



# Canoeing Risk Management Plan

CCC Central Coast

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 CCC Central Coast is conducted off Canton Beach adjacent to our site, on the Tuggerah Lakes. All canoeing at CCC Central Coast 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 – CCC Central Coast** for a list of general risks and control measures relevant for all CCC Central Coast activities, as well as risk rating information.

## Risk Management Plan

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

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

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<p><b>Participant Ability</b>  <b>Fear / Anxiety</b>  <b>Complacency / Overconfidence</b>  <b>Physical Ability</b></p>	<ul style="list-style-type: none"> <li>• Participation is based on meeting requirements</li> <li>• Demonstration of understanding and/or skills must be shown prior to undertaking activity</li> <li>• Participants are guided through activity supportively by Activity Leader</li> <li>• Participants that demonstrate inability to effectively paddle canoes will be given further coaching and close monitoring by activity leader; will not be allowed outside initial boundaries</li> <li>• Activity Leader supervises participants at all times</li> </ul>	<p><b>Unlikely</b></p>	<p><b>Major</b></p>	<p><b>Medium</b></p>
<p><b>Equipment Failure</b>                  Due to improper use, faulty / damaged equipment (eg. Broken paddle)</p>	<ul style="list-style-type: none"> <li>• Activity Leaders trained in pre-activity equipment checks</li> <li>• Spare paddle and PFD carried to activity</li> </ul>	<p>Rare</p>	<p>Minor</p>	<p>Low</p>

### 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

- 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.

#### 5-9 Medium Risk

- Risk needs to be regularly monitored for any changes and control/treatment effectiveness.
- Risk may be accepted after consideration.

#### 10-14 High Risk

- Risk is unacceptable, risks must be further treated or removed to bring rating to medium
- Risks are to be re-assessed by Activities Manager

#### 15+ Extreme Risk

- Unacceptable risk, urgent attention is required to treat or remove risks
- Management to consider elimination of activity

Risk Assessment Conducted by: *Program Manager, CCC Central Coast*

Date of Risk Assessment: *19<sup>th</sup> May 2020*

Date of Next Review: *May 2021*