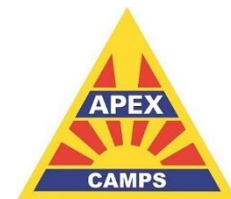


# Risk Assessment for Stand Up Paddle Boarding



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## Reviews

Completed By	Revision Date	Approved By	Approval Date
A. Daykin	11/10/2018	D. Davidson	11/10/2018

Risk level	Action required/approval
<b>Medium</b> Some chance or an incident or injury requiring first aid	<input checked="" type="checkbox"/> Document controls in planning documents and/or complete this Curriculum Activity Risk Assessment. <input checked="" type="checkbox"/> Consider obtaining parental/carer permission.

### Minimum Supervision

Minimum 1 competent Activity Instructors are to be present to run Stand Up Paddle Boarding Instructor to participant ratio, 1:8 (refers to participants actively on the water). Maximum of 20 participants. Minimum 1 teacher/supervisor to be present constantly supervising from land to effect rescue if required

### Recommendations

Stand Up Paddle Boarding is recommended for grade 6 and/or 10 years old and above. It is strongly recommended that at least 2 group teachers/supervisors are present to assist with student behaviours

### Qualifications

All 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.

- Surfing Australia Certificate 1 stand up Board Paddle
- ASI Level 1 SUP Instructor (Enclosed Flat Water)
- Bronze medallion
- Certificate 3 Outdoor Recreation specialising in Canoeing/ Kayaking
- Certificate 4 Outdoor Recreation specialising in Canoeing/ Kayaking

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 and 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/ VHF Radio
- Phone-line at location
- Mobile phone

Sun Safety equipment (hat, sunglasses, sunscreen, shirt or rash vest 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 for 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

Emergency management plan

Sea-worthy craft

# Hazards and control measures

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

<b>Hazards/Risks</b>	<b>Control Measures</b>
<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><li>• Electrical storms</li></ul>	<ul style="list-style-type: none"><li>• Assess weather conditions before and during activity (e.g. temperature, storms)</li><li>• Cancel activity if considered too dangerous, winds over 20 knots will call for review of session and possible contingency plans actioned</li><li>• Change lesson to suit temperature control</li><li>• Weather reports monitored</li><li>• Flash Bang protocol (30 seconds or less between light flash means lightening is 10km or less away)</li><li>• Activity stopped and all participants removed from outdoor area</li><li>• Appropriate clothing recommended (eg: swimmers, board shorts, rashies/wetsuits)</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>

Hazards/Risks	Control Measures
<p><b>Equipment</b></p> <ul style="list-style-type: none"> <li>• Equipment failure</li> <li>• SUP Board/ SUP Paddle Injuries</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>• Continuous instruction, demonstration and coaching from programme staff</li> <li>• All equipment in a clean and serviceable condition</li> <li>• Provide specific training in and awareness of safety requirements to participants</li> <li>• Participants briefed on correct paddle technique</li> <li>• Variation in sizes of boards and paddles</li> <li>• Participants instructed to fall away from the SUP Board</li> <li>• Spacing is to be maintained between the SUP Boards so a participant does not fall onto another board</li> <li>• SUPB leg rope to always be attached to participants and board</li> <li>• Directional control fin present on underside of boards</li> </ul>
<p><b>Vehicles</b></p> <ul style="list-style-type: none"> <li>• Boats and other sea craft</li> </ul>	<ul style="list-style-type: none"> <li>• For all craft used, ensure they: <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain structural integrity, are in good repair and meet their intended design characteristics</li> <li><input type="checkbox"/> Are in a safe working condition and are checked before each use</li> <li><input type="checkbox"/> Provide a stable platform. Allowing strokes to be performed effectively</li> <li><input type="checkbox"/> Possess the strength to withstand all foreseeable forces</li> <li><input type="checkbox"/> 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><input type="checkbox"/> Don’t sink but remain horizontal when swamped, and are useable as buoyancy for their crew</li> <li><input type="checkbox"/> Are of a colour that is clearly visible to other water users or rescue authorities</li> <li><input type="checkbox"/> Are filled with buoyant material, excluding as much water as possible</li> <li><input type="checkbox"/> Have a positive buoyancy at each end</li> <li><input type="checkbox"/> Continually assess the threat of vehicles</li> <li><input type="checkbox"/> Consult appropriate documents , such as zoning plans produced by the Department of Environment and Resource Management or other relevant authority</li> <li><input type="checkbox"/> Craft and participants are to remain near shore</li> </ul> </li> </ul>

<b>Hazards/Risks</b>	<b>Control Measures</b>
<p><b>Physical exertion</b></p> <ul style="list-style-type: none"> <li>• Strains and sprains</li> </ul>	<ul style="list-style-type: none"> <li>• Follow progressive and sequential skills development</li> <li>• Have ice packs available</li> <li>• Continuously monitor students for signs of fatigue and exhaustion</li> </ul>
<p><b>Students</b></p> <ul style="list-style-type: none"> <li>• Special needs</li> <li>• High risk behaviours</li> <li>• Medical conditions</li> <li>• Student numbers</li> <li>• Participant Noise</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> <li>• Keeping groups away from crowded locations</li> </ul>
<p><b>Manual handling</b></p> <ul style="list-style-type: none"> <li>• Lifting equipment</li> <li>• Manipulating/ moving students</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake a risk management process in order to prevent or minimise the risk of injury caused by manual tasks.</li> <li>• Correct manual handling techniques are to be used</li> <li>• Activity Instructors are to remove and pack away SUP boards onto the SUP trailer</li> <li>• Minimum two participants are to carry SUP Boards to launching area. Minimum numbers are to be increased due to age, ability etc. of participants</li> </ul>

Hazards/Risks	Control Measures
<p><b>Water</b></p> <ul style="list-style-type: none"> <li>• Drowning</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure each participant has a Personal Floatation Device (PFD) which meets or exceeds these requirements. <ul style="list-style-type: none"> <li><input type="checkbox"/> Construction must meet or exceed Australian Standards for Type Two or Type Three at all times while on the water</li> <li><input type="checkbox"/> The PFD should be the correct size for the wearer and be adjusted correctly before entering the water</li> <li><input type="checkbox"/> The PFD is a bright colour</li> <li><input type="checkbox"/> Be sure of the suitability and competency of participants participating</li> <li><input type="checkbox"/> Adhere to Recreational Swimming Guidelines if swimming is taking place</li> <li><input type="checkbox"/> Ensure that the leader negotiates areas of moving water immediately before participants</li> <li><input type="checkbox"/> 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><input type="checkbox"/> 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><input type="checkbox"/> All gear, especially for overnight trips, should be correctly waterproofed and stowed securely in the boats.</li> </ul> </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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