

# Activity Risk Assessment

## Canoeing on Inland Waterways

<u>MEASURES</u>	
Consequence	Likelihood
<p><b>Very High - Fatality/Multiple Hospitalisations</b></p> <ul style="list-style-type: none"> <li>Multiple life-threatening injuries with the same cause which requires immediate treatment as in-patients in a hospital.</li> </ul> <p><b>High - Extensive Injuries / Hospitalisation</b></p> <ul style="list-style-type: none"> <li>Serious life-threatening injury which requires immediate treatment as an in-patient in a hospital.</li> </ul> <p><b>Moderate - Medical Treatment</b></p> <ul style="list-style-type: none"> <li>An injury which requires medical treatment.</li> </ul> <p><b>Minor - First Aid Treatment</b></p> <ul style="list-style-type: none"> <li>A non-life-threatening injury which can be adequately treated by a qualified first aider.</li> </ul> <p><b>Negligible - No Treatment</b></p> <ul style="list-style-type: none"> <li>A non-life-threatening injury that does not require treatment.</li> </ul>	<p><b>Almost Certain</b> Is expected to occur in most circumstances.</p> <p><b>Likely</b> Will occur in most circumstances.</p> <p><b>Possible</b> May occur at some time.</p> <p><b>Unlikely</b> Could occur from time to time.</p> <p><b>Rare</b> May occur in exceptional circumstances.</p>

<u>MATRIX</u>		<u>Likelihood</u>				
		Rare	Unlikely	Possible	Likely	Almost Certain
Consequence	Very High	High (12)	Very High (17)	Extreme (21)	Extreme (24)	Extreme (25)
	High	Moderate (10)	High (15)	Very High (19)	Extreme (22)	Extreme (23)
	Moderate	Moderate (6)	Moderate (9)	High (14)	Very High (18)	Very High (20)
	Minor	Minor (3)	Moderate (5)	Moderate (8)	High (13)	High (16)
	Negligible	Minor (1)	Minor (2)	Moderate (4)	Moderate (7)	Moderate (11)

<u>RISK RATING</u>	
21-25	Extreme
17-20	Very High
12-16	High
4-11	Moderate
1-3	Minor

<u>RISK CONTROLS</u>
<p><b>Elimination</b> Removal of hazard.</p> <p><b>Substitution</b> Replacing (wholly or partly) with something that lesser risk.</p> <p><b>Isolate</b> Isolating the hazard from any person.</p> <p><b>Engineering</b> Redesign the activity or equipment.</p> <p><b>Administrative</b> Information, training, instructions, signage, etc.</p> <p><b>PPE/ PPC</b> Personal Protective Equipment &amp; Clothing</p>

### Definitions:

**Hazard** A situation or thing that has the potential to cause harm a person or equipment.

**Risk** The possibility that harm (death, injury) might occur when exposed to a hazard.

**Risk Control** Taking action to eliminate a health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard.

**Consequence** The effects of either the risk or hazard.

**Likelihood** The chance of in which the risk or hazard are likely to happen.

# Activity Risk Assessment

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### Staff/Leadership Team

<u>Hazard &amp; Risk</u>	<u>Risk Rating</u>	<u>Risk Control</u>	<u>Amended Risk Rating</u>	<u>Activity leader: to answer each section below 'YES' if able to fulfil SOPs Risk Assessment, to be acceptable to proceed with the activity.</u>
Child Safety at Events	19	<ul style="list-style-type: none"> <li>WWCC number provided and checked if participants are under 18yrs old.</li> <li>AdSafe Training Complete if participants are under 18yrs old.</li> <li>Code of Conduct completed if participants are under 18yrs old.</li> <li>Staff are to remain vigilant.</li> </ul>	9	
Dangerous Activities	19	<ul style="list-style-type: none"> <li>Activities which require qualified staff to proceed for safety must control activity with correct ratio.</li> <li>Have a qualified First Aider and First Aid Kit on the activity site.</li> </ul>	9	
COVID-19	19	<ul style="list-style-type: none"> <li>All activities are to adhere to government legislation.</li> <li>Have a COVID safe plan if applicable.</li> <li>Have a Participant Registration if applicable.</li> </ul>	9	
Activity info	21	<ul style="list-style-type: none"> <li>All required information to be filled in on page 8 &amp; 9.</li> </ul>	12	

### Environmental

<u>Hazard &amp; Risk</u>	<u>Risk Rating</u>	<u>Risk Control</u>	<u>Amended Risk Rating</u>	<u>Continue: can activity leader answer 'YES'?</u>
Weather <ul style="list-style-type: none"> <li>Heat</li> <li>Cold</li> </ul>	24	<ul style="list-style-type: none"> <li>Check BOM for predicted weather forecast.</li> <li>Check BOM for river heights.</li> </ul>	6	

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<ul style="list-style-type: none"> <li>• Wind</li> <li>• Rain</li> <li>• Electrical thunders tords</li> </ul> <p>Adverse weather can cause injury or ill health, e.g. hypothermia &amp; hyperthermia.</p>		<ul style="list-style-type: none"> <li>• If activity is in tidal waters, check tides at 'tides.willyweather.com.au' &amp; info on winds at 'windy.com'.</li> <li>• Minimum clothing: shorts and t-shirt over swimmers &amp; covered shoes.</li> <li>• Make appropriate adjustment to meet the need for safety due any predicted weather conditions.</li> <li>• This may mean the need for cancelation.</li> </ul>		
<p>Sun</p> <ul style="list-style-type: none"> <li>• Sunburn</li> <li>• Hot surfaces</li> <li>• Reflective burn</li> <li>• Eye strain or burn</li> </ul>	19	<ul style="list-style-type: none"> <li>• Use sun protection e.g. hat, rashie, and if needed eye protection. Sunscreen before and throughout the activity.</li> <li>• Need to be more vigilant in a salt water than a freshwater environment.</li> <li>• Participants need to become aware that surfaces can become burning hot if temperatures become too high.</li> <li>• Have First Aid Kit on site.</li> </ul>	5	
<p>Dehydration &amp; Hyperthermia</p> <ul style="list-style-type: none"> <li>• Ill health</li> </ul>	18	<ul style="list-style-type: none"> <li>• Guide/s to carry spare drinking water on the activity.</li> <li>• Instruct participants to carry spare water and take drink &amp; rest breaks.</li> <li>• Wear appropriate helmet or hat/cap.</li> <li>• First Aid kit to have electrolytes.</li> </ul>	5	
<p>Hypothermia</p> <ul style="list-style-type: none"> <li>• Ill health</li> </ul>	12	<ul style="list-style-type: none"> <li>• Have suitable "tops," (e.g., windproof) for weather conditions.</li> <li>• Plan to have safe egress points if the weather deteriorates.</li> <li>• Quick rescue strategies for participants who turn over in cold water.</li> </ul>	5	

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<p>Bites and stings</p> <ul style="list-style-type: none"> <li>Adverse reactions causing ill health or death.</li> </ul>	21	<ul style="list-style-type: none"> <li>Check canoes, helmets, and PFD jackets for insects before using.</li> <li>Use insect repellent.</li> <li>Remain vigilant, keeping an eye out for insects, animals, and reptiles e.g. snakes.</li> <li>Check participants medical form for any history for adverse reactions and cater for participant needs.</li> <li>Have First Aid kit on activity site which includes a compression bandage.</li> <li>Depending on the environment, keep an eye out for dangerous marine life:</li> </ul>	15	
		<ul style="list-style-type: none"> <li>stingrays, jellyfish, bluebottle, and bull sharks, etc.</li> <li>Have an alternative activity site.</li> </ul>		
<p>Slips, trips, and falls</p> <ul style="list-style-type: none"> <li>Injury</li> </ul>	14	<ul style="list-style-type: none"> <li>Watch where you walk.</li> <li>No running with equipment &amp; near water activity area.</li> <li>Wear shoes with good grip. Water shoes are recommended.</li> </ul>	5	
<p>Falling object</p> <ul style="list-style-type: none"> <li>Death</li> <li>Injury</li> </ul>	22	<ul style="list-style-type: none"> <li>Be mindful of equipment when unloading and loading the trailer.</li> <li>Wear helmets while paddling if activity involves Grade 1 or 2.</li> </ul>	3	
<p>Water Levels (including tides)</p> <p>Water Swell (surging waves and currents)</p> <ul style="list-style-type: none"> <li>Drowning</li> <li>Injury</li> </ul>	22	<ul style="list-style-type: none"> <li>Visual inspection of site.</li> <li>Check BOM for predicted weather forecast.</li> <li>Check BOM for river heights.</li> <li>Canoeing on tides check at 'tides.willyweather.com.au' &amp; info on winds at 'windy.com'</li> <li>Make appropriate adjustment to meet the need for safety due to water conditions with the level of capabilities of the participants.</li> </ul>	6	
<p>Submerged objects, rocks, glass, etc.</p> <ul style="list-style-type: none"> <li>Injury</li> </ul>	13	<ul style="list-style-type: none"> <li>Participants to wear covered footwear.</li> <li>Take care when loading into and out of each canoe.</li> <li>Be prepared to change canoe direction to stay clear of submerged object/s.</li> </ul>	5	

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<p>Strainers or catching features.</p> <ul style="list-style-type: none"> <li>• Low laying trees on edges</li> <li>• Tree roots &amp; trees submerged under water</li> <li>• Vines</li> <li>• Cascades</li> </ul>	21	<ul style="list-style-type: none"> <li>• All trip route/s need to be known by at least one guide within the group.</li> <li>• Stop in expected areas with guides to give a brief which includes a plan to increase safety which could include: <ul style="list-style-type: none"> <li>- Place guide/spotter in danger areas.</li> <li>- Be vigilant, including water level change.</li> <li>- Guide to give a demonstration how to pass the danger area to the participant/s.</li> <li>- One canoe at a time to pass 'crux' point.</li> <li>- Be prepared to portage danger areas including cascades involving white water grade 3.</li> </ul> </li> </ul>	6	
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## Canoeing on Inland Waterways

### Human

<u>Hazard &amp; Risk</u>	<u>Risk Rating</u>	<u>Risk Control</u>	<u>Amended Risk Rating</u>	<u>Continue: can activity leader answer 'YES'?</u>
Lack of participants abilities <ul style="list-style-type: none"> <li>• Fitness</li> <li>• Skill</li> </ul>	14	<ul style="list-style-type: none"> <li>• One guide/leader to six participants for flat water (Australia Canoe Safety Guideline). Two guides/leaders to six participants with white water trips. (paddle.org.au)</li> <li>• Activity to be planned in accordance with the weakest participants ability.</li> <li>• Participants have the right to withdraw from activity, ideally at the time of the pre-brief.</li> </ul>	5	
Participants negative behaviour <ul style="list-style-type: none"> <li>• Not following instructions</li> <li>• Showing off</li> <li>• Being silly</li> <li>• Not listening</li> <li>• Endangering self or others</li> </ul>	22	<ul style="list-style-type: none"> <li>• Any participants not following instructions are to be warned once, then if the poor behaviour continues, they are to be removed.</li> <li>• Use the Clubs Discipline Policy to address a negative behaviour.</li> </ul>	2	
Bullying <ul style="list-style-type: none"> <li>• Emotional trauma</li> </ul>	21	<ul style="list-style-type: none"> <li>• Take any complaints seriously and take immediate action to safeguard the victim.</li> <li>• Stop the activity and staff/leaders to separate the accused bully/ies for counselling.</li> <li>• Use the Clubs Bullying Policy to address an issue.</li> </ul>	5	
Entanglement <ul style="list-style-type: none"> <li>• Jewellery</li> <li>• Long hair</li> </ul>	14	<ul style="list-style-type: none"> <li>• All loose jewellery is to be removed.</li> <li>• Long hair is to be tied back in white water to reduce the chance of entanglement.</li> </ul>	3	

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Participant skills in canoe/s entry & exit <ul style="list-style-type: none"> <li>Drowning</li> <li>Injury</li> </ul>	12	<ul style="list-style-type: none"> <li>Guide/s demonstrate canoe techniques to wet exit.</li> <li>Participant/s will need to keep their centre of gravity low in the canoe and use their paddle to brace, especially if they are top heavy and in white water.</li> <li>Instruct the participants on dry entry &amp; exit also wet entry into their canoe.</li> <li>Maximum Grade 2 with short rapids with guides ready to rescue.</li> </ul>	3	
Participant skills in canoe/s paddling <ul style="list-style-type: none"> <li>Injury</li> </ul>	10	<ul style="list-style-type: none"> <li>Guide/s demonstrate canoe/s paddling techniques.</li> <li>Participant/s practice their paddle skills before starting their trip.</li> <li>Trip to participant skill level.</li> </ul>	3	
Human error <ul style="list-style-type: none"> <li>Injury</li> </ul>	15	<ul style="list-style-type: none"> <li>All "Near Miss &amp; Incident" must be recorded and the relevant reports to be fill in.</li> </ul>	5	
Intentional self harm <ul style="list-style-type: none"> <li>Injury</li> </ul>	19	<ul style="list-style-type: none"> <li>Instructors to remain vigilant to negative mood shifts and body language.</li> <li>Separate the person endangering themselves with personnel from the activity to reduce tension/anxiety within a safe environment.</li> <li>Check on all people within the activity for their mental wellbeing.</li> <li>Be aware of equipment which intentionally can become dangerous.</li> <li>It is compulsory for all participants to wear a suitable PFD when canoeing/kayaking.</li> </ul>	6	

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### Equipment

<u>Hazard &amp; Risk</u>	<u>Risk Rating</u>	<u>Risk Control</u>	<u>Amended Risk Rating</u>	<u>Continue: can activity leader answer 'YES'?</u>
Canoe/s faults	19	<ul style="list-style-type: none"> <li>All equipment is pre-trip checked and maintenance undertaken.</li> <li>Equipment owner/s to fill in a Maintenance Log.</li> <li>Guide to oversee the individual participant items loaded correctly on commencement of activity.</li> </ul>	6	
Damaged gear	19	<ul style="list-style-type: none"> <li>All damaged gear to be removed, replaced, and reported.</li> <li>When equipment is damaged on the trip it might be able to be fixed or stored to finish the trip.</li> </ul>	3	
Paddle failure	17	<ul style="list-style-type: none"> <li>Have a backup or spare paddle (preferably a break down paddle).</li> <li>Instructors are to paddle with a tow rope.</li> <li>If there is a support boat/canoe, have them carry the extra paddle.</li> </ul>	3	
Equipment failure <ul style="list-style-type: none"> <li>Helmet</li> <li>Canoe</li> <li>Paddle</li> <li>PFD</li> </ul>	15	<ul style="list-style-type: none"> <li>All PPE is to be in date and inspected before use.</li> <li>All other equipment to be maintained as previously stated.</li> <li>It is compulsory for all participants to wear a suitable PFD when canoeing/kayaking.</li> </ul>	6	
Dropping canoe while unloading from trailer <ul style="list-style-type: none"> <li>Injury</li> <li>Damage</li> </ul>	18	<ul style="list-style-type: none"> <li>Multiple people to share load. (Preferred technic is single as 2 persons lift and double as a 3-to-4-person lift).</li> <li>Instructor to coordinate lifting while unloading and loading trailer.</li> </ul>	5	



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<p>Faulty communications</p> <ul style="list-style-type: none"> <li>• Death</li> <li>• Compounding injuries</li> </ul>	17	<ul style="list-style-type: none"> <li>• At least one leader to have emergency communication with GPS capabilities.</li> <li>• At least one guide to have free mobile app on their phone called "Emergency Plus"</li> <li>• Use satellite phone if going into the wilderness area which does not have mobile phone reception.</li> <li>• Remote areas have EPIRB (or PLB)</li> <li>• Waterproof UHF or VHF radios. With spare battlers if more than a day trip.</li> <li>• Check that the radios are fully charge before leaving.</li> </ul>	10	
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**Extra option: Activity leader take full responsibility for 'amending SOP Risk Assessment**

<u>Hazard &amp; Risk</u>	<u>Risk Rating</u>	<u>Risk Control</u>	<u>Amended Risk Rating</u>	<u>Continue: can activity leader answer 'YES'?</u>



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**To be filled in by activity leader; copy be given to 'external contact person'.**

**Group Name:**

**Nearest Emergency Ward:**

**Activity date/s:**

**Helicopter Landing Area:**

**Date when church approved  
the activity:**

**Emergency Exit Point/s:**

**Number of Participants:**

**Pathfinders:**

**Adults:**

**Contact Person:**

**Leader Name:**

**Phone No:**

**Phone No:**

**Topographic**

**Map/s Name:**

**River/Lake/Area:**

**Topographic Map/s Name:**

**Activity leader/s print name and sign with date.**

<b>Version 1.0 Completed By</b>				<b>Version 1.2 Completed by</b>			
<b>Name:</b>	Unknown	<b>Signature:</b>		<b>Name:</b>	Kev Price	<b>Signature:</b>	<i>KR</i>
<b>Date:</b>	01/06/2019	<b>Position:</b>		<b>Date:</b>	27/06/2024	<b>Position:</b>	Youth Administrator
<b>Version 1.1 Completed By</b>							
<b>Name</b>	Steven Bilson	<b>Signature:</b>	<i>SB</i>				
<b>Date:</b>	08/06/2022	<b>Activity Revised</b>					
<b>Activity Leader/s:</b>							
<b>Signature:</b>		<b>Date:</b>					
<b>Name:</b>				<b>Name:</b>			