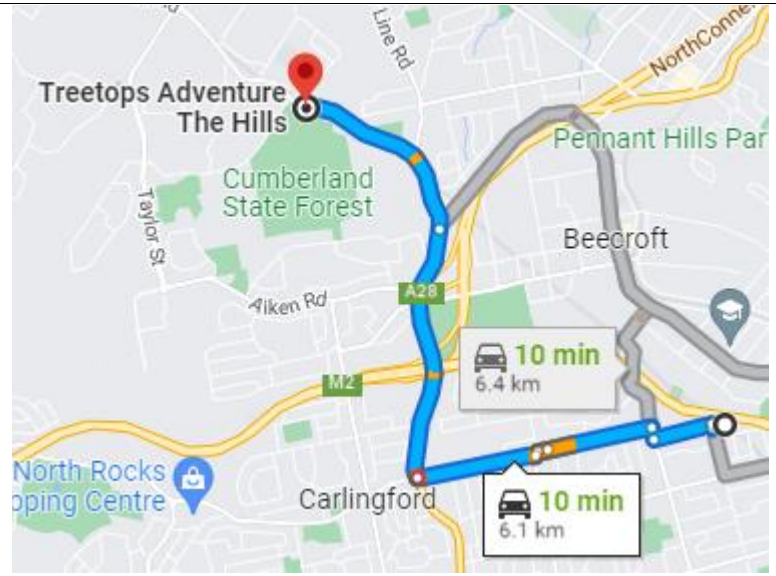




Excursion details:			
Date(s) of Excursion	12/04/2022	Excursion destination/address:	Cumberland State Forest, 95 Castle Hill Rd, West Pennant Hills NSW 2126
Departure and arrival times	Depart Centre:	Arrival:	Departure : Arrive back at Centre:
Proposed activities	High ropes and zipline courses.		Water hazards? Yes/No If yes, detail in risk assessment below.
Method of transport, including map of proposed route	<p>Bus</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>📍 Epping Heights OSHC</p> <hr/> <p>Head north on Kent St towards Wycombe St 33 m</p> <hr/> <p>Turn left onto Wycombe St 450 m</p> <hr/> <p>Turn right onto Midson Rd 96 m</p> <hr/> <p>Turn left onto Plympton Rd 850 m</p> <hr/> <p>Turn right onto N Rocks Rd 81 m</p> <hr/> <p>Turn left to stay on N Rocks Rd 37 m</p> <hr/> <p>At the roundabout, take the 2nd exit and stay on N Rocks Rd 1.0 km</p> <hr/> <p>Turn right onto Cumberland Hwy/Pennant Hills Rd/A28 2.1 km</p> <hr/> <p>Turn left onto Castle Hill Rd 1.6 km</p> <p>i Destination will be on the left</p> <hr/> <p>📍 Treetops Adventure The Hills, Cumberland State Forest, 95 Castle Hill Rd, West Pennant Hills NSW 2126</p> </div>		



Name of excursion co-ordinator	Adam Pearson or Zoe Hanna		
Centre Contact Details	Landline: 0298690602	Mobile: 0459883456	
Number of children attending excursion	Intended: 75	Number of educators/parents/volunteers	7
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10 (1 Extra educator if there are children with disability/special needs)		
Procedures for: <ul style="list-style-type: none"> - Leaving the centre - Entering and exiting the bus - Entering the venue - Leaving the venue - Entering and exiting the bus - Returning to the centre 	<ul style="list-style-type: none"> - A roll call is conducted prior to the children leaving the EHOSHC building. The responsible person is to ensure they know the number of children who are in our care. - Children are encouraged to go to the bathroom before leaving, an educator remains at toilet block until all children have finished - Children are lined up in the playground and walked in 2 lines. Educators positioned at front, middle and ends of group - Two educators count the children onto the bus. 		

<p>Including accounting for children at all times.</p>	<ul style="list-style-type: none"> - A roll call is conducted before the bus departs, with another educator conducting a headcount of all children on the bus. - As we alight from the bus a headcount is conducted. The bus is checked for any remaining children and items. - We then walk to our destination, with the educators working to ensure the children stay within the group at all times. An educator is stationed at the front, leading all the children to the destination, another at the back to ensure all children are safe and others spaced out throughout the middle of the group. - On arrival at our destination a headcount is conducted. - Educators are to ensure that they have knowledge of where the children are at all times. - Prior to exiting the venue another headcount is conducted. - We then walk to our bus, with the educators stationed at the front, middle and back of the group leading all the children to the destination, to ensure all children are safe. - Two educators count the children onto the bus. - A roll call & headcount is conducted before the bus departs. - When the bus stops to let us off a headcount is conducted as the children alight. The bus is checked for any remaining children and items. - We then walk to the Centre, where a roll call & headcount is conducted.
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Excursion checklist

<input type="checkbox"/> First aid kit	<input type="checkbox"/> Excursion Bag & Children’s medication
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Walkie Talkies
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> Medical information for each child	<input type="checkbox"/> Other items, please list

Hazard identified	Risk Rating (use matrix)	Elimination/control measures	Who	When
Slips, trips, falls, collisions	Moderate	<ul style="list-style-type: none"> - Walk children in 2 lines in close groups - Educators positioned at front, middle and ends of groups - Educators to encourage children to tie up shoes laces and assist if required 	All Children	Entering bus/leaving bus & During excursion
Extreme Weather conditions (including heat stress, sun burn, storms, high winds), Fire / floods, emergency crisis/situation	Moderate	<ul style="list-style-type: none"> - Seek shade/shelter where appropriate - Give time for children to be calm, safe, and secure - Leave excursion if extreme weather conditions or any critical emergencies 	All Children & Educator	While at Excursion
Missing Child/absconding	Moderate	<ul style="list-style-type: none"> - Walk children in 2 lines in close groups and educators positioned at front, middle and ends of groups - Constant head counts, and checking on children - Educators to communicate with one another and the children - Maintain staff to child ratio 1:10 	All Children	Leaving/entering the bus & At the Excursion/transitioning to other areas
Anaphylactic reaction/allergies	Moderate	<ul style="list-style-type: none"> - First aid Kits/ EpiPen's on hand - Regularly update information of children with anaphylaxis/allergies/intolerances and cultural requirements. - Ensure each educator and volunteer is aware of the medical and dietary list/info of each child. 	Children with Allergies	Throughout the day

		<ul style="list-style-type: none"> - Staff are trained in First aid, anaphylaxis and allergy awareness. - Asthma and anaphylaxis medication has been taken on the excursion, and their plans are followed in the event of a reaction/asthma attack 		
Using the toilets/public toilets & hand washing/hygiene	Moderate	<ul style="list-style-type: none"> - An Educator to check toilet areas for any hazards before children enter - If the gender of that educator is not able to check the toilets. Send 2x older more responsible children to check whilst the educator waits right outside of toilet area - Children to go in small groups of same gender - Regular head counts and roll calls - Educators to walk children in groups at a time and remain near toilet block area until children have finished - Children to always communicate with educators about going to and from the toilets. - Multiple toilets are located around the Island 	All Children	At the Excursion
Choking, illness, vomiting	Moderate	<ul style="list-style-type: none"> - Have sickness bags available on the bus - Ensure children do not eat or drink on the bus - Ensure children are seated down whilst eating or drinking - All staff trained in first aid 	All Children	On the Bus & While eating/drinking
Falling from a height	Moderate	<ul style="list-style-type: none"> - Children will be given a safety talk at the start of the excursion. - Helmets and harnesses will be fitted properly for each child who attempts the course. - The high rope courses are secured with netting. 	All Children	During excursion
Branches or trees falling	Moderate	<ul style="list-style-type: none"> - Grounds are maintained and the council have tree management controls in place, ensuring unstable trees are removed. 	All Children	During excursion

High ropes, ziplines or climbing structures collapsing	Moderate	<ul style="list-style-type: none"> - The treetops team have daily, monthly, and annual inspections of all equipment, gear and courses. 	All Children	During excursion
Drowning in nearby creeks or ponds	High	<ul style="list-style-type: none"> - Children will be supervised, and staff will ensure that children stay within the designated area. - Staff ratio of 1:10 will be maintained - All staff trained in first aid. 	All Children	During excursion
Covid- 19 Illness, infections, hospitalisation, death of child/educator/adult	Moderate	<p>Ensure Educators & Families are aware of our Covid-19 Policy & procedure</p> <p>Maintain communication between NSW Health department, Department of Education, ECED and any other relevant organisation in relation to Covid-19</p> <p>Ensure information of Covid-19 and any practices are updated as new information becomes available</p> <p>Ensure all such important information and factsheets are available & /or displayed for educators /parents /families and visitors to view</p> <p>Educators & families are updated with any new information / updates on Covid-19</p> <p>Ensure that when adults enter the service, they practice social distancing, cleaning of hands. That they enter and exit solely to drop off or collect their child</p> <p>Ensure that there are no children, educators or adults that enter the premises if they have been in contact with anyone that has had COVID-19 symptoms or are currently displaying any related symptoms</p> <p>If children or adults present during the day as unwell, they will be set aside from others. For a child: their parent will be contacted to collect them as soon as possible. For an adult:</p>	<p>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	Throughout the whole day

		<p>they will be asked to leave the centre to seek further medical advice.</p> <p>All adults/Visitors/volunteers are to adhere to all Covid-19 rules and practices as per prescribed from the NSW government</p> <p>Children will be given regular hand washing routines throughout the day, dependant on activity and what they are exposed to</p> <p>Antibacterial wipes, hand soap, paper towels and hand sanitiser will be available to all that enter/use the premises.</p> <p>Educators are strongly recommended to wear PPE including gloves & face masks where necessary</p> <p>Educators are to ensure supervision of children using hand sanitiser (as it is alcohol-based)</p> <p>A routine cleaning list is created in the centre and all educators are to complete the cleaning tasks and schedule.</p> <p>Educators are given opportunity to reflect and bring about new information in relation to our Covid-19 practices</p>		
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Plan prepared by: Brittany McPherson	Date: 31/03/22
Communicated to: All Staff on the day & Families (via website, and printed in centre)	
Venue and safety information/risk assessment/COVID-19 safety reviewed and attached:	
Yes / No	
Comment if needed:	
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.	

Risk Matrix						
		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High



**RISK ASSESSMENT & SAFE WORK METHOD STATEMENT
OPERATION OF TREETOPS SYDNEY THE HILLS
CUMBERLAND STATE FOREST, WEST PENNANT HILLS NSW 2125**

**RISK ASSESSMENT
&
SAFE WORK METHOD STATEMENT**

for the

Operation of



At

**Cumberland State & National Forest
West Pennant Hills NSW 2125**

**DOCUMENT PREPARED &
APPROVED BY:**

This document has been prepared in consultation with TreeTops and Ecoline Management, using experience gained from the Operation of TreeTops and includes any additional risks identified and control measures implemented since previous issue.

Jannet Hamilton Safety Manager, 28th May 2018
Ecoline & TreeTops

DESCRIPTION OF ACTIVITIES - The Operation of TreeTop Adventure Park Sydney The Hills - High Ropes Courses & Merchandising

Note: Throughout the document the following abbreviations may be used for TreeTops = TT; TreeTop Adventure Park = TTAP

TreeTops is operated in accordance with the Australian Standard AS 2316.2.2:2016 - Artificial Climbing Structures & Challenge Courses – Part 2.2 Flying Foxes & challenge ropes courses – Operations requirements (EN 15567-2 :2007 MOD), and European Standard EN 15567-2 :2016 - Sports & Recreational facilities -Ropes Courses – Part 2: Operation requirements. TreeTop Adventure Park was built and is maintained by Ecoline Pty Ltd in accordance with the European Standards NF EN 15567-1Sports & Recreational Facilities - Ropes Courses -Part 1 Construction & Safety Requirements and/or Australian Standard AS 2316.2.1:2016 Flying Foxes & challenge ropes courses – Construction & Safety Requirements (EN 15567-1 :2007 MOD) TreeTops activities offer a unique and safe way to move from tree to tree along a series of Hire Rope Obstacle Courses

Participant's enjoyment is derived in part from the inherent risk of participation. These risks are controlled by the use of safety & protective equipment (PPE), detailed training & assessment, safety controls that must be followed and monitored by TreeTops Instructors; regular inspections of High Rope Courses and Personal Protective Equipment used by Team Members and Participants. TreeTops offers a recreational activity which provides all participants with the opportunity for an active lifestyle, personal challenges, team bonding opportunities, family bonding and increased health and fitness. These activities include: -

High Ropes Obstacle Courses – Personal Protective Equipment (PPE) must be used by all participants and Team Members at all times

Participants and Team Members must remain attached to the safety line at ALL times while on courses

Each course is customized and designed to move from tree to tree on a series of different challenges with graded difficulty throughout each course.

Participants need to undergo a briefing with assessment before being allowed to start the activities.

- **5 Children courses** (White 1, White 2, Yellow, Orange, and Purple) designed for children aged 3 to 9 and approved for up to 100kg child participants. Participants wear a helmet and harness. A continuous belay safety system is used on all children's course, a device attached by a lanyard to the harness that is slid through the cable at the beginning of the course and cannot be detached from the cable until the course is finished (unless detached by an instructor using a special tool).
- **5 Junior/Adult High Rope courses** (Green, Blue, Red, Black and Practice) set in the treetops using a self-belay safety system. Each course offers a different graded level of difficulty. Participants wear a full body harness that has 'clic-it' connectors that are composed of two connectors with lanyards and another lanyard with an EcoGlider (flying fox) pulley. Clic-It connectors are designed to prevent accidental double disconnection. Clic-It utilises a synchronized locking/unlocking system, which is fitted with a mechanism preventing one connector from being opened if the other one is already opened, each connector is fitted with an anchor point sensor system preventing it from being hooked onto a device not made of steel (magnetisable).
- **Team Members** wear a TTAP Team Member Harness with two double action carabineers fixed by 2 lanyards and 1 stop gate carabineer attached with an adjustable lanyard, and another lanyard with the EcoGlider (flying fox pulley) attached or Team Member harness that is equipped with a Double Lanyard with two Carabineers and Lanyard with Pulley;

RISK ASSESSMENT MATRIX Note: The language and assessment are necessarily subjective. It is not intended to be rigidly applied.

Table 1 – Measures of Consequence or Impact	Level	Descriptor	Detailed Description
	1	Insignificant	Minimal, if any, negative impact
	2	Minor	Possible risk of minor injury and/or loss of confidence by participant/s.
	3	Moderate	Risk of minor injury to Team Members or park users.
	4	Major	Risk of serious injury to Team Members or park users.
5	Catastrophic	Risk of serious injury, possible loss of life to Team Members or park users.	

Table 2 – Measures of Likelihood	Level	Descriptor	Description
	A	Almost certain	The event is expected to occur in most circumstances. Is likely to occur on a regular basis.
	B	Likely	The event will probably occur more than once every year.
	C	Possible	The event might occur at some time and has happened before under certain conditions.
	D	Unlikely	Although the event could occur at some time under certain conditions, no record of previous occurrence.
E	Rare	The event could only occur under exceptional circumstances. No record of previous occurrence.	

Table 3 – Risk Ranking Matrix			Consequences				
	Risk Levels	Likelihood	Level 1 Insignificant	Level 2 Minor	Level 3 Moderate	Level 4 Major	Level 5 Catastrophic
	A	Almost certain	L	M	H	E	E
	B	Likely	L	M	H	E	E
	C	Possible	L	M	M	H	H
	D	Unlikely	N	N	L	M	H
E	Rare	N	N	N	L	M	

Table 4* – Level of Risk & Action required *Note: The actions detailed in Table 4 are indicators only and are not intended to be exhaustive	Level	Description	Action required
	E	Extreme	Course not to be used under any circumstances. Inform management. Review to be undertaken with the aim of either reducing the risk or permanently removing the activity.
	H	High	Act immediately to mitigate the risk. Either eliminate, substitute, implement engineering control measures, instigate administrative controls, or Personnel Protective Equipment. Course not to be used or activity not to be done until mitigation measures reduce risk.
	M	Medium	Responsibility for monitoring and managing the risk must be specified and the activity reviewed on a regular basis with the aim of reducing the risk.
	L	Low	Managed by routine procedures
N	Negligible	No action required except for periodic review	

Hierarchy of Controls identified may be a mixture of the hierarchy in order to provide minimum operator exposure.

Elimination	Eliminate the hazard.
Substitution	Provide an alternative that is capable of performing the same task and is safer to use.
Engineering Controls	Provide or construct a physical barrier or guard.
Administrative Controls	Develop policies, procedures practices and guidelines, in consultation with employees, to mitigate the risk. Provide training, instruction and supervision about the hazard.
Personal Protective Equipment	Personal equipment designed to protect the individual from the hazard.

MEMBER OF INDUSTRY ASSOCIATIONS	<p>Ecoline is a member of the following Associations which allows for always being up to date with the latest safety & operational developments of activities in the Industry: -</p> <p>Outdoors NSW – (formerly known as ORIC) is recognized as the Peak Body for the Outdoor Recreation Industry in New South Wales, representing the interests of outdoor recreation users in NSW, and assisting the outdoor recreation and education community by providing representation, information, services, resources and training.</p> <p>AALARA – Australian Amusement, Leisure & Recreation Association. AALARA is the peak Australian national body for the amusement, leisure and recreation industry. Its aim is to educate & train members to achieve standards of excellence and professionalism in business ethics, operations and practices; being a relevant source of information on industry trends and statistics in the business of fun.</p> <p>SNEPA - French Tree Rope Courses Operator Association.</p>
LEGISLATIVE REQUIREMENTS	<p>Acts, Regulations, Codes of Practice, International and Australian Standards and Guidelines applicable to the Construction & Operational activities of TreeTop Adventure Park, Sydney The Hills</p> <p>Refer Ecoline Legislative Requirements in 7.4 of TreeTops Cloud</p>
RESPONSIBILITIES MANAGING DIRECTOR (PCBU)	<p>Operating TreeTops in compliance to Work Health & Safety legislation, and holds the position of PCBU</p> <p>Operating TreeTops in compliance with AS 2316.2.2:2016 – Artificial Climbing Structures & Challenge Courses – Part 2.2 Flying Foxes & challenge ropes courses – Operations requirements and/or EN 15567.2: 2015 – Sports & Recreational Facilities – Ropes Courses – Operational Requirements</p> <p>Platform; Ropes Courses & Challenges design specifications and drawings;</p> <p>Instigate annual inspections and follow through with recommendations by external inspectors – Arborist, WorkCover High Risk Licensed Advanced Rigger, Structural Engineer</p> <p>Provide Personal Protective Equipment and a safe place of work for all TreeTops team members and participants.</p> <p>Management Review processes including review of risk controls and corrective & preventive actions</p> <p>Other responsibilities as outlined in other Procedures</p>
RESPONSIBILITIES OPERATIONS MANAGER	<p>Training TreeTops Managers</p> <p>Ongoing assessment of all Assistant Managers and Managers</p> <p>Assessment of the safe operation of TreeTops (including procedural review)</p> <p>Review that risk controls are adequate</p> <p>Management review processes including corrective and preventive actions and review that risk controls are adequate</p> <p>Other responsibilities as outlines in other procedures and Operations Job Description</p>
RESPONSIBILITIES MAINTENANCE MANAGER	<p>Conduct Level 3 Inspections of all TreeTops Adventure Park every 6 months and record on Inspection & Maintenance Log</p> <p>Conduct required maintenance to challenges/ courses/ rides, as required and record on Inspection & Maintenance Log</p> <p>Conduct (or out-source) ‘competent person’ required inspections on PPE and common use fall arrest equipment at required intervals, and record on PPE/Equipment Log</p> <p>Conduct training as required for Level 2 Inspections, Advanced Maintenance and Rescue Training, conduct Rescue re-assessments as scheduled</p> <p>Maintenance of Clic-It & EcoZip devices</p> <p>Annual Inspection of RodeoStop devices</p> <p>Management review processes including corrective and preventive action and review that risk controls are adequate</p> <p>Other responsibilities as outlined in other Procedures and Maintenance Manager Job Description</p>
RESPONSIBILITIES SAFETY MANAGER	<p>Provide Site Specific Documentation, including (but not limited to) Risk Assessment & Safe Work Method Statements, Environmental Management Plan, Emergency Hazard Identification, Emergency Management Plan, Inspection & Test Plan, Site Specific Safety Management Plan</p> <p>Internal Auditing of TreeTops for compliance to all Standard Operating Procedures and Safety Procedures</p> <p>Management Review process of accidents and incidents</p> <p>Management review processes including corrective and preventive action and review that risk controls are adequate</p> <p>Other responsibilities as outlined in other Procedures and Safety Manager Job Description</p>

<p>RESPONSIBILITIES</p> <p>TreeTops Park Manager & TreeTops Park Assistant Manager</p>	<p>The TreeTops Manager is responsible for</p> <ul style="list-style-type: none"> -Implementing the policies, Standard Operating Procedures and Safety Procedures of TreeTop Adventure Park -Report to the Operations Manager and Managing Director. -Controlling reservations and confirmation of bookings for TTAP -Rostering of sufficient competently trained personnel to be assigned on each day -Managing, recording and reporting all aspects of the park including safety of people, security and maintenance of assets -Conduct Site Inductions (Safety & Environmental) for all TreeTops Park Personnel -Assess Instructors delivery and dialogue content of participant training & assessments given. -Effect any emergency rescues or assist in the 'rescue' from course when participants cannot continue a challenge (or deputise another trained Instructor to do) -Perform daily Inspections (or deputise another competent person to do) on Courses (Level 1 or Level 2). -Record all maintenance conducted on Courses on Inspection & Maintenance Log -Perform rigorous visual check and maintenance of individual safety equipment and of the general structure. -Maintain safety equipment in good working order. -Attach 'Out of Service' tags on any equipment that potentially is unfit to use and place in quarantine box for further inspection by competent person. -Record any out of service equipment on PPE/Equipment Log and arrange for removal from Site for repair or disposal. -Reconciliation of TTAP daily takings – including merchandise -Operate the Park in a safe manner, following all safety rules -Maintain First Aid training certification & control First Aid kits -Hazard identification & implement recommended actions, and communicate to all TreeTops Personnel, Operations Manager & Safety Manager -Management Review Processes -Practice Emergency drills -Final decision maker as to when a course or the TreeTops Park is to be temporarily closed due to a severe weather event. -Incident controller in event of emergency -Other responsibilities as outlined in other Procedures and Park Manager Job Description 	
<p>RESPONSIBILITIES</p> <p>TreeTops PARK PERSONNEL</p> <ul style="list-style-type: none"> • Senior Instructor • Level 2 Instructor • Level 1 Instructor • Trainee • Front Office 	<p>Instructors are responsible to:</p> <ul style="list-style-type: none"> -Work in compliance to the TreeTops Standard Operating Procedures and Safety Procedures -Work within their Training Level of Competency, as detailed in Training Manual -Follow all Safety Rules -Comply with Risk Assessment & Safe Work Method Statements; Environmental Management Plan, Emergency Management Plan and Procedures -Run the day to day activities as per level of Instructor Training attained. -Rigorous visual check and maintenance of individual safety equipment and of the general structure as PPE returned from use. -Brief/Train & assess the Participants/participants -Conduct Course surveillance and assist Participants as required -Control the equipment & ensure participants follow safety rules at ALL times – stay vigilant -Master different tasks and techniques of emergency evacuation -Follow all safety rules, all safety controls in this document and documented elsewhere, apply to TreeTops Personnel as well as Participants -Hazard Identification and communication to TreeTops Manager or Ecoline's Operations or Safety Manager of new hazard -Practice emergency drills -Other responsibilities as outlined in other Procedures and Instructor Job Description 	
<p>FOR MORE DETAILS, REFER TO</p> <p>TreeTops EMERGENCY MANAGEMENT PLAN in RED EMERGENCY FOLDER/BOX</p>	<p>LIST LOCATION OF NEAREST</p> <p>Emergency Services</p> <p>First aid on site:</p> <p>Nearest Hospital:</p> <p>Phone/radio:</p> <p>Fire extinguishers</p> <p>Muster points</p>	<p>Emergency Management Plan will be displayed on Site with more details than following</p> <p>000 Ambulance, Fire, Police</p> <p>First Aid Kit in Site Office – Also located under A+J courses when participants present Trained First Aider on site at all times TreeTops Park Duty Manager and/ or Instructor (Level 2 and above) to hold current First Aid Training certificate</p> <p>Hornsby Ku-ring-gai Hospital, Palmerston Road, Hornsby NSW 2077 Ph.: 02 9477 9123</p> <p>Landline: Mobile Two-way Channel – 55 -5</p> <p>In Site Office</p> <p>People Near TreeTops Office – Nursery; People on Course – In Grassy Area</p>

ALL PARTICIPANTS – STAFF & PARTICIPANTS	TreeTops-PARK MANAGER, & INSTRUCTORS (TTAP)	TREETOPS HIGH ROPES COURSES	
		Children under 10 years	Other Participants >10 years
PLANT & EQUIPMENT REQUIRED	Mobile Phones Computers - With Wireless Broadband Rope Cutter; Tools to disconnect Coudou continuous belay system device Two-way Radios for Communication on site First Aid Kit; Fire Extinguisher Battery operated drill; Rescue Equipment	ALL children <10yrs must be attached to a continuous Belay System at ALL times by the EcoTrack Trolley	PPE as listed below
PPE REQUIRED TO BE WORN BY PPE is fitted by Trained TreeTops Instructors. Note: No jewellery to be worn by any Team Members or Participants – tape over face and belly piercings, or jewellery that cannot be removed Note: If items of clothing (or harness) are removed during session, harness fitting must be checked by instructor prior to returning to course/s	TTAP Team Members <ul style="list-style-type: none"> - TTAP Team Member Harness; - 2 double action carabineers fixed by 2 lanyards and - 1 stop gate carabineer attached with an adjustable lanyard, and another lanyard with the EcoGlider (flying fox pulley) attached. <ul style="list-style-type: none"> - TreeTops cap when on ground - Suitable Clothes, including TT uniform/top - Wet weather clothes If required - Enclosed Shoes to Be Worn * Optional PPE <ul style="list-style-type: none"> - Sunscreen, Insect Repellent, - Hairnet, Gloves, - Long Sleeve Baggy Shirt & Sleeves (when conducting Level 1 inspections). 	Mandatory PPE <ul style="list-style-type: none"> - Junior /Child Full Body Harness - Lanyard - Children’s Helmet - EcoTrack Trolley- Continuous Belay System OWN PPE <ul style="list-style-type: none"> - Enclosed Shoes - Suitable Clothes Optional PPE <ul style="list-style-type: none"> - Sunscreen; Insect Repellent - Hair Net, Gloves - Wet weather clothes If required 	Mandatory PPE <ul style="list-style-type: none"> - Full body Harness - Coudou Zaza2 Safety - Helmet - EcoGlider Pulley & Lanyard. OWN PPE <ul style="list-style-type: none"> - Enclosed Shoes - Suitable Clothes Optional PPE <ul style="list-style-type: none"> - Sunscreen; Insect Repellent - Hair Net, Gloves - Wet weather clothes If required
TRAINING & ASSESSMENT REQUIRED	Mandatory Pre-employment check: - Working with Children Check Clearance, and ongoing clearance renewed, before expiry; First Aid Certificate TreeTops Instructor Training including all applicable Procedures Site Inductions Risk assessment & Safe Work Method Statement; Environmental Induction – Environmental Management Plan; Emergency Management Plan Emergency Training & Drills Re-Assessments conducted on various instructor training modules Must follow site safety rules at ALL times	Children’s supervising adult to attend safety briefing as well participating child Safety Briefing including: - Responsibilities; Correct use of PPE Activity Rules Training & Assessment of lesson Must follow site safety rules at ALL times	Safety Briefing including: - Responsibilities; Correct use of PPE Activity Rules Training & Assessment of lesson Must follow site safety rules at ALL times

<p>QUALIFICATIONS</p> <p><i>Note: There is no WorkCover accredited course for this activity</i></p>	<p>TreeTops PARK MANAGER & ASSISTANT MANAGER</p> <p>TreeTops Park Managers to be deemed competent by Managing Director or Operations Manager</p> <p>Hold current certificate “Apply First Aid” Maintain a Working with Children Check clearance</p>	<p>PARK PERSONNEL- Instructors</p> <p>TreeTops in-house Training is conducted by TreeTops Park Managers. The TreeTops Maintenance Manager conducts training for Inspections, Maintenance and Rescues. Completed & Assessed to different Levels of Instructor Training & competencies</p> <ul style="list-style-type: none"> - MOD - Senior Instructor - Level 2 Instructor - Level 1 Instructor - Trainee <p>All Instructors to maintain a current Working with Children Check and hold a current First Aid Certificate</p>
<p>ADVENTURE PARK</p>	<p>TreeTops has been built and is to be maintained in accordance with the European standards NF EN 15567-1 Sports and Recreational Facilities - Ropes Courses - Part 1: Construction and Safety Requirements and/or Australian Standard AS 2316.2.1:2016 Flying Foxes & challenge ropes courses – Construction & Safety Requirements (EN 15567-1 :2007 MOD)</p> <p>Risk Assessment and Safe Work Method Statement for the Design & Construction of TreeTop Adventure Park is to be used by construction or maintenance personnel when significant maintenance to TTAP is conducted or when course is being modified or extended.</p> <p>Inspection & Test Plan - nominates all inspections required, their frequency and the last and next inspection due dates.</p> <p>Maintenance Activities include maintenance of existing Platforms & High Wire Rope Courses & Challenges, & Cables, and installation of new activities.</p>	
<p>PERMIT & INSURANCES REQUIRED TO OPERATE TREETOPS AT SEALY LOOKOUT, ORARA EAST STATE FOREST</p>	<p>Forestry Corporation NSW Agreement to Build Forestry Corporation NSW License to Operate Workers Compensation Insurance Public & Product Liability Insurance Business Pack Insurance for Fire and Theft</p>	
<p>ENGINEERING CERTIFICATIONS/ APPROVALS REQUIRED FOR THIS ACTIVITY:</p>	<p>TreeTops activities: TTAP</p> <p>All trees used in this activity are assessed and approved by a licensed Arborist prior to course design & construction.</p> <p>Annual inspection & report from licensed Arborist regarding the ongoing health of trees to be performed. Any recommended tree works should be conducted (may require approval by Land Owner).</p> <p>WorkCover High Risk Work Licensed Advanced Rigger to inspect each individual Courses before activity is put in use to the Public and followed up with annual inspections of same.</p> <p>TreeTop Adventure Park Participants - Permit to Participate in TreeTops activities</p> <p>Signed Liability Release & Express Assumption of Risks for all TreeTops participants. Children 17 years and younger need a parent or guardian to sign the Liability Release & Express Assumption of Risks before participating.</p> <p>All participants of the A/J High Ropes Adventure Courses must complete training, practice on training course and be assessed as suitable to be able to access course.</p> <p>Juniors/Adults need to be less than 120kg and harness must fit correctly to be able to participate.</p> <p>Children 3 – 9 years old and less than 100 kilos permitted to access the White, Yellow, Orange and Purple courses. An adult observer is required to supervise from the ground at all times.</p> <p>All Juniors (10 - 15 years) must be accompanied by a participating supervising adult on all courses & be only two challenges away from supervising adult.</p> <p>All Participants MUST follow instructions & obey safety rules & procedures.</p> <p>Juniors under 16 cannot participate on Black Course No Children or Juniors under 16 are permitted on Night experiences.</p>	

The following 'At-risk behaviours' is one of the key ways we can prevent incidents, accidents and injuries from occurring caused by 'at risk behaviours' that TreeTops has minimal 'control' over.

TASK	POTENTIAL HAZARD		Risk After Controls Implemented			CONTROL MEASURES IMPLEMENTED	WHO IS RESPONSIBLE
	What Can Harm You?	What Can Happen?	Consequence	Likelihood	Risk Ranking		
<p>TEAM MEMBER & PARTICIPANT 'AT RISK' BEHAVIOURS</p> <p>PREVENTING INCIDENTS – KEEPING 'COMMON SENSE' ACTIVE</p> <p>There are 4 main 'states' and being in one or more of the following 'states' increases the possibility of taking more risks and making an 'error' (mistake)</p>	<p>AT RISK 'STATES'. These states can lead to people taking more risks than they normally would, because when someone is in any of these states they are more likely to make an 'Error'.</p> <p>the 4 states are:</p> <ul style="list-style-type: none"> • Rushing • Frustration • Fatigue • Complacency 	<p>MAKE AN 'ERROR 'Errors' increase the possibility of getting hurt. There are four 'errors' or 'mistakes' that increase the risk of injury. People don't make mistakes deliberately. The possibility of making an error is increased when in a state or combination of states:</p> <p>The 4 'errors' are:</p> <ol style="list-style-type: none"> 1. Not have their Eyes on the task 2. Not have their Mind on the task 3. Be less aware or unaware of Line of fire- (path of a hazard- not necessarily a real 'fire') 4. Be less conscious of balance, traction, grip 	3	C	MEDIUM	<p>Most TreeTops Participants and Team Members are not in a 'state' – it is the minority that may be in a state that are more likely to harm themselves or others. 'Spotting' Participants or Team Members in a 'state' should have our internal 'alarm bells ringing' and make us even more mindful of potential increased risks and errors being made. The goal in preventing accidents is getting people out of a 'state', so they are less likely to make 'errors'. By identifying Participants or Team Members that are in a 'state', we might be able to get them out of it, or if this is not possible, be mindful that they are more of a risk.</p> <p>Report any dangerous states to your Manager on Duty.</p> <p>The aim is to STOP the STATE or when someone is 'in' a state, they need to: -</p> <ul style="list-style-type: none"> * keep eyes on task * keep mind on task * be aware of 'lines of fire' * be conscious of balance, traction& grip. 	Everyone
<p>ALWAYS FOLLOW PROCEDURES AND SAFETY RULES</p>	<p>TreeTops activities at height are defined as a dangerous recreational activity as defined in the Civil Liability Act. Without compliance to all safety controls, which include but are not limited to, PPE, Procedures, Training & Assessment, Safety Rules) the activity is not as safe as it is intended to be.</p>	<p>Incident that cause an injury to self or others that could lead to death</p> <p>If PPE is not inspected and worn as per procedures and if other safety rules and procedures are not followed the risks of the activity are increased.</p>	4	D	MEDIUM	<ul style="list-style-type: none"> • All Team members MUST follow procedures that they are trained in. • Only Team members trained to perform certain tasks are permitted to perform tasks they are trained and found competent in. • All Team members and Participants are to follow safety rules. • An array of procedures has been developed and fine-tuned, and are regularly reviewed and improved, so it is important that revised Procedures are read and understood by all team members (trained in them) • All Team Member training is included on the Team Training Matrix. • Team members will undergo re-assessment of certain Modules of Training, as listed in the Training Manual and recorded on Team Training Matrix. • Anyone not following procedures or safety rules may be instantly dismissed. 	All TT Managers & Instructors

TASKS	POTENTIAL HAZARD		Risk After Controls Implemented			CONTROL MEASURES IMPLEMENTED	WHO IS RESPONSIBLE
	What Can Harm You?	What Can Happen?	Consequence	Likelihood	Risk Ranking		
First Aid	First Aid requirements	Changes to Legislation - Providing suitable first aid at the workplace	1	A	LOW	<ul style="list-style-type: none"> The following documents have been prepared in consultation with Park Management and the Safety Manager to comply with requirements in WHS Regulation. Risk Assessment – First Aid First Aid Procedure St John Ambulance First Aid fact sheets printed and available on site All Park Team Members are to have access to these documents. It is a pre-requisite for all Team Members to maintain First Aid training certification and provide a copy of training to TreeTops. TT Manager or First Aider to complete an accident/incident report Management Review of cause of accident with implementation of any additional controls to be instigated and communicated. 	TT Manager & Instructors & Safety Manager
	Not treating an injured person in a timely manner	Minor Injuries - Cuts, abrasions, bruises, splinters	1	B	LOW	<ul style="list-style-type: none"> Trained First Aid Officers on site, First Aid Kit in Site Office, Mobile First Aid Kits in Rescue Bags. First Aid kit contents to be controlled by Park Management and re-stocked as required. TreeTops First Aid Procedure to be followed. Record any ice packs supplied to Participants on the Ice-pack use log 	TT Manager First Aid trained personnel
		Serious injuries – sprains, strains, broken bones requiring first aid or medical treatment	3	C	MEDIUM	<ul style="list-style-type: none"> Mobile phone, two-way radios and wireless broadband communication available to call for emergency assistance when required Serious Injuries may require emergency assistance or further medical treatment. Administer appropriate first-aid to injured participant/s, ask for assistance when needed. TT Manager or Team member, in consultation with participant’s family/friends, to evaluate the problem. Decide on a solution and act until the participant’s situation is normalised and appropriate first aid has been given. Call Ambulance if necessary. Ambulance costs are at Participants/Visitors own expense. 	TT Manager First Aid trained personnel TT Manager TT Manager or First Aider
		Life threatening injuries - Unconscious or seriously injured or dead	3	C	MEDIUM	<ul style="list-style-type: none"> Ambulance to be called to site immediately First Aid trained personnel to administer First Aid - following First Aid training Ask for help when needed Only personnel trained & competent to affect a rescue. Ask for additional assistance from other trained team members as required. Follow Emergency Management Plan Procedures for serious incidents TT Manager or First Aider to complete an accident/incident report. Other witnesses to accident (Team Members or Participants) are to be asked to give a Statement using additional statement page., TT Manager to inform Managing Director or Operations Manager immediately after situation is controlled. 	TT Manager TTAP Rescue Trained Instructor or TT Manager All TT Managers & Instructors Witness to accident TT Manager & Management Review Team

TASKS	POTENTIAL HAZARD		Risk After Controls Implemented			CONTROL MEASURES IMPLEMENTED	WHO IS RESPONSIBLE
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First Aid Continued	Asthma attack or medical emergency on course	Shortness of breath; fatigue may lead to unconsciousness & death Pre-existing Injuries (including dislocations) or medical conditions	2	C	MEDIUM	<ul style="list-style-type: none"> Participants retain full responsibility of all medical conditions Rescues of uninjured people to be managed through routine procedures Asthma reliever medication (inhaler & Spacer) available in first aid kit in office. Complete Authority to Administer Asthma Inhaler form and attach to incident report. Mobile phone and wireless broadband communication available to call for emergency assistance as required. Warning given on who should not attempt High Wire Rope Courses – this is done on Web Site, on waiver form and in Terms & Conditions, and verbally during check-in. 	<p>TT Manager & Senior Instructors</p> <p>All TT Instructors giving lessons</p>
Injured Participant bleeding on course	Blood contamination to Team Members and Participants	Infectious disease relating to blood contamination	2	C	MEDIUM	<ul style="list-style-type: none"> If Participant has injured themselves whilst on a course which has caused bleeding, they MUST be treated by first aider, and if bleeding cannot be stemmed, Participant must be removed from activity. Blood may need to be cleaned/wiped off course or activity. Practice First Aid Hygiene procedures for cleaning up a spill 	All TT Managers & Instructors
Emergency Procedures	Not being sure of what to do in an emergency	Could delay actual rescue Panic in serious emergencies	3	C	MEDIUM	<ul style="list-style-type: none"> Emergency Management Plan located in the RED EMERGENCY BOX/FOLDER Emergency Management Plan developed has Emergency Tasks and responsibilities listed. Team Members to participate in Emergency Drills and understand the Emergency procedures to be followed – including rescue from a course or platform and evacuating course due to inclement weather conditions and evacuating site in event of fire or other disaster. 	Safety Manager Maintenance Manager & TT Manager
	Rescue Equipment not readily available	Waste time when injured person needs assistance	3	C	MEDIUM	<ul style="list-style-type: none"> Rescue equipment is to be reset after each use and checked daily. Rescue Trained Instructors, and Park Managers are to be trained how affect a rescue of an injured or unconscious person from a course or platform. TT Personnel are not to over exert themselves when conducting a Drag technique on Flying Fox or challenge. Ask for assistance to drag, or if too difficult remove participant to ground, following rescue procedures. TT Personnel to avoid risk of injury to themselves at all times. 	TT Manager & Rescue Training & Rescue Trained Instructors; Maintenance Manager
Workplace Bullying	Psychological hazard	Repeated & unreasonable behaviour	2	E	Negligible	<ul style="list-style-type: none"> Refer to the Preventing & Responding to Workplace Bullying Policy – as per recommendation of Code of Practice, in Cloud 4.2.2. Issue resolution procedure has also been developed, also in Cloud in 4.2.2. Workplace Bullying is illegal and is not tolerated. 	This applies to Everyone working for TreeTops and Ecoline

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Using Electrical Appliances	Electrocution The electric shock may be received by direct or indirect contact, tracking through or across a medium, or by arcing.	Electric shock causing injury or death.	1	A	LOW	<ul style="list-style-type: none"> Turn power off at power point before disconnecting appliances or cords. Do not overload power points. Keep all electrical equipment out of wet areas Annual Test Tagging of all electrical equipment to be performed by Competent Person. Turn equipment not in use off at end of each day. 	All TreeTops Team Members TreeTops Park Manager
	Using faulty or damaged equipment/cords	Other injuries or illnesses may include muscle spasms, palpitations, nausea, vomiting, collapse and unconsciousness	1	A	LOW	<ul style="list-style-type: none"> Any extension cords or cords on appliances that are showing signs of damage are to be replaced by new extension cords. All electrical equipment to be annually inspected and test/tagged by a competently trained person. This inspection is recorded on Inspection & Test Plan 	TreeTops Park Manager Safety Manager
	Storage of hazardous, flammable & combustible chemicals	Spark from electrical appliance could cause chemical to ignite – causing a fire or explosion	1	A	LOW	<ul style="list-style-type: none"> Keep hazardous chemicals, flammable & combustible chemicals away from electrical equipment in case an electrical spark causes substance to ignite. 	TreeTops Park Manager
	Trip on cords	Injury	1	A	LOW	<ul style="list-style-type: none"> Arrange electrical leads so they will not be damaged. So far as is reasonably practicable, avoid running leads across the floor or ground, through doorways and over sharp edges. Don't use leads and tools in damp or wet conditions unless they are specially designed for those conditions. 	Managing Director/ Electrician All TreeTops Team Members
Emergency response to person electrocuted	Assisting someone who has been electrocuted or injured	Injury to person assisting & injury to bystanders	4	E	LOW	<ul style="list-style-type: none"> Phone emergency services immediately for Ambulance Assistance <p>The following is St John Ambulance Fact Sheet response to Electrical shock.</p> <ol style="list-style-type: none"> Check for danger to yourself and bystanders. Do not approach the patient. Switch off power before trying to help the patient. Remove the patient from the electrical supply without directly touching them. Use a non-conductive, dry material, e.g. dry wooden broom handle. Apply DRSABCD to the patient. Wash and cool the burnt area under running water for 20 minutes. Cover burn with non-adherent burns dressing, plastic wrap, clean dressing or loosely applied aluminium foil. Seek medical aid for potential for cardiac arrhythmias. 	First Aid Trained TreeTops personnel

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Cleaning up -Site -Park -Toilets	Finding a used syringe or similar sharp object	<p>Used syringe/sharp object may be contaminated with blood/ infectious disease</p> <p>Risk of needle stick injury & contracting an infectious disease</p>	2	C	MEDIUM	<ul style="list-style-type: none"> • Closed in foot wear must be worn at all times • Daily course inspections are conducted • Access around courses on designated pathways only • Watch where you walk & keep observant for any used syringes and sharp objects. • If a used syringe or other sharp object that may have been used to inject or is covered in blood is found, deal with it as a top priority. • Team Member and park visitor safety is the number one priority. • DO NOT touch it. If it is found in the toilets, secure/lock the toilet cubicle / use signage & hazard tape to prevent other people coming in contact with it and phone Land Owner or where applicable the Port-a-loo company to deal with the problem as a priority. • Alternatively, you can contact the NSW Needle Clean Up Hotline on • 1800 633 353; this site is manned Monday to Friday 9am to 4pm • -If a syringe is found elsewhere in TreeTops area, secure area to avoid people (Team and Participants/spectators) accessing area and phone Operations Manager (if Ops Man unavailable phone General Manager) to deal with it. • -Communicate immediately with onsite TreeTops MOD and onsite team members when a used syringe or another sharp waste item is found discarded on or near the TreeTops site, so team remains aware and observant 	<p>All TT Managers & Instructors</p> <p>All TT Managers & Instructors</p>
	It could become a reoccurring problem	Needle-stick injury/contracting infectious disease	4	D	MEDIUM	<ul style="list-style-type: none"> • Be aware that used syringes could be discarded anywhere at any time; but be especially observant if this has happened, as the situation could re-occur. 	All TT Managers & Instructors
	Others being unaware of problems	Needle-stick injury, contracting an infectious disease	3	C	MEDIUM	<ul style="list-style-type: none"> • Park MOD to advise by phone Land Owners and TreeTops Operations Manager as soon as possible and advise what the sharps item was and where it was found. • Park MOD to advise their Local Police Station (non-emergency line) of finding used syringes, as necessary • Advise TreeTops Safety Manager by completing an accident/incident report (near miss) for any used syringes found on/near site. 	TT Manager on Duty

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<p>Operational Activities</p>	<p>Structural failure of a course</p> <p>Equipment failure on a course</p>	<p>Injury or death</p>	<p>3</p>	<p>D</p>	<p>LOW</p>	<ul style="list-style-type: none"> • TreeTop Adventure Park has been constructed & is operated in compliance with Australian and European Standards, as listed on page 2 of this document. • By complying with these Standards, a dangerous activity becomes an adventurous activity that is completely safe, as long as safety procedures and safety rules are followed, and course equipment and PPE is maintained in good working order, which involves daily checks, certifications & maintenance by appropriate personnel, and the disposal of any item that shows signs of weakness. • All High Wire Rope Courses are inspected by a WorkCover High Risk Work Licenced Advanced Rigger prior to use by the Public; after significant maintenance to Flying Foxes and Life Lines has occurred and annually. • High Wire Rope Courses to be inspected daily prior to use; either a Level 1 or Level 2 inspection to be done daily by Park Duty Manager or Trained Instructor; with Level 3 Inspections being conducted every 6 months by a competent person (Maintenance Manager). • Daily Inspections conducted on all High Wire Ropes Courses identify maintenance required, when & who conducted maintenance and is recorded on TreeTops Inspection & Maintenance Log. This record is maintained online. • Courses closed if part of it is damaged beyond immediate repair. Activity closures will be displayed by signage & communication with all Park personnel and Participants. • PPE/Equipment Log and Inspection & Maintenance Logs are maintained. PPE Inspection by a competent person (Maintenance Manager or out-sourced) is to occur within the nominated time frame for the equipment (6 monthly or annually) • Visual inspections are conducted daily after PPE has been used and is put away, and as PPE is distributed for use. • Out of service PPE is to be tagged 'Out of Service', recorded on PPE/Equipment Log, placed in quarantine box awaiting re-inspection or removal from service by competent person. • Rodeostop Pulley's used on the Ropes Courses are inspected and serviced annually (or as needed) by TreeTops Maintenance Manager, who has been externally trained and is competent to perform this inspection & servicing. • TrueBlue Auto belay devices (used on Vertical Challenges and may be used in the future on some Adventure Park activities) undergo annual recertification inspections by authorised person (out-sourced). 	<p>Managing Director Ecoline P/L</p> <p>High Risk Work Licenced Advanced Rigger</p> <p>TT Manager</p> <p>Maintenance Manager</p> <p>TT Manager</p> <p>TT Manager</p> <p>Maintenance Manager</p> <p>All TT Managers & Instructors</p> <p>All TT Managers & Instructors</p> <p>Maintenance Manager</p>

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Operational Activities continued	Platform collapse	Overloading Platform and course could cause equipment failure and result in injury or death	3	D	MEDIUM	<ul style="list-style-type: none"> Participants must weigh less than 120 kg to access Adult courses due to harness restrictions; children's courses have a weight limit of 100 kg. Platform limits to be explained during training- only two participants to access platform at one time. Decking has a load limit of up to 340 kg Only one participant on a challenge at one time. Flying Fox line and landing platform must be clear before commencing flying fox. 	All TT Managers & TT Instructors
Selection Of TT Manager	Untrained Operator/ TreeTops Manager	Serious Injury due to unsafe work practices	3	D	LOW	<ul style="list-style-type: none"> Park Manager must have a good knowledge of the construction and maintenance of the Site, Platforms, Courses & Challenges as he/she will be responsible for the safety of people. Park Manager should hold a High Rope Course qualification and/or a Certificate III in Outdoor Recreation, or equivalent experience, or be deemed competent by Operations Manager and/or Managing Director and have passed all applicable levels of in-house Instructor Training. Park Manager to be competent to train Personnel and Participants. Park Manager or Rescue Trained Instructor to be capable to effect rescues & emergency rescues from platforms and courses Park Manager to maintain currency of First Aid Training Park Manager <u>is not to</u> change course or challenge design or do any repairs or maintenance to life lines. 	TT Manager
Training of TT Personnel	<p>Incompetence or untrained personnel</p> <p>Incorrect systems and/ or use of equipment</p>	Serious injury that could lead to death	3	D	LOW	<ul style="list-style-type: none"> Team Members employed at TreeTops must be trained in the specifics of their role, as needed, as per Instructor Training Manual. Team Member Training Matrix shows each Park personnel's current competency levels. Park Manager and Assistant Managers to conduct training as outlined in the Training Manual and conduct re-assessments Managers on Duty (MOD) can supervise trainees as outlined in the Training Manual; Compliance to Instructor Training Manual Modules, Standard Operating Procedures, Safety Procedures, Site Safety Rules & Environmental safeguards. Ecoline's Maintenance Manager conducts training for Level 2 inspections, Maintenance and Rescue training and re-assessment. Only trained personnel to facilitate activities Harness fitting to be checked by instructors during Participant training sessions and correct fit re- checked if harness has been removed or loosened or if clothing has been removed (i.e. when a Participant removes harness to go to the toilet, or removes clothing from under fitted harness, etc.) 	<p>TT Managers & Operations Manager</p> <p>All TT Managers & Instructors</p> <p>Maintenance Manager</p>

TASKS	POTENTIAL HAZARD		Risk After Controls Implemented			CONTROL MEASURES IMPLEMENTED	WHO IS RESPONSIBLE
	What Can Harm You?	What Can Happen?	Consequence	Likelihood	Risk Ranking		
Operating with sufficient and suitably qualified team members	Not enough team members on site or team members not suitably qualified when there are people participating in any adventure.	Emergency response and operational response (e.g. rescues) can be impeded if only one team member on site. If the team member is injured, there is no one to assist them or participants	2	D	Negligible	<ul style="list-style-type: none"> There MUST be (at least) TWO Team members working while there are people participating in any adventure. ONE of the team members MUST be Level 2 or above (qualified to perform rescues). 	TT Manager
Rescue Training	Fall from Height	Rescue trainee/trainer not controlling descent correctly	3	C	MEDIUM	<ul style="list-style-type: none"> Instructors/Rescue trainees not familiar with abseiling to practice abseiling techniques/equipment on ground before being trained in Rescues. Trainer to hold rope during descent or have an additional rope/point of attachment to prevent accidental fall from height. 	TT Manager & Rescue Trainer
	Suffocation resulting in Death; Suspension Trauma;	Rescue trainer acting as an unconscious person during training can lose consciousness and die due to restrictions	5	E	MEDIUM	<ul style="list-style-type: none"> Rescue trainer NOT to over-act or place head in position that could cause any restriction to oxygen or blood flow when conducting training for unconscious lowers or difficult lowers. 	Rescue Trainer
Working in a remote location with cash held on site	Robbery when Team Members or Participants on site	Armed robbery – threatening behaviour, being shot and injured or death	5	E	MEDIUM	<ul style="list-style-type: none"> Signage – “Minimal Cash Held on Site” Use of Eftpos machine and online pre-payments reduce cash on site More frequent banking but on an irregular basis Emergency Management Plan Procedures developed – showing how to react in event of robbery, armed robbery, aggressive behaviour 	TT Manager & All TT Personnel
Use & Storage of hazardous chemicals	Improper handling/use of hazardous chemicals	Asphyxiation; contamination; skin allergies; severe health repercussions & death if used inappropriately	1	D	Negligible	<ul style="list-style-type: none"> Minimal hazardous chemicals/substances stored on site Site specific Hazardous Chemical register & applicable Safety Data sheets avail on site. Refer Hazardous Chemical register / Safety Data Sheets for controls Team Members to READ Safety Data sheet BEFORE using product and follow recommended safety controls Hazardous chemicals to be stored out of reach of children Safety Equipment (gloves and safety glasses with side shields) to be available on site and used as recommended When possible replace hazardous chemical product with non -hazardous product Contact Safety Manager to advise any new substances brought to site 	TT Manager Safety Manager All TT Managers & Instructors using hazardous chemicals
Helmet Hygiene	Helmets sprayed with ‘Eucalyptus Oil & Water’	Participants, or children having access to spray – possibility to ingest	1	C	LOW	<ul style="list-style-type: none"> Return ‘Eucalyptus Oil’ cleaning spray back in storage container when not in hand. 	TT Manager All TT Instructors

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Maintenance of TreeTops	Various dangers	Various injuries, falls, - refer Construction Risk Assessment	3	C	MEDIUM	<ul style="list-style-type: none"> Construction & Maintenance crew are to follow applicable Risk Assessment & Safe Work Method Statements for Design & Construction of TreeTops Adventure Park. Areas to be signed out of service when not safe to use. Barricade fencing to be erected around immediate work area when conducting significant maintenance at height. Inspection of new TTAP courses required prior to public use by WorkCover High Risk Work Licenced Advanced Rigger. Only Advanced Riggers (or personnel under the supervision of an Advanced Rigger) are to do any adjustment or maintenance on Life Lines and Flying Foxes. 	<p>Maintenance or Construction Personnel</p> <p>Advanced Rigger & Maintenance Manager</p>
TreeTops PPE & Equipment Inspection & Maintenance	<p>Faulty or damaged Equipment – PPE, pulleys or ropes; Course span lines, Cables</p> <p>Use of old equipment or damaged equipment</p>	<p>Injury that could result in death;</p> <p>Equipment malfunctioning that could potentially result in Serious injury that could lead to death</p>	2	C	MEDIUM	<ul style="list-style-type: none"> Inspection & Test Plan (ITP) itemises all inspections of Courses, PPE & Equipment to be performed at TreeTops, and their frequency. PPE/Equipment Register to be kept and maintained online. All PPE is logged & uniquely numbered. Manufacturer’s details and equipment’s in-service date is maintained in the PPE/Equipment Log. PPE Equipment (including harness, connectors (Clic-Its or Coudou or Carabineers), pulleys/trolleys, lanyards, helmets, knots) is to be visually inspected daily after use and prior to use, by trained personnel, as per procedures. Participant & Team Members PPE equipment is to be inspected by a competent person, the frequency of this inspection is detailed on the Inspection & Test Plan. Record of this inspection is maintained online in PPE/Equipment Log and on ITP. All PPE is to be stored on hook, in a secure dry location and to be kept hung up off the ground overnight. If an inspection identifies that an item needs monitoring before next scheduled inspection, it is to be noted, communicated & scheduled for monitoring. All maintenance of PPE and Courses are recorded. Any equipment found to be faulty is to be tagged “Out of Service”, logged on PPE/Equipment Log and placed in quarantine box awaiting further inspection, repairs or removal from service. Under NO circumstances is ANY equipment tagged out of service to be used until inspected by competent person (Maintenance Manager or PPE Inspector) and equipment repaired, replaced or deemed suitable to be returned to service or removed from service. Harnesses to be removed from service when life expectancy has been reached - as per Manufacturer’s Technical Data Sheet /recommendations and/or after they have failed an inspection by a competent person. Only competently trained personnel are to perform maintenance on ANY courses or equipment. 	<p>Safety Manager</p> <p>Maintenance Manager</p> <p>TT Instructors</p> <p>Maintenance Manager</p> <p>TT Manager & Instructors</p> <p>Maintenance Manager</p> <p>TT Manager & Instructors</p> <p>TT Manager Maintenance Manager</p> <p>All TT Managers & Instructors</p> <p>Maintenance Manager</p>

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	What Can Harm You?	What Can Happen?	Consequence	Likelihood	Risk Ranking		
Courses/Activity Inspection & Maintenance	Faulty courses or Safety Lines; Environmental Damage	Resulting in possible or partial fall	2	C	MEDIUM	<ul style="list-style-type: none"> • Inspection & Test Plan (ITP) itemises all course inspections to be performed at TreeTops, and their frequency (with the exception of Level 1 & Level 2 Course inspections). • Daily Inspections conducted on all TreeTops Activities identify maintenance required, when & who conducted maintenance and is recorded on the Inspection & Maintenance Log. This record is maintained online. • There are three levels of Course inspections carried out by Trained Personnel <ul style="list-style-type: none"> - Level 1 & Level 2 Inspections are carried out by TreeTops Trained Personnel. - Either a Level 1 or Level 2 inspection on all Courses/Activities to be conducted daily - Every Course is travelled by TT Manager or Trained Instructor at least twice a week doing Level 2 Inspection - A Level 2 inspection is also to be done in TreeHut prior to hire. - Level 3 inspections are performed 6 monthly by a Competent Person (Maintenance Manager). • Rodeostop (fall arrest equipment) attached to courses to be inspected by competent person every 12 months. • TruBlue (Auto Belay Devices) inspection and recertification annually by an approved supplier • Annual inspection of all platforms, cable, span lines, connections, fittings, ropes, access/egress points is conducted by a WorkCover High Risk Work Licensed Advanced Rigger. • All trees used in the activities are inspected annually by a licensed Arborist, to ensure their ongoing health. 	Safety Manager TT Manager & Maintenance Manager Maintenance Manager
Standing on the course using a fine metal file to file down protrusions on EcoTrack swages	Metal filings	Whilst filing above head height, looking up, metal filings could lodge in eye	1	C	LOW	<ul style="list-style-type: none"> • Wear safety goggles (over prescription glasses if necessary) whilst doing task • Ensure no one is near you when performing the task, as metal filings can disperse • Ensure Team Members qualified in Advanced Maintenance (Man, Ass Man, Sen) perform the task when necessary. • If you suspect that you have a foreign body in your eye, go straight to a Doctor or emergency department for treatment. 	TT Manager & Advanced Maintenance Trained Personnel

TASKS	POTENTIAL HAZARD		Risk After Controls Implemented			CONTROL MEASURES IMPLEMENTED	WHO IS RESPONSIBLE	
	What Can Harm You?	What Can Happen?	Consequence	Likelihood	Risk Ranking			
Access Site Walking around pathways and running on ground	Protection of site from Phytophthora contamination	Spread of Phytophthora in environment. No risk to people	1	A	LOW	<ul style="list-style-type: none"> Phytophthora Management Plan to be followed. All people entering TreeTops area to walk through the controls in place to prevent Phytophthora contamination to site. 	All TreeTops Instructors & Visitors to site	
	Protruding Tree roots Running on decking area and around TreeTops grounds Uneven ground	Trip and fall hazards – graze, broken bone Deck can be slippery when wet Can slip and fall causing minor injuries	2	C	MEDIUM	<ul style="list-style-type: none"> Endeavour to prevent Visitors & Team Members from running around Watch where you are walking Signage erected on deck area to remind all Team members, participants, spectators, supervising parents and children that running is not permitted Signage 	All TT Managers and Instructors	
	Bites & Stings – snakes, insects, goannas, (spiders, bees, wasps), Bite & stings mosquitoes, ticks, etc.	Poisoning, Allergic reaction, Cuts & Bites	4	D	MEDIUM	<ul style="list-style-type: none"> TreeTops Visitors & Team members are to remain on designated pathways when walking around and/or observing from ground. Snakes have been prevalent in the area, so extreme caution and awareness to be taken when Team Members or Spectators or Participants walk along pathways. Warning signage displayed around site. Report any sighting of snakes and record on TreeTops- Fauna Sighting Log and communicate recent sightings with MOD, Team Members and when necessary, Participants First Aid Kit & First Aid trained personnel on site. Mobile phone coverage in event of requiring emergency assistance 	All TT Instructors	
						2		B
		Noise complaints from Neighbours	Litigation	1	A	LOW	<ul style="list-style-type: none"> A Noise Management Plan has been developed for TT SYDTH. All Team members, participants and spectators are to follow Noise minimisation strategies that will be explained during lessons and monitored throughout the day. Clear calls on FF's are not permitted due to potential noise this could generate. Every FF at SYDTH has clear visibility of FF line and landing platform. 	All TT Managers & Instructors
		Sharp objects	Cuts, abrasions, needle stick injury	2	D	Negligible	<ul style="list-style-type: none"> Closed in foot wear must be worn at all times Daily course inspections (Level 1 or Level 2) Access around courses on designated pathways only 	TT Manager All TT Instructors
Access Site & Activities	Walking around on ground and climbing on courses.	Wearing incorrect shoes can result in injury Splinters, insect bites, loss of agility whilst climbing on courses, injury to feet from wire rope.	1	C	LOW	<ul style="list-style-type: none"> All Team Members and participants must to wear closed toed shoes with rigid soles. All Team members, Participants and Visitors to remain on designated pathways. Warning signage (snakes sighted in this area, or similar) displayed. 	TT Manager & Instructors	
	Access to Gully Under courses	Wet conditions in the Gully				<ul style="list-style-type: none"> Only TT Team members to access gully area and remain on semi defined pathways when conducting Rescue assist or course inspections. Grounds are slippery when wet – take care when walking around During extended or substantial wet weather events, monitor water levels in gully and close off area when necessary. Communicate regarding closures 	TT Manager & Instructors	

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Outdoor Activity 'In the Elements'	Falling Branches, Trees, Bunya Cones	Injury that could cause death or permanent disability	3	D	LOW	<ul style="list-style-type: none"> Site assessed for potential hazards – dangerous or dead limbs or trees may require removal (approval by FCNSW may be required) Bunya Cone inspections and removal on scheduled basis Annual inspection by Arborist to monitor health & growth of trees. Customers to wear helmet when participating in activities. First Aid Kit & First Aid trained personnel on site at all times. Extra care must be taken after significant storm events, as branches can fall off trees days after the storm. Inspect Trees for potential damage. Daily course / Park inspections 	Arborist, Maintenance Manager & Managing Director All TTAP Instructors; TreeTops Park Manager
	Falling Branches & Trees	Injury that could cause death or permanent disability	3	D	LOW	<ul style="list-style-type: none"> Site assessed for potential hazards – dangerous or dead limbs or trees may require removal (approval by FCNSW may be required) Annual inspection by Arborist to monitor health & growth of trees. Participants to wear helmet when participating in activities. Team Members must wear helmets when on courses Extra care must be taken after significant storm events, as branches can fall off trees days after the storm. Trip hazards to be removed as far as reasonably practicable in a natural environment. Access to areas off path is to be limited Inspect Trees for potential damage during daily inspections. 	Arborist, Maintenance Manager All TT Instructors TT Manager
	Wet weather / Cold weather	Slipping on challenges Hypothermia	3	D	LOW	<ul style="list-style-type: none"> Weather Reports Monitored- visual, Internet access, wireless weather station Wear sturdy enclosed footwear Wear Appropriate wet weather gear Participants to be briefed on possibility of slippery surfaces, as required Debris & excess equipment not stored within course area Utilise shelter when possible 	TT Manager All TTAP Instructors TT Manager
	Hot/Humid weather	Dehydration, Hyperthermia leading to heat exhaustion or heat stroke	3	D	LOW	<ul style="list-style-type: none"> Weather conditions monitored – visual & Internet access Keep hydrated - Water & Drinks for sale from shop & water available for Team Members Monitoring of participants – watch for signs of over exposure; suggest keep up fluids and stop if activity is too uncomfortable in heat Participant removed from course if unsafe for them to continue MOD has authority to close courses/Park in extreme heat. 	TT Manager All TT Instructors TT Manager
	Sun over-exposure	Sun burn, headaches, sun stroke, nausea	3	D	LOW	<ul style="list-style-type: none"> Activities are performed predominantly in the shade Apply sun screen (optional). Sunscreen available for team use. Sunscreen to be applied (and to be touch dry) before getting into harness. 	All TT Instructors TT Manager
	Electrical Storms	Lightning strike causing severe injury or death	3	D	LOW	<ul style="list-style-type: none"> Weather reports monitored visual, Internet access, wireless weather station Activity to be stopped and participants prevented to access or evacuated from courses before storm hits area. Wait 20 minutes after last lightning flash/thunder before conducting at least a Level 1 inspection before re-opening Courses Park may close in severe or prolonged stormy weather 	TT Manager All TT Instructors TT Manager

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Outdoor Activity – In the Elements continued	Strong Winds	Minor injuries such as scrapes & bumps Injury or death due to falling branches	3	D	LOW	<ul style="list-style-type: none"> Weather Reports Monitored –visual, Internet access, wireless weather station Park or courses affected to be closed during strong wind/ gale force conditions Manager on Duty assess situation and prevent access to courses or remove participants from course when necessary Arborist to inspect trees after severe weather conditions if necessary – fire, flood, extreme winds. Retrieve ropes attached to post above ground height and counter-weighted to reduce risk 	TT Manager All TT Instructors
	Activity in the Bush	Injury – cuts, abrasions & splinters Snake bites, Insect bites, Animals bites Bush fire Large Ants that bite	3	D	LOW	<ul style="list-style-type: none"> Emergency Management Plan with phone numbers available on site Availability of mobile phone, internet access & two-way radios TT Manager to maintain an awareness of potential fire activity – especially during hot windy weather. Any fallen branches lying across pathways to be relocated nearby off the path. Fire extinguisher on site Monitor conditions – visual & internet access. Keep away from animals Signage to remain on pathways erected around site Report any biting ant problems to FCNSW for FCNSW to poison them 	Safety Manager TT Manager TT Manager TT Manager
	Walking in bush where there could be venomous snakes	Snake encounter/ bite Venomous snake bite	4	D	MEDIUM	<ul style="list-style-type: none"> When Conducting Level 1 inspections, especially when conducting Level 1 inspections off the path it is recommended that long <u>baggy</u> pants, long sleeve shirt and gloves be worn to improve protection from potential snake bites/strikes. Always watch where you walk, scanning the area in front and around you. Remain on designated pathways when possible. If a snake seems to have taken up residence in or around a path or platform, MOD to phone snake relocater to arrange the relocation of snake, when necessary. Team members are NEVER to try to relocate or capture snake. Advise Code S and location over two-way radio to inform other team members of its whereabouts. Avoid and close off area if necessary 	All TT Instructors conducting Level 1 Inspections & course surveillance
	Trip Hazards on course access belay system	Possible risk of minor injury – cuts & bruises & of soft tissue injury (sprains or strains), or broken bones	2	D	Negligible	<ul style="list-style-type: none"> Course to be inspected daily prior to use (minimum Level 1 Inspection) Retrieve ropes area attached to post above ground height and counter-weighted to reduce risk. 	TT Manager
	Flash Flooding of water bodies	Engulfment Drowning	3	D	LOW	<ul style="list-style-type: none"> Visual monitoring of water levels during extended storm or rain periods of water bodies near TreeTops site Closure of affected courses or closure or evacuation of Park as necessary Communication with Team Members and customers Signage to be erected when necessary to warn of potential flooding in area to prevent access to affected areas with orange safety cones 	TreeTops Manager All TreeTops Instructors

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<p>Access Site</p> <p>Outdoor Activity & Working outdoors in the elements</p> <p>Risk of mosquito bites most prevalent in Summer and Autumn months</p>	<p>Mosquito Bites from mosquitoes infected with the Ross River (Fever) Virus or other arthropod-borne viruses</p>	<p>Contract Ross River (Fever) Virus or other 'arthropod-borne' viruses that are spread by infected mosquitoes.</p> <p>Symptoms of Ross River Fever include: - Fever, rash and joint pains.</p> <p>Prevention measures are avoiding mosquito bites</p>	3	C	MEDIUM	<ul style="list-style-type: none"> • Availability of Insect Repellent for use. • Recommend purchase of Bushman's 'Heavy Duty' Repellent with 40% DEET. • Bushman's Heavy-Duty repellent uses high concentrations of DEET to ensure protection in the harshest of environments, even with extremely high levels of intense insect activity. It has a pleasant odour and is sweat, water and rub resistant, and gives 10 hours of protection. • Apply on all exposed areas of skin (avoid eyes and mouth) and apply to clothes (note - some repellents may stain clothes). • Reapply repellent as per Manufacturer's recommendations. • Recommendation to wear light coloured, loose fitting long sleeve shirts and pants, and enclosed footwear. 	<p>All TT Managers & TT Instructors</p> <p>All Ecoline personnel working on site</p>
	<p>Over-use of Insect Repellent</p>	<p>Allergic reaction to substance – skin irritation</p>	3	D	LOW	<ul style="list-style-type: none"> • Wear appropriate clothing • Follow application instructions on can. • Avoid contact with eyes and mouth. • Do not apply repellent to cuts, wounds, or irritated skin. • After returning indoors, wash treated skin with soap and water. • Do not spray aerosol or pump products in enclosed areas. • Do not apply aerosol or pump products directly to your face. Spray your hands and then rub them carefully over the face, avoiding eyes and mouth. • Availability of MSDS sheet on site – included in site specific Hazardous Substance Registers • First Aid measures are on MSDS sheet. 	<p>TT Managers and TT Instructors</p> <p>All Ecoline personnel working on site</p>
	<p>Serious Allergic reaction to insect venom: -</p> <p>Bee, wasp, jumper ant, Ticks and fire ants</p>	<p>Anaphylactic Shock – possibly fatal if not treated immediately</p> <p>Fatalities more often occur away from home and are associated with either not using or a delay in the use of adrenaline.</p> <p>Common Symptoms</p> <p>Mild to moderate allergic reaction</p> <ul style="list-style-type: none"> • Tingling of the mouth • Hives, welts or body redness • Swelling of the face, lips, eyes • Vomiting, abdominal pain <p>Severe allergic reaction- ANAPHYLAXIS</p> <ul style="list-style-type: none"> • Difficulty and/or noisy breathing • Swelling of the tongue • Swelling or tightness in the throat • Difficulty talking or hoarse voice • Wheeze or persistent cough • Loss of consciousness /or collapse • Pale and floppy (young children) 	3	E	MEDIUM	<ul style="list-style-type: none"> • Bee, wasp and jumper ant stings are the most common causes of anaphylaxis to insect stings. Ticks and fire ants also cause anaphylaxis in susceptible individuals. • Accidental exposure is a reality • Get assistance from a member of the person's group, if available, to administer adrenaline (if person has it with them) according to the individuals Anaphylaxis Action Plan if possible. • Phone 000 for Emergency services. • Any Team Members aware of suffering from Anaphylaxis should advise the Park Manager or assigned First Aider and provide a copy of their Anaphylaxis Action Plan and make known where their auto injector will be kept. • People who are prone to Anaphylaxis are responsible for bringing their own auto injector each day. 	<p>Trained First Aider</p> <p>TT Manager</p> <p>Any Team Members that suffer from Anaphylaxis</p>

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Activities at heights	Falling from height Not being connected to the Life-Line at all times when on Courses	Injury or death Fall from height – serious injury or death	2	C	MEDIUM	<ul style="list-style-type: none"> All participants are equipped & fitted with appropriate PPE for the activity. Harnesses will be equipped with either of the following connector devices: - EcoTrack continuous belay devices, Clic-It devices or Coudou device; all of these devices prevent accidental double disconnection and meet appropriate Australian or European or American Standards. Team member PPE is equipped with two carabiners; one carabiner MUST be connected at all times while on course; and both Carabiners MUST be connected while on challenges and Flying Foxes. Team members are trained and assessed in the safe use of their equipment. All Participants and Team Members MUST remain connected to the Life Line while on courses, as per training given. All participants to complete & pass training & assessment in the safe use of PPE, safety equipment and TreeTops rules prior to being permitted on Rope Courses. Red tape throughout Adult/Junior courses shows where to connect connectors to on courses and as making way around trees on platforms. A Rodeostop, which is a fall arrest pulley is used on some junior/adult courses which shortens/limits the length of a secured/safe fall to about 6cm. The attached rope is identified with red tape and shows where to connect to. This is explained during Junior/Adult training lessons and practiced in training assessment. Team Members vigilance in monitoring Team Members to attach two-way radios or any other equipment they need to take on course with lanyards to harness when on courses. Any deliberate unsafe behaviour by TT Personnel may result in their instant dismissal. 	All TT Instructors
	Fall factor greater than 12kN	Spinal injury, damage to internal organs & possible death.	2	D	Negligible	<ul style="list-style-type: none"> Lanyard lengths set to prevent long falls on challenges Safety line tension and sag of Flying Foxes is checked regularly 	Maintenance Manager All TT Instructors
	May be harmful to Unsuitable participants	Not able to reach challenges Not tall enough Too heavy Haven't followed safety training Pre-existing injury Medical Condition	2	D	Negligible	<ul style="list-style-type: none"> Weight & Height restrictions to be followed. Signage around courses/challenges Different difficulty levels are signed throughout courses Participants are to be monitored by Instructors from the Ground. Rescue from platform or challenge is possible if participant cannot move forward. Warning given on who should not attempt Rope Courses – <p>TreeTop Adventure activities involve some risks and are intended for persons physically and mentally able to sustain a certain level of physical exertion and stress. The activities are not recommended for pregnant women, people with back injuries/conditions, heart conditions, or any injuries affecting your mobility/strength/endurance. This includes previous dislocations.</p>	All TT Personnel TT Instructors TTAP Rescue Trained Instructor All TT Instructors

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Un-authorized access to site or unauthorised use or misuse of equipment	Equipment misuse and tampering	Unauthorised people and vandals can cause injury to themselves and others;	2	D	Negligible	<ul style="list-style-type: none"> • Access to each course denies 'reasonable access' when Park is closed. • Office & Storage areas to be locked nightly. • To remove the risk of unauthorised use out of the opening hours, warning signs are erected at the start of courses, and start platforms are built out of reach. The ladder to access the course is pulled up and/or locked each night when the course is closed. • TTAP Courses, platforms and equipment are checked daily for any signs of misuse or vandalism (Level 1 Inspection). • If any signs of unauthorised access are evident, a Level 2 Inspection to be completed on each Course before opening for use to the Public. • Any unauthorised access is to be logged in the unauthorised access log (online record). • Safety Instructions must be followed • TTAP Participants to successfully complete training & assessment • TT Instructors monitor participants directly. • All PPE checked before use, after use and before re-use. • TTAP Participants are monitored/supervised from ground by Instructors. Instructors are to maintain vigilance when conducting activity surveillance and conducting 'happy laps' • Any person showing unsafe behaviour will be warned once, and if re-offend they are to be removed from course by Senior Instructor or TT MOD. • Keep a close watch on anyone who breaches safety rule/s. • Anyone deliberately disobeying safety rules is to be removed from the course immediately without warning. 	All TT Manager & Instructors
	Misuse of equipment	Serious injury that could result in death or permanent disability					TT Manager
	Untrained & ignorant of safety rules	Possible risk of Injury or death if equipment fails					All TT Instructors
	No PPE Unsafe behaviour – not following safety rules	Fall from height – possible injury or death					All TT Instructors TT Manager on Duty or Senior Instructor All TT Instructors
Dealing with people with pre-existing behavioural issues (e.g. unruly Juniors/ people that blatantly disobey safety rules, etc.)	A person blatantly breaking safety rules can place themselves and others (including team members) in danger	Deliberate double disconnection on course – fall from height; Accessing course without wearing PPE – fall from height. Violent behaviour displayed at Team members or others – physical or verbal abuse directed at team member or others.	3	C	MEDIUM	<ul style="list-style-type: none"> • Advise groups identifying as having participants with known behavioural issues of the exact nature of the activities e.g.: <ul style="list-style-type: none"> - Participants are required to follow very specific safety procedures - Participants are required to wear safety equipment including a harness and helmet exactly as instructed - Participants are required to attend, follow and understand a safety briefing - Participants are required to behave respectfully towards other park users, any supervising adults and TreeTops staff • If participants are unable to do any of the above, they will be removed from participation and possibly prevented from returning • If safety is believed to have been compromised TreeTops MOD have the right to remove participants from the courses and the park. 	Team members taking bookings or communicating with the Group organiser. MOD/TT Team Members

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Visitor/ Participant Training & Assessment TTAP Participant Safety Induction Training & Assessment	<p>Could harm self or others if not trained in safe use of PPE and Course equipment.</p> <p>Incorrect fitting PPE</p>	<p>Injury resulting in permanent disability & death; Aggravation to pre-existing injuries (such as dislocations, etc)</p> <p>Litigation against Ecoline/TreeTops or TreeTops Park Personnel</p> <p>Fall from height that could lead to serious injury or death.</p>	2	C	MEDIUM	<ul style="list-style-type: none"> • TreeTop Adventure activities involve some risks and are intended for persons physically and mentally able to sustain a certain level of physical exertion and stress. The activities are not recommended for pregnant women, people with back injuries/conditions, heart conditions, pre-existing conditions that could become aggravated, or any injuries affecting mobility/strength/endurance, including prior dislocations. • All participants must be covered by a signed liability release & express assumption of risks form (waiver form), which is collected at check in. The Waiver highlights the activities are deemed a dangerous recreational activity, as defined by the Civil Liability Act; and the need for Participants to follow all safety rules & instructions. • Children, Junior & Adult sized harnesses and helmets are available and fitted on participants by TTAP Instructor before accessing course. • Participants MUST get their harness re-fitted by a trained instructor IF they needed to go to the toilet (harness must be removed before going to the toilet) or if it has become loose. This is included in the Lesson Plans. • Follow ALL Safety Procedures and the surveillance/monitoring of Participants with diligence. • No unsafe behaviour is to be tolerated. 	<p>TreeTops Front Office Personnel</p> <p>All TT personnel</p>
	<p>Untrained (Instructors and Participants) accessing course could be a danger to themselves & others</p> <p>Jewellery & hair becoming snagged</p> <p>Items falling from heights on people below</p>	<p>Serious injury that could lead to death</p> <p>Scalping or degloving</p> <p>Head or body injuries to people below climber that could cause serious injury or death.</p>	2	C	MEDIUM	<ul style="list-style-type: none"> • Participant's ability to participate must be checked, as per Procedures– correct footwear & clothing, not showing to be under the influence of alcohol or drugs, all jewellery (including rings) removed or taped over, no items in pockets or held in hands that could fall, long hair tied back, etc.) • All Participants (children, Juniors, Adults) and Team members must meet height & weight restrictions and age requirements to be permitted on the courses/activities. • Participant Training & Assessment to be done by ALL participants prior to accessing Course, even if they are return Participants. • Children's course instruction varies from other course instructions. • The Adult Supervisor is to partake in Child's training. • Content of training dialogue and participant assessment requirements given in Instructor Lesson Plans and Lesson Assessment sheets, are to be given as per the Instructor Training Manual. This is to be STRICTLY followed. It is important that NOTHING is left out. Trained Instructors will undergo lesson re-assessments, as per Training Manual guidelines, to ensure they remain competent to perform participant training. • Number of participants to be limited to allow for adequate training, assessment & supervision. • Assessment of participant by TTAP Instructor in the Practice Area/course • Only participants that are assessed as suitable to participate (by successfully completing learning & assessment) are to be permitted on appropriate TreeTop Adventure courses and Vertical Challenge Courses. 	<p>TT Manager & TT Instructors</p>

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Setting up activities Raising & lowering course access ladders	Can be hit by ladder when raising or lowering access ladders using green rope	Rope can snap/break; Ladder can hit head or body causing injury	1	C	LOW	<ul style="list-style-type: none"> Do not stand under ladder when raising or lowering access ladders. Stand away from ladder drop zone. Check integrity of all ropes during level 2 inspections. Replace rope when any sign of deterioration is visually evident. Record on Inspection & Maintenance Log Follow Procedures 	TT Instructors setting up site or securing site daily
Access Activities	Inexperienced or untrained people accessing course	Injury to self and others. Some activities could be fatal without the correct use of PPE & compliance of safety procedures. Impact with others when using flying foxes.	2	B	MEDIUM	<ul style="list-style-type: none"> All participants and child observers are to be trained. PPE to be worn & used in appropriate manner at all times. All safety rules must be followed at all times. Instructors are to monitor participant's progress. First Aid Kit & First Aid trained personnel on site. Access to be limited around the flying fox landing area at the end of each course & rules stringently monitored regarding all flying fox rules of conduct. 	All TT Instructors
	Fatigue, Injury Pain, or Inability to continue	Loss of self-confidence; Participants physically over-challenged; Injury to self or others	2	A	MEDIUM	<ul style="list-style-type: none"> Course- progressive difficulty levels, explained prior to commencement Surveillance by Instructors Participants recommended to take breaks between courses and drink plenty of fluids (especially on hot days) Trained rescue personnel & rescue equipment on site 	TT Manager & Instructors
Children accessing & egressing TTAP courses	Children accessing course that is not suitable for their size or capability	Children not connecting at start of course correctly.	2	C	MEDIUM	<ul style="list-style-type: none"> Two White courses, Yellow, Orange & Purple TTAP courses designed for children between 3 -9 years old that weigh less than 100 kg. Children are always to have an adult supervisor (an adult member of their own family/ group) on ground level and remain near the children courses. Children are attached by a continuous belay system (EcoTrack) that prevents accidental double disconnection. The EcoTrack is to be attached by an Instructor each time a child accesses the start of a Children's Course at TreeTops Sydney The Hills. Children course Instructors are responsible in observing the children's progress along the courses, because the parent supervisors do not always have clear visibility of their child at all times. Children to hold top of lanyard, just underneath EcoTrack pulley when moving between courses, to prevent it from hitting themselves or others on the head. Children to wear helmets and keep them fitted correctly at all times. Vigilance by Instructors on ensuring child is obeying safety rules. If child needs or wants to be removed from course, TTAP Instructor has tools to disconnect individual from continuous belay system. Often, a few gentle words of encouragement are all that's needed to get the child past their fear 	All TT Instructors
	Children hitting themselves or others with EcoTrack Pulley when accessing or egressing courses	Injury to self or others					
	Children being unsupervised	Child may not follow safety rules, or attach to life line correctly, causing injury to self					
	Children's course – start ladder. Spectators falling off platform	Soft tissue injuries Broken bones	1	B	LOW	<ul style="list-style-type: none"> Safety brief explains that spectators and adult/parent supervisors are to remain on ground and must not access courses (this includes ladders/ramps and platforms). Team Members to monitor Only one child is permitted on course access ladder (as this is the first challenge), as per challenge rules (one person on challenge at a time). 	All TT Instructors

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Supervision of children & juniors by their parent/guardian/observer	Not following safety instructions If adult unable to continue course	Injury & Loss of Confidence Loss of adult supervision with Junior climbers (10 –15-year-old)	2	C	MEDIUM	<ul style="list-style-type: none"> Children 17 years and under must have an adult parent/guardian sign on their behalf. All juniors (10 – 15 years) must be accompanied by a participating adult on the adult courses. An adult must be no more than 2 challenges away from each junior they are responsible for. A junior is not permitted to access the Black Course. Children under 10 years old to have parent/adult supervisor from ground at all times. Vigilance by instructors in monitoring that the adults are supervising Juniors and children; and to keep monitoring participants on Course If the adult supervising climber cannot continue challenge, accompanying juniors are to be removed from course or accompanied by an instructor to the end of course. Juniors cannot be permitted to continue without adult supervision 	TT Manager & All TT Instructors
Participant Supervision by TT Instructors	Unsupervised activity	Unsupervised activity could result in an accident or participant needing help to either complete a challenge or be removed (or 'rescued') from a course Unsafe behaviour Unruly behaviour Aggressive Behaviour	2	C	MEDIUM	<ul style="list-style-type: none"> Assessment of different challenge levels to be made as participant moves through each course. TT Instructors to remain in visual or hearing distance of participants & offer further instruction as required Instructors are to keep vigilant on maintaining all safety procedures are being followed. Children under 10 years old to have parent/adult supervisor on the ground, near Children courses at all times. SYDTH Team members assigned to the children's course area will be responsible in supervising all Children on courses, including ensuring they are attached to the EcoTrack System at the start of each course (via Platform). Follow standard operating procedures, safety procedures and training to assist or drag or remove person from course If person needs to be rescued to ground, they must remain ground-bound, and cannot continue with Courses. Only Rescue trained instructors to perform rescues. Any unacceptable behaviour is not to be permitted – Participants not obeying Park and Safety Rules are given one warning and if they re-offend they will be removed from the Course and not permitted back on. 	TT Instructors TT Manager or Trained Instructors TT Manager & All TT Instructors
Team Members harnesses	Faulty Equipment	Equipment failure	2	C	MEDIUM	<ul style="list-style-type: none"> Team Members harnesses will be available for use by Team Members only Team members must visually inspect PPE before and after use – as per Harness inspection training provided. If a Team member has not been trained and assessed as competent to fit their own (or a Participant's PPE), a team member trained in Harness fitting must check equipment is fitted correctly. Team Members are trained how to safely use their equipment, as per Training Manual & Procedures. 	Maintenance Manager All TT Instructors TT Manager

TASKS	POTENTIAL HAZARD		Risk After Controls Implemented			CONTROL MEASURES IMPLEMENTED	WHO IS RESPONSIBLE
	What Can Harm You?	What Can Happen?	Consequence	Likelihood	Risk Ranking		
Using/sharing ear plugs in 2-way radios	Sharing ear pieces in two-way radios	Potential for ear infection/ bad hygiene practices	1	B	LOW	<ul style="list-style-type: none"> Do not use foam covers from ear pieces, team member using radio can clean plastic ear buds with alcoholic wipes before and after each use. 	All TT Managers and Instructors
Wearing uniform shirts	Over exposure to sun in uniform/shirts	Sunburn	1	B	LOW	<ul style="list-style-type: none"> Team Members concerned about the UV properties of (any) clothing can improve UV protection by adding a rinse, such as Rit Sun Guard to their wash. Seek shade whenever possible, avoid standing in sun and wear TreeTops cap. Note: Sunscreen is available for team members in Office. 	All TT Managers and Instructors
Use of non-TreeTops issued PPE	Faulty equipment	Equipment failure	2	C	MEDIUM	<ul style="list-style-type: none"> ONLY TreeTops safety equipment is permitted to be used by Course Participants and Team Members. In this way we can monitor all safety equipment, ensuring only acceptable and appropriate equipment is used. 	All Participants and Instructors
Fitting PPE on children	Dropping Ecotrack on child's head when removing harness from hook	Head injury	2	B	MEDIUM	Use harness fitting deck to fit children in PPE., as it is at a better height for Instructors;	TT Instructors fitting PPE
Fitting PPE on 'larger' Participants when using sit/belt harness	Incorrect Fit of PPE	Inversion, discomfort, difficulty in rescuing	2	B	MEDIUM	<ul style="list-style-type: none"> Always fit helmet on children first (before removing harness from hook); then fit harness and adjust lanyard. All Participants and Team Members to remain within weight limitations (max 120 kilo). When a person (team member or Participant) climbing is 'large' and belt/sit harnesses are being used, fit out with chest harness together with the belt/sit harness. Golden rule always applies. If harness does not fit correctly, person cannot climb 	TT Manager & TT Instructors fitting PPE
Fitting PPE on children	Dropping Ecotrack on child's head when removing harness from hook	Head injury	2	B	MEDIUM	Use harness fitting deck to fit children in PPE., as it is at a better height for Instructors;	TT Instructors fitting PPE
Participants wearing (religious) headwear or clothing	Risk of material getting entangled especially on Flying Foxes PPE not fitting correctly	Entanglement/ Strangulation PPE not secure	2	C	MEDIUM	<ul style="list-style-type: none"> ALL PPE MUST fit correctly in order to participate – there are NO EXCEPTIONS Tuck neck material under clothing around neck. Hair bun may need to be lowered to allow helmet to fit correctly. Harness to be fitted and worn over all clothing (including 'smock', as applicable). Participants to be advised to take extra care as loose material has potential to get entangled; Participant to check neck material remains tucked into clothing, especially before launching on Flying Fox. Keep head clear of Flying fox life line (i.e. make sure head is clear of line and is kept clearly to one side 	TT Manager & All TT Instructors
Participants requested to remove jewellery, or have it taped over	Jewellery can get snagged in equipment & cause personal injury. Loss of Jewellery	Cuts, abrasions, strangulation, amputation or loss of jewellery	2	C	MEDIUM	<ul style="list-style-type: none"> Team Members to ask and check that jewellery has been removed or taped over. This is included on TreeTops Web- Site 	Office Team Members; TT Instructors doing harness fitting and lessons

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Participants removing harness whilst on course/platform or accessing courses without TreeTops PPE on	Not be safely attached at height	Fall from height – that could result in severe injury or even death	2	C	MEDIUM	<ul style="list-style-type: none"> Course surveillance – ensure all Participants remain in their harness at all times whilst on courses. If a Participant has removed their harness on a platform, a Team Members member is to remain talking with them and ask them to hug the tree/pole whilst a Rescue Trained Instructor is to access course/platform and refit harness immediately and lower them to ground – as per normal procedures. The MOD must discuss this with Participant and remove Participant from activity. Complete an accident/incident report to report the issue/outcome. 	<p>All TT Instructors conducting course surveillance and Rescue Trained Team Members</p> <p>TT Manager</p>
Using Clic-Its with longer straps and/or on shorter people	When ‘falling off’ a challenge’ (while connected by Clic-its), head can become stuck/caught between sling of Clic-It’s if hands are placed between clic-it straps.	Getting head stuck between clic-its (above ‘U’ during a ‘fall’) can result in restricted air flow or becoming hung...potential to result in strangulation that could result in death.	2	C	MEDIUM	<ul style="list-style-type: none"> Both Clic-Its are to be placed either in front or behind both hands – <u>never</u> in between hands. Instructors are to re-iterate this during lessons, and check compliance on practice course. When instructors are conducting course surveillance, also check that both Clic-Its are placed in front of or behind both hands. Safety warning to be given if a Participant is not complying with this safety rule. If they continue to breach this rule, Participant may need to be removed from course for their own safety. 	All TT Instructors giving Adult/Junior Lessons using Clic-Its
People not placing Clic-Its in correct position and becoming entangled during a ‘fall off challenge’	Instructors not being able to access course in time to assist a Participant	Strangulation resulting in death	2	C	MEDIUM	<ul style="list-style-type: none"> Clic-It lanyards are asymmetrical as an added risk control for the prevention of the potential for strangulation Surveillance on courses includes ensuring both clic-its are placed either behind or in front of both hands – not between hands. In the event of a person falling and becoming potentially strangled, an Instructor may need to get the assistance of the closest Participant to assist the entangled person – and will need to explain the best way to assist them out of the predicament. 	All TT Instructors conducting course surveillance and Rescue Trained Team Members

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SHOE HIRE Hiring shoes so Participants without correct footwear can hire enclosed shoes & climb	Poor hygiene practices	Spread of foot infections/fungal infections (such as tinea);	3	D	LOW	<ul style="list-style-type: none"> The shoe hiring charge includes a new pair of socks for each hire. Wearing the supplied socks is compulsory. Worn/used socks to be taken home or thrown away by Participant Shoes are to be sprayed inside each shoe after each use with diluted tea tree oil spray; Shake spray bottle before using to disperse tea tree throughout water. Shoe spray – 2.5% Tea Tree Oil to be diluted in water: -i.e. 1 litre (1000ml water to 25ml) of tea tree essential oil. Tea Tree shoe spray bottle to be clearly labelled “SHOE SPRAY- 2.5% dilution tea tree in water)” and kept out of reach of children; When possible (weather permitting) shoes are to be left in sun to air out / dry after each use; Keep shoes that are ‘airing’ & stored shoes in storage area. Wet shoes will need to be dried (in sun when possible) and sprayed (in well ventilated area) with diluted tea tree spray. Any shoes showing signs of mould should be discarded and replaced. TT Instructors should wear disposable gloves (or wash their hands thoroughly/use sanitizing hand gel) after handling hire shoes. Keep undiluted Tea Tree Oil, out of reach of children Tea Tree is included on Hazardous Chemical register, with a copy of a Safety Data Sheet/MSDS sheet in folder. Note: Tea Tree Essential Oil is classified as a hazardous product, but is reported to be “Non- toxic, non-irritant, possible sensitisation in some individuals; however, as the shoe spray will be diluted tea tree essential oil/water and new socks will be worn, we do not expect sensitisation or overexposure to be a concern/issue. 	TT Manager & Instructors
	Wet shoes	Shoes going mouldy					
	Ingestion of Tea Tree Oil	Poisonous if ingested					

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TTAP Flying Fox & Rope Courses	Cable / span line not placed in correct position	Incorrect degree of fall – not stopping in time Collision with platform or end of Flying Fox ride causing Injury or death	2	B	MEDIUM	<ul style="list-style-type: none"> Elevation Design drawings to be strictly followed when flying foxes are installed by construction team. Span Line tension and sag to be checked regularly and adjusted by an Advanced Rigger when required. On long flying foxes, a safety net may be installed before or on the landing platform to reduce risk of not landing and sliding backwards. Flying Fox to be inspected by High Risk Work Licensed Advanced Rigger before being put into use by Public and reinspected annually. Level 3 Inspection to check tensions /sag of Flying Fox cables every 6 months or as required. 	Managing Director & Maintenance Manager Licensed Advanced Rigger Maintenance Manager
	Failure of attachment Failure to apply equipment correctly	Serious injury or death	3	D	LOW	<ul style="list-style-type: none"> Pulley use on Flying Fox is in Training & assessment of all participants Visual check of PPE done prior to and after use by Trained Instructors The pulley block is designed to sit/rest on the cable, with connectors also attached to the cable – either sitting in front or behind the pulley, so IF the pulley was to slip off cable the connectors (Clic-It or Team Member Carabineers) would still be attached to the Flying Fox span line/ cable. Monitoring participants by Instructors from ground level. Children are to be attached to each Course each time by an Instructor at TT SYDTH. 	All TT Instructors All TT Instructors
	Inversion - Rider coming out of harness when Rider turns upside down Running over hand/fingers with pulley	Serious Injury or death Possibility of falling out of harness Injury to finger or hand	3	D	LOW	<ul style="list-style-type: none"> Training demonstration and assessment of each Participant as to how to travel on flying fox correctly, where to place hands and not to put hand in front of pulley as this can lead to fingers or hand being run over by pulley, causing injury. Training to demonstrate that one hand sits on top of the pulley and the other hand is to hold the top of the lanyards, below the pulley – this will prevent participant from inversion, spinning and from running over their hand/fingers with pulley. Training of Participants - warned not to turn upside down, as the activity is not designed to do so. Warning to ask for immediate help if inversion does occur Training of participants to warn them that IF they need to go to the toilet and have to loosen or remove their harness, that the harness must be checked by Instructor before continuing with courses. Signs reminding Participants of this rule are also located in Toilet block and/or harness deck. Pulley is attached to the harness with a separate lanyard to that of the Connectors (Clic-It, Carabineers or Coudou connectors). Training includes demonstration how to get into a harness, how to tighten the various straps, how to check it is tightly fitted. Instructors check harness are fitted correctly, as per Instructor Training on correct fit of PPE. Participants are warned not to adjust a harness that has been fitted and checked. 	All TT Instructors giving lessons

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TTAP Flying Fox & Rope Courses	Fatigue on long Flying Foxes when don't reach landing platform Rider Falling attached to safety line & harness (i.e. a secured fall; no recovery – i.e. stuck)	Stop in middle of flying fox. Muscle strain, exhaustion from trying to pull oneself up the Flying Fox Suspension trauma – risk of unconsciousness & possible loss of life	3	D	LOW	<ul style="list-style-type: none"> Explanation of what to do if person does not make landing platform is included safety briefing – i.e., wait to come to a complete stop grab cable and pull self-backwards up to FF receiving platform Assistance from Instructors (verbal assistance or rescue when required) In event of a secured fall when using harness and safety lines, it is vital that the person regain their position (how to do is included in training lesson) on the challenge or be rescued as soon as possible even when uninjured to avoid suspension trauma. If person is conscious and able, encourage person to maintain leg activity by moving both legs & where possible pushing feet against firm surface at regular intervals. Remove person from height as soon as possible (to ground or platform to reduce 'suspension-time' in harness). Follow rescue training to treat anyone suspected of suspension trauma. 	TT Manager and Rescue Trained Instructors
	Using Flying Fox when Cable or receiving platform not vacant	Collision – injury to both Riders	2	B	MEDIUM	<ul style="list-style-type: none"> Training stipulates importance that Flying Fox is only to be used if cable and receiving platform is vacant. Participants must not connect their Flying Fox Pulley to the Flying Fox cable until cable and platform are clear. Participants to use the word 'CLEAR' to communicate to person climbing behind them that Flying Fox cable AND platform is vacant. "STOP Avoid Collision" sign at start of each flying fox on Adult/Junior courses. 	All TT Instructors
	Pedestrian getting in way of Flying Fox Rider on Flying foxes that end on ground	Collision with Pedestrian and Rider - injury Head contact with trolley if spectators step past FF line. Collision with Rider	2	B	MEDIUM	<ul style="list-style-type: none"> No pedestrian access permitted in vicinity of end of Flying Fox ride that finishes at ground level. These areas are to be fenced or roped off to prevent pedestrians walking in way of Rider. 	All TT Instructors
Conducting course rescues & evacs, Assisting; Participants on course; Level 2 Inspections	Muscle strain; physical exhaustion	Fatigue, Exhaustion, Injury to self or others	3	D	LOW	<ul style="list-style-type: none"> Personnel are required to maintain a level of fitness suitable to their positions within the Company to prevent muscle strain and/or physical exhaustion whilst conducting various roles. This is of particular importance when conducting Rescues, Assisting Participants on Course; Level 2 Inspections; Basic & Advanced Maintenance 	All TT Instructors
Rescue Equipment & Ropes	Use of rescue equipment	Risk of rescue equipment falling from height or cutting rescuer	3	C	MEDIUM	<ul style="list-style-type: none"> Rescue Bag (backpack) to be worn or when removed from back on course, attached to a Life Line Retractable ropes to be used in rescue bags to reduce injury to rescuers Rescue Equipment inspected 6-monthly by PPE Inspector 	Rescue Instructors
TTAP Rescuing person from Flying Fox	While conducting a lower rescue from FF, another climber launches on Flying Fox	Three-way Collision with Rescue personnel, 'stuck climber' and person who launches from FF when not safe or FF not safe to use	1	C	LOW	<ul style="list-style-type: none"> When a Flying Fox rescue is required or underway, a TreeTops Team member is to communicate with next person due to launch on FF, ensuring they are aware that it is NOT SAFE to launch until clearly advised by Instructor. Monitor situation closely. 	TT Instructors assisting rescue personnel from ground

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Rescuing and assisting Participants from challenges, platforms or rides – all activities	Team Members assisting from ground to 'drag' Participant along Flying Fox if they do not make it to platform	Collision with object on ground Strain or fatigue in dragging Participant Awkward positions when dragging	2	A	MEDIUM	<ul style="list-style-type: none"> • Only rescue trained and qualified personnel to conduct rescues • Ask for assistance if position is awkward, or the Participant heavy – use team lifting/ dragging when needed. • Rescue equipment on site and checked daily. • Follow rescue training procedures • Watch where you are going to go- avoid collision with people, plants & platforms • Use correct manual handling techniques • Participants or Spectators are not permitted to physically assist or drag climbers from ground 	TT Manager and Rescue Trained TT Instructors All TT Instructors
	Team Members accessing platform to assist Participant on course	Fall from rescue ladder - that could result in serious injury	2	A	MEDIUM	<ul style="list-style-type: none"> • Follow Rescue Procedures • If a Participant has to be rescued and lowered from challenge or platform to ground, the Participant is not permitted to return to activity during that session. • Only rescue trained and qualified personnel to conduct rescues and use rescue ladders. Rescue training includes safe use of ladders and rescue techniques. • As it is not always reasonably practicable to use course access or rescue access points to assist or rescue all Participants, the following rules apply when using rescue ladders to access courses to assist or rescue climbers from height. Safe Use of Portable Ladders <ol style="list-style-type: none"> 1. Clean off footwear and ladder rungs before using ladder 2. Wear slip resistant footwear when using ladders 3. Only use correct industrial ladder for the job & check for defects or damage before use. 4. Support ladder at the base – firmly secured or tied off or held firmly by another person, 5. Ties to be attached to the stiles and not the rungs. 6. Set ladder at a slope of 4 to 1 -ladders must be angles one out & four up 7. Ladder should extend at least 1 metre above access level 8. Do not 'walk' the ladder when standing on it 9. Do not climb higher than the third rung from the top of the ladder 10. One person on a ladder at a time 11. Three body limbs on the ladder at all times 12. Climb & descend facing the ladder maintaining three points of contact with hands gripping the stiles or each rung. 13. Do not use ladders (other than trestle ladders) to support planks as work platforms 14. Long & heavy ladders (>20kg) to be handled by at least two people. • Stepladders to be used only in the fully open position 	TT Manager and Rescue Trained TT Instructors
Participant verbal interference when rescue being conducted	Miscommunication & interference from other climbers and non-climbing visitors	Incorrect information can be given by Participants – especially when language is a barrier	1	C	LOW	<ul style="list-style-type: none"> • Ensure that INSTRUCTORS maintain control of situation. If language is a barrier, ensure person 'translating' understands what it is that you have asked them to translate (i.e. get them to repeat in English). • Very important to communicate when it is NOT SAFE to continue climb 	TT Manager & Instructors

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Using battery powered angle grinders	Total Fire Ban declare days or Flammable substances near angle grinders	Substances can be ignited by angle grinder sparks, resulting in fires and burns to workers.	3	D	LOW	<p>Under NO CIRCUMSTANCES are the team permitted to use angle grinders for any other purpose than to smooth wooden platform edges.</p> <ul style="list-style-type: none"> • NEVER use an angle grinder on declared total fire ban days (it is illegal), or in extreme heat. • Keep work area clean of dust & dried leaves (so spark from grinder will not ignite any potential ignition sources). • Ensure flammable substances are not placed or stored in areas where angle grinders are used. • Never use an angle grinder near activity cables. 	TT Manager & Maintenance trained instructors
Pre-operational check of battery powered angle grinder Emergency Response	Flanges and nuts are worn or damaged Operators are unable to stop the angle grinder in an emergency.	Attachments can become projectiles if they detach from the angle grinder. Could result in amputations or lacerations	3	D	LOW	Before use <ul style="list-style-type: none"> • Inspect attachments for excessive wear or damage. • Ensure flanges and nuts are free from wear or damage before use. • Ensure the auxiliary handle is attached. • Check that air vents are clean, and grinder is in good working order. Discard worn or damaged grinder, attachments, flanges or nuts. • Ensure angle grinders have a cut-off switch. 	TT Manager & Maintenance trained instructors
Using battery powered angle grinders with soft disc to smooth/file wooden platform edges.	Operators & people nearby workers are at risk of lacerations from attachments that break and become projectiles, and lacerations from angle grinder kickbacks.	Kickback happens when the angle grinder suddenly thrusts back towards the operator because of it grabbing or jamming on the materials being worked on.	3	D	LOW	<ul style="list-style-type: none"> • Ensure the attachment selected is designed for the purpose it will be used. • TreeTops Team are ONLY permitted to use a soft disc for smoothing the edges of timber (i.e. platform edges). • Ensure area below platform being worked on is free of pedestrians. Close off work zone with safety/flagging tape, as necessary. • Only use attachments designed for use on angle grinders. 	TT Park Manager & Maintenance trained instructors
Purchasing replacement discs/parts for angle grinders Using suitable angle grinder attachments that are suitable for task	Using inappropriate attachments for the task can cause kickback or equipment malfunction. The angle grinder can also vibrate excessively,	Kickback can occur, or attachment can break, becoming a projectile that could strike workers. Sprains & strains	3	D	LOW	<ul style="list-style-type: none"> • Only use attachments designed for the size and model of the angle grinder used. Ensure the attachment centre hole matches the size of the angle grinder spindle. • Ensure the speed rating – revolutions per minute (RPM) – of the attachment is lower than the maximum speed of the angle grinder. • Do not use attachments that have decreased in size (through use) on small angle grinders. • Ensure the thickness and diameter of attachments is within the angle grinder ratings. • Ensure the flange and hole in the attachment centre are the same size (e.g. buy inserts that provide the correct spindle hole). 	TT Manager

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Inexperienced operators using angle grinders	<p>Unsafe use of angle grinder can result in serious injuries to operators and nearby workers Applying pressure during operation</p> <p>Angle grinder is used before it reaches speed</p> <p>Placing angle grinders on the ground or on a surface while still running.</p> <p>Carrying running angle grinders around the workplace</p> <p>Guard removed or incorrectly positioned</p>	<p>Attachments can break under pressure and strike workers.</p> <p>Excessive pressure increases the likelihood of kickback, which can cause attachments to shatter, resulting in lacerations.</p> <p>Angle grinders can move along a surface while running which could result in amputations or lacerations.</p> <p>Debris or hot sparks fly back at the operator;</p> <p>Operator's hand contacts moving parts causing burns or laceration or amputations.</p>	3	D	LOW	<ul style="list-style-type: none"> Operator to read User Manual before using equipment Only Personnel trained in Basic Maintenance are permitted to use, if they have read & understood the Angle Grinder's User manual as well as being shown (trained) by an experienced operator on the safe operation of the angle grinder, and how to carry it safely on courses/rides. Ensure operators demonstrate competency in performing the task safely. Only use angle grinders that are an appropriate size for the task. Grip both handles during use. Do not apply pressure to the angle grinder during use. <ul style="list-style-type: none"> Before use, allow the angle grinder to run to speed. <ul style="list-style-type: none"> Ensure angle grinders stop turning before being put down. <ul style="list-style-type: none"> Ensure angle grinders have stopped turning (e.g. parts are stationary) before they are moved around the workplace. <ul style="list-style-type: none"> NEVER remove guard. Ensure guards are fitted securely in the correct position before use and are resistant to bending and twisting. 	TT Park Manager & Maintenance trained instructors
Working at height with portable tools	Grinder fall from height	Person under work area hit by grinder, could cause injury or even death	4	D	MEDIUM	<ul style="list-style-type: none"> Operator MUST remain connected to LL when using tools at heights. All portable equipment taken onto the courses must be attached/secured to Instructor harness or to the LL by a lanyard to prevent tools falling from height. Do not work above where people can walk. Either close off immediate area below work at height zone with cautionary flagging tape or use a spotter on the ground, as necessary. 	Maintenance trained instructors
Using an angle grinder	Incorrect positioning when Operator is positioned directly behind the angle grinder during use	Operator's ability to move out of the angle grinder's path during kickback is reduced.	3	D	LOW	<ul style="list-style-type: none"> Do not position your body directly behind the angle grinder when working. 	Maintenance trained instructors
	Workers are exposed to extended periods of noise from angle grinders	Hearing damage	1	E	Negligible	<ul style="list-style-type: none"> Wear hearing protection if using angle grinders for extended periods of time. 	TT k Manager & Maintenance trained instructors

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Using an angle grinder continued	No PPE or inappropriate PPE worn	Breathing difficulties from dusts or vapours; or struck by flying debris or hot sparks.	1	E	Negligible	<ul style="list-style-type: none"> Ensure operators and nearby workers wear appropriate PPE (e.g. hearing protection (when necessary), safety goggles or face shield and fire-retardant clothing). 	Maintenance trained instructors
	Workpiece is not supported or is not secured and can move around.	Kickback -the angle grinder can strike operator; Workpiece can become a projectile, striking the operator and nearby workers; causing injury.	3	D	LOW	<ul style="list-style-type: none"> Ensure the workpiece is appropriately supported, considering its size, shape and the location of the angle grinder. Ensure the workpiece is secured, 	Maintenance trained instructors
	Task requires awkward positions	Operators can sustain muscular sprains and strains to the back, neck, shoulders, arms and hands.	3	D	LOW	<ul style="list-style-type: none"> Only use angle grinders when required (e.g. whenever possible, use a hand file rather than using a grinder). Where possible, position work in the operator's best working zone – between shoulders and knee. 	Maintenance trained instructors
	Damaging Life Line	Cutting Life Line could cause a serious fault and could result in severe injury or death	3	D	LOW	<ul style="list-style-type: none"> Hard cutting discs/ hard grinding plates are NOT permitted to be used. Permission to use angle grinders with soft disc only to smooth rough edges on wooden platforms only. Do not place moving angle grinder near LL (even with a soft disc)	Maintenance trained instructors
Charging battery for angle grinder	Damaged electrical lead when charging battery	Electrocution	1	E	Negligible	<ul style="list-style-type: none"> New equipment to have a 'new to service' test tag attached to new charger lead. Details of the 'New to Service' equipment to be included on the New to Service Test Tag Procedure & Register 	TT Manager
Branch trimming with hand saw	Branch can cause injury	Being struck by branch or saw-cuts, bruises, minor to serious injury, including death or permanent disability	3	C	MEDIUM	<ul style="list-style-type: none"> Arborist may need to be involved to remove branches (or trees) that are too big for TT team or Ecoline Team to safely remove. Permission from Land Owner may be required to remove larger branches or trees. Wear safety glasses when using handsaws; Only small branches to be removed by TT Instructors trained in maintenance; otherwise Ecoline maintenance team or Construction team may need to remove larger diameter branches. 	TT Manager Maintenance Manager
Branch trimming with hand saw continued	Transporting a saw on TTAP courses/ CR Rides	Saw could fall from height Instructor/others could get cut by saw blade	3	C	MEDIUM	<ul style="list-style-type: none"> Use a hand saw to remove small branches that are in the way of a course or ride. Cover over saw blades when transporting/carrying saw on ground and on courses. Secure saw to the harness or maintenance bag via a lanyard/prussic cord (very strong)/rope to prevent hand saw from falling from heights. Ensure no one is below height work zone Never be complacent. Only perform the task if you have been trained and feel competent to do it. 	TT Manager & Maintenance trained instructors
	Using the saw	Blade 'jumping', can cause injury	3	D	LOW	<ul style="list-style-type: none"> Start cut carefully and slowly to prevent blade from jumping. Pull upward until blade bites. Start with partial cut, then set saw at proper angle. Apply pressure on downstroke only. Protect teeth of saw when not in use. Keep saw blades clean. 	TT Manager & Maintenance trained instructors
	Blunt edges	Difficulty making cut					

TASKS	POTENTIAL HAZARD		Risk After Controls Implemented			CONTROL MEASURES IMPLEMENTED	WHO IS RESPONSIBLE
	What Can Harm You?	What Can Happen?	Consequence	Likelihood	Risk Ranking	What is done to reduce risk	
WHAT TO DO IF a New Risk is Identified ANYWHERE AT TREETOPS	Any risk to a Team Member, Participants, observing visitors and the Environment	Various				<ul style="list-style-type: none"> Any new risks identified need a control measure to reduce the risk – refer Risk Assessment Matrix and Hierarchy of Controls on page 3. Report ANY new risks that you notice, or control measures that do not seem adequate to your Park Manager or to Ecoline’s Safety Manager. Park Management or Operations Manager or Safety Manager to list risks and recommended or implemented controls on a Hazard Identification & Risk Management Plan form. Link to current Haz Ident & Risk Man forms Ensure all Personnel at your site are made aware of new hazards and controls – using First Site Sheet; and also communicate same via email to Park Management or Ecoline’s Safety Manager & Operations Manager. 	All TT Managers & Instructors & Operations Manager & Safety Manager

TREETOPS SYDNEY THE HILLS INDUCTION SIGNATORY SHEET

RISK ASSESSMENT & SAFE WORK METHOD STATEMENT - OPERATIONAL PARK

IMPORTANT MESSAGE! Read the Risk Assessment & Safe Work Method Statement before signing (ONLINE COPY ALSO AVAILABLE). Ask the Manager if anything is unclear. Most 'tasks, risks and controls' apply to all TreeTops adventures. If they are specific tasks or risks to an activity (e.g. TCR), the related risks and controls are shown by identifying the activity in the 'TASKS' column.

Each person signing is agreeing to the following statement.

"I understand and acknowledge through consultation, that this developed Risk Assessment & Safe Work Method Statement lists the identified risks associated with TreeTop Adventure Park activities, the risk level after the control has been implemented, the control measures that are to be followed and maintained to reduce these risks and who is responsible for ensuring these actions are adhered to. I understand that the safety controls apply to all participants while accessing the courses – Team Members and Participants alike. I understand that if any additional or new risks become known to me, that I will list these new hazards on TreeTops Hazard Identification & Risk Management Form, consult with the TreeTops Park Manager or Operations Manager or Managing Director or Maintenance Manager or Safety Manager of the new hazards and any controls recommended or instigated or yet to be taken".

The TreeTop Adventure Park Manager is to communicate all new TTAP relative hazards and controls with Site Personnel TreeTops First Sight Sheet and TreeTops Hazard Identification & Risk Assessment Form. Operational Manager and Safety Manager are to be sent a copy of new hazards and controls, for follow through action (Management Review; WH&S Consultation; re-issuing future site specific related documents and for updating procedures and training.

TreeTop Adventure Park Participants do not need to sign this risk assessment, but are to sign a Liability Release & Express Assumption of Risks form and undergo, be assessed and pass training which incorporates risks and controls they need to follow for safe course participation.

WELCOME TO THE TREETOPS TEAM

TreeTops Location: TreeTop Adventure Park- Sydney The Hills
TREETOPS SYDNEY THE HILLS INDUCTION SHEET
RISK ASSESSMENT & SAFE WORK METHOD STATEMENT – OPERATIONAL PARK

	Date of Induction	Surname	First Name	Address	Signature		Date of Induction	Surname	First Name	Address	Signature
1						11					
2						12					
3						13					
4						14					
5						15					
6						16					
7						17					
8						18					
9						19					
10						20					

TreeTops SYDNEY THE HILLS INDUCTION SIGNATORY SHEET

INDUCTION SHEET - RISK ASSESSMENT & SAFE WORK METHOD STATEMENT - OPERATIONAL PARK

IMPORTANT! Read previous page's 'Important Message' and the Risk Assessment & Safe Work Method Statement before signing.

WELCOME TO THE TREETOPS TEAM						TreeTops Location: TreeTop Adventure Park- SYDNEY THE HILLS TREETOPS SYDNEY THE HILLS INDUCTION SHEET RISK ASSESSMENT & SAFE WORK METHOD STATEMENT – OPERATIONAL PARK					
	Date of Induction	Surname	First Name	Address	Signature		Date of Induction	Surname	First Name	Address	Signature
21						37					
22						38					
23						39					
24						40					
25						41					
26						42					
27						43					
28						44					
29						45					
30						46					
31						47					
32						48					
33						49					
34						50					
35						51					
36						52					

TreeTops SYDNEY THE HILLS INDUCTION SIGNATORY SHEET

INDUCTION SHEET - RISK ASSESSMENT & SAFE WORK METHOD STATEMENT - OPERATIONAL PARK

IMPORTANT! Read first signatory page's 'important message' and the Risk Assessment & Safe Work Method Statement before signing.

WELCOME TO THE TREETOPS TEAM						TreeTops Location: TreeTop Adventure Park- SYDNEY THE HILLS TREETOPS SYDNEY THE HILLS INDUCTION SHEET RISK ASSESSMENT & SAFE WORK METHOD STATEMENT – OPERATIONAL PARK					
	Date of Induction	Surname	First Name	Address	Signature		Date of Induction	Surname	First Name	Address	Signature
53						69					
54						70					
55						71					
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68						84					