

RISK MANAGEMENT WORKSHEET – SURF ACTIVITIES (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 kayaks, rafts	<ul style="list-style-type: none"> Muscle strain Crush injury Spinal +/-or 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 / 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. Fast moving water e.g. Rips, cross currents, strong tides	<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 relevant rescue techniques for surf rips, (including parallel swimming, tow rescue, signalling for help, x-rescue, re-entering craft in deep water, etc.) Clients briefed on activity area before they enter the water and safety issues pertinent to the area. Rips will be identified and avoided. Moving water paddling strokes taught and consolidated at appropriate intervals during the day, considering group ability, expected outcomes, and time constraints. Clients under direct supervision by BOAC staff at all times when in and around water. Surf conditions will be checked before and during the activity by BOAC Instructors, rips will continually be monitored and avoided. 	D	R	M

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4. Waves	<ul style="list-style-type: none"> Drowning Lost person Spinal/cranial injuries Broken/fractured bones Dislocations Strains/sprains Bruising 	D	P		<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 white water helmet which meets BOAC standards. Instructor must ensure these are fitted correctly prior to activity. Refer to FPM Clients briefed on wave swimming, (including body surfing, safety balling, duck diving etc.) Clients briefed on activity area before they enter the water and safety issues pertinent to the area. Water will be evacuated if deemed too difficult for paddlers skill level Moving surf paddling strokes taught and consolidated at appropriate intervals during the day, considering group ability, surf conditions, 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. Surf Conditions 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. A range of acceptable wave heights is strictly adhered to. Clients briefed on wave hazard identification, consequences and appropriate interaction techniques Clients under constant direct supervision by BOAC staff Instructors must establish appropriate spacing guidelines between each client for paddling out and surfing waves. 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 wave sets BOAC Instructors must ensure that clients regroup at the instructor's location after each wave surfed. Clients briefed on relevant rescue techniques for capsize in surf, (including self-rescue, tow rescue, signalling for help, x-rescue, re-entering craft in deep water, etc.) BOAC Instructors to choose areas where break size and style is appropriate to client ability levels. 	D	R	M

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4.	Obstacles in the water e.g. Rocks, Swimmers, Watercraft	<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 under constant direct supervision by BOAC staff Prior to entering water instructors must establish appropriate spacing between each client. When paddling in surf, the instructor must decide on the best location to place themselves to both identify and protect clients from any hazards, 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 wave sets. BOAC Instructors must ensure that clients regroup at instructor's location after surfing waves. Clients briefed on activity area before they enter the water and safety issues pertinent to the area. Known rock shelves, shallow reefs, shallow sand bars and other permanent hazards will be identified and avoided. BOAC Instructors to be familiar with permanent hazards of the area and conduct activity in safer zones. BOAC Instructors to communicate with life guards and other beach users about activity to be run and activity boundaries to keep bystanders and clients safe. 	D	R	M
5.	Uneven surfaces specific to the beach	<ul style="list-style-type: none"> Drowning Spinal/cranial injuries Broken/fractured bones Dislocations Strains/sprains Bruising 	D	P	H	<ul style="list-style-type: none"> Clients briefed on safety issues relevant to moving around the shore. Refer to Briefing notes Clients briefed on the risks of waves and sandbars. Clients under direct supervision by BOAC staff and wearing PPE at all times. Clients briefed about sudden changes in water depth and initial shore angle. 	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 surf conditions 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

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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
8.	Aquatic Animals	<ul style="list-style-type: none"> Bites Stings Lacerations 	D	U	S	<ul style="list-style-type: none"> Area checked for presence of surface stingers (blue bottles), if found activity to be cancelled. First Aid kit on site including topical anaesthetic (e.g. Stingose), vinegar and bandages. If sharks sighted or reported, water to be evacuated. No one with open/bleeding wounds to be in water. Clients briefed on possibility of aquatic life encounters and procedures should they be seen. 	D	R	M