



Canoeing Risk Management Plan

CCC Hawkesbury

School: _____ Year: _____ Dates: _____

Program: _____ Supervising Staff: _____

Activity Context

Canoeing is a great activity to get participants interacting with each other, requiring teamwork, communication and coordination. Canoeing at CCC Hawkesbury is conducted on the Nepean River a short walk at the back of our site. Canoeing at CCC Hawkesbury 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 17 participants.

For all groups with participants under 18yo:
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 (i.e., Hat, sunglasses, t-shirts, raincoat, warm clothing)
- Enclosed footwear that can get wet
- Adequate water
- Any personal medication required (i.e., 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 persons per boat)

Activity Facilitators

Activity Facilitators are CCC Activity Staff or equivalent.

Activity Facilitators are trained and signed off as competent to run activity by a qualified permanent CCC staff member. Activity Facilitator must hold a “Flat Water Guide Award” to be competent to run this activity.

Source: Paddle Australia <https://paddle.org.au/education-safety/flatwater-awards/#FW-Guide>

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

First Aid/Emergency

The school or group have primary responsibility for first aid, however:

- Activity Facilitators hold current first aid and CPR certificates.
- Activities Co-Ordinator holds current first aid and CPR certificates
- Large First Aid Kit available in First Aid/ PA room in main dining hall.
- For minor incidents, Activity Facilitator/Teacher/Group Leader communicates with Activities Co-Ordinator and fills out Incident Report Form. The school or group, with centre staff determine the need to call an ambulance or a hospital visit.
- For major incidents, if we are first on the scene, we will perform initial First Aid until the Teacher/Group Facilitator takes over. Our “Emergency and Critical Incident Policy and Procedure” outlines additional procedures required for an emergency.

Risk Management Plan

Hazard / Risk Description	Existing Control Measures	Risk Rating (after control measure put in place)		
		Likelihood	Consequence	Risk Rating
Activity Specific – Risk factors specifically associated with activity at CCC Hawkesbury				
Drowning	<ul style="list-style-type: none"> • Clients to wear PFD’s at all time when while activity is in session • Activity Facilitator is to properly fit each persons PFD (it must not be able to lift past their chin) • Activity facilitator to ensure all clients stay within site. • All clients taught what to do in the case of a capsize. • Activity facilitator to have current first aid and CPR 	Rare	Catastrophic	Medium
Canoe and client swept away down river	<ul style="list-style-type: none"> • Clients taught how to use paddles correctly before moving into water • Tow rope in Activity Facilitators canoe • Weak paddlers grouped with more confident clients 	Rare	Minor	Low
Capsizing canoe	<ul style="list-style-type: none"> • Canoes are already difficult to capsize. • Spread bigger clients between the canoes • Limit number of people in each canoe 	Unlikely	Minor	Low

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		Likelihood	Consequence	Risk Rating
	<ul style="list-style-type: none"> • Give clear instructions not to capsize and appropriate consequence for if they do intentionally capsize. • Inform client how to handle a capsized canoe situation. 			
High water flow/ tide	<ul style="list-style-type: none"> • Check rain radars for last couple days and current day for the river catchment. • Assess clients capabilities 	possible	Moderate	Medium
Hit with Paddle	<ul style="list-style-type: none"> • Clients are briefed about correct behaviours while activity is running • Hands to yourself, appropriate consequence if rule are not followed 	Unlikely	Insignificant	Low
Chafing	<ul style="list-style-type: none"> • Participants required to wear appropriate water wear, e.g., simmers, board shorts, rash shirt. • Participants notified of this in advance of commencement of activity. • Towels are brought with them so they can dry off after session if they were to get wet. 	Rare	Insignificant	Low
Participant falls Unconscious	<ul style="list-style-type: none"> • Canoes are to head to shore so activity facilitator can take care of the situation. • Activity facilitator has first aid and CPR certificates and can administer if needed; medical attention sought. 	Rare	Minor	Low
Slipping/Tripping/ Fall/ From uneven surfaces, equipment, trip hazards, obstacles in the environment.	<ul style="list-style-type: none"> • Area inspected by Activity Facilitator prior to activity and any hazards removed or mitigated • Equipment in activity area set up in an organised manner to reduce trip hazards • Participants to walk not run to activity site by the water. • Regular inspections of tracks, canoes and hazards at the set up and start of each session 	Unlikely	Minor	Low

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		Likelihood	Consequence	Risk Rating
People – Risk factors associated with the people using the activity				
Participant Behaviour Inability or decision to not follow directions or cooperate	<ul style="list-style-type: none"> • Clear behaviour expectations set at start of activity sessions • Encouraging supportive environment • Activity Instructor collaborates with Adult Supervisor/ teacher to maintain adequate supervision of all participants throughout the session. • Outline appropriate consequences of inappropriate behaviour • Removal of individual from activity or cancellation of whole activity if safety procedures and instructions are not being followed. 	Unlikely	Major	Low
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 always follow the Activity Plan (SOP) • Activity Facilitators are trained and signed off as competent to run activity by a qualified permanent CCC staff member. • Formal qualifications in Outdoor Recreation and relevant fields desired. • Communication equipment readily available at activity sessions (radios) • Vigilant supervision always required by Activity Facilitator • Leaders personal protective equipment and rescue equipment available at all activity sessions 	Unlikely	Major	Medium

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		Likelihood	Consequence	Risk Rating
Supervising Adult Unsafe practices including: <ul style="list-style-type: none"> Poor supervision by group leaders 	<ul style="list-style-type: none"> School/Church groups informed, prior to camp, that there is to be a supervising adult at each activity if persons are under 18 years of age. Activity Facilitator will stop or cancel activity without adequate supervision from Group Leaders 	Unlikely	Major	Medium
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 Instructor. 	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"> Groups informed, facilitated activities are not to be used outside of activity program times. Gates giving access to heights locked when not in use. Activity equipment packed and locked away after use. Signage at low ropes Instructing Unsupervised users to keep off. 	Unlikely	Major	Medium
Equipment – Risk factors associated with the equipment used for the activity				
Structure Failure Safety of the Activity tower, and associated structures or anchors required for the specific activity	<ul style="list-style-type: none"> Yearly inspection conducted by external provider and maintenance conducted as required. Equipment checked before every use 	Rare	Catastrophic	Medium
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 reported to Activities Co-Ordinator. 	Rare	Major	Low

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		Likelihood	Consequence	Risk Rating
	<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				
Exposure to UV rays Causing sunburn	<ul style="list-style-type: none"> Sun smart strategies are encouraged e.g., hats, long sleeved and collared shirts Marquees provided for activities without shaded areas 	Possible	Minor	Medium
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 regularly monitored for adverse conditions Participants briefed on wearing suitable protective clothing Activities modified / cancelled if necessary or alternate activities arranged 	Rare	Moderate	Low
Lightning Strike	<ul style="list-style-type: none"> Weather conditions regularly monitored for adverse conditions Activities delayed / cancelled when thunder or lightning is present, participants are moved to safe area. 	Rare	Catastrophic	Medium

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	<ul style="list-style-type: none"> Activities modified / cancelled if necessary or alternate activities arranged 			
Injury, bites or allergic reaction caused by organism	<ul style="list-style-type: none"> Groups briefed on arrival of appropriate actions for sighting/bite by snakes Area monitored for bees, snakes, spiders and if spotted, participants notified of the hazard and managed accordingly. Prescribed medication available if participant is high risk e.g., EpiPen. Radio communication with each activity facilitator, and a comprehensive first aid kit available in the first aid room if required. Activity Facilitator administers first aid accordingly. Medical attention/ ambulance sought if required. 	Unlikely	Major	Medium
Tree or Tree branch falling on person/s	<ul style="list-style-type: none"> Regular checks of activity area carried out and appropriate maintenance performed e.g., Dead or dying tree branches cut down/removed Participants briefed on safe waiting areas and high-risk areas to avoid. In high winds participants removed from under or near trees deemed high risk e.g., eucalyptus. 	Rare	Catastrophic	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 CCC Hawkesbury 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 CCC Hawkesbury has adopted an approach to record the most likely or typical outcome for all incidents.

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 Chafing	2 Canoe and client swept away, Participant falls unconscious	3	4	5 Drowning,
2 - Unlikely	2 Hit with paddle,	4 Capsizing canoe, slips/trips/falls	6 Misbehaved client	8 Unsafe Activity facilitator, unsafe supervising adult, injury to observers	10
3 - Possible	3 Participant can not participate,	6	9 High water flow/tide,	12	15
4 - Likely	4	8	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 Co-Ordinator

15+ Extreme Risk

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

Original Risk Assessment Conducted by: *Jemima Robinson, Activities and Hosting Manager, Mt Victoria*

Date: 27th January 2016

Reviewed:

January 2017

October 2018, *Amanda Bennett, Activities Manager, Yarramundi*

January 2021, *Karina Sullivan, Activities Co-Ordinator, CCC Hawkesbury*

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