

RISK MANAGEMENT WORKSHEET – FLAT WATER GAMES (CANOE / KAYAK)
 THESE RISKS ARE RELEVANT TO FLAT WATER GAMES ONLY AND SHOULD BE ADHERED TO AT ALL TIMES WHILST ON THE WATER

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	<ul style="list-style-type: none"> Muscle strain Crush injury Spinal +/-or Cranial injury Fall injury 	H	P	S	<ul style="list-style-type: none"> Instructors will be appropriately trained in BOAC trailer loading procedures (refer to Shed Manual + Field Practices Manual - FPM) Supervise all loading & unloading of canoes/kayaks Implement carrying protocols of 2 people per kayak / 4 people per canoe 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	<ul style="list-style-type: none"> Drowning Lost Person 	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 paddling area before they enter the water and safety issues pertinent to the area. Flat water paddling strokes taught and consolidated, considering group ability, paddling area, 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 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	M

ANALYSE, ASSESS & PRIORITISE RISKS					CONTROL THE RISKS				
	Hazard Type	Potential Consequence	C	P	Risk Rating	Controls	New C	New P	Residual Risk Rating
4.	Obstacles in the river. (E.g. rocks, trees etc...)	<ul style="list-style-type: none"> Drowning Lost person 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 under constant direct supervision by BOAC staff Instructor to use hand and vocal signals when necessary to guide clients in the preferred direction. BOAC Instructors will conduct head counts at regular intervals. Rock Jump will follow the procedure outlined in OPS-OE-IS-001 Initiatives, Games & Riddles Booklet All Games will be played where water is deeper than 1.5m Prior to game start instructor must outline rules of participation and game play boundaries. When running games, the instructor must decide on the best location to place themselves to both identify and protect clients from hazards. 	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 water 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 BOAC instructors to only play games found in games manual or specifically approved by the operations manager. 	D	R	M
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 Clients briefed on spacing between boats and paddle storage when rafting up 	H	U	M
8.	Balls & water guns	<ul style="list-style-type: none"> Eye injuries 	H	U	M	<ul style="list-style-type: none"> Water guns are not to be aimed at faces. Balls are all of a soft nature and clients briefed on avoiding head shots. 	H	R	L