

School: _____ Year: _____ Dates: _____

Program: _____ Supervising Staff: _____

Activity Context

Raft Building is a team activity involving participants using materials to build a basic raft and trying to float it. Raft Building at Lutanda Toukley is conducted off Canton Beach adjacent to our site, on the Tuggerah Lakes. All rafting at Lutanda Toukley is on flat water, and is conducted within set out boundaries in shallow water (less than 1.5m).

This document contains the specific risks, control measures and grading for the Raft Building 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
Raft Building – Risk factors specifically associated with the activity of Raft Building at Lutanda Toukley				
Drowning	<ul style="list-style-type: none"> Participants are required to wear Level 50 PFDs at all times while in water Participants briefed on hand signals for rescues Activity Instructors are trained to perform water rescues Activity operates on flat water Activity is conducted in shallow water (less than 1.5m) Vigilant supervision by Activity Instructor throughout session Activity Instructors carry throw lines 	Rare	Catastrophic	Medium
Raft Falling Apart / Capsize	<ul style="list-style-type: none"> Participants are briefed on how to minimise capsize of raft Participants are briefed on what to do in the event of a capsize Participants are to bring all parts of raft back to shore if falls apart 	Likely	Minor	Medium
Drifting Off	<ul style="list-style-type: none"> Participants are briefed on paddle zone prior to entering water Boundaries are clearly defined during briefing Activity Instructor monitors participants throughout the session Activity Instructors carry tow lines 	Unlikely	Minor	Low
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 rafts 	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 	Unlikely	Moderate	Medium

Raft Building Risk Management Plan – Lutanda Toukley

Hazard / Risk Description	Existing Control Measures	Risk Rating		
		Likelihood	Consequence	Rating
Crushing By rafts / raft materials	<ul style="list-style-type: none"> Participants required to wear correct footwear at all times Participants briefed on using materials safely Materials lightweight in construction 	Possible	Minor	Medium
Entrapment Under raft	<ul style="list-style-type: none"> Participants are briefed on how to minimise capsizing of raft Participants are briefed on what to do in the event of a capsizing Activity Instructor supervises rafts at all times 	Rare	Moderate	Medium
Slip – Trip - Fall On lake edge	<ul style="list-style-type: none"> Participants briefed on entering / exiting water Participants required to wear correct footwear at all times 	Unlikely	Minor	Low
Over - exertion Through manual handling of rafts / raft materials	<ul style="list-style-type: none"> Participants briefed on using materials safely Materials lightweight in construction Rafts to be lifted as a team 	Unlikely	Minor	Low
Wind Making it potentially difficult to paddle	<ul style="list-style-type: none"> Activity Instructor will assess groups ability to cope with increasingly difficult wind conditions Activity will be modified / cancelled at discretion of Activity Instructor Activity Instructors 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 Instructor First Aid kit with emergency blanket carried by Activity Instructor 	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 Instructors for the activity Communication devices are carried by Activity Instructors Medical conditions are required to be notified by group prior to camp 	Possible	Minor	Medium
Equipment Failure Due to improper use, faulty / damaged equipment (eg. Broken paddle)	<ul style="list-style-type: none"> Activity Instructors trained in pre-activity equipment checks Equipment regularly checked 	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 Equipment failure	3 Entrapment	4	5 Drowning
2 - Unlikely	2	4 Drifting off, slip, manual handling, cold exposure	6 Striking, wind, dangerous water	8	10
3 - Possible	3	6 Crushing, allergic reaction	9	12	15
4 - Likely	4	8 Impact, raft capsize	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: *15th June 2017*

Date of Review: *May 2018*