

## Short Sheet # 10

### **POLICY/PROCEDURE:     ACTIVITY GUIDELINES**

**Policy:** It is the policy of Young Life Australia to maintain safety guidelines for staff who are responsible for coordinating and carrying out "High Risk" activities or events.

**Purpose:** It is the purpose of this policy to provide staff with a list of guidelines that will be utilised during all "High Risk" activities. These guidelines are being provided to reduce and/or eliminate the possibility of injury from occurring.

#### **Procedure:**

- 1) The following is a list of common mistakes which take place during the planning and activity phases of events. Please review these and make sure that all Young Life activities have eliminated these concerns:
  - a) Not enough staff.
  - b) No safety planning.
  - c) No plan of action for emergency situations.
  - d) No first aid training or supplies.
  - e) Inadequate permission /medical forms.
  - f) Letting a dangerous activity continue.
  - g) Lack of careful supervision.
- 2) Wells Fargo/tape games.
  - a) Tape should not be placed on the head.
  - b) No pulling another person's clothes.
  - c) No piling on top of an individual.
- 3) Earthball.
  - a) Use open spaces.
  - b) Make sure all participants are briefed on safe use of the earthball.
  - c) Do not use earthball games that require heavy body to body contact.
- 4) Trampolines and bouncing devices.
  - a) Only one person on the device at a time.
  - b) Do not encourage kids to perform above their ability.
  - c) Mats should be placed around the device in the event of a fall.
- 5) Skateboarding facilities/ramps.
  - a) Use facilities built and regulated by reputable companies.
  - b) Do not use homemade or backyard ramps.
  - c) If at all possible use outside contracts who carry their own insurance for such facilities.
- 6) Jousting.
  - a) Use poles with Styrofoam or like material at the end.
  - b) No hitting to the head.
  - c) Helmets must be worn.
- 7) Obstacle course.
  - a) Provide adequate light and space.
  - b) Provide padding for contact with hard obstacles.
  - c) Test the obstacle course before allowing kids to run on it.
- 8) Ropes courses.
  - a) Use approved courses.

- b) Make sure that the number of spotters is adequate and that their training is appropriate.
  - c) Use harnesses on all medium or high courses at all times.
- 9) Abseiling.
- a) Leaders must be trained.
  - b) Staff should be familiar with abseiling location and ability level of each young person should be considered.
  - c) Appropriate equipment should be used.
  - d) Top and bottom belay should be used whenever possible.
  - e) A log book of rope and gear usage should be maintained.
  - f) If any equipment is dropped from above waist height it should no longer be used.
  - g) Ropes should be replaced every 10 years or if showing signs of excessive wear.
- 10) Rock/wall climbing.
- a) Leaders must be trained.
  - b) Leaders should be familiar with the location and consider the ability level of each kid.
  - c) Appropriate equipment should be used.
- 11) Trust walks/falls.
- a) Use open spaces.
  - b) Make sure that guide is briefed on the course and how the walker should be manoeuvred ahead of time.
- 12) Rafting.
- a) Leaders must be trained and qualified.
  - b) If possible all rafting activities should be contacted out to professional rafting companies.
  - c) Check that contractors carry suitable insurance for the activity provided.