



# RISK MANAGEMENT PLAN

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## Raft Building

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**OUTER LIMITS**  
ADVENTURE FITNESS

[www.outerlimitsadventure.com.au](http://www.outerlimitsadventure.com.au)

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## ACTIVITY DESCRIPTION

### Details

Title:



Date:	
Activity:	<b>RAFT BUILDING</b>
Details:	<b>Number of participants:</b> <b>Age Group:</b> <b>Experience level:</b> <b>Duration of activity:</b>
Program Manager:	<b>Sam Stedman; Outer Limits Adventure Fitness</b>
Activity Leader(s):	
Client:	

### Raft Building

The aim of the session is to build a raft with the provided material. The participants have to work together in a team to construct a raft and then paddle it in the water. The activity leader will provide guidance on how to build the raft.

### MINIMUM SUPERVISION AND QUALIFICATIONS

- 1 Instructor: 6 participants (children)
- 1 instructor: 10 participants (adults)
- 1 instructor and an assistant for up to 20 children
- Sufficient leaders with minimum qualifications supervising activity: 1
  - Minimum Qualification: *Certificate 3 in Outdoor Recreation in Canoeing or Kayaking, Blue Card, able to perform water rescues*
- Sufficient leaders with current First Aid and CPR: 1

### MINIMUM ACTIVITY-SPECIFIC EQUIPMENT/FACILITIES

- First Aid Kit suitable for activity
- Sun Safe equipment: hats, sunscreen, shade structure etc.
- Appropriate clothing and footwear, considering the requirements of the activity and weather conditions
- Stinger suits in the Jellyfish season from November till March
- Equipment use and maintenance log to be kept for each session and ensure equipment complies with relevant standard and is in good condition
- Personal Floating Device (PFD) for all participants in line with the following standards and practices:
  - Construction must meet or exceed Australian Standards for Type Two (AS1499) or Type Three (AS 2260) at all times while on the water



- Spare equipment to be available in case of emergency
- Communication equipment: Instructors to carry whistle and mobile phone (in dry bag)
- Vehicular access to within a reasonable distance of the activity in case of emergency
- Current weather forecast report for the day of the activity
- Instructor should wear waterproof watch

## STANDARD OPERATING PROCEDURE

The following is a guide (not a complete list) to the standards that an organisation providing adventure activity experiences, guides, instructors, teachers or staff members, should meet:

### • General Operating Procedures

- The instructor will be trained, assessed and deemed competent before leading an activity session
- Sessions should be concerned with the development of skills and outcomes, but must primarily be safe and enjoyable
- Responsibility of safety during an activity session lies with the instructor designated to conduct the activity. The responsibility for individual participants remains with the visiting teacher or group leader who are obliged to withdraw them from an activity if they become concerned for the safety of their charges
- Instructors have the authority to alter the duration or location of an activity, within site-specific parameters, if, in their judgment, it becomes necessary to do so
- Equipment:
  - Instructors are responsible for ensuring that equipment is not abused or damaged. Breakage or loss must be noted and reported as soon as practicable
  - Instructors will be prepared for every reasonable eventuality
  - Careful checks on the condition of equipment should be made at start of session and on return. Instructors are responsible for ensuring that equipment is cleaned, dried and stored away after use
  - Advice and example will be given on equipment use, care and transport, to develop in participants a respect of equipment
  - Instructors should be prepared and able to offer advice on equipment and other aspects of the sport/activity
- Instructors carry the responsibility for ensuring that nothing they or their participants do or say brings Outer Limits Adventure Fitness into disrepute. They are responsible for maintaining high professional and ethical standards
- Instructors should accept responsibility for the continuing risk assessments and development of quality and good practice through feedback to management
- Instructors are expected to be aware of growing concerns relating to health matters and should take appropriate steps to protect and advice participants
- Instructors are expected to be fully conversant with and adhere to Outer Limits Adventure Fitness child protection policy and guidelines
- Before and during a particular activity session and notwithstanding previous risk assessments the instructor will analyse the activity on a basis of safety



- **The Responsibilities of an Instructor**

- Preparation and planning:
  - Knowledge of the activity. Instructors and guides should be familiar with the recommendations of the governing bodies
  - Knowledge of the group- age, numbers, leaders, ability, health problems, experience, fitness etc.
  - Ensure the activity is appropriate for the skills and experience of intended participants
  - Knowledge of weather forecast where applicable and ensure the intended activity is appropriate for the known, expected and forecasted weather conditions
  - Provide adequate staff and leader supervision
  - Provide competent and appropriately trained staff and leaders
  - Knowledge of locality- alternative venues, shelter, facilities
  - Plan equipment requirements of the group and ensure that everything is available
  - Provide safe and properly functioning and adjusted equipment
  - Provide safe shelter if relevant
  - Be able to provide reasonable first aid, emergency backup and rescue
  - Ensure that appropriate approvals and authorisation/licensing requirements (if any) have been obtained
- Communication
  - Ensure that the group is properly briefed
  - Students understanding of briefings and instructions should be checked frequently
  - Ensure that potential dangers are explained before they are encountered
- Instruction and teaching
  - Give participants reasonable guidance, instruction and direction
  - Ensure the safety of the group. This is the priority
  - Be prepared to adjust the session content as appropriate to the needs of the participants
  - Ensure that the group is adequately prepared
  - Be aware of needs (i.e. warmth, morale, toilet, etc.)
  - The programs aim for maximum interest and enjoyment. Use imagination and look for ways of introducing fun. Safety precautions must not be relaxed. Boredom breeds lack of attention to advice and personal safety. Interest should therefore be maintained.
  - Be enthusiastic, dynamic and flexible in your approach. Lead by example and by becoming involved with participants in each activity.

- **Raft Building Specific Operating Procedures**

- Instructor:
  - Ensure correct leader to participant ratio
  - Be familiar with the area
  - Working with children check (current Blue Card) for individual leaders, where applicable
  - Adhere to Surf Life Saving Queensland Marine Stinger Risk Management Guidelines
  - Cancellation, modification or postponement procedure (e.g. due to



forecasted or current adverse weather conditions, insufficient equipment, restrictions dictated by the land manager or environmental factors such as rain, wind, lightning or fire):

- Assess all factors and their significance
- If deemed unsafe make necessary changes to the activity plan
- Information of any new hazards should be made available within the organisation and the camp manager
- Refer to *The Responsibilities of an Instructor*
- Participants:
  - Thoroughly brief participants and check understanding
  - Topics to cover in briefing:
    - Let participants know what the plan of the activity is and how they will participate
    - Instruct on how to wear PFD appropriately
    - Inform on safety measures and emergency procedures (e.g. assembly points, hold up the paddle if they have any problems and need help) and make sure they understand procedures
    - Explain communication signals: hold up paddle if in trouble, head straight back to the beach if they hear the instructor whistle loudly
    - Provide instruction in safe use of equipment and safe paddling techniques while on the raft: be cautious of where other participants are, stay on the raft or at least hold on to it at all times, do not leave other group members behind in the water
  - Group Management at all times (including pre and post activity)
  - Modifying the activities to match the skill and fitness level of participants
  - Having appropriate warm-up and warm-down activities
  - Ensuring that if spectacles need to be worn during activity, a band should hold the spectacles on securely
  - Continuously monitor students, for fear and /or hesitancy, or loss of balance. Signs of fatigue and exhaustion
  - Ensure no jewelry is worn
  - Participants who are actively participating in the activity must be within view of at least one adult at all times
  - Conduct a debrief (cover any incidents that might have occurred during the activity, answer any questions participants might have)
- Equipment:
  - Use, maintain and store equipment according to the organisations' requirements
  - Conduct regular equipment checks prior to start of session
  - Check worn or faulty equipment, and replace if necessary
  - Ensure all safety equipment is in place and in good condition and discard immediately if not suitable
  - Supply all equipment in a clean and serviceable condition
  - Ensure equipment is rinsed off before storing
- Area:
  - Instructors and leaders should inspect the area and ensure its soundness before commencing the activity
  - The location should allow safe access to the paddling areas



- Remoteness and accessibility (including access to the beach)
- Visibility and access to be considered before choosing raft building area
- Checking the site for hazards and implementing necessary controls
- Checking the site for poisonous plants/dangerous animals
- Establishing safe, designated areas for people and vehicles
- Considering hazards associated with jetties, boats and other infrastructure and the risk of participants being injured by these materials or conditions
- Have area-specific information available
- Identification of environmental or culturally sensitive areas to be avoided
- Land manager requirements (access restrictions, group sizes, permit requirements, booking requirements)
- Weather:
  - Assessing weather conditions before and during activity (e.g. temperature, rainfall, winds, tides, swell, UV rating)
  - Consider seasonal factors (e.g. rain, fire, tides)
  - Expected weather conditions and implications (e.g. hyperthermia, hypothermia)
- Communication:
  - Be familiar with the communication plan outlined under *Safety and Emergency Procedures* in the Risk Management Plan
  - Ensure suitable communication equipment is carried by each leader and check its coverage
- Emergency:
  - Instructor needs to be able to apply First Aid
  - Instructors need to be able to carry out deep water rescues
  - Follow the guidelines outlined in *Safety and Emergency Procedures* in the Risk Management Plan

## RISK ASSESSMENT

### Measures of Likelihood

Likelihood	Description
Almost Certain	The event is expected to occur in most circumstances



Likely	The event will probably occur in most circumstances
Possible	The event might occur at some time
Unlikely	The event could occur at some time
Rare	The event may occur only in exceptional circumstances

### Measures of Consequence

Consequence	Description
Catastrophic	Death or loss of bodily functions, huge financial loss, catastrophic effect on operations
Major	Severe injury, loss of production, major financial loss, major effect on operations.
Moderate	Medical treatment required, high financial loss, significant effect on operations.
Minor	First aid treatment required, medium financial loss, minimal effect on operations
Insignificant	No injuries, low financial loss, no real effect on operations.

### Risk Analysis Matrix

LIKELIHOOD	CONSEQUENCE				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain					





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Likely	Moderate Risk	Moderate Risk	Significant Risk	Extreme Risk	Extreme Risk
Possible	Low Risk	Moderate Risk	Moderate Risk	Significant Risk	Extreme Risk
Unlikely	Low Risk	Low Risk	Moderate Risk	Moderate Risk	Extreme Risk
Rare	Low Risk	Low Risk	Low Risk	Moderate Risk	Extreme Risk

- Extreme Risk      Immediate action required
- Significant Risk      Urgent attention or investigation required
- Moderate Risk      Require specific attention
- Low Risk      Manage through routine procedures



## RISK ASSESSMENT TABLE

POTENTIAL HAZARD	WHO IS AT RISK	LIKELIHOOD	CONSEQUENCE	RISK RATING	ACTION REQUIRED	RISK RATING POST MITIGATION
Capsizing	Participant groups	Possible	Insignificant	Low	In briefing explain how to get back to shore safely with the equipment used to build the raft. If participants are struggling, instructors are to assist the participants in the process	Insignificant
Equipment failure/ incorrectly worn PFD	Participants	Unlikely	Moderate	Moderate	Use of up to date and checked equipment as per manufacturers requirements. Start-up checks and in-service checks. Instructors to check if PFD is worn correctly at all times	Low
Operator fatigue	Participants and Instructor	Unlikely	Minor	Low	Regular breaks, rotations and checks to ensure operator is not fatigued	Insignificant
Slips and falls	Participants and Instructor	Possible	Moderate	Moderate	Ensure good housekeeping. Have equipment neatly arranged or put away. In briefing warn participants about potential trip hazards in the area	Low
Manual Handling	Participants, Instructor	Possible	Minor	Moderate	Instruct on how to carry logs and the finished raft, ensure everyone is working together to lift equipment and proper technique is used	Low
Exposure related injuries: Sunburn,	Participants and Instructor	Unlikely	Major	Moderate	Wear and recommend clothing appropriate to the local environment. Be sun smart, provide sun lotion and shade structures. Provide water or advice to bring sufficient water.	Low



Hypo- /Hyperthermia , Dehydration						
Participants become scared once out in the water	Participants	Possible	Minor	Moderate	Participants briefed on nature of activity, adoption of challenge by choice theme. Use of good instruction and identification of possible participant issues. Instructors to conduct program at participant's level of skill and competence. Reassuring atmosphere and careful guidance from staff. Rescue kit (throw-ropes) on standby if required.	Low
Drowning	Participants	Rare	Catastrophic	Extreme	Ensure PFDs are correctly worn at all times. Conduct activity according to participants' skill level. Instructors capable of performing deep water rescue and First Aid, including resuscitation	Moderate
Collision with other rafts	Participants and Instructors	Possible	Minor	Moderate	Participants instructed on how to steer the raft and how to paddle correctly. Advised to let others know if they might collide	Low
Collision with motorized craft	Participants and Instructor	Rare	Major	Moderate	Keep the group together and advise how to behave in case a motorized craft passes by. Participants briefed on capsize procedure	Low
Cuts, scrapes	Participants and Instructor	Possible	Low	Insignificant	Treat an injury as per SOP's.	Insignificant



Wandering participants	Participants	Possible	Low	Insignificant	Establish clear safety zones. Instructors to be aware of participant locations at all times. Keep the group together once in the water. Have one instructor leading the group and another one following	Insignificant
Adverse weather conditions	Participants and Instructor	Possible	Moderate	Moderate	Check weather conditions before commencing the activity. Depending on the conditions the activity might have to be ceased and the participants taken to a shelter	Low
Wild animals, jellyfish	Participants and Instructor	Possible	Moderate	Moderate	Check area before commencing activity and make participants aware of possible encounters. Check with the Surf Life Saving Club about recent jellyfish encounters. Make sure participants wear appropriate clothing	Low
Other users in the area	Participants and Instructor and other users	Unlikely	Minor	Low	Brief participants about the possibility of other users and how to conduct themselves around them. Venue assessed on arrival, if busy or there is concern about other users then another area might be considered	Insignificant
Incorrect staff skill	Participants and Instructor	Rare	Major	Moderate	Skills and qualifications checked before commencing activity. SOP's set and enforced by program manager	Low

This risk assessment table lists the most likely hazards but it is not exclusive to other unforeseen hazards.



## SAFETY AND EMERGENCY PROCEDURES

### Overview

<b>Verify</b>	Confirm that there is an emergency situation
<b>Notify</b>	Notify appropriate authorities and staff of emergency event
<b>Assess</b>	Determine the extent and nature of the emergency event
<b>Act</b>	Respond to situation based on requirements, skills and responsibilities

### Step-by-Step Procedure

1. Assess the situation. Effect rescue as required. Is first aid required or can person/people wait for a safety vehicle to come collect them.
2. Provide first aid- if required
3. If the emergency requires medical assistance dial 000 and ask for an ambulance. If you are unsure, call anyway, they will be able to provide assistance.
4. If you don not have phone coverage send someone else (chaperone, teacher) to the nearest contact person/ station and ask for their assistance
5. The following information will be required by the ambulance controller:
  - a. The address, location of the incident
  - b. The phone number you are calling from
  - c. What has happened
  - d. The number of people injured
6. If the accident involves traffic call the police after requesting the ambulance
7. In event of serious injury suspend activity, until incident can be investigated
8. Debrief the group on what happened and inform on further procedures
9. Document and report the incident

### Emergency Contacts

Role	Responsibilities	Contact
Leader	Respond to emergencies and apply First Aid	
Assistant leader	Report to Leader and assist in emergency	
Authorised Media Spokesperson	Answer to any media-related communication	Sam Stedman: 0421 484 211
Police, Ambulance, Fire	Call only in emergency (life-threatening)	000
Magnetic Island Healthcare Centre	Call for emergency treatment	+61 7 4778 5107



Magnetic Island Apex Manager	Inform if participant had to receive emergency treatment	Peta Bebb: 0403 090 852
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### Specific communication equipment

Where applicable:

Number of satellite phone: \_\_\_\_\_

### Assembly Location

In case of an emergency and resulting site evacuation, the following maps show the emergency assembly areas and surrounding facilities.

### Site Plan and Information

#### Horseshoe Bay Raft Building Site:

- Horseshoe Bay Beach is roughly 3.2km long, curves around and faces roughly north
- White Rock and White Lady Rock headlands protrude out 2km at either end and provide substantial protection for the bay
- There is road access to the entire bay shoreline
- Two small creeks drain across the beach, one in the centre and one at the eastern end
- The beach is 20m wide at high tide, increasing to 50m at low tide
- There are usually sailing boats operating from, and moored off, the beach, as well as a boat ramp across the beach at the settlement
- **MAP:**





### Picnic Bay Kayaking Site:

- Picnic Bay is located close to the Apex camp facilities
- Toilet facilities can be found across the road or at the Picnic Bay Hotel
- Shade is provided by large trees, just off the beach and showers can be found near the surf life saving club
- Picnic Bay is on the south-east corner of Magnetic Island
- A jetty is located in the middle of the bay
- The bay is more exposed than Horseshoe Bay, need to check weather report frequently
- **MAP:**





## Incident Register

Date/Time	Name	Location	Nature of incident	Treatment provided	Treated by





Approval	
<input type="checkbox"/>	Approved as submitted
<input type="checkbox"/>	Approved with the following conditions:
<input type="checkbox"/>	Not approved for the following reasons:
<b>By:</b>	<b>Designation:</b>
<b>Signed:</b>	<b>Date:</b>
Once approved, activity details should be entered into the <i>School Curriculum Activity Register</i> by administrative staff.	
<b>Reference No.</b>	

<b>Monitoring and Review</b> <i>(to be completed during and/or after the activity.)</i>	Yes	No
Are the control measures still effective?	<input type="checkbox"/>	<input type="checkbox"/>
Have there been any changes?	<input type="checkbox"/>	<input type="checkbox"/>
Are further actions required?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Details:</b>		

### Statement

This Risk Assessment lists potential hazards and risks associated with participating in Abseiling activities. This list is not exclusive of other unforeseen hazards and is merely a guideline to best practice. All best possible actions have been taken to ensure a safe environment for all participants. This document is reviewed and amended as needed.

This risk assessment was prepared by: Aline Herzog

Signature: *A. Herzog*

Date: 31/07/2018