

<b>Assessment of:</b>	Zip Wire		
<b>Location:</b>	Mount Cook	<b>Date of assessment:</b>	February 2021
<b>Completed by:</b>	Bernard Müller	<b>Expiry Date:</b>	February 2022
<b>Ratio:</b>	1:12 Max and Min 1 Group Leader (Roof Top) 2 staff required to run session	<b>Staff Competencies</b>	ERCA, TA sign-off, SPA or Higher. Must have suitable group management experience.
<b>Activities Covered:</b>	Zip Wire	<b>Specific Emergency Procedure:</b>	Should an incident occur in which immediate threat to life or limb occurs: Lower the casualty to the ground Give first aid Radio for assistance. If no radio reply, send two runners to reception.

<b>Hazard</b> (something with the potential to cause harm)	<b>Risk</b> (how could the hazard cause harm, and who could it harm)	<b>Control Measures</b> (what is required to reduce the risk)	<b>In Place</b> (Y/N)	<b>Action Required</b>	<b>Action Owner</b>	<b>Residual Risk</b> (assuming all controls in place; Low, Med, High)
Manual handling (activity set-up)	<b>To Staff, Volunteer:</b> Risk of muscle injuries, strains, bruising, cuts, falls, head/spinal injuries, death	<ul style="list-style-type: none"> <li>▪ Only carried out by staff trained in setup</li> <li>▪ Use wheelbarrow for moving heavy gear (e.g. Zip-stop)</li> <li>▪ Ask for assistance if required.</li> <li>▪ Work in pairs where possible</li> <li>▪ War gloves and other PPE.</li> <li>▪ Staff trained in Manual Handling (T.I.L.E. Methodology)</li> </ul>	Y Y Y Y	Instructors to be trained and signed off by external TA. Staff training to be logged on Cinolla  Manual handling training	Activity Mgr.  Centre Mgr.	LOW

**Low** = Slight injury or minor ill health / It is highly unlikely that the harm would occur

**Medium** = Serious Injuries or significant health effects / There is a likelihood that harm may occur;

**High** = Death, major injury (RIDDOR) or irreversible health damage / There is a high likelihood that harm will occur.

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)
Unauthorised access to Zip line	<b>To Unauthorised personnel:</b> Risk of falling off zip line or brakes not being set. Impact injuries, falling from height, broken limbs, head/spinal injuries, death.	<ul style="list-style-type: none"> <li>Access restricted to Zip line platforms by locking lower and upper doors.</li> <li>Access to Zip line must be locked when not in use.</li> <li>Leave no carabiners out for any reason.</li> <li>D-bolts on anchor lines of zip line to prevent zip lining off back of element.</li> <li>CCTV warning signs on entrances to site</li> <li>List of persons on site kept in reception and visitors' book in use.</li> </ul>	Y Y Y Y Y	Staff training on set up and close down of Zip Line. Staff training to be logged on cinolla.	Activity Mgr.	LOW
Vandalised or damaged structure – (e.g. from severe storms/winds/ earthquake)	<b>To staff, volunteers, participants, contractors:</b> Risk of falling from height, impact injuries, head/spinal injuries. death	<ul style="list-style-type: none"> <li>Quarterly inspection ERCA Type A to EN 15567 Part 1.</li> <li>Annual inspection ERCA Type C to EN 15567 Part 1.</li> <li>Before all sessions instructors to check that all aspects of structure - elements and components, are in working order.</li> <li>Pre-Use checks to be logged.</li> <li>Course not be used if components damaged.</li> <li>Course not to be used in high winds in line with Operating Procedures.</li> </ul>	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 and logged	Activity Mgr.	LOW
Lightning Storm	<b>To staff, volunteers, participants, contractors:</b> To All; danger of lightning strike, resulting in death or serious injury	<ul style="list-style-type: none"> <li>Do not use the Zip wire or access the roof top in thunder storms or if forecast for that planned session period.</li> </ul>	Y	Monitor weather forecast and cancel session if required	Activity Manager & Activity Instructors	LOW

**Low** = Slight injury or minor ill health / It is highly unlikely that the harm would occur

**Medium** = Serious Injuries or significant health effects / There is a likelihood that harm may occur;

**High** = Death, major injury (RIDDOR) or irreversible health damage / There is a high likelihood that harm will occur.

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)
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 symptoms, and or death	<ul style="list-style-type: none"> <li>All staff to be trained in basic first aid. Preferably Outdoor FA</li> <li>Portable first aid kit available</li> <li>Participants to bring their own medications to the session and carry them throughout if necessary</li> <li>Any pre-existing medical conditions to be declared in advance of activity being undertaken. Consent form signed.</li> <li>Instructors to be able to rescue participants quickly and effectively – within 20minutes to avoid bruising and blood circulation problems</li> </ul>	Y Y Y Y	Staff training and competent to run session.  Instructors to be signed off by external TA and records logged.	Activity Mgr.	LOW
Incorrectly fitted PPE	<b>To All:</b> Risk of Falls, compression injuries, head/spinal injuries, cuts, death	<ul style="list-style-type: none"> <li>Safety instructions given from staff at start.</li> <li>Harnesses and helmets to be fitted and adorned before leaving the main room.</li> <li>Constant vigilance by trained leaders.</li> <li>Harnesses and helmets to be rechecked immediately before launch by instructor as part of departure checks.</li> <li>Correct harnesses and helmets fitted for participant.</li> </ul>	Y Y Y Y	Instructors to be signed off by external TA and records logged on Cinolla.	Activity Mgr.	LOW

**Low** = Slight injury or minor ill health / It is highly unlikely that the harm would occur

**Medium** = Serious Injuries or significant health effects / There is a likelihood that harm may occur;

**High** = Death, major injury (RIDDOR) or irreversible health damage / There is a high likelihood that harm will occur.

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)
Faulty Equipment	<b>To All:</b> Risk of muscle & impact damage, head/spinal injuries, death	<ul style="list-style-type: none"> <li>All equipment checked by trained leaders prior to use.</li> <li>Harnesses and helmets to be checked immediately before launch by instructor as part of final checks</li> <li>All faulty equipment to be condemned and quarantined to reduce chances of being brought back in circulation</li> </ul>	Y 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
Falling due to incorrectly attached equipment	<b>To All:</b> Risk of falling from height, impact injuries, cuts bruises, broken limbs, spinal/head injuries and death	<ul style="list-style-type: none"> <li>Group size limited to max 12 participants</li> <li>Safety brief given to all participants in the activity.</li> <li>Only competent instructors to lead activity.</li> <li>Instructors to carry out 'Final checks' before launch off zip wire.</li> </ul>	Y Y Y Y Y	Instructors to be signed off by TA and records logged on Cinolla.	Activity Mgr.	LOW
Inadequate supervision.	<b>To Participants:</b> Risk of minor injuries, cuts, abrasions.	<ul style="list-style-type: none"> <li>Ratio of leaders to participants controlled to effectively manage the group.</li> <li>Safety brief given to all participants taking part in the activity.</li> <li>Ask teachers/ adults to help supervise the group.</li> <li>Area defined for safety zone for waiting participants</li> <li>Care taken whilst ascending and descending staircases to avoid falls</li> </ul>	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

**Low** = Slight injury or minor ill health / It is highly unlikely that the harm would occur

**Medium** = Serious Injuries or significant health effects / There is a likelihood that harm may occur;

**High** = Death, major injury (RIDDOR) or irreversible health damage / There is a high likelihood that harm will occur.

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)
Falling from height	<b>To All:</b> Cuts, bruises, impact injuries, head/spinal injuries, death	<ul style="list-style-type: none"> <li>▪ Safety systems in use for all aspects of the zip wire experience from ascent to descent.</li> <li>• Only competent, trained staff to access the zip wire. To be signed off by TA.</li> <li>▪ Instructors PPE cross checked by another qualified instructor before access.</li> <li>• PPE checked in line with Operating Procedure</li> </ul>	Y Y Y Y	Instructors to be signed off by external TA and records logged on Cinolla.  PPE checks to be logged on Papertrail	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 and spinal damage	<ul style="list-style-type: none"> <li>▪ Full co-operation from group leaders in group control and discipline.</li> <li>▪ Clear instructor briefing</li> <li>▪ Instructor to remain vigilant and repeat instructions before launch</li> <li>▪ Participants reminded about hand placement and head movement before every departure.</li> </ul>	Y Y Y Y	Instructors to be signed off by TA and records logged on Cinolla.	Activity Mgr.	LOW
Entrapment in the ropes/Lanyard and or Pulley	<b>To All:</b> Risk of hair, hands or neck being caught in rope/lanyard or pulley causing cuts, abrasions, lacerations, bruising, spinal damage, death	<ul style="list-style-type: none"> <li>• Ensure all hair is tied back and not able to get into trolley.</li> <li>• Ensure the lanyards are too long for participants to be able to reach up and touch with hands.</li> <li>• Safety Lanyards to be slack enough that no chance of forming loop that can go around neck and tighten upon hitting the brake</li> <li>• Instruct participants to either hold both lanyards or none at all</li> </ul>	Y Y Y Y	Instructors to be signed off by TA and records logged on Cinolla.  Instructors to check lanyards are correct length.	Activity Mgr.	LOW

**Low** = Slight injury or minor ill health / It is highly unlikely that the harm would occur

**Medium** = Serious Injuries or significant health effects / There is a likelihood that harm may occur;

**High** = Death, major injury (RIDDOR) or irreversible health damage / There is a high likelihood that harm will occur.

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)
Brake does not engage and hit lower platform	<b>To All:</b> Risk of impact injuries, spinal/head injuries, cuts abrasions and death	<ul style="list-style-type: none"> <li>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.</li> <li>Only once this command has been reciprocated is the person able to leave the pole and descend the zip wire</li> <li>Pre-use Checks of the equipment to ensure in working order.</li> <li>PPE checks make of all equipment in accordance with operating procedure</li> <li>All participants are weighed before activity to avoid participants whom are too heavy to take part.</li> <li>Emergency Brake in place.</li> </ul>	Y Y Y Y Y	Instructors to be signed off by external TA and training records logged on Cinolla.  PPE checks to be logged on Papertrail  Pre-use Checks to be recorded and logged on Papertrail	Activity Mgr.	LOW
Hitting Centre building retaining wall	<b>To All:</b> Risk of impact injuries to legs, broken ankles, legs.	<ul style="list-style-type: none"> <li>Tall participants to go on dedicated zip line with greatest clearance from building wall</li> <li>Tall participants to be instructed to tuck into ball until cleared the building</li> </ul>	Y Y	Instructors to be signed off by external TA and records logged on Cinolla.	Activity Mgr.	LOW
Poor Light/bad weather affecting visibility	<b>To All:</b> Risk of poor communication between instructors leading to major injury and or death	<ul style="list-style-type: none"> <li>Session ended if conditions become unsafe, i.e. visibility poor or too cold, and reschedule for better light.</li> <li>Activity not permitted after 6pm due to planning constraints.</li> <li>Walkie talkies in use between instructors on platforms.</li> </ul>	Y Y Y	Walkie-talkies required on session by both instructors	Instructors	LOW

**Low** = Slight injury or minor ill health / It is highly unlikely that the harm would occur

**Medium** = Serious Injuries or significant health effects / There is a likelihood that harm may occur;

**High** = Death, major injury (RIDDOR) or irreversible health damage / There is a high likelihood that harm will occur.

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)
Deliveries/ vehicles in the driveway	<b>To All:</b> Risk of being involved in traffic incident leading to crush injuries, head/spinal damage, cuts, abrasions, and or death.	<ul style="list-style-type: none"> <li>▪ Safety talk at the start about the potential deliveries / vehicles using the driveway</li> <li>▪ Instructors to check if expecting any deliveries on day</li> </ul>	Y Y	Instructors to check if any deliveries that day.  Instructors to be trained in delivering safety brief. Training to be logged on Cinolla	Instructor  Activity Mgr.	LOW

**Risk Assessment checked by H&S or Line Manager**

Name: Steve Turner CEO

Date: 9<sup>th</sup> April 2021