Team Building /Leadership Challenge Risk Assessment - Management Plan

Activity Content

Team Building and Leadership Challenge are adventure based learning activities that require the team to work together to solve a problem or complete a challenge.

Team building activities require you to work as a team to be successful. Exploring concepts such as communication, problem solving, initiative and responsibility.
Leadership challenge activities will test the group's idea of what leadership is and what it isn't through practical team initiatives. These activities are similar to low ropes.

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

Personal Protective Equipment used	Helmets - A Frame
Overall Safety	Overall activity safety is the responsibility of the staff members facilitating the activity. At any point during the activity they can choose to stop or cancel the activity due to safety concerns. At any time, they can contact the Activity Manager for assistance.
Ratios	Minimum 15 participants, Maximum 20 participants. Staff: 1 Activity Supervisor and 1 Outdoor Specialist

Name	Date	Signature

Specific Task/ Activity	Potential Hazards associated with the specific task/ activity	Risk Score before Controls	Control Measures	Risk Score after controls	Additional Controls Required
Set up and pack up	Carrying equipment inappropriately causing Manual Handling Injury	3	Staff are aware to only carry what they can safely carry Activity Log Staff can ask for help if required Incident Report Staff Training	5	None
Participating in Activity	Falling off Activity Props: Logs, Planks, A Frame, Platform causing injury to participant	3	Monthly Activity and Equipment Checks Appropriate location for activity chosen First aid kit Staff training Enclosed shoes Staff trained in First Aid Appropriate Spotting briefed and supervised when required Appropriate supervision, facilitation and briefing of activity Emergency Procedure	5	None
	Participant/ Staff member slipping/ trip/ walking into/ falling on equipment props, structure, branches, trees causing injury	3	Monthly Activity and Equipment Checks Appropriate location for activity chosen First aid kit Staff training Enclosed shoes Staff trained in First Aid Appropriate supervision, facilitation and briefing of activity Emergency Procedure	5	None

Specific Task/ Activity	Potential Hazards associated with the specific task/ activity	Risk Score before Controls	Control Measures	Risk Score after controls	Additional Controls Required
	Inappropriate spotting causing injury to participant due to falling	2	Monthly Activity and Equipment Checks Appropriate location for activity chosen First aid kit Staff training Enclosed shoes Staff trained in First Aid Appropriate supervision, facilitation and briefing of activity Appropriate Spotting briefed and supervised when required Appropriate partnering of participants with consideration of weight differences Emergency Procedure	5	None
	Inappropriate spotting technique or weight of participant to spotter causing injury to spotter	2	Monthly Activity and Equipment Checks Appropriate location for activity chosen First aid kit Staff training Enclosed shoes Staff trained in First Aid Appropriate supervision, facilitation and briefing of activity Appropriate Spotting briefed and supervised when required Appropriate partnering of participants with consideration of weight differences Emergency Procedure	5	None

Specific Task/ Activity	Potential Hazards associated with the specific task/ activity	Risk Score before Controls	Control Measures	Risk Score after controls	Additional Controls Required
	Inappropriate carrying of participant causing injury to participant	2	Monthly Activity and Equipment Checks Appropriate location for activity chosen First aid kit Staff training Enclosed shoes Staff trained in First Aid Appropriate supervision, facilitation and briefing of activity Appropriate Carrying briefed and supervised when required Appropriate partnering of participants with consideration of weight differences Emergency Procedure	5	None
	Client becomes anxious about activity	3	Staff facilitates activities valuing emotional safety of participant Briefing outlines challenge by choice principles	5	None
	Participants accidently or deliberately inappropriately touching one another	3	Appropriate supervision, facilitation and briefing of activity Awareness of group dynamics and selection of appropriate activity or modification of activity due to emotional maturity of group	5	None
	Equipment failure causing injury to participant	4	Monthly Activity and Equipment Checks First aid kit Staff training Enclosed shoes Staff trained in First Aid Emergency Procedure	5	None

Specific Task/ Activity	Potential Hazards associated with the specific task/ activity	Risk Score before Controls	Control Measures	Risk Score after controls	Additional Controls Required
	Tree branch falling on participant or staff member causing injury or death	2	Monthly Activity and Equipment Checks Appropriate location for activity chosen considering weather Arborist Audit of trees First aid kit Staff training Staff trained in First Aid Emergency Procedure Severe Weather Procedure	3	None

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

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

Date of Risk Assessment: 15th June 2017 Date of Review: May 2018

Risk Assessment Matrix

Likelihood	Consequences 2. How likely is it that someone will be harmed?			
1. How severely could it hurt someone or how ill could it make someone?	**very likely** Could happen any time (extreme)	**likely** Could happen some time (moderate)	**unlikely** could happen, but very rarely (moderate)	**very unlikely** Could happen, but probably never will (low)
Kill or cause permanent disability or death	**1**	**1**	**2**	**3**
Long term illness or serious injury	**1**	**2**	**3**	**4**
Medical attention and several days off work	**2**	**3**	**4**	**5**
First aid needed	**3**	**4**	**5**	**6**

The numbers can help to show you: How severe the risk is;

- Whether any existing control measures are effective;
- What action you should take to control the risk; and
- How urgently the action needs to be taken.

The most severe risks are rated 1. These risks must be controlled immediately.

The least severe risks are rated 6. These risks should also be controlled but it is less urgent.

Legend

1	Extreme risk; deal with the hazard immediately
2, 3 and 4	Moderate risk; deal with the hazard as soon possible
5 and 6	Low risk; deal with the hazard when able.