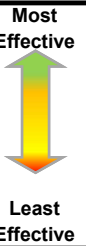




# ADVENTURE ACTIVITIES RISK ASSESSMENT AND CONTROL RECORD

*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*

<b>PART A - ACTIVITY DETAILS</b>			
<b>Name of activity:</b>		<b>Risk Assessment Number:</b>	
Canoeing		YMCA-AA-RAW01	
<b>Activity Scope:</b>		<b>ACTIVITY RISK RATING</b>	
Canoeing is a recreational activity which involves paddling a canoe with a single-bladed paddle with one or two other people. The session aims to provide participants with the necessary basic skills to paddle and manoeuvre the craft for games and or short journeys on flat water, either a river or open water way such as a dam.		<b>Overall Risk Level (without Controls)</b>	<b>Overall Risk Level (with Controls)</b>
		Medium	Low
<b>Equipment / Facility Requirements:</b>	<b>Supervision Requirements:</b>		<b>Activity Leader Qualification Requirements:</b>
Canoes, paddles, life jackets, rescue equipment	Supervision of active participants	1 Outdoor Leader and 1 responsible person (e.g. Teacher)	Lead Canoe or similar qualification, Water Rescue qualification and current first aid
	Supervision of non-active participants	Generally all participants are actively participating, if not an additional responsible person (e.g. Teacher) is required	
<b>Prepared By:</b>	<b>In Consultation with:</b>		<b>Issue Date:</b>
Lynda Aldridge	Brent Greenfield, Jackie Kelly, Jordan Devine, Graeme Ferguson		1-Dec-2023
<b>Next Review Date:</b>			
	30-Nov-2026		
<b>WHS Advisor</b>	<b>Group Manager</b>		
Michael Schablon	Michelle Stanton		
<b>Reference Information:</b> (e.g. manufacturer's instructions, operating manuals, industry information, Company Policies, CoP, Standards, Regulations)		<b>Supporting Documentation:</b> (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 v1.1, AS 4758-Lifejackets. The Safety in Recreational Water Activities Act 2011 (SRWA Act 2011), Transport Operations (Marine Safety) Act, 1994 and the Transport Operations (Marine Safety), Regulation 1995. CARA guidelines: Canoeing		Master Adventurous Activity Risk Assessment and Control Record Canoeing 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	<b>5-Almost Certain</b> 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
	<b>4-Likely</b> Will probably occur in most circumstances (several times a year)	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	<b>3-Possible</b> Probably will occur at some time (may happen every 1-2 years)	LOW	LOW	MEDIUM	MEDIUM	HIGH
	<b>2-Unlikely</b> Possibly to occur at some time in 2-10 years	LOW	LOW	LOW	MEDIUM	MEDIUM
	<b>1-Rare</b> Unlikely to occur only in exceptional circumstances (may happen every 10 – 20 years)	LOW	LOW	LOW	LOW	MEDIUM
RISK CONTROL HEIRARCHY						
Proactive		Level 1	<b>Elimination</b> - Can risks be removed, repaired, outsourced or otherwise eliminated?			
		Level 2	<b>Substitution</b> - Can risks be reduced through substituting the hazard or process with a safer alternative?			
			<b>Isolation</b> - Can risks be reduced through isolating the hazard from possible contact with workers or patrons?			
		Level 3	<b>Engineering</b> - Can risks be controlled through engineering means or structural / equipment modification?			
<b>Administration</b> - Can risks be controlled through training, supervision and / or signage?						
Reactive		Level 4	<b>Personal Protective Equipment</b> - Can risks be controlled through the use of personal protective equipment?			
			<b>Emergency Response</b> - 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)?			

<b>PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL</b>										
Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
<i>What is the source of the Risk?</i>	<i>How can a person be injured?</i>	<i>What are the expected injuries / illness?</i>	L	C	R	<i>What will reduce the likelihood or consequences?</i>	<i>Who is responsible for implementing the control measure?</i>	L	C	R
<b>Environment</b> – hazards and risks associated with the Environment.										
Hot/humid weather	Insufficient fluid intake, overexposure during program	Dehydration, headaches, nausea, fainting	4	C	M	<ul style="list-style-type: none"> <li>Provide drinking water and shade at launch for activities longer than 1.5 hours</li> </ul>	Outdoor Leader	3	B	L
Flooding	Swept away in fast waters	Drowning	4	D	H	<ul style="list-style-type: none"> <li>Monitor weather alerts on Bureau of Meteorology website and advise Outdoor Leaders via UHF as required</li> <li>Monitor dam levels through seqwater.com.au website</li> <li>Direct contact with operators of SEQ water dam as required</li> <li>Activities to be ceased when SEQ advised undertaking dam release</li> <li>Monitoring alerts from dam spillage from SEQ Water via phone/text, noting maximum capacity of Lake Samsonvale 68% due to upgrades</li> <li>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</li> <li>Advise Outdoor Leader as to any modification to the activity</li> </ul>	Program Coordinator	2	C	L
						<ul style="list-style-type: none"> <li>Visually monitor river levels</li> <li>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</li> </ul>	Outdoor Leader			

**PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL**

Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
			L	C	R			L	C	R
<i>What is the source of the Risk?</i>	<i>How can a person be injured?</i>	<i>What are the expected injuries / illness?</i>				<i>What will reduce the likelihood or consequences?</i>	<i>Who is responsible for implementing the control measure?</i>			
Strong winds	Water craft separation from group, capsize of water craft	Abrasions, contusions, lacerations, fractures, concussions	4	C	M	<ul style="list-style-type: none"> <li>Review program if winds of 20 km/h (10 knots) or more are predicted, depending on the location of journey and impact the wind will have on the activity modify if necessary and advise Outdoor Leader</li> <li>Deploy support water craft as necessary</li> <li>Traverse along the bank in large bodies of water</li> </ul>	Program Coordinator	3	B	L
						<ul style="list-style-type: none"> <li>Ensure all loose objects are secured in canoe or on craft deck</li> <li>Monitor wind conditions in field, adapt activity based on participant skill and competence</li> </ul>	Outdoor Leader			
Electrical storm	Through lightning strike either direct, contact voltage, side flash or ground current	Muscle pains, confusion burns	3	C	M	<ul style="list-style-type: none"> <li>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.</li> </ul>	Outdoor Leader	1	B	L
Drinking water	Water borne illness	Nausea, stomach cramps, diarrhoea, vomiting	2	C	L	<ul style="list-style-type: none"> <li>Carry water quantities appropriate for the type of activity, its anticipated intensity and weather conditions</li> <li>Use water purification tablets when the water quality is unknown</li> <li>Brief participants to not drink the creek, river or dam water</li> </ul>	Outdoor Leader	1	B	L
						<ul style="list-style-type: none"> <li>Provide water purification tablets for the activity as required</li> </ul>	Program Coordinator			

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Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
			L	C	R			L	C	R
<i>What is the source of the Risk?</i>	<i>How can a person be injured?</i>	<i>What are the expected injuries / illness?</i>	L	C	R	<i>What will reduce the likelihood or consequences?</i>	<i>Who is responsible for implementing the control measure?</i>	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	4	D	H	<ul style="list-style-type: none"> <li>• Monitor weather and alerts on the Bureau of Meteorology website</li> <li>• Monitor water levels and dam capacity on the SEQ water website</li> <li>• 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</li> <li>• Ensure Outdoor Leader suitably trained to undertake activity</li> </ul>	Program Coordinator	2	A	L
						<ul style="list-style-type: none"> <li>• Ensure rescue equipment is suitable and fit for purpose (whistle, suitable cutting device, towing system)</li> </ul>	Logistics Coordinator			

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Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
			L	C	R			L	C	R
<i>What is the source of the Risk?</i>	<i>How can a person be injured?</i>	<i>What are the expected injuries / illness?</i>				<i>What will reduce the likelihood or consequences?</i>	<i>Who is responsible for implementing the control measure?</i>			
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	<ul style="list-style-type: none"> <li>• Ensure enclosed sturdy shoes are worn</li> <li>• Brief participants on submerged hazards and depth of water</li> <li>• Ensure each participant has a Life Jacket that meets Australian Standards for its intended purpose</li> <li>• 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</li> <li>• Monitor participants for suitability and swimming competency</li> <li>• Negotiate areas of moving water prior to participants</li> <li>• Throw bags, 15-20 meters, and/ or tow-lines must be carried on rescue craft</li> <li>• Carry a safety knife/ shears that is easily accessible, however should not be carried on the outside of the life jacket</li> <li>• Carry appropriate towing system easily accessible so that it can be deployed quickly when needed</li> <li>• Adhere to Exclusion Zones as directed by relevant authority (Dam Wall, Weir)</li> <li>• Remain aware of the distance from shore as the weather, wind and tide can create hazards.</li> <li>• Modified or abandon activity in adverse conditions</li> <li>• Consider stopping activity if environmental conditions exceed the ability of the group</li> <li>• All gear should be correctly waterproofed and stowed securely in watercraft</li> </ul>	Outdoor Leader	2	A	L

**PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL**

Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
			L	C	R			L	C	R
<i>What is the source of the Risk?</i>	<i>How can a person be injured?</i>	<i>What are the expected injuries / illness?</i>	L	C	R	<i>What will reduce the likelihood or consequences?</i>	<i>Who is responsible for implementing the control measure?</i>	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	<ul style="list-style-type: none"> <li>Brief participants on risk of submerged obstacles</li> <li>Provide participants with genuine choice to participate or withdraw</li> <li>Ensure each participant that has a Life Jacket that meets Australian Standards for its intended purpose</li> <li>Life jackets should be the correct size for the wearer and be adjusted correctly before entering the water</li> <li>Ensure throw rope is accessible</li> <li>Carry a suitable means of cutting rope (to be easily accessible but inside life jacket)</li> <li>Consider using safety craft</li> </ul>	Outdoor Leader	2	C	L
Uneven ground or obstacles in walkways	Slip trips and falls, collisions, lack of co-ordination	Abrasions, contusions, lacerations, fractures, concussions	4	B	M	<ul style="list-style-type: none"> <li>Brief participants to pull the canoes over shallow areas and how to carefully walk through the water</li> </ul>	Outdoor Leader	2	A	L
Sharp objects	Fish hooks, glass, sharp sticks or stones	Pain, discomfort, puncture	3	B	L	<ul style="list-style-type: none"> <li>Outdoor Leader to survey site and remove any sharps and dispose of in sharps container</li> <li>Enclosed sturdy shoes must be worn</li> </ul>	Outdoor Leader	2	A	L

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

**PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL**

Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
<b>People – List all hazards and risks associated with People.</b>										
Manual Handling	Repeated, sustained or high force, sustained awkward posture, repetitive movements, exposure to sustained vibration, loads that are unstable, unbalanced or hard to hold	Sprains, strains, contusions and lacerations	4	C	M	<ul style="list-style-type: none"> <li>When setting up activities use correct manual handling techniques to loading, off loading or moving water craft</li> <li>Instruct participants to follow correct manual handling techniques when loading, off loading or moving water craft</li> </ul>	Outdoor Leader	3	B	L
Physical Exertion	Participants over challenged causing exhaustion and fatigue	Sprains, strains, contusions and lacerations	3	A	L	<ul style="list-style-type: none"> <li>Where used, ensure paddles are appropriate to the type of craft and the build and skills of the participants</li> </ul>	Outdoor Leader	2	A	L
Group Separation	Lack of supervision resulting in extended rescue time	Minor physical or psychological injury	3	B	L	<ul style="list-style-type: none"> <li>Brief participants to paddle craft no more than 25 m apart. Brief client staff that one adult to be in front and one at back of 'pod' to reduce separation</li> </ul>	Outdoor Leader	2	A	L
	Unsupervised capsize, reduced time to rescue					<ul style="list-style-type: none"> <li>In larger bodies of water a competent Program staff with a support water craft will accompany the group in addition to the Qualified Outdoor Leader .</li> </ul>	Program Coordinator			
Participants	Unpredictable participant behaviour in rescue situation	Abrasions, contusions, lacerations	3	B	L	<ul style="list-style-type: none"> <li>Communicate with the participant, providing information on the ongoing situation and explaining the actions being taken to aid them</li> </ul>	Outdoor Leader	2	A	L
Time pressure	Urgency to perform rescue increases risk of errors	Minor physical and/or psychological injury	3	C	M	<ul style="list-style-type: none"> <li>Follow the Rescue Hierachy and choose the rescue technique which achieved in the safest and quickest manner</li> <li>Conduct rescues in accordance with your qualifications and demonstrated competencies.</li> </ul>	Outdoor Leader	2	A	L



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Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
<b>People – List all hazards and risks associated with People.</b>										
Misscommunication	Communication challenges during rescue situation due to elevated environment	Minor physical and/or psychological injury	3	B	L	<ul style="list-style-type: none"> <li>Follow the communication protocols in the handbook and SOP</li> <li>Confirm understanding prior to proceeding to next instruction as required</li> </ul>	Outdoor Leader	2	A	L

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<b>PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL</b>										
Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
<b>Logistics &amp; Equipment – List all risks associated with Logistics and Equipment.</b>										
Personal Protective Equipment (PPE)	Not provided or not correctly fitted	Abrasions, contusions, lacerations, asphyxiation	3	D	M	<ul style="list-style-type: none"> <li>• Range of sizes of life jackets available</li> <li>• Life jackets to be of the correct size, fit and suitability for activity</li> <li>• Life jackets to be worn to manufacturers specifications and secured throughout any activity session where participants are exposed to water hazards</li> <li>• Life jackets to be checked prior to commencing activity</li> </ul>	Outdoor Leader	2	B	L
	Using damaged equipment	Equipment failure	Abrasions, contusions, lacerations, asphyxiation	3	D	M	<ul style="list-style-type: none"> <li>• Check condition of fastening systems on life jackets prior to use</li> </ul>	Outdoor Leader	2	D
			3	C	L	<ul style="list-style-type: none"> <li>• Check water craft and paddles prior to use</li> </ul>			1	B
Paddles	Failure to adhere to correct use and carrying procedures resulting in person being hit by a paddle	Abrasions, contusions, lacerations	4	A	L	<ul style="list-style-type: none"> <li>• Brief participants on the correct carrying and handling of paddles. Paddles should be carried in a controlled fashion, not being swung around or used on the ground</li> </ul>	Outdoor Leader	2	A	L
Loss of equipment	Inability to proceed with activity due to lost equipment	Psychological injury	3	A	L	<ul style="list-style-type: none"> <li>• Spare equipment to be available in case of emergency</li> <li>• Ensure water craft are secure when taking breaks on shore</li> </ul>	Outdoor Leader	2	A	L
Paddle Craft	Capsizing, falling out or off the craft, entrapment in or under paddle-craft	Minor abrasions, contusions, lacerations	3	B	L	<ul style="list-style-type: none"> <li>• Paddle craft design is appropriate to the context of the activity</li> <li>• Stability of craft is suited to paddlers capabilities</li> <li>• Where an accompanying marine craft is used, the craft must conform with boating regulations</li> </ul>	Program Coordinator	2	A	L

**PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL**

Hazard	Risk Event	Consequences	Initial Risk	Control Measures	Person Responsible	Current Risk
<b>Logistics &amp; Equipment – List all risks associated with Logistics and Equipment.</b>						
Paddle Craft	Capsizing, falling out or off the craft, entrapment in or under paddle-craft	Minor abrasions, contusions, lacerations	3 B L	<ul style="list-style-type: none"> <li>Water craft are in good repair and meet their intended design characteristics</li> <li>Appropriate buoyancy aids installed where necessary</li> <li>Water craft are capable of being towed by rope and grasped by hand, either through hand holds or toggles, depending on the type of craft</li> <li>Appropriate end loops or toggles which do not form entrapment hazards</li> <li>Material or finish does not cause injury</li> <li>Means to be secured to prevent floating away</li> <li>Appropriate fittings (e.g. plugs or covers) used where integral to design</li> <li>Preferably of a colour that is clearly visible to other water users or rescue authorities</li> </ul>	Logistics Coordinator	2 A L
	Walking surface for entry, exit or moving out of the paddle craft	Minor abrasions, contusions, lacerations	3 B L	<ul style="list-style-type: none"> <li>Assess paddle craft before use, ensure structural integrity, are in good repair and meet their intended design characteristics</li> <li>Make participants aware of risks associated with the activity</li> <li>Carry rescue throw bag</li> <li>Continuously monitor participants for fear and/ or hesitancy or loss of balance</li> <li>Continually assess the threat of vehicles/marine craft to participants</li> <li>Ensure the client is supervising and monitoring behaviour during the activity session</li> <li>Brief participants on what to do if capsized</li> </ul>	Outdoor Leader	2 A L
Sharp objects	Standing on sharp objects	Minor abrasions, lacerations	4 B M	<ul style="list-style-type: none"> <li>Brief participants on hazards of not wearing suitable enclosed shoes</li> <li>Ensure supervision and monitoring of footwear during the activity session by Client staff</li> </ul>	Outdoor Leader	2 A L

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