



## FIXED ACTIVITY POLICY

### PURPOSE

This policy is to define the safety requirements for any fixed (permanent) activity installed at a Scouts Victoria property.

### SCOPE

All Scouts Victoria properties.

### POLICY STATEMENT

All fixed activity structures installed at a Scouts Victoria property will be safe, fit for purpose and meet current standards. The leader-in-charge of a property with a fixed activity is responsible for the maintenance of all fixed activity on that property.

### RESPONSIBILITIES

#### *Property Manager*

- Develop a maintenance and inspection schedule for each fixed activity structure on the property for which they are responsible.
- Develop a 'pre-start' checklist and operating instructions and provide these to the leaders operating the activity.
- Ensure that the leaders operating the activity have the necessary qualifications, to operate the activity.
- Understand and implement the standards required for construction, maintenance and operation of each fixed activity on the property.
- Understand and implement the standards and qualifications required for a leader to operate each fixed activity on the property.

#### *Leaders of an Activity*

- Make sure all youth members using the activity meet any defined pre-requisites for use, such as age, height or skill requirement.

#### *State Commissioner - Adventurous Activities*

- Provide advice of relevant Australian and industry standards, current best practice, and pro forma checklists and schedules.

## PROCEDURES

### ***New Fixed Activities***

All new fixed activities must be built in accordance with the relevant Australian standards or to a design approved by an external appropriately competent person. Evidence of this must be submitted for recording on campsite property record.

### ***Existing Fixed Activities***

Existing fixed activities must be checked against current Australian or industry standards. Where they do not meet the relevant standards, the activity must be brought up-to that standard or be inspected and certified as safe and functional by an external appropriately competent person before being available for use. If this cannot be achieved the activity must be removed.

### ***Maintenance and Operations***

A maintenance and inspection schedule is to be prepared for all fixed activities. This must include the frequency of inspections to be conducted by an externally competent person, as determined by reference to:

- an appropriate Australian standard, or
- an industry standard, or
- a regime determined by an external appropriately competent person.

As a minimum, all fixed activities must be inspected by an external appropriately competent person annually. Operating instructions are to be developed for all fixed activities – including any defined pre-requisites for use, such as age, height or skill requirement and provided to leaders operating the activity. A pre-start checklist is to be also developed for each activity. This checklist is to be used at the start of each day (when activities are to occur) to ensure that the activity is safe to use.

Records must be kept of all maintenance and inspections, as well as documenting the provision of operating instructions and pre-start checklists to all groups using the fixed activity – and such records must be kept for at least two years.

## DEFINITIONS

***Property Manager: Property Manager:*** The property manager is the formation or body (and/or 'leader-in-charge' position) so designated by the Chief Commissioner or their delegate as listed in the Scouts Victoria extranet listing of Scouts Victoria properties. For a scout hall, ordinarily the property manager will be a Scout Group, for a scout campsite, the campsite committee.

***Leaders of an Activity:*** The person leading a group operating a fixed activity. This person must have the relevant qualifications required to operate the fixed activity.

***Fixed Activity Structure:*** Fixed activity structures are permanently fixed structures used for recreational activities and include, but are not restricted to, abseil towers, commando courses, ropes courses, and aerial runways.

They do not include Scout halls and other buildings, although some buildings may have fixed activity structures, in which case these structures would come under this policy. Temporary and/or relocatable structures are also not considered fixed activities.<sup>1</sup>

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<sup>1</sup> Which are, or will be covered by other Scouts Victoria policies

**RELATED DOCUMENTS, REFERENCES**

Relevant Australian Standards (e.g. AS2316.1 - Artificial Climbing Structures & Challenge Courses)

Scouts Victoria - Real Property Policy 2016

**ATTACHMENTS**

There are no attachments.

**PROCEDURE OWNER**

State Commissioner Risk and Safety. Email: [sc.risk@scoutsvictoria.com.au](mailto:sc.risk@scoutsvictoria.com.au)