

RISK MANAGEMENT WORKSHEET – WHITE WATER ACTIVITIES (CANOE / KAYAK / RAFT)

THESE RISKS ARE RELEVANT TO WHITE WATER ACTIVITIES ONLY AND SHOULD BE ADHERED TO AT ALL TIMES WHILST ON THE RIVER

ANALYSE, ASSESS & PRIORITISE RISKS					CONTROL THE RISKS			
Hazard Type	Potential Consequence	C	P	Risk Rating	Controls	New C	New P	Residual Risk Rating
1.. Loading and unloading canoes, kayaks, rafts	<ul style="list-style-type: none"> Muscle strain Crush injury Spinal +/- Cranial injury Fall injury 	H	P	S	All Instructors will: <ul style="list-style-type: none"> Be appropriately trained in BOAC trailer loading procedures (refer to Shed Manual + Field Practices Manual - FPM) Supervise all loading & unloading of canoes, kayaks and rafts Implement carrying protocols of 2 people per kayak / 4 people per canoe / 6 people per raft Equipment: <ul style="list-style-type: none"> No staff or clients will stand above a height of 1.8m when loading and unloading boats (Not above window sills on Troopy's + not above line marked on trailers) 	H	R	L
2. Slippery/uneven surfaces	<ul style="list-style-type: none"> Strains/sprains Cuts/grazes Broken/fractured bones Cranial/ spinal injuries 	H	U	M	<ul style="list-style-type: none"> Instructor to visually check that all clients' footwear is compliant with BOAC standards and that any laces are tied up. Clients are briefed on safety issues relevant to moving around the bank/shore pertinent to the area. Refer to FPM All clients to wear helmets at all times during activity. 	H	R	L
3. Water height and flow e.g. Fast moving water	<ul style="list-style-type: none"> Drowning 	D	P	H	<ul style="list-style-type: none"> All clients must wear a Type 2 or above PFD. The Instructor must ensure it is fitted correctly before commencing activity Clients briefed on relevant rescue techniques for swift water, (including self rescue, tow rescue, throw bag rescue etc.) Clients briefed on paddling area before they enter the water and safety issues pertinent to the area. Rapids will be portaged if deemed too difficult for paddlers skill level Moving water paddling strokes taught and consolidated at appropriate intervals during the day, considering group ability, river section, expected outcomes, and time constraints. Clients briefed on Universal communication signals (hand and whistle) used on the water by instructors. Refer to FPM Clients under direct supervision by BOAC staff at all times when in and around swift water. River heights and Weather patterns will be checked before and during the expedition by BOAC program staff and all instructors will be updated on a regular basis. BOAC staff to check river level prior to departure to confirm level is within operating range for activity and clients. Refer to Office Manual A range of acceptable river heights is strictly adhered to. 	D	R	S

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4. Obstacles in the river e.g. Rocks and trees	<ul style="list-style-type: none"> Drowning Lost person Entrapment Spinal/cranial injuries Broken/fractured bones Dislocations Strains/sprains Bruising 	D	P	H	<ul style="list-style-type: none"> All clients must wear a white water helmet and footwear which meets BOAC standards. Instructor must ensure these are fitted correctly prior to activity. Refer to FPM Clients briefed on hazard identification, consequences and appropriate interaction techniques Clients briefed on rapid specific hazards and appropriate line to paddle at the beginning of the more difficult or dangerous rapids Clients under constant direct supervision by BOAC staff Prior to running each rapid the instructors must establish appropriate spacing between each client or run clients through the rapid one at a time. When running each rapid, the instructor must decide on the best location to place themselves to both identify and protect clients from a hazard, or attract them away from a hazard. Instructor to use hand and vocal signals when necessary to guide clients in the preferred direction. BOAC Instructors will conduct head counts prior to and after all long and/or major rapids BOAC Instructors must ensure that clients regroup at the bottom of each rapid. 	D	R	S
5. Uneven surfaces specific to the river bed	<ul style="list-style-type: none"> Foot entrapment Drowning 	D	P	H	<ul style="list-style-type: none"> Clients briefed on safety issues relevant to moving around the bank/shore. Refer to Briefing notes Clients briefed on the risks of standing up in swift water. Refer to FPM Clients instructed on assuming the white water safety position when not in a boat. Refer to FPM Clients under direct supervision by BOAC staff at all times. 	D	R	M
6. Boats	<ul style="list-style-type: none"> Cranial/spinal injuries Entrapment Drowning Broken/fractured bones dislocations bruising 	D	P	H	<ul style="list-style-type: none"> BOAC staff to select and provide clients with boats appropriate to their skill and the section of river being paddled. Refer to Operation Manual Clients briefed on boat use, including; how to sit in the boat, circumstances that may cause a capsize and exiting a capsized boat. Refer to FPM Clients briefed on appropriate ways to interact with a boat when they are in the water including rescue techniques. Refer to FPM Clients briefed on maintaining distances between paddlers and risks imposed when not abided by them Ensure debriefing with clients occurs to discuss paddling techniques, skills, capsize and safety aspects. 	D	U	S
7. Paddles	<ul style="list-style-type: none"> Dislocations Eye injuries Dental injuries 	H	P	S	<ul style="list-style-type: none"> Clients briefed on correct paddle use (box position) Clients briefed on importance of holding onto T-grip 	H	U	M

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8.	Ropes	<ul style="list-style-type: none"> • Strangulation • Rope burn • Entrapment 	D	U	S	<ul style="list-style-type: none"> • Clients briefed on correct use of a throw rope during initial briefing • Instructor to call or whistle to client to get eye contact before throwing rope. • Clients briefed on ropes attached to boats, correct storage and use 	D	R	M