ADVENTURE ACTIVITIES
RISK ASSESSMENT AND CONTROL RECORD

This Risk Assessment shall be reviewed at least every 2 years, upon identification of any new risks or whenever there is a related incident or change in a the task, process or activity which may alter risks

PART A - ACTIVITY DETAILS

Name of activity:			**Risk Assessment Number:**	
Raft Building			**YMCA-AA-RAW03**	
Activity Scope:			**ACTIVITY RISK RATING**	
Raft Building is a fun, competitive team building activity that encourages participants to think outside the box to design and construct a raft made out of basic materials that must carry their team on a pre-determined course on the water.			**Overall Risk Level (without Controls)**	**Overall Risk Level (with Controls)**
			Medium	**Low**
Equipment / Facility Requirements:	**Supervision Requirements:**		**Activity Leader Qualification Requirements:**	
Ropes, pipes or poles, barrels, life jackets, safety craft and rescue gear	Supervision of active participants	1 Outdoor Leader	YMCA Internal Training and Water Rescue qualification and/or Lead Canoe, Kayak or Stand-Up Paddle Boarding or similar qualification, and current first aid.	
	Supervision of non-active participants	1 responsible person (e.g. Teacher)		
Prepared By:	**In Consultation with:**		**Issue Date:**	**Next Review Date:**
Lynda Aldridge	Brent Greenfield, Jackie Kelly, Jordan Devine, Graeme Ferguson		1-Jan-2024	31-Dec-2026
WHS Advisor	**Group Manager**			
Michael Schablon	Michelle Stanton			

Reference Information: (e.g. manufacturer's instructions, operating manuals, industry information, Company Policies, CoP, Standards, Regulations)	**Supporting Documentation:** *(e.g. Work Instruction, SWP, Guidelines, Manuals, Inspection Checklists, Training Records, Signage)*
Australian Adventure Activity Standard & Core Good Practice Guide (GPG). Inland water paddle-craft GPG, AS 4758-Lifejackets, The Safety in Recreational Water Activities Act 2011 (SRWA Act 2011)	Master Adventurous Activity Risk Assessment and Control Record Raft Building Standard Operating Procedures Equipment Inspection, routine Equipment Inspection, annual iAudit Training records

RISK ASSESSMENT MATRIX		Consequences				
		A – Insignificant Near miss or limited harm not requiring first aid	**B – Minor** Injury or illness requiring no medical treatment with no lost time and minor incidents	**C – Moderate** Compensable physical or phycological injury with > 7 days off.	**D – Major** Serious Injury resulting in permanent impairment / long term rehabilitation	**E – Extreme** Death, multiple serious injuries.
Likelihood	**5-Almost Certain** Is expected to occur again either immediately or within a short period of time (likely to occur most weeks or months)	**MEDIUM**	**HIGH**	**HIGH**	**HIGH**	**HIGH**
	4-Likely Will probably occur in most circumstances (several times a year)	**LOW**	**MEDIUM**	**MEDIUM**	**HIGH**	**HIGH**
	3-Possible Probably will occur at some time (may happen every 1-2 years)	**LOW**	**LOW**	**MEDIUM**	**MEDIUM**	**HIGH**
	2-Unlikely Possibly to occur at some time in 2-10 years	**LOW**	**LOW**	**LOW**	**MEDIUM**	**MEDIUM**
	1-Rare Unlikely to occur only in exceptional circumstances (may happen every 10 – 20 years)	**LOW**	**LOW**	**LOW**	**LOW**	**MEDIUM**

RISK CONTROL HEIRARCHY			
Proactive	**Most Effective** ↓ **Least Effective**	**Level 1**	**Elimination** - Can risks be removed, repaired, outsourced or otherwise eliminated?
		Level 2	**Substitution** - Can risks be reduced through substituting the hazard or process with a safer alternative?
			Isolation - Can risks be reduced through isolating the hazard from possible contact with workers or patrons?
			Engineering - Can risks be controlled through engineering means or structural / equipment modification?
		Level 3	**Administration** - Can risks be controlled through training, supervision and / or signage?
			Personal Protective Equipment - Can risks be controlled through the use of personal protective equipment?
Reactive		**Level 4**	**Emergency Response** - Can risks be reduced through the provision of special / additional emergency response equipment and/or procedures? (measures in addition to standard First Aid kits, First Aid personnel, Fire Safety Installations, Fire and Evacuation Plans, training and drills)?

PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL

Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
What is the source of the Risk?	*How can a person be injured?*	*What are the expected injuries / illness?*	L	C	R	*What will reduce the likelihood or consequences?*	*Who is responsible for implementing the control measure?*	L	C	R
Environment – *hazards and risks associated with the Environment.*										
Hot/humid weather	Insufficient fluid intake, overexposure during program	Dehydration, headaches, nausea, fainting	4	C	M	• Provide drinking water and shade at launch for activities longer than 1.5 hours	Outdoor Leader	3	B	L
Flooding	Swept away in fast waters	Drowning	4	D	H	• Monitor weather alerts on Bureau of Meteorology website and advise Outdoor Leaders via UHF as required • Monitor dam levels through seqwater.com.au website • Direct contact with operators of SEQ water dam as required • Activities to be ceased when SEQ advised undertaking dam release • Monitoring alerts from dam spillage from SEQ Water via phone/text, noting maximum capacity of Lake Samsonvale 68% due to upgrades • Modify activities where possible to suit conditions depending on the type of programmed activities, location, client age range and ability to determine whether the activity should be modified to reduce the risk of being in the flooded area • Advise Outdoor Leader as to any modification to the activity	Program Coordinator	2	C	L
						• Visually monitor river levels • If travelling downstream from Camp Warrawee Launch in high water turn around at the second set of power lines (50 m from the Pump House), due to the likelihood of it being operational	Outdoor Leader			
Electrical storm	Through lightning strike either direct, contact voltage, side flash or ground current	Muscle pains, confusion burns	3	C	M	• Head immediately for shore. If this is not practicable keep a low profile and avoid contact with or being close metallic objects, avoid unnecessary contact with communication or navigations equipment and avoid contact with water. Exit via vehicle track if required, being mindful of track hazards. Leave paddles with craft, do not use as walking aids up the vehicle track.	Outdoor Leader	1	B	L

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What is the source of the Risk?	*How can a person be injured?*	*What are the expected injuries / illness?*	L	C	R	*What will reduce the likelihood or consequences?*	*Who is responsible for implementing the control measure?*	L	C	R
Drinking water	Water borne illness	Nausea, stomach cramps, diarrhoea, vomiting	2	C	L	• Carry water quantities appropriate for the type of activity, its anticipated intensity and weather conditions • Use water purification tablets when the water quality is unknown • Brief participants to not drink the creek, river or dam water	Outdoor Leader	1	B	L
Submerged objects in a body of water, rivers and/or lakes	Participant gets entrapped or entangled in submerged objects	Abrasions, contusions, lacerations, near drowning	4	D	H	• Monitor weather and alerts on the Bureau of Meteorology website • Monitor water levels and dam capacity on the SEQ water website • Reassess overall risk based on weather alerts and water levels depending on type of programmed activities, location, client age range and ability to determine whether the activity should be modified to reduce the risk of over-exposure • Ensure Outdoor Leader suitably trained to undertake activity	Program Coordinator	2	A	L
						• Ensure rescue equipment is suitable and fit for purpose (whistle, suitable cutting device, towing system)	Logistics Coordinator			

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What is the source of the Risk?	*How can a person be injured?*	*What are the expected injuries / illness?*	L	C	R	*What will reduce the likelihood or consequences?*	*Who is responsible for implementing the control measure?*	L	C	R
Submerged objects in a body of water, rivers and/or lakes	Participant gets entrapped or entangled in submerged objects	Abrasions, contusions, lacerations, near drowning	3	C	M	• Ensure enclosed sturdy shoes are worn • Brief participants on submerged hazards and depth of water • Ensure each participant has a Life Jacket that meets Australian Standards for its intended purpose • Life jackets should be the correct size for the wearer and be adjusted correctly before entering the water. The Life Jacket should be a bright colour • Monitor participants for suitability and swimming competency • Negotiate areas of moving water prior to participants • Throw bags, 15-20 meters, and/ or tow-lines must be carried on rescue craft • Carry a safety knife/ shears that is easily accessible, however should not be carried on the outside of the life jacket • Carry appropriate towing system easily accessible so that it can be deployed quickly when needed • Adhere to Exclusion Zones as directed by relevant authority (Dam Wall, Weir) • Remain aware of the distance from shore as the weather, wind and tide can create hazards. • Modified or abandon activity in adverse conditions • Consider stopping activity if environmental conditions exceed the ability of the group • All gear should be correctly waterproofed and stowed securely in watercraft	Outdoor Leader	2	A	L

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Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
What is the source of the Risk?	*How can a person be injured?*	*What are the expected injuries / illness?*	L	C	R	*What will reduce the likelihood or consequences?*	*Who is responsible for implementing the control measure?*	L	C	R
Body of water	Swimming ability not suitable for activity, causing near drowning	Chest pain, cough, shortness of breath, vomiting, asphyxiation, anxiety	3	C	M	• Brief participants on risk of submerged obstacles • Provide participants with genuine choice to participate or withdraw • Ensure each participant that has a Life Jacket that meets Australian Standards for its intended purpose • Life jackets should be the correct size for the wearer and be adjusted correctly before entering the water • Ensure throw rope is accessible • Carry a suitable means of cutting rope (to be easily accessible but inside life jacket) • Consider using safety craft	Outdoor Leader	2	C	L
Sharp objects	Fish hooks, glass, sharp sticks or stones	Pain, discomfort, puncture wounds, infection	3	B	L	• Outdoor Leader to survey site and remove any sharps and dispose of in sharps container • Enclosed sturdy shoes must be worn, supervision and monitoring of footwear during activity session to be undertaken by client staff • Define clear physical boundary for activities • Brief participants on sharp objects that can be found in the area	Outdoor Leader	2	A	L

Please refer to Master Risk Assessment for Adventurous Activities for generic risk assessment and controls

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People – *List all hazards and risks associated with People.*										
Manual Handling	Repeated, sustained or high force, sustained awkward	Sprains, strains, contusions and lacerations	4	C	M	• Instruct participants to follow correct manual handling techniques when carrying construction, including communication with team	Outdoor Leader	3	B	L
Participants	Unpredictable participant behaviour in rescue situation	Abrasions, contusions, lacerations	3	B	L	• Communicate with the participant, providing information on the ongoing situation and explaining the actions being taken to aid them	Outdoor Leader	2	A	L
Time pressure	Urgency to perform rescue increases risk of errors	Minor physical and/or psychological injury	3	C	M	• Follow the Rescue Hierachy and choose the rescue technique which achieved in the safest and quickest manner • Conduct rescues in accordance with your qualifications and demonstrated competencies.	Outdoor Leader	2	A	L
Miss-comunication	Communication challenges during rescue situation due to elevated environment	Minor physical and/or psychological injury	3	B	L	• Follow the communication protocols in the handbook and SOP • Confirm understanding prior to proceeding to next instruction as required	Outdoor Leader	2	A	L
Overcrowding	Collisions with others	Minor abrasions, contusions, lacerations	3	C	M	• Brief participants on clear boundaries and to be mindful of the other team	Outdoor Leader	2	A	L
	Exceeding weight capacity	Minor abrasions, contusions, lacerations	3	B	L	• Once participants have designed their construction, discuss the limitations and risks associated with too many participants on it	Outdoor Leader	2	A	L
	Instability if multiple participants attempt to ride construction	Minor abrasions, contusions, lacerations	3	B	L	• Set expectations of challenge based on group ability and size • Brief participants on the risks and limitations of the design	Outdoor Leader	2	A	L

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Logistics & Equipment – *List all risks associated with Logistics and Equipment.*										
Personal Protective Equipment (PPE)	Not provided or not correctly fitted	Abrasions, contusions, lacerations, asphyxiation	3	D	M	• Range of sizes of life jackets available • Life jackets to be of the correct size, fit and suitability for activity • Life jackets to be worn to manufacturers specifications and secured throughout any activity session where participants are exposed to water hazards • Life jackets to be checked prior to commencing activity	Outdoor Leader	2	B	L
Using damaged equipment	Equipment failure	Abrasions, contusions, lacerations, asphyxiation	3	D	M	• Check condition of fastening systems on life jackets prior to use	Outdoor Leader	2	D	L
Poles or logs	Failure to adhere to correct use and carrying procedures resulting in person being hit by a pole or log	Abrasions, contusions, lacerations	4	B	M	• Brief participants on correct carrying and of any poles or logs longer than their height, one participant to carry each ends	Outdoor Leader	2	B	L
Construction	Collapse of construction	Minor abrasions, contusions, lacerations	3	B	L	• Check materials prior to activity to ensure in good condition • Assess construction prior to use, ensure structural integrity and safety to reduce risk of structural failure during operation • Have a rescue throw bag, basic repair kit (tape) • Rescue water craft available in the case of an emergency	Outdoor Leader	2	B	L
	Entrapment, entanglement	Asphyxiation, minor abrasions, contusions, lacerations	4	C	M	• Brief participants to ensure they will not be are tied to the construction and to avoid loose rope exceeding a metre • Rescue water craft available in the case of an emergency • Carry a suitable means of cutting rope. Knives should be easily accessible, however should not be carried on the outside of the Life Jacket	Outdoor Leader	2	B	L

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Hazard	**Risk Event**	**Consequences**	**Initial Risk**	**Control Measures**	**Person Responsible**	**Current Risk**
Logistics & Equipment – *List all risks associated with Logistics and Equipment.*						

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