



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:	
Canoeing		YMCA-AA-RAW01	
Activity Scope:		ACTIVITY RISK RATING	
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 either a river or open water way such as a dam		Overall Risk Level (without Controls)	Overall Risk Level (with Controls)
		High	Moderate
Equipment / Facility Requirements:	Group Size and Supervision Requirements:	Activity Leader Qualification Requirements:	
Canoes, paddles, life jackets, rescue equipment	Recommended Group Size: 15 Minimum number of Leaders: 1 Maximum ratio: 1 Supervising Adult :15 Participants	Canoe Lead unit of competency or equivalent (Sport) qualifications and first aid	
Prepared By:	In Consultation with:	Issue Date:	Next Review Date:
Lynda Aldridge	Brent Greenfield, David Bailey, Angela Byrne	June 2021	June 2023
WHS Advisor	Group Manager		
Angela Byrne	Will Sambrook		
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)	
AAS Canoeing, 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, WHS Act 2011, WHS Regulations 2011.		Activity specific Standard Operating Procedures Activity Equipment Checklist Equipment Inspection, routine Equipment Inspection, annual	

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	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
Environment – hazards and risks associated with the Environment.												
Flooding	Swept away in fast waters	Drowning	3	C	H	<ul style="list-style-type: none"> Monitor weather reports and alerts on Bureau of Meteorology website Monitor dam levels through seqwater.com.au website Direct contact with operators of SEQ water dam in necessary Manage alerts from dam spillage from SEQ Water Modify activities where possible to suit conditions depending on type of programed activites, location, client age range and ability 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	M		
						<ul style="list-style-type: none"> Monitor river levels in field when flood is foreseeable hazard Reassess crossing of swollen creeks and rivers Have knowledge of safe crossing techniques 	Outdoor Leader					
Strong winds	<ul style="list-style-type: none"> Water craft separation from group Capsize of water craft 	Abrasions Contusions Lacerations Fractures Concussions	2	B	M	<ul style="list-style-type: none"> Review journey plans when winds of 25 knots more are predicted, depending on location of journey and impact the wind will have on the activity modify if necessary and advise Outdoor Leader Deploy safety boat as necessary 	Program Coordinator	1	B	L		
						<ul style="list-style-type: none"> Ensure all loose objects are secured in canoe or on craft deck 	Outdoor Leader					
Electrical storm	Through lightning strike either direct, contact voltage,	muscle pains, confusion, hearing loss, burns	3	C	M	<ul style="list-style-type: none"> 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 	Outdoor Leader	1	B	L		
Drinking Water	Water borne illness	Nausea Stomach cramps Diarrhoea Vomiting	3	B	M	<ul style="list-style-type: none"> 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	2	B	M		
						<ul style="list-style-type: none"> Provide water purification tablets for the activity as required 	Program Coordinator					

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Hazard	Risk Event	Consequences	Initial Risk	Control Measures	Person Responsible	Current Risk
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 B M	<ul style="list-style-type: none"> • Monitor weather and alerts on Bureau of Meteorology website • Monitor water levels and dam capacity on SEQ water website • Reassess overall risk based pm weather alerts and water levels depending on type of programed activites, location, client age range and ability determine whether the activity should be modified to reduce the risk of over exposure • Ensure Outdoor Leader suitably trained to undertake activity • Ensure Outdoor Leader is provided with appropriate towing system easily accessible so that it can be deployed quickly when needed 	Program Coordinator	2 A L
				<ul style="list-style-type: none"> • 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 • 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 	Outdoor Leader	

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Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
Body of Water	Swimming ability not suitable for activity, causing near drowning	Chest Pain, cough, shortness of breath, vomiting	3	B	M	<ul style="list-style-type: none"> Brief participants on risk of submerged obstacles Ensure each participant that has a Life Jacket that meets Australian Standards for its intended purpose The Life Jacket should be the correct size for the wearer and be adjusted correctly before entering the water Ensure throw rope is accessible Consider using kayak as safety craft 	Outdoor Leader	2	B	M
Uneven Ground or obstacles in walkways	<ul style="list-style-type: none"> Slip trips and falls Collisions Lack of co-ordination 	Abrasions, contusions, lacerations, concussions	4	A	M	<ul style="list-style-type: none"> Brief participants to pull the canoes over shallow areas and how to carefully walk through the water 	Outdoor Leader	2	A	L
Tunnels	Hitting head on tunnel or protruding obstacle	Abrasions, contusions, lacerations, concussions	3	B	M	<ul style="list-style-type: none"> Brief participants to keep the canoe to the side of the tunnel under the road and to lean forward in the canoe 	Outdoor Leader	2	A	L

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Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
People – List all hazards and risks associated with People.										
Manual Handling	<ul style="list-style-type: none"> 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	3	B	M	<ul style="list-style-type: none"> Instruct participants to follow correct manual handling techniques 	Outdoor Leader	2	B	M
Physical Exertion	Participants over challenged causing exhaustion and fatigue	Sprains, strains, contusions and lacerations	3	A	M	<ul style="list-style-type: none"> Where used, ensure paddles are appropriate to the type of craft and the build and skills of the participants. 	Outdoor Leader	2	A	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.										
Personal Protective Equipment (PPE)	Not provided or not correctly fitted	Abrasions, contusions, lacerations	3	A	M	<ul style="list-style-type: none"> • Demonstrate and brief on correct fitting of PPE • Ensure correct fitting of PPE when initially fitted • Double check PPE immediately before participating in activity • Check PPE during activity • 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 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	M
Using damaged equipment	Equipment failure	Minor physical injury Abrasions,	3	A	M	<ul style="list-style-type: none"> • Check condition of fastening systems on Life Jackets prior to use 	Outdoor Leader	2	A	L
Paddles	Failure to adhere to correct use and carrying procedures resulting in person being hit by a paddle	Abrasions, contusions, lacerations	4	A	M	Brief participants on correct carrying and handling of paddles	Outdoor Leader	2	A	L
Loss of equipment	<ul style="list-style-type: none"> • Inability to proceed with activity due to lost paddle or 	Psychological injury	3	A	M	<ul style="list-style-type: none"> • Spare equipment to be available in case of emergency • Ensure canoes are secure when taking breaks on shore 	Outdoor Leader	2	A	L

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Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
Paddle Craft	<ul style="list-style-type: none"> • Capsizing • Falling out or off the craft • Entrapment in or under paddle-craft 	Minor abrasions, contusions, lacerations	3	B	M	<ul style="list-style-type: none"> • Paddle craft design is appropriate to the context of the activity • Stability of craft is suited to paddlers capabilities • Where an accompanying marine craft is used, the craft must conform with boating regulations 	Program Coordinator	2	A	L
	<ul style="list-style-type: none"> • Walking surface for entry, exit or moving out of the paddle craft 					<ul style="list-style-type: none"> • Vehicles/paddle craft are in good repair and meet their intended design characteristics • Appropriate buoyancy aids installed where necessary • Paddle craft are capable of being towed by rope and grasped by hand, either through hand holds or toggles, depending on the type of craft • Appropriate end loops or toggles which do not form entrapment hazards • Material or finish does not cause injury • Means to be secured to prevent floating away • Appropriate fittings (e.g. plugs or covers) used where integral to design • Preferably of a colour that is clearly visible to other water users or rescue authorities 	Lead Outdoor Instructor			
						<ul style="list-style-type: none"> • Assess paddle craft prior to use, ensure structural integrity, are in good repair and meet their intended design characteristics • Make participants aware of risks associated with the activity • Carry rescue throw bag, basic repair kit (tape) • Continuously monitor participants for fear and/ or hesitancy, or loss of balance • Continually assess the threat of vehicles/marine craft to participants • Ensure client is supervising and monitoring of behaviour during the activity session • Brief participants on what to do if capsized 	Outdoor Leader			