

School: _____ Year: _____ Dates: _____

Program: _____ Supervising Staff: _____

Activity Context

Canoeing is a great activity to get participants interacting with each other, requiring team work, communication and coordination. Canoeing at Lutanda Toukley is conducted off Canton Beach adjacent to our site, on the Tuggerah Lakes. All canoeing at Lutanda Toukley is on flat water, and is usually conducted within set out boundaries in shallow water (less than 1.5m). Extended trips can be arranged as a programming option.

This document contains the specific risks, control measures and grading for the canoeing activity. Please refer to the document **General Activity RMP – Lutanda Toukley** for a list of general risks and control measure relevant for all Lutanda Toukley activities, as well as risk rating information.

Risk Management Plan

Hazard / Risk Description	Existing Control Measures	Risk Rating		
		Likelihood	Consequence	Rating
Canoeing – Risk factors specifically associated with the activity of canoeing at Lutanda Toukley				
Drowning	<ul style="list-style-type: none"> Participants are required to wear Level 50 PFDs at all times while in canoes Participants briefed on hand signals for rescues Activity Facilitators are trained to perform canoe rescues Activity operates on flat water Participants 12 years old and younger are limited to paddling in shallow water (less than 1.5m) Participation requirements state that participants are to be able swim 50m in a PFD Vigilant supervision by Activity Facilitator throughout session Activity Facilitators carry throw lines 	Rare	Catastrophic	Medium
Capsizing From canoe	<ul style="list-style-type: none"> Participants are briefed on what causes canoes to capsize Participants are briefed on what to do in the event of a capsize Activity Facilitators are trained to perform canoe rescues Participants are required to wear Level 50 PFDs at all times while in canoes 	Possible	Minor	Medium
Drifting Off	<ul style="list-style-type: none"> Participants are briefed on how to paddle canoe prior to entering water Boundaries are clearly defined during briefing Activity Facilitator monitors participants throughout the session Activity Facilitators carry tow lines for towing canoes 	Unlikely	Minor	Low
Entrapment Participants trapped under canoe after capsizing	<ul style="list-style-type: none"> Participants briefed on what to do in the event of a capsize Participants are required to wear Level 50 PFDs at all times while canoeing Activity Facilitators will assist with capsized canoes / rescues 	Rare	Minor	Low

Canoeing Risk Management Plan – Lutanda Toukley

Hazard / Risk Description	Existing Control Measures	Risk Rating		
		Likelihood	Consequence	Rating
	<ul style="list-style-type: none"> Canoe toggle ropes / hand holds are short to prevent entanglement, and Activity Facilitator carries safety knife 			
Impact Collisions with other craft, water users and solid objects	<ul style="list-style-type: none"> Boundaries are clearly defined in briefing Operations of other users on the lake are identified before entering water With multiple groups, each groups is asked to stay within their boundaries and not disrupt other users Participants are asked to not deliberately crash into other canoes Participants are not allowed to swim around canoes (except in emergencies) 	Likely	Minor	Medium
Striking Hit by paddle	<ul style="list-style-type: none"> Participants briefed on dangers of wielding paddles Participants briefed on correct way to hold paddles If canoes are 'rafted up' then paddles are to be placed inside canoes when not required Participants warned not to use paddles for 'tagging', or when splashing too close to another canoe Vigilant supervision by Activity Facilitator throughout the session 	Unlikely	Moderate	Medium
Crushing Fingers crushed/squashed between canoes	<ul style="list-style-type: none"> When 'rafting up' participants are warned of the danger and instructed to be careful of fingers 	Possible	Minor	Medium
Slip – Trip - Fall When getting in / out of the canoe On lake edge	<ul style="list-style-type: none"> Participants briefed on entering / exiting canoes Activity Facilitator assists participants in entering / exit canoes Participants required to wear correct footwear at all times 	Unlikely	Minor	Low
Fatigue From extended paddling	<ul style="list-style-type: none"> Participants 12yo and younger are limited to paddling close to shore Extended trips require demonstration of paddling skills and coordination Tow lines are carried by Activity Facilitators 	Unlikely	Minor	Low
Over - exertion Through manual handling of canoes	<ul style="list-style-type: none"> Proper handling of canoes demonstrated for those handling canoes Appropriate numbers of people to be used when handling canoes Activity Facilitators to assist when handling canoes (pulling canoes up, rescues etc.) 	Unlikely	Minor	Low
Wind Making it potentially difficult to paddle	<ul style="list-style-type: none"> Activity Facilitator will assess groups ability to cope with increasingly difficult wind conditions Activity will be modified / cancelled at discretion of Activity Facilitator Activity Facilitators will guide participants to shore if dangerous conditions arise while on water 	Unlikely	Moderate	Medium
Dangerous Water Conditions Usually caused by high winds Causing cancellation of activity	<ul style="list-style-type: none"> Weather forecast and local conditions checked prior to conducting activity Activity will be cancelled / substituted if conditions are considered dangerous Alternate arrangements to be made with Activity Manager / Program Coordinator 	Unlikely	Moderate	Medium
Exposure to Cold Causing sickness, hypothermia	<ul style="list-style-type: none"> Participants to wear suitable protective clothing Weather conditions checked prior conducting activity Activity will be modified / cancelled at discretion of Activity Facilitator First Aid kit with emergency blanket carried by Activity Facilitator 	Unlikely	Minor	Low
Injury or Allergic Reaction Caused by natural organism (pelican itch, razor fish etc.)	<ul style="list-style-type: none"> Participants are required to wear closed toe shoes while participating in the activity Participants are briefed on potential itching caused by water First Aid kit is carried by Activity Facilitators for the activity Communication devices are carried by Activity Facilitators Medical conditions are required to be notified by group prior to camp 	Possible	Minor	Medium
Participant Ability	<ul style="list-style-type: none"> Participation is based on meeting requirements 	Unlikely	Major	Medium

Canoeing Risk Management Plan – Lutanda Toukley

Hazard / Risk Description	Existing Control Measures	Risk Rating		
		Likelihood	Consequence	Rating
Fear / Anxiety Complacency / Overconfidence Physical Ability	<ul style="list-style-type: none"> • Demonstration of understanding and/or skills must be shown prior to undertaking activity • Participants are guided through activity supportively by Activity Facilitator • Participants that demonstrate inability to effectively paddle canoes will be given further coaching and close monitoring by activity facilitator; will not be allowed outside initial boundaries • Activity Facilitator supervises participants at all times 			
Equipment Failure Due to improper use, faulty / damaged equipment (eg. Broken paddle)	<ul style="list-style-type: none"> • Activity Facilitators trained in pre-activity equipment checks • Spare paddle and PFD carried to activity 	Rare	Minor	Low

Risk Rating Matrix

All identified risks are recorded in the following risk matrix according to likelihood and consequence. The purpose of this matrix is to provide a snapshot of all identified risks and establish the level of risk to determine if further treatment is required.

Likelihood	Consequences				
	1 - Insignificant	2 - Minor	3 - Moderate	4 - Major	5 - Catastrophic
1 - Rare	1	2 Entrapment, equipment failure	3	4	5 Drowning
2 - Unlikely	2	4 Drifting off, slip, fatigue, manual handling, cold exposure	6 Striking, wind, dangerous water	8 Participant ability	10
3 - Possible	3	6 Capsizing, crushing, allergic reaction	9	12	15
4 - Likely	4	8 Impact	12	16	20
5 - Almost certain	5	10	15	20	25

Risk Treatment

1-4 Low Risk <ul style="list-style-type: none"> Risk does not generally need to be managed any further (current controls are adequate), however the risk needs to be monitored for changes in circumstances and current control effectiveness. Risk generally may be accepted. 	10-14 High Risk <ul style="list-style-type: none"> Risk is unacceptable, risks must be further treated or removed to bring rating to medium Risks are to be re-assessed by Activities Manager
5-9 Medium Risk <ul style="list-style-type: none"> Risk needs to be regularly monitored for any changes and control/treatment effectiveness. Risk may be accepted after consideration. 	15+ Extreme Risk <ul style="list-style-type: none"> Unacceptable risk, urgent attention is required to treat or remove risks Management to consider elimination of activity

Risk Assessment Conducted by: *Program Manager, Lutanda Toukley*

Date of Risk Assessment: 29th May 2017

Date of Review: May 2018