

Activity Risk Assessment White Water & Sea Kayaking

MEASURES	
Consequence	Likelihood
Very High - Fatality/Multiple Hospitalisations ■ Multiple life-threatening injuries with the same cause which requires immediate treatment as in-patients in a hospital.	Almost Certain Is expected to occur in most circumstances.
High - Extensive Injuries / Hospitalisation ■ Serious life-threatening injury which requires immediate treatment as an in-patient in a hospital.	Likely Will occur in most circumstances.
Moderate - Medical Treatment ■ An injury which requires medical treatment.	Possible May occur at some time.
Minor - First Aid Treatment ■ A non-life-threatening injury which can be adequately treated by a qualified first aider.	Unlikely Could occur from time to time.
Negligible - No Treatment ■ A non-life-threatening injury that does not require treatment.	Rare May occur in exceptional circumstances.

MATRIX		Likelihood				
		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)

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

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

Definitions:

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

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

Risk Control Taking action to eliminate 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 which the risk or hazard are likely to happen.

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Staff/Leadership Team

<u>Hazard & 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"> • WWCC number provided and checked if staff are over 18yrs old. • AdSafe Training completed if staff are over 18yrs old. • Code of Conduct completed. • Staff are to remain vigilant. 	9	
Dangerous Activities	19	<ul style="list-style-type: none"> • Activities which require qualified staff must control activity with the correct ratio. • Have a qualified First Aider and First Aid Kit on the activity site. 	9	
COVID-19	19	<ul style="list-style-type: none"> • All activities are to adhere to government legislation. • Have a COVID safe plan, if applicable. • Have a participant registration, if applicable. 	9	
Activity Info	21	<ul style="list-style-type: none"> • All required information to be filled in on the last two pages of this document. 	12	

Environmental

<u>Hazard & 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"> • Heat • Cold 	24	<ul style="list-style-type: none"> • Check BOM for the predicted weather forecast. • Check BOM for river heights. 	9	

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<ul style="list-style-type: none"> • Wind • Rain • Electrical thunders torms <p>Adverse weather can cause injury or ill health, e.g. hypothermia & hyperthermia</p>		<ul style="list-style-type: none"> • Check tides for sea kayaking at 'tides.willyweather.com.au' & info on winds at 'windy.com' • Make appropriate adjustment to meet the need for safety due to predicted weather conditions. • This may mean the need to stop, postpone or cancel the activity. • Minimum clothing: shorts and T-shirt over swimmers & covered shoes. • Wear appropriate clothing for the weather condition. 		
<p>Sun</p> <ul style="list-style-type: none"> • Sunburn • Hot Surfaces • Reflective Burn • Eye Strain or Burn 	19	<ul style="list-style-type: none"> • Use sun protection e.g. hat, rashie, and if needed eye protection. Apply sunscreen before and throughout the activity. • Need to be more vigilant in saltwater than freshwater environments. • Participants need to become aware that surfaces can become burning hot if temperatures become high to very high. • Have First Aid Kit on activity site. 	8	
<p>Dehydration</p> <p>Hyperthermia</p>	12	<ul style="list-style-type: none"> • Have drinking water on activity. • Instruct participants to carry water and take drink & rest breaks. • Wear helmet or hat/cap • First Aid Officer to have electrolytes available. 	5	
<p>Hypothermia</p>	12	<ul style="list-style-type: none"> • Have suitable "tops," (e.g. windproof) for cold weather conditions. • Plan to have safe egress points if weather deteriorates. • Quick rescue strategies for participants who turn over in cold water. 	5	

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<p>Bites and Stings</p> <ul style="list-style-type: none"> Adverse reactions causing ill health or death. 	21	<ul style="list-style-type: none"> Check kayaks, helmets and life jackets for insects before using. Use insect repellent. Remain vigilant, keeping an eye out for insects, animals, and snakes. Check participants medical form for any history for adverse reactions and cater for participant needs. Have First Aid Kit on activity site which includes compression bandage. Depending on the environment, keep an eye out for dangerous marine life: stingrays, jellyfish, bluebottle, and bull sharks. etc. Have alternative activity site. 	15	
<p>Slips, Trips and Falls</p> <ul style="list-style-type: none"> Injury 	14	<ul style="list-style-type: none"> Watch where you walk. No running with equipment & near water activity area. Wear shoes with good grip (water shoes recommended). 	5	
<p>Falling Objects</p> <ul style="list-style-type: none"> Injury 	22	<ul style="list-style-type: none"> Be mindful of equipment when unloading and loading the trailer. Wear helmets while paddling, if required. 	5	
<p>Water Levels (Including tides)</p> <p>Water Swell (Surging waves and currents)</p> <ul style="list-style-type: none"> Drowning Injury 	22	<ul style="list-style-type: none"> Conduct a visual inspection prior to the start of the activity. Check BOM for predicted weather forecasts. Check BOM for river heights. Check tides for sea kayaking at 'tides.willyweather.com.au' & info on winds at 'windy.com' Make appropriate adjustment to meet the need for safety due to water conditions with the level of capabilities of the participants. 	8	
<p>Submerged Objects, Rocks, Glass etc.</p> <ul style="list-style-type: none"> Drowning Injury 	21	<ul style="list-style-type: none"> Participants to wear covered footwear. Take care when loading into and out of the kayak. Be prepared to change the kayak direction to stay clear of submerged object/s. 	5	

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<p>Strainers or Catching Features from:</p> <ul style="list-style-type: none"> • Low laying trees on edges • Tree roots & trees submerged under water • Vines • Cascades Causing death & injury 	21	<ul style="list-style-type: none"> • All trip routes need to be known by at least one guide within the group. • Place guide/spotter in danger areas. • Be vigilant, including water level change. • Guide to give a demonstration of how to pass danger area to participant/s. • One kayak at a time to past 'crux' point. • Be prepared to portage across danger areas, including cascades involving white water kayaking. 	9	
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Human

<u>Hazard & Risk</u>	<u>Risk Rating</u>	<u>Risk Control</u>	<u>Amended Risk Rating</u>	<u>Continue: can activity leader answer 'YES'?</u>
Participants Abilities <ul style="list-style-type: none"> • Fitness • Skill 	14	<ul style="list-style-type: none"> • Australia Canoe Safety Guidelines: One guide/leader to six participants for flat water. Two guides/leaders to six participants on white water. • Activity to be planned in accordance with the weakest participants ability. • Participants have the right to withdraw from activity. Ideally at the time of the pre-brief. • Kayak at the recommended ratio from Australia Canoeing: NSW.paddle.org.au • Activity leader must check because it varies upon many factors. 	5	
Participants Negative Behaviour <ul style="list-style-type: none"> • Not following instructions • Showing off • Being silly • Not listening • Endangering self or others Causing death & injury	22	<ul style="list-style-type: none"> • Use Clubs discipline policy to address negative behaviour. 	2	
Entanglement <ul style="list-style-type: none"> • Jewellery • Long hair 	14	<ul style="list-style-type: none"> • All loose jewellery to be removed. • Long hair is to be tied back in white water to reduce entanglement. 	9	
Participant Skills in Kayaks Entry & Exit (including roll over) <ul style="list-style-type: none"> • Drowning • Injury 	19	<ul style="list-style-type: none"> • Guide/s demonstrate kayak techniques to wet exit their kayak. • Participant/s will need to keep their centre of gravity low in the kayak and use their paddle to brace, especially if they are top heavy. 	6	

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		<ul style="list-style-type: none"> Instruct the participants on dry entry & exit also wet entry for sea kayaking. Participants with Grade 3 white water kayaking would need to be able to 'roll back up' their kayak. 		
Participant Skills in Kayak Paddling <ul style="list-style-type: none"> injury 	10	<ul style="list-style-type: none"> Guide/s demonstrate kayak paddling techniques. Participant/s practice their paddle skills before starting their trip. Plan trip to participant skill level. 	5	
Human Error <ul style="list-style-type: none"> Injury 	19	<ul style="list-style-type: none"> All "Near Miss" & "Incident" will need the relevant reports to be filled in. Guides to demonstrate to the participants paddle & hand signals. 	5	
Bullying <ul style="list-style-type: none"> Emotional trauma 	21	<ul style="list-style-type: none"> Zero bullying policy to be enforced. Take any complaints seriously and take immediate action to safeguard the victim. Stop the activity and staff/leaders to separate the accused bully/ies for counselling. Use the Clubs bullying policy to address an issue. 	5	
Intentional Self Harm <ul style="list-style-type: none"> Injury 	19	<ul style="list-style-type: none"> Instructors to remain vigilant to negative mood shift and body language. Separate the person endangering themselves with staff from the activity to reduce tension/anxiety within a safe environment. Check on all people within the activity for their mental wellbeing. Be aware of equipment which can intentionally become dangerous. 	9	

Equipment

<u>Hazard & 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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Kayak & PPE Faults <ul style="list-style-type: none"> Death Injury 	19	<ul style="list-style-type: none"> All equipment to be checked pre-trip and maintenance to be undertaken. Equipment owner/s to fill in a maintenance log. All kayaks will need to be adjusted for the individual participant on commencement of activity. Participants to always wear a PFD (and helmet for white water). 	6	
Damaged Gear <ul style="list-style-type: none"> Death Injury 	19	<ul style="list-style-type: none"> All damaged gear is to be removed, replaced, and reported. 	9	
Paddle Failure <ul style="list-style-type: none"> Injury 	17	<ul style="list-style-type: none"> Plan to carry backup or spare paddles (preferably a break down paddle). Instructors are to paddle with a tow rope. If there is a support boat/kayak have them carrying the extra paddle. 	3	
Equipment Failure <ul style="list-style-type: none"> Helmet Kayak Paddle 	15	<ul style="list-style-type: none"> All PPE is to be in date and inspected before use. All other equipment is to be checked and maintained before the trip. 	10	
Dropping Kayaks While Unloading from Trailer <ul style="list-style-type: none"> Injury 	18	<ul style="list-style-type: none"> Multiple people to share the load. Instructor to coordinate lifting while unloading and loading trailer. 	5	
Faulty Communications <ul style="list-style-type: none"> Death Compounding injuries 	17	<ul style="list-style-type: none"> At least one leader to have emergency communication with GPS capabilities. At least one guide to have free mobile app on their phone called "Emergency Plus" Use satellite phone if going into the wilderness area where there is no mobile phone reception. 	10	

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		<ul style="list-style-type: none"> • Remote areas have EPIRB (or PLB). • Waterproof UHF or VHF radios with spare batteries if going for more than a day trip. • Check that the radios are fully charged before leaving. 		
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Extra option: Activity leader take full responsibility for 'amending SOP Risk Assessment

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

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: **Pathfinder Adults:**

External Contact Person:

Phone No:

Leader Name:
Phone No:

River/Lake/Area:

Topographic Map/s Name:



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Activity leader/s print name and sign with date.

Version 1.0 Completed By				Version 1.2 Completed By			
Name:	Trent Keegan	Signature:		Name:	Kev Price	Signature:	
Date:	01/06/2019	Position:	District Director	Date:	19/07/24	Position:	Youth Administrator
Version 1.1 Completed By							
Name	Steven Bilson	Signature:					
Date:	08/06/2022	Activity Revised					
Activity Leader/s:							
Signature:		Date:					
Name:		Signature:		Name:		Signature:	