

RISK MANAGEMENT WORKSHEET – FLAT WATER EXPEDITION (CANOE / KAYAK)

THESE RISKS ARE RELEVANT TO FLAT WATER EXPEDITIONS 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. 	H	R	L
3.	Obstacles in the water	<ul style="list-style-type: none"> Drowning Spinal/cranial injuries Broken/fractured bones Dislocations Strains/sprains Bruising 	D	U	S	<ul style="list-style-type: none"> Clients under constant direct supervision by BOAC staff All Games will be played where water is deeper than 1.5m or paddle length. 	D	R	M
4.	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	R	L

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5.	Weather conditions	<ul style="list-style-type: none"> Drowning Lost Person Hypothermia 	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. All clients must wear a hat and sunscreen for sun protection. Clients briefed on relevant rescue techniques for flat water, (including deep water rescue, shoreline empty, etc...) Clients briefed on paddling area before they enter the water. Routes are to be planned where clients stay close to shore where possible, minimising movement through open water. Clients briefed on Universal communication signals (hand and whistle) used on the water by instructors. Clients under direct supervision by BOAC staff at all times when in and around water. Clients briefed on staying together especially when crossing open expanses of water. Appropriate warm clothing and wind protection must be worn when conditions are cold/windy. Weather patterns and tidal movements need to be checked regularly by BOAC staff and instructors updated. If high winds are forecast activity must be altered to suit conditions. Clients briefed on effective methods for manoeuvring through wind chop and waves to avoid capsize. 	D	R	M
6.	Boats (Inc. Motor 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. Clients briefed on boat use, including: how to sit in the boat, circumstances that may cause capsize and exiting a capsized boat. Clients briefed on how to interact with a boat when they are in the water including rescue techniques (refer FPM). Group PPE to be highly visible. Group to stay near shore and out of boating lanes whenever possible. If crossing a boating lane, cross in a highly visible location, as a close group, and as fast as practical. Students must stay a maximum of three boat lengths from each other. BOAC instructors to only play games found in games manual or specifically approved by the operations manager. 	D	R	M