who could it harm)	Control Measures (what is required to reduce the risk)	In Place (Y/N)	Action Required	Action Owner	Residual Risk (assuming all controls in place; Low, Med, High)
Manual handling (activity set-up)	To Staff, Volunteer: Risk of muscle injuries	Only carried out by staff trained in setup Use wheelbarrow for moving heavy gear (e.g. Zip-stops) Ask for assistance if required. Work in pairs where possible Wear gloves and other PPE as required	Y Y Y Y Y	Instructors to be trained and signed off by competent Staff training to be logged on Cinolla	Activity Mgr.	LOW

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Unauthorised access to Zip line	To Unauthorised personnel: Physical injuries, fractures or death from falls from height.	Access to Zip line top and bottom platforms must be locked when not in use. Leave no carabiners out outside of work hours. D-bolts on anchor lines of zip line to prevent zip lining off back of element. CCTV warning signs on entrances to site List of persons on site kept in reception and visitors' book in use.	Y Y Y Y Y	Zip platforms always secured when not in use.	Activity Mgr.	LOW
Vandalised or damaged structure – (e.g. from severe storms/winds/ earthquake)	To staff, volunteers, participants, contractors: Physical injuries, fractures or death from falls from height.	Quarterly inspection by Activity Manager and annual inspection ERCA Type C inspector Before all sessions instructors to check that all aspects of structure - elements and components, are in working order. Pre-Use checks completed daily. Course not be used if components damaged. Course not to be used during periods of high risk of lightning strikes.	Y Y Y Y Y	Annual inspection by external Type C qualified persons to be scheduled in by Activity Manager Pre-use checks to be completed	Activity Mgr. Activity Instructors	LOW

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Lightning Storm	To staff, volunteers, participants, contractors: To All; danger of lightning strike, resulting in death or serious injury	Do not use the Zip wire or access the roof top in thunderstorms or if forecast for that planned session period.	Y	Monitor weather forecast and cancel session if required	Activity Manager & Activity Instructors	LOW
Medical emergency whilst on zip wire	To All: Risk that someone may experience prolonged wait for medical attention. Resulting in long term complications, bleeding out, shock, and or death	All staff to be trained in basic first aid. Preferably Outdoor FA Portable first aid kit available Participants to bring their own medications to the session and carry them throughout if necessary Any pre-existing medical conditions to be declared in advance of activity being undertaken. Consent form signed. Instructors to be able to rescue participants quickly and effectively within 15 minutes.	Y Y Y Y	Staff training and competent to run session. Regular rescue drills.	Activity Mgr.	LOW

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Incorrectly fitted PPE	To All: Physical injuries, fractures or death from falls from height. Items falling from height causing impact injuries	Safety instructions given from staff at start. Harnesses and helmets to be fitted and adorned before leaving the main room. Constant vigilance by trained leaders. Harnesses and helmets to be rechecked immediately before launch by instructor as part of departure checks. Correct harnesses and helmets fitted for participant.	Y Y Y Y Y	Regular PPE checks during session.	Activity Mgr & Activity Instructors	LOW
Faulty Equipment	To All: Physical injuries, fractures or death from falls from height.	All equipment checked by trained leaders prior to use. Harnesses and helmets to be checks immediately before launch by instructor as part of final checks All faulty equipment to be condemned and quarantined to reduce chances of being brought back in circulation Quarterly thorough PPE Checks Stock of spare kits accessible on site	Y Y Y Y	Activity Mgr.to carry out monthly inspections of structure and log on Papertrail PPE checks to be logged on Papertrail	Activity Mgr.	LOW

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Falling due to incorrectly attached equipment	To All: Physical injuries, fractures or death from falls from height.	Group size limited to max 24 participants Safety brief given to all participants in the activity. Only competent instructors to lead activity. Instructors to carry out 'Final checks' before launch off zip wire.	Y Y Y Y	Participant loading cross checked before departure. Either with 2 nd instructor or participants.	Activity Mgr.	LOW
Inadequate supervision.	To Participants: Risk of minor injuries.	Ratio of leaders to participants controlled to effectively manage the group. Safety brief given to all participants taking part in the activity. Visiting staff to help supervise the group. Area defined for safety zone for waiting participants Care taken whilst ascending and descending staircases to avoid falls	Y Y Y Y Y	Booking Coordinators to inform group leaders of expected ratio's. Instructors to monitor group sizes and effective group management	Booking Coordinators Instructors	LOW
Falling from height	To All: Physical injuries, fractures or death from falls from height.	Safety systems in use for all aspects of the zip wire experience from ascent to descent. Only competent, trained staff to access the zip wire. To be signed off by TA. Instructors PPE cross checked by another qualified instructor before access.	Y Y Y	Instructors to be signed off by competent Staff and records logged on Cinolla.	Activity Mgr.	LOW

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		PPE checked in line with Operating Procedure	Y			
Entrapment in the ropes, lanyard and or Pulley	To All: Risk of hair, hands or neck being caught in rope/lanyard or trolley causing cuts, abrasions, lacerations, bruising, spinal damage, death	Ensure long hair is tied back, loose clothing to be removed or tucked away and all jewellery removed or tapped over. Ensure the lanyards are too long for participants to be able to reach up and touch with hands. Safety Lanyards to be slack enough that no chance of forming loop that can go around neck and tighten upon hitting the brake Instruct participants to either hold both lanyards or none at all	Y Y Y Y	Instructors to be signed off by competent Staff and records logged on Cinolla. Instructors to check lanyards are correct length.	Activity Mgr.	LOW
Participant missing safety critical instructions	To Participants: Risk of facial and neck injuries from lanyard and braking system. Risk of impact injuries	Full co-operation from group leaders in group control and discipline. Clear instructor briefing Instructor to remain vigilant and repeat instructions before launch	Y Y Y Y	Instructors to be signed off by competent Staff and records logged on Cinolla.	Activity Mgr.	LOW

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		Participants reminded about hand placement and head movement before every departure.				
Brake does not engage	To All: Risk of impact injuries, spinal/head injuries, cuts abrasions and death	Before participants are released from the safety system and depart the platform, “clear” signal must be made to the bottom instructor who is responsible for checking that the brakes are correctly set. Only once this command has been reciprocated is the person able to leave the platform and descend the zip wire Pre-use Checks of the equipment to ensure in working order. PPE checks make of all equipment in accordance with operating procedure All participants are weighed before activity to avoid participants who are too heavy to take part. Emergency Brake in place.	Y Y Y Y	Instructors to be signed off by competent Staff and training records logged on Cinolla. Pre-use Checks to be recorded and logged on Papertrail Only predefined signals to be used.	Activity Mgr.	LOW
Hitting Centre building retaining wall	To All:	Tall participants to go on dedicated zip line (right hand line looking down) with greatest clearance from building wall	Y Y	Instructors to be signed off by competent Staff and	Activity Mgr	LOW

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	Risk of impact injuries to legs, broken ankles, legs.	Tall participants to be instructed to lift legs on departure. Taller participants must be sat before departure to confirm building clearance.	Y	records logged on Cinolla.		
Poor Light/bad weather affecting visibility	To All: Risk of poor communication between instructors leading to major injury and or death	Session ended if conditions become unsafe, i.e. visibility poor or too cold, and reschedule for better light. Activity not permitted after 6pm due to planning constraints. Mobile phones in use between instructors on platforms.	Y Y Y	Mobile Phones required on session by both instructors	Instructors	LOW
Deliveries/ vehicles in the driveway	To All: Risk of being involved in traffic incident leading to crush injuries, head/spinal damage, cuts, abrasions, and or death.	Safety talk at the start about the potential deliveries / vehicles using the driveway Instructors to check if expecting any deliveries on day	Y Y	Instructors to check if any deliveries that day.	Instructor Activity Mgr.	LOW

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Moving through woodland	To Participants and Staff: Slips, trips and falls, Eye damage, Lost child	Full safety brief activity staff, Buddy system for students, regular head counts, boundaries, no running. Head torches in low light, No climbing.	Y	Clear safety briefing, Head Counts	Activity Staff	LOW
Slips, Trips and Falls	To Participants and Staff: Breaks, Twists, Falls, Sprains	Close leader supervision during activities and rest periods. Suitable footwear will be worn by the young people. Activity site checked by Mount Cook staff before all sessions and hazards cleared.	Y	Briefing by activity instructor	Activity Staff and Participants	LOW
Weather Conditions	To Participants and Staff: Exposure to Heat, Cold, Wind and Rain.	Correct clothing, shelter, sunscreen, evacuation plan for Thunder and Lightning.	Y	Adequate clothing for activity. Monitoring of weather	Activity Staff	LOW
Heavy/ Awkward lifting	To Participants and Staff: Manual handling injury, lifting and	Full safety brief from activity staff, Instruction on correct lifting techniques, participant ratios for shared lifting suitable to ability of group.	Y	Instructor instructions on correct lifting and	Activity Staff	LOW

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	twisting, crushing injuries, breaks, concussion, head injury, eye injury.			equipment use technique.		
Poor light/visbaility	To Participants and Staff: Increased risk of slips trips and fall. Groups becoming separated from one another.	Full safety briefing and clear definite boundaries. Areas where activities are present will be lit, either with portable lighting or exterior fixed lights.	Y	Portable lighting charged prior to session and placed in most effective locations. Exterior fixed lighting turned on where required.	Activity Staff	LOW
Vehicles and Machinery	To Participants and Staff: Contact with Machinery, unsupervised machinery	Safety Brief at start of activity outlining potential hazards of car onsite. No vehicles permitted onsite (deliveries exempt) Speed limited onsite and intercom system prevents traffic through site.	Y	Clear staff briefing and boundaries.	Activity Staff	
Animal/Insect habitats	To Participants and Staff:	Pre-course checks for insect nests, any insect nests in or very close to activity area to be	Y	First Aid kit, participant to keep	Participan ts and	LOW

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	Disturbing of habitats, Lime disease (Ticks) potential anaphylaxis, wasps/bees/mosquitoes	reported and removed or destroyed by suitable persons.		medication close for those with allergies.	Mount Cook staff	
Lack of Boundaries	To Participants: Missing participants. Unwanted public access	Buddy systems and regular head-checks. Brief on what to do if a student becomes lost. Clear markings of boundaries, fences and gates	Y	Boundaries in place. Monitoring of boundaries	Mount Cook staff	LOW
Uneven Ground / Animal holes	To Participants and Staff: Breaks, Twists, Falls, Sprains	Animal holes identified, and filled in where necessary Initial safety brief to highlight danger areas. No running rules enforced in woods Supervision at all times.	Y	Filling in any dangerous holes, removal of any dangerous stumps and roots	Mount Cook Staff	LOW

Risk Assessment Checked by H&S or Line manager.

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Date of review: 2/3/2026

A handwritten signature in black ink, appearing to read "Stephen T...", is written over a light green rectangular background.

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