

**CYC Phillip Island Adventure Resort
Canoeing – Risk Management Plan**

School:	Year Level:
Supervising teachers / staff:	Dates:
Program / Excursion:	Location:

For an explanation of risk management terminology and to ensure you understand how the rating / grading system is determined please ensure you have read the **CYC Activity Risk Profile** document.

The Canoeing Risk Management Plan contains the Canoeing specific risks, control measures and gradings, as well as the gradings of all general risks relevant for all CYC activities. Please refer to the **General Activity Hazards – Risk Management Plan** for a list of general risks and control measures relevant for all CYC activities.

Hazard & Risk Description	Existing Control Measures	Risk Rating		
		Likelihood	Consequence	Control Effectiveness
Slip – Trip – Fall 1. When getting in / out of the canoe	<ul style="list-style-type: none"> Instructor to demonstrate correct procedure for getting in & out of canoe Correct footwear must be worn at all times Instructor to assist participants at entry and exit if necessary 	Unlikely	Minor	Satisfactory
2. Participant slipping / falling when on lake edge	<ul style="list-style-type: none"> Hazardous areas of lake perimeter are highlighted (rocks, steep slopes, mud) Appropriate footwear to be worn at all times 	Unlikely	Minor	Satisfactory
3. When playing canoe games	<ul style="list-style-type: none"> Instructor to outline rules of canoe games and possible consequences if the rules aren't followed Only appropriate games for the group's age and ability level will be played Correctly fitted buoyancy vests, helmets and shoes must be worn at all times 	Possible	Minor	Satisfactory
Striking Injury caused by; 1. Being hit by paddles	<ul style="list-style-type: none"> All participants are made aware of the dangers of using paddles in confined spaces If canoes are 'rafted up' paddles are to be placed inside the canoes when not required If splashing is allowed, participants are warned to be aware of those in the same canoe and to be careful when other canoes are within close range All participants are to be wearing helmets when on the water 	Possible	Minor	Satisfactory
2. Collisions with other craft, water users and solid objects (decks, jetty, embankment etc.)	<ul style="list-style-type: none"> Boundaries are clearly defined during the briefing Each group is asked to stay within their boundaries and not disrupt other users Operations of other users on the lake (canoeing & raftmaking) should be identified before entering the water Participants are asked to not deliberately crash into other canoes Correct 'Emergency Stop' paddling technique is taught during pre-activity briefing 	Likely	Minor	Satisfactory
Crushing Injury caused when canoes are 'rafted' together ie trapped fingers / hands	<ul style="list-style-type: none"> Participants are warned against getting fingers / hands crushed when canoes are 'rafting' up or when rafted canoes are moving towards solid objects 	Possible	Minor	Satisfactory
Manual Handling Injury due to heavy lifting or manual handling	<ul style="list-style-type: none"> Participants are shown how to carry and hold equipment correctly Use sufficient people to share the load when lifting / moving canoes or equipment or when emptying water from swamped canoes 	Unlikely	Minor	Satisfactory

<p>Water – drowning / near drowning</p> <p>After capsizing from canoe or when swimming in lake</p>	<ul style="list-style-type: none"> All participants are to wear a correctly fitted buoyancy vest that conforms to the relevant Australian Standard when in/on the water at all times A correctly fitted helmet must be worn at all times Participants are briefed on how to minimise their chances of capsizing and actions that could cause a capsize Participants are instructed what to do in the event of a capsize and if they find themselves underneath an upturned canoe Site program staff are trained in rescue procedures and first aid 	Rare	Catastrophic	Satisfactory
<p>People – Instructor experience</p> <p>Injury caused by:</p> <p>Unsafe practices or poor supervision from inexperienced instructor or assistant instructor</p>	<ul style="list-style-type: none"> The designated canoe instructor and assistant to the instructor must have the appropriate experience and/or qualifications and ability as required by the Victorian DEECD If the instructor is a user group leader then they must be trained and signed off on site specific procedures by a PIAR program staff member Correct participant / leader ratios to be maintained at all times 	Unlikely	Major	Satisfactory

Risk Rating - Canoeing

All identified risks are recorded in the Risk Matrix according to the Likelihood and Consequence. The purpose of this matrix is to provide a snapshot of all identified risks and establish the level of risk associated to determine if further treatment is required.

X		Likelihood					
		Almost Certain	Likely	Possible	Unlikely	Rare	
Consequence	Catastrophic	80	64	48	32	16	<ul style="list-style-type: none"> Water - Drowning Environmental Exposure 4 Environmental Hazard 3
	Major	40	32	24	16	8	<ul style="list-style-type: none"> People – Instructor Exp. Environmental Hazard 1 Inappropriate use after hours People – Instructor 1 & 2 People – Group Leader 2
	Moderate	20	16	12	8	4	<ul style="list-style-type: none"> People – participant behaviour Environmental Exposure 2 Environmental Exposure 3
	Minor	10	8	6	4	2	<ul style="list-style-type: none"> Slip-Trip-Fall 3 Striking 1 Crushing Slip-Trip-Fall (General) Environmental Exposure 1 Environmental Hazard 2 People – participant ability Slip-Trip-Fall 1 & 2 Manual Handling Entanglement Cutting / Scratching Striking People – Group Leader 1
	Insignificant	5	4	3	2	1	

NB: All risks in **bold** are Canoeing specific risks. All other risks are from the General Activity Hazards RMP and are therefore relevant for all activities.

<p>HIGH</p> <p>20 – 80</p>	<p>MEDIUM</p> <p>10 – 16</p>	<p>LOW</p> <p>1 – 8</p>
<p>Unacceptable risk which requires immediate action to reduce or remove the hazard.</p> <p>Senior management must be notified.</p> <p>Item should be TAKEN OFF LINE until risk reduced.</p>	<p>Conditionally acceptable, requires short term controls and continuous monitoring.</p>	<p>Acceptable risk, however monitoring required ensuring risk does not escalate.</p> <p>Review in 12 months or if situation changes.</p>