

Canoeing Risk Management Plan



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 Yarramundi is conducted on the Nepean River a short walk at the back of our site. Canoeing at Lutanda Yarramundi is conducted on an easy grade of water as it has a negligent water current and canoes are always within 400m of the shore.

Leader to Participant Ratios

1 **Activity Facilitator** to 16 participants

For all groups with participants under 18yo: 1 **Activity Facilitator & 1 Adult** to 15 participants.
*Group is required to have a **Supervising Adult/Teacher**, provided by the group, present.

Variations to ratio requirements may occur on a group by group basis.

Participation Requirements

Minimum Age: 8 years of age

Variations to participant requirement may occur on an individual client assessment.

Equipment

Participants are required to wear/have the following:

- Appropriate environmental protection (ie. Hat, sunglasses, t-shirts, raincoat, warm clothing)
- Enclosed footwear that can get wet
- Adequate water
- Any personal medication required (ie, asthma, epipen etc.)

The following personal protective equipment is provided and must be worn by participants:

- Personal Flotation Device (PFD)

Specific activity equipment:

- Paddle (1 per person)
- Canoes (up to 3 person per boat)

Activity Facilitators

Activity Facilitators are Lutanda Activity Staff or equivalent.

Activity Facilitators are trained and signed off as competent to run activity by qualified permanent Lutanda staff member.

Activity Facilitators hold current first aid and CPR certificates.

Note: Where it is not specified the management of risk is expected to be undertaken by the Activity Facilitator.

Emergency

Activity Facilitators have small First Aid Kit and Radio and mobile phone Communications available throughout each session.

Large First Aid Kit available in First Aid/ PA room in main dining hall.

For minor incidents, Activity Facilitator communicates with Activity Manager or Site Manager and fills out Incident Report Form.

For major Incidents/ fatality, Activity Facilitator manages scene, performs initial First Aid and calls **000** when Activity Manager or Site Manager is not available. Activity Facilitator fills out Incident Report Form.

Yarramundi site is less than 1 hour from ambulance care. First Aid is performed in this context.

Risk Management Plan

Hazard / Risk Description	Existing Control Measures	Risk Rating		
		Likelihood	Consequence	Risk Rating
Activity Specific – Risk factors specifically associated with activity at Lutanda Yarramundi				
Capsizing From canoe	<ul style="list-style-type: none"> Participants are briefed to avoid capsizing the canoe at the start of the session. Participants are briefed on what to do in the event of a capsize – remain with the boat, hold paddle, check other members in the boat or OK Activity Facilitator manages and monitors the situation – directs participants to swim their canoe to the closest bank/ shallow water, loose equipment to go in other canoe, monitor safety of all participants. Participants are required to wear Level 50 PFDs at all times while in canoes 	Possible	Minor	Medium
Drowning	<ul style="list-style-type: none"> Participants are required to wear Level 50 PFDs at all times while in 	Rare	Catastrophic	Medium

Hazard / Risk Description	Existing Control Measures	Risk Rating		
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	<p>canoes that are correctly fitted and checked by activity instructor</p> <ul style="list-style-type: none"> • Participants encouraged to avoid capsizing. • Activity Facilitator has canoe qualification and is trained to perform canoe rescues • Activity operates on flat water, easy grade. • Swimming ability of all participants is acquired and 'weak' swimmers to be in the canoe with Activity instructor or competent adult. • Vigilant supervision by Activity Facilitator throughout session • Activity Facilitators carry throw lines 			
<p>Entrapment Participants trapped under canoe after capsizing</p>	<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 • All hazards for entrapment are removed - canoe toggles/ hand holds are short, only necessary gear required by participants carried in canoes, any rescue/ throw rope coiled and stowed, seats are designed to have no opportunity of entrapment. 	Rare	Minor	Low
<p>Drifting Off/ Canoe separated from group.</p>	<ul style="list-style-type: none"> • Participants are briefed on how to paddle canoe prior to entering water • Boundaries are clearly defined during briefing – group required to stay together at all times. • Activity Facilitator monitors participants throughout the session – provides extra coaching to participants that require it, reminds participants who are too far away to stay closer to the group. • Activity Facilitators carry tow lines for towing canoe if required. 	Unlikely	Minor	Low
<p>Moving/ Lifting of heavy</p>	<ul style="list-style-type: none"> • Correct lifting methods for handling heavy objects used – bend knees, 	Rare	Moderate	Low

Hazard / Risk Description	Existing Control Measures	Risk Rating		
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object (canoes)	straight back. <ul style="list-style-type: none"> • Team lift required when lifting/ moving canoes - appropriate number of people to be used according to age, ability of persons. • Activity facilitator ensures safe and correct methods are implemented when participants are involved in moving/ lifting canoes. 			
Falling/ Canoe capsizing when getting in/ out of canoe	<ul style="list-style-type: none"> • Participants briefed on how to safely get in/ out of canoe – low centre of gravity, partner hold the boat, get in/out one at a time, exercise caution and care. 	Unlikely	Minor	Low
Fatigue	<ul style="list-style-type: none"> • Participants 12yo and younger are limited to paddling close to shore • Activity adapted to fitness and ability of group. • Tow lines are carried by Activity Facilitators 	Unlikely	Minor	Low
One canoe falling behind or is significantly slower than other canoes.	<ul style="list-style-type: none"> • Tow lines carried by activity by activity facilitator. • Activity Facilitator supports (gives additional coaching on paddling technique if required) and stays with participants • Activity Facilitator calls for other canoes to slow down or wait for slow canoe by rafting up. • Canoeing groups are re-arranged so weaker paddlers are in a canoe with stronger paddlers. 	Unlikely	Minor	Low
Injury from submerged objects in the water. <ul style="list-style-type: none"> • Glass • Logs/ sticks, etc. 	<ul style="list-style-type: none"> • Shoes to be worn at all times throughout the whole duration of the session. • Swimming in the river throughout the session is not aloud except in uncontrollable circumstances (capsize). 	Unlikely	Minor	Low
Impact Collisions with other craft,	<ul style="list-style-type: none"> • Boundaries are clearly defined in briefing • Participants are briefed on how to paddle canoe prior to entering water 	Unlikely	Minor	Low

Hazard / Risk Description	Existing Control Measures	Risk Rating		
		Likelihood	Consequence	Risk Rating
water users and solid objects	<ul style="list-style-type: none"> Participants briefed to give way to other craft users. Participants are asked to not deliberately crash into other canoes Participants are not allowed to swim around canoes (except in emergencies) 			
Hit by paddle	<ul style="list-style-type: none"> Participants briefed on correct way to hold & use paddle – hand on T grip If canoes are ‘rafted up’ then paddles are to be placed inside canoes when not required Participants warned not to use paddles for splashing when too close to another canoe. Games which use paddles for ‘tagging’ or ‘freeing’ other canoes are to be briefed about the safe way to do this (only tapping other canoes – not persons) and are closely monitored by Activity Facilitator – game cancelled if safety is not being followed. 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
Slipping/Tripping/ Fall/ From uneven surfaces, equipment, trip hazards, obstacles in the environment. <ul style="list-style-type: none"> On steep track to the river 	<ul style="list-style-type: none"> Area inspected by Activity Facilitator prior to activity and any hazards removed or mitigated eg. Sticks & rocks on the ground removed. Equipment in activity area set up in an organised manner to reduce trip hazards Participants warned to proceed with caution at the start of the steep descent section of the track to the river. 	Unlikely	Minor	Low
People – Risk factors associated with the people using the activity				
Participant Behaviour	<ul style="list-style-type: none"> Clear behaviour expectations set at start of activity sessions 	Unlikely	Major	Medium

Hazard / Risk Description	Existing Control Measures	Risk Rating		
		Likelihood	Consequence	Risk Rating
Inability or decision to not follow directions or cooperate	<ul style="list-style-type: none"> Encouraging supportive environment Activity Instructor collaborates with Adult Supervisor/ teacher to maintaining adequate supervision of all participants throughout the session. Outline consequences of inappropriate behaviour Removal of individual from activity or cancellation of whole activity if safety procedures and instructions are not being followed. 			
Participant Ability Unable to complete activity due to: <ul style="list-style-type: none"> Fear / Anxiety Complacency / Overconfidence Physical Ability 	<ul style="list-style-type: none"> Activity Instructor promotes a supportive environment Participants briefed according to age, ability, experience Participation is based on meeting requirements Demonstration of understanding and/or skills must be shown prior to undertaking activity Participants are guided through activity supportively by Activity Facilitator Activities are challenge by choice - participants are positively challenged but not forced to participate in activity 	Possible	Moderate	Medium
Activity Facilitator Unsafe practices leading to an injury to a participant caused by: <ul style="list-style-type: none"> Poor supervision and instruction by Activity Facilitator Incompetence of Instructing activity 	<ul style="list-style-type: none"> Activity Facilitators must follow Standard Operating Procedures at all times Activity Facilitators are trained and signed off as competent to run activity by qualified permanent Lutanda staff member. Formal qualifications in Outdoor Recreation and instructing activity area desired. Communication equipment available readily at activity sessions Vigilant supervision required by Activity Facilitator at all times Leader personal protective equipment and rescue equipment available at activity at all activity sessions 	Unlikely	Major	Medium
Supervising Adult Unsafe practices including:	<ul style="list-style-type: none"> Groups briefed on requirement to provide Supervising Adult for groups with participants under 18 years old, prior to camp and activities. 	Unlikely	Major	Medium

Hazard / Risk Description	Existing Control Measures	Risk Rating		
		Likelihood	Consequence	Risk Rating
<ul style="list-style-type: none"> Poor supervision by group leaders 	<ul style="list-style-type: none"> Activity Facilitator will stop or cancel activity without adequate supervision from Group Leader 			
Observers Injury to... Guests or others observing activity while it is running	<ul style="list-style-type: none"> Observers not allowed to participate in activity without activity briefing Observers briefed on safe areas to view the activity and monitored by Activity facilitator. 	Unlikely	Major	Medium
Unsupervised Users Injury to... Guests on site when activity is not running; Members of public accessing camp land (unauthorised)	<ul style="list-style-type: none"> Activity equipment packed and locked away after use. Canoes locked together and equipment for canoeing (eg. paddles) are not accessible between activity sessions (eg. Locked in vehicle). 	Unlikely	Major	Medium
Equipment – Risk factors associated with the equipment used for the activity				
Damage to Canoes <ul style="list-style-type: none"> Hole/ leak in canoe leading to flooding Buoyancy compartments leak water. 	<ul style="list-style-type: none"> Regular maintenance and check of canoes conducted. Activity Facilitator records any issues with canoes in activity log. Participants briefed to not stand/ sit in canoes when on land. Bungs are replaced if leaking water. 	Possible	Minor	Low
Paddle or PFD lost throughout activity session.	<ul style="list-style-type: none"> Spare paddle available throughout session or carried in the Activity Facilitator canoe Participants to wear PFDs at all times. 	Possible	Minor	Low
Equipment Failure Due to improper use, faulty / damaged equipment, wear and tear.	<ul style="list-style-type: none"> Activity Facilitators trained in selection, use, inspection, care & maintenance of activity equipment Activity Facilitators inspect equipment prior to use by the participant each time and not used if there is an issue with the equipment – equipment 	Rare	Major	Low

Hazard / Risk Description	Existing Control Measures	Risk Rating		
		Likelihood	Consequence	Risk Rating
	<p>reported to Activity Manager.</p> <ul style="list-style-type: none"> Participants briefed on proper use and care of equipment eg avoid standing on equipment and store in designated area when not in use. All equipment clearly stored and labelled for intended activity. Equipment regularly inspected and maintained Equipment stored, maintained and retired according to manufacturer instructions and retired early if showing significant signs of wear and tear. All equipment rated and certified for its use and used according to manufacturer guidelines. 			
Environment – Risk factors associated with the environment including weather				
<p>High Wind/ waves Making it potentially difficult to paddle and potential for capsizing.</p>	<ul style="list-style-type: none"> Activity Facilitator will assess groups ability to cope with increasingly difficult wind and wave conditions Activity Facilitator to monitor conditions throughout activity Activity will be modified / cancelled at discretion of Activity Facilitator Activity Facilitators will guide participants to shore if dangerous conditions arise while on water or if participants are finding the conditions too difficult. 	Unlikely	Moderate	Medium
<p>River Flooded/ High Current</p>	<ul style="list-style-type: none"> After or during heavy rainfall, river will be checked prior to setup and start of session. If river is flooding or has a high current, canoe session will be cancelled and alternate activity arranged if required. 	Rare	Minor	Low
<p>Exposure to UV rays Causing sunburn</p>	<ul style="list-style-type: none"> Sun smart strategies are highly encouraged Activity Facilitator Emphasises the higher risk of sunburn while on water and encourages participants to take extra precautions – apply Sun Cream to face, wear hat & sunglasses, wear sun-protective clothing (minimum covers knees and shoulders). 	Possible	Minor	Low

Hazard / Risk Description	Existing Control Measures	Risk Rating		
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Exposure to Heat Causing dehydration, heat stroke etc.	<ul style="list-style-type: none"> • Sun smart strategies are encouraged • Participants are encouraged to drink water, carry water bottles • Guests are briefed on location of water filling facilities on arrival • In extreme heat activities modified / cancelled and alternate activities arranged 	Unlikely	Moderate	Medium
Cold / Wet Weather Causing hypothermia etc.	<ul style="list-style-type: none"> • Weather conditions checked prior to conducting activity • Participants briefed to wear suitable protective clothing eg warm layers, rain jacket. • Activity Facilitator to monitor whether throughout activity • Facilitator to monitor well being of group and modified / cancel activity if required. • First Aid kit with emergency blanket carried by Activity Facilitator 	Unlikely	Moderate	Medium
Lightning Strike	<ul style="list-style-type: none"> • Weather conditions regularly monitored for adverse conditions • If thunder and lightning is present, immediately get all participants off the water by returning to shore and cancel activity. • Activity cancelled or alternate activity arranged if thunder or lightning is present at the start of the activity. 	Rare	Catastrophic	Medium
Injury, bites or allergic reaction caused by organism	<ul style="list-style-type: none"> • Groups briefed on arrival of appropriate actions for sighting/be bitten by snakes • Area monitored for bees, snakes, spiders and if spotted participants notified of the hazard and managed accordingly. • Prescribed medication readily available at activity if participant is high risk eg EpiPen. • Small first aid kits and radio communication readily available at each activity area, and a more comprehensive first aid kit available in the first aid room if required. Activity Facilitator administers first aid accordingly. 	Unlikely	Major	Medium

Hazard / Risk Description	Existing Control Measures	Risk Rating		
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	<ul style="list-style-type: none"> Medical attention/ ambulance sought if required. 			
Tree or Tree branch falling on person/s on the walk to and from river.	<ul style="list-style-type: none"> Regular checks of trees along pathway are carried out and appropriate maintenance performed eg. Dead tree branches removed Activity brief conducted in area clear of overhead trees. 	Rare	Major	Medium

Risk Ratings

This risk assessment is measured according to the following risk ratings:

Likelihood Ratings

Likelihood is the description of the probability and frequency. The likelihood of the risks occurring as outlined in Lutanda Yarramundi risk management plans is determined after the control measures have been implemented.

Score	Description	Broad description of frequency	Time framed description of frequency
1	Rare	The event may occur, but only in highly exceptional circumstances	Not expected to occur for years
2	Unlikely	Could occur at some time	Expected to occur at least annually
3	Possible	Might occur at some time	Expected to occur at least monthly
4	Likely	Will probably occur in most circumstances	Expected to occur at least weekly
5	Almost certain	Is expected to occur in most circumstances	Expected to occur at least daily

Consequence Ratings

The outcome of an event or situation expressed qualitatively or quantitatively, being the human impact, damage to infrastructure, disruption to public or financial loss.

Score	Description	Injury or impact details
1	Insignificant	Little or no injury requiring no medical attention; Minimal impact on environment; Insignificant adjustments to program; Insignificant damage to property, normal wear; Some difficulty in retaining competent staff; Expected running costs incurred
2	Minor	Minor injuries requiring first aid / some medical attention; Minor impact to plants / animals, no disruption to ecosystems; Rescheduling / replacement of program activities to client satisfaction; Damage requiring small repairs, low cost; Some difficulty in attracting, developing, resourcing and retaining competent staff; Minor costs incurred (<\$250)
3	Moderate	Serious injuries requiring hospitalisation / ongoing medical attention; Ecosystem / landscape self repairs within 12mo; Significant disruption / cancellation of program events; Damage requiring moderate repairs or replacement, moderate cost; Significant difficulty in attracting, developing, resourcing and retaining competent staff; Moderate costs incurred (<\$1,000)
4	Major	Injuries that are life threatening or causing long term disability; Ecosystem / landscape self repairs within 36mo; Program disruption causing loss of program; Damage requiring high cost/projects for repair/replacement; Guest experience and program is majorly affected by lack of competent staff; Major costs incurred (<\$15,000)
5	Catastrophic	Fatality; Irrecoverable loss of ecosystem / landscape; Program disruption causing broad loss of reputation; Massive damage, significant replacement of infrastructure required; Programs unable to be fulfilled due to lack of competent staff; Massive costs incurred (>\$15,000)

The consequence of an incident occurring may vary greatly depending on the individual circumstances of each incident.

Example – A student trips and falls – a detailed analysis of falls might show that although falls occur weekly, more serious injuries from falls only occur once or twice a year. In the main most of the other falls have relatively minor outcomes. Therefore the incident could be scored either according to the severity of the actual outcome, or according to the most likely or typical outcome for that type of incident.

Both approaches are valid, however to ensure consistency Lutanda Yarramundi has adopted an approach to record the most likely or typical outcome for all incidents.

Lutanda: Life Changing Experiences

V2: November, 2018

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	3 Exposure to cold	4 Harness trauma, equipment failure	5 Fall from height, lightning strike, structure failure
2 - Unlikely	2	4 Falling object, injury from environment, chafing	6 Entanglement, exposure to heat	8 Injury to observers, unsupervised persons, participant behavior, unsafe activity facilitator, participant ability, group leader, allergic reaction	10
3 - Possible	3	6 Slipping, cuts, impact injury, rope burn, inverting, UV exposure	9	12	15
4 - Likely	4	8	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

Original Risk Assessment Conducted by: *Tim Legge, Centre Manager, Mt Victoria*

Date: *November, 2015*

Reviewed:

V1: *October, 2016*

V2: *Amanda Bennett, Activity Manager, Yarramundi on November 2018*

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V2: *November, 2018*