

# Risk Assessment for Canoeing



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## Reviews

Completed By	Revision Date	Approved By	Approval Date
R Shanks	13/02/2019	D Davidson	13/02/2019

Risk level	Action required/approval
<b>Medium</b> Some chance of injury or incident	<input checked="" type="checkbox"/> Manage through regular planning processes

### Minimum Supervision

Minimum 2 Activity Instructors are to be present to run Canoeing, comprising of:

1 Qualified Activity Instructor

1 Activity Instructor or competent, experienced person

Additional Activity Instructors will be required depending on participants ability to swim .

### Recommendations

Canoeing is recommended for grade 4 or 10 years old and above

It is highly recommended that a minimum 1 adult supervisor should be present to assist with participant behaviours .

### Qualifications

All lead Apex staff and contractors hold at a minimum ,one of the following qualifications /skills sets or other recognised skill sets/qualifications from another jurisdiction, along with mandatory First Aid/CPR and QLD Blue Card, working with children check.

- Certificate 3 Outdoor Recreation specialising in Canoeing/ Kayaking
- Certificate 4 Outdoor Recreation specialising in Canoeing/ Kayaking
- Diploma Outdoor recreation specialising in Canoeing/ Kayaking
- Perform Deep Water Rescues
- Skill set or certification from Queensland Canoeing

Through the use of well maintained equipment, training and accredited staff and sound operating procedures and policies Apex Camps control the “real risks” associated with this activity

In assessing the level of risk, considerations such as the likelihood of an incident happening in combination with the seriousness of a consequence are used to gauge the overall risk level for an activity. The matrix below has been used as a guide to assist with developing the risk assessment:

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
5 Almost Certain	Medium	Medium	High	Extreme	Extreme
4 Likely	Low	Medium	High	High	Extreme
3 Possible	Low	Medium	High	High	High
2 Unlikely	Low	Low	Medium	Medium	High
1 Rare	Low	Low	Low	Low	Medium

Risk Level	
Low	Little chance of incident or serious injury.
Medium	Some chance of an incident and injury requiring first aid.
High	Likely chance of a serious incident and injury requiring medical treatment.
Extreme	High chance of a serious incident resulting in highly debilitating injury.

## Minimum Equipment/Facilities

First aid kit suitable for activity

Communication system

Electronic and other equipment that can be damaged by water is to be carried in water resistant containers.

Leaders are responsible for determining the equipment to be carried by all participants. The following communication equipment should be appropriate for the activity and area of operations.

- Marine Whistle
- UHF Radio
- Phone-line at location
- Mobile phone

Sun Safety equipment (hat, sunglasses, sunscreen, shirt etc)

Appropriate clothing and footwear (no singlets, skirts, short shorts, thongs, crocs etc)

Leader will inspect the area and ensure its soundness before commencing the activity

Equipment use and maintenance log to be kept on each session

Drinking water (students should not share drinking containers)

Spare equipment to be available in case of emergency

Vehicular access to within a reasonable distance of the activity in case of emergency

Safety, repair and rescue equipment comprising of; throw bag, equipment to tow another canoe, rescue knife, roll of duct tape.

Emergency management plan

Sea-worthy craft

# Hazards and Control Measures

Listed below are the indicative hazards/risks and the suggested control measures.

Hazards/Risks	Control Measures
<b>Animal bites/diseases</b> <ul style="list-style-type: none"> <li>• Marine stingers</li> <li>• Dangerous animals</li> </ul>	<ul style="list-style-type: none"> <li>• Adhere to the Surf Life Saving Queensland Marine Stingers Management Guidelines <a href="http://www.lifesaving.com.au/downloads/Policies/">www.lifesaving.com.au/downloads/Policies/</a></li> </ul>
<b>Biological material</b> <ul style="list-style-type: none"> <li>• Bodily fluids (e.g. blood, sweat, saliva)</li> </ul>	<ul style="list-style-type: none"> <li>• Comply with HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions and Infection Control Guidelines. Students with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious.</li> <li>• Have sufficient and suitable containment material (bandages, etc) available</li> <li>• Ensure that personal items are not shared.</li> </ul>
<b>Environmental conditions</b> <ul style="list-style-type: none"> <li>• Weather</li> <li>• Surfaces</li> <li>• Surrounds</li> </ul>	<ul style="list-style-type: none"> <li>• Assess weather conditions before and during activity (e.g. temperature, storms)</li> <li>• Ensure sun safety equipment is used. Ensure that students apply sunscreen every two hours.</li> <li>• Select an appropriate route and location, having regard for; experience of leader, number and type of craft, depth of water, tidal flow, currents, visibility, water temperature, underwater vegetation, marine life, protection from water craft.</li> <li>• Check and assess surrounds for loose items, debris and hazards and suitability of participants.</li> <li>• The location should allow safe access to the staging areas</li> <li>• Visibility and access to be considered before choosing routes</li> <li>• Consider hazards associated with types of fencing material, gates and other infrastructure.</li> </ul>
<b>Equipment</b> <ul style="list-style-type: none"> <li>• Equipment failure</li> </ul>	<ul style="list-style-type: none"> <li>• Use, maintain and store equipment according to manufacturer's specifications</li> <li>• Conduct regular equipment checks prior to start of sessions.</li> <li>• Check for worn or faulty equipment, and adhere to manufacturer's guidelines for life of equipment</li> <li>• Ensure all safety equipment is in place and in good condition and discard immediately if not suitable</li> <li>• Supply all equipment in a clean and serviceable condition</li> <li>• Check equipment before use</li> <li>• Provide specific (written and verbal) training in and awareness of safety requirements.</li> </ul>

<b>Hazards/Risks</b>	<b>Control Measures</b>
<b>Physical exertion</b> <ul style="list-style-type: none"> <li>• Strains and sprains</li> </ul>	<ul style="list-style-type: none"> <li>• Follow progressive and sequential manual handling techniques</li> <li>• Continuously monitor students for signs of fatigue and exhaustion</li> <li>• Ensure participants are physically capable of conducting activity</li> </ul>
<b>Students</b> <ul style="list-style-type: none"> <li>• Special needs</li> <li>• High risk behaviours</li> <li>• Medical conditions</li> <li>• Student numbers</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain parental permission including relevant medical information</li> <li>• When students with medical conditions are involved, ensure that relevant medical/ emergency plans and medications are readily available (insulin, Ventolin, Epipen, etc)</li> <li>• Refer to individual education plan/Educational adjustment plan/Behaviour management plan and other student documents.</li> <li>• Where necessary, obtain advice from relevant advisory visiting teachers or specialist teachers</li> <li>• Ensure there is adequate adult supervision</li> <li>• Ensure long hair is tied back before participating in the activity</li> <li>• Students who are actively participating in the activity, to be seen by at least one adult at all times</li> <li>• Jewellery can be a serious hazard when undertaking many activities. All forms of jewellery should be considered in terms of the risk it presents for each activity. Procedures are in place to dissuade or protect (e.g. tape) the wearing of jewellery accordingly.</li> </ul>
<b>Manual handling</b> <ul style="list-style-type: none"> <li>• Lifting equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake a risk management process in order to prevent or minimise the risk of injuring caused by manual tasks.</li> <li>• Minimum 2 Apex Activity Instructors are to unload and move the canoes to the appropriate launch area</li> <li>• Minimum 4 participants are to slide the canoes to the waters edge to commence the activity</li> <li>• Safe manual handling techniques must be used</li> </ul>
<b>Vehicles</b> <ul style="list-style-type: none"> <li>• Boats and other sea craft</li> </ul>	<p>For all craft used, ensure they:</p> <ul style="list-style-type: none"> <li>• Maintain structural integrity, are in good repair and meet their intended design characteristics</li> <li>• Are in a safe working condition and are checked before each use</li> <li>• Provide a stable platform. Allowing strokes to be performed effectively</li> <li>• Possess the strength to withstand all foreseeable forces</li> <li>• 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>• Don't sink but remain horizontal when swamped, and are useable as buoyancy for their crew</li> <li>• Provide secure and waterproof storage</li> <li>• Are of a colour that is clearly visible to other water users or rescue authorities</li> <li>• Are filled with buoyant material, excluding as much water as possible</li> <li>• Have a positive buoyancy at each end</li> </ul>

Hazards/Risks	Control Measures
<p><b>Water</b></p> <ul style="list-style-type: none"> <li>• Risk of drowning</li> <li>• Risk of capsizing</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure each participant has a Personal Floatation Device (PFD) which meets or exceeds these requirements.</li> <li>• Construction must meet or exceed Australian Standards for Type Two or Type Three at all times whilst on the water</li> <li>• The PFD should be the correct size for the wearer and be adjusted correctly before entering the water</li> <li>• The PFD is a bright colour</li> <li>• Be sure of the suitability and competency of participants participating</li> <li>• Adhere to Recreational Swimming Guidelines if swimming is taking place</li> <li>• Ensure that the leader negotiates areas of moving water immediately before participants</li> <li>• Ensure rescue equipment is quickly and easily accessible. Paddlers should receive training in the use of any rescue equipment that they carry, and regularly practise its use</li> <li>• Throw bags, 15-20 meters, and or tow-lines <b>must</b> be carried by all leaders on any activity</li> <li>• A safety knife should be carried by the Activity Instructors on the water. Knives should be easily accessible, but it is not considered appropriate to carry them on the outside of the PFD</li> <li>• Ensure that the crews stay in visual/verbal contact, act as safety observers for the canoe behind them, pass on signals, and alert the following canoe of possible danger.</li> <li>• Ensure that all leader have an appropriate towing system easily accessible so that it can be deployed quickly when needed.</li> <li>• The leader will remain aware of the distance from shore as the weather, wind and tide can create hazards. The activity may need to be modified or abandoned in adverse conditions</li> <li>• All gear, especially for overnight trips, should be correctly waterproofed and stowed securely in the boats.</li> <li>• Participants are not to stand up in the Canoe</li> <li>• Correct entry and exit of the canoe is to be instructed and carried out</li> <li>• Participants should not rock the canoe to the point of potential capsize</li> </ul>
<p><b>Emergency Access</b></p> <ul style="list-style-type: none"> <li>• Evacuation of participants</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency meeting access point to be notified to management as to which launch site the canoeing will take place daily.</li> </ul>

Hazards/Risks	Control Measures
<p><b>Ground Suitability to travers from carpark to Launch area</b></p> <ul style="list-style-type: none"> <li>• Risk of trips</li> <li>• Risk of falls</li> <li>• Risk of erosion</li> </ul>	<ul style="list-style-type: none"> <li>• General care to be taken when walking down the two steps leading to the beach</li> <li>• Council will replenish any eroded sand if needed. Apex will inform council accordingly</li> <li>• Ensure each participant wears closed toe shoes at all times</li> <li>• Canoes are to be lifted clear of the ground by the Activity Instructors when carried from trailer to beach.</li> <li>• The allocated path is to be used when moving the boats and for general traffic.</li> </ul>

<p><b>Emergency Procedures</b></p> <ol style="list-style-type: none"> <li>1.Effect Rescue as required.</li> <li>2.Conduct First Aid as required.</li> <li>3.Contact Emergency Services via mobile phone, radio.</li> <li>4.Depending on injury: Stabilise patient and await ambulance or remove patient to appropriate site to recover.</li> <li>5.In the event of serious injury, suspend activity until incident can be investigated</li> </ol>	<p><b>Teacher/group leader responsibilities</b></p> <ul style="list-style-type: none"> <li>• Inform &amp; liaise with Activity Staff regarding any potential issues with group (behavioural, disabilities, injuries)</li> <li>• Listen to activity briefings and assist Staff in procedural aspects of session as required, such as helping students to belay under supervision of Activity Staff</li> <li>• Monitor &amp; take charge of behavioural issues if needed and attend to any pre-existing medical conditions</li> </ul>	<p><b>Participant Briefing Instructor should cover:</b></p> <ul style="list-style-type: none"> <li>•Challenge by Choice Philosophy</li> <li>•Session Objectives</li> <li>•OH&amp;S Brief</li> <li>•Safety Brief</li> <li>•Equipment Familiarisation</li> <li>•Skills Demo &amp; Practice</li> </ul>	<p><b>Participant Requirements</b></p> <ul style="list-style-type: none"> <li>•sunscreen, insect repellent</li> <li>•medication (if relevant)</li> <li>•water bottle</li> <li>•fully enclosed shoes, hat</li> <li>•minimum of sleeved shirt that covers midriff when arms are raised</li> <li>•shorts/leggings that preferably cover knees (to prevent grazes)</li> <li>•hair tied back, jewellery removed</li> </ul>
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