

CYC BURLEIGH – RISK ASSESSMENT CANOEING

LOCATION: Tallebudgera Creek, Currumbin Creek, Lake Ainsworth, Lake Moogerah, Lake Cootharaba, Hinze Dam, CYC Noosa

RATIO: 1:12

Likelihood	Consequence				
	1 – Insignificant	2 – Minor	3 – Moderate	4 – Major	5 – Critical
5 – Almost Certain	Medium	Medium	High	Extreme	Extreme
4 – Likely	Low	Medium	High	High	Extreme
3 – Possible	Low	Medium	High	High	High
2 – Unlikely	Low	Low	Medium	Medium	High
1 – Rare	Low	Low	Low	Low	Medium

Risk level			Action required
<input type="checkbox"/>	Low	Little chance of incident or injury	<ul style="list-style-type: none"> Manage risk through regular planning process
<input checked="" type="checkbox"/>	Medium	Some chance of an incident and injury requiring first aid	<ul style="list-style-type: none"> Manage risk through regular planning process & complete this form Parent/carer consent required for underage participants
<input type="checkbox"/>	High	Likely chance of a significant injury requiring medical treatment	<ul style="list-style-type: none"> Manage risk through regular planning process & complete this form Parent/carer consent required for underage participants Principal or head of program approval is required prior to conducting the activity
<input type="checkbox"/>	Extreme	High chance of a serious incident resulting in a highly debilitating injury	<ul style="list-style-type: none"> Consider conducting an alternate activity or make modifications to the activity that could achieve comparable learning outcomes Manage risk through regular planning process & complete this form Parent/carer consent required for underage participants Principal or head of program approval is required prior to conducting the activity

Supervision requirements

All CYC instructors/leaders/staff:

- will carry first aid kits
- have a current blue card/working with children check
- have been assessed and deemed competent in the respective activity
- have the following qualifications as a minimum:
 - HLTAID013 Provide first aid in remote or isolated site
 - HLTAID011 Provide first aid
 - HLTAID010 Provide basic emergency life support
 - HLTAID009 Provide cardiopulmonary resuscitation
 - SISCAQU002 Perform basic water rescue
 - SISOKYK001 Paddle a kayak on inland flat water
 - SISOKYK005 Lead kayaking activities on inland flat water

Equipment/facility requirements

- All CYC instructors/leaders carry mobile phone for communication
- Emergency vehicle access is available
- All equipment meets Australian standards (where applicable) and is in good working order

Hazards

Environmental hazards	Control measure
Animal bites/diseases Stings, poisoning, infection	Marine organisms not to be handled and avoid contact with marine creatures. Continually assess threat of dangerous marine animals (if appropriate to location). Adhere to established practices regarding the use of insect repellent.
Environmental conditions Weather, surrounds	CYC's sun safety policy must be followed. Follow the managing excessive heat in schools guidelines when participating in very hot or extreme heat conditions. Monitor participants for cold related illness (e.g., hypothermia) in cold weather conditions. Ensure drink breaks occur regularly. Make water available for individual participants between drink breaks. Participants to remain aware of their position in the training area, distance from shore, the depth of the water and other obstacles. Adult supervisors negotiate areas of moving water immediately before students

Facilities and equipment hazards	Control measure
Vehicles	Continually assess threat of vehicles or vessels (e.g., other watercraft when paddling and when entering or leaving the water) and vehicles when loading/unloading canoes/kayaks.
Manual handling Lifting equipment	Use correct manual handling processes when lifting, lowering, pushing, pulling or carrying Instruct students to straighten backs and bend knees when lifting canoes/kayaks. Ensure a minimum of 4 participants carry a canoe/kayak.
Student considerations	Control measure
Injury	Participants to work far enough apart that they are not struck by paddles. Students aware of the location of emergency and first-aid equipment.
Physical exertion Exhaustion, heat/cold stress	Conduct appropriate lead-up activities. Continually monitor students for signs of distress (e.g., fatigue, exhaustion, illness, hunger, dehydration, hypothermia, difficulty breathing and hyperventilation). Allow all students periods of rest from repetitive paddling (this may be resting/floating on the water, not necessarily landing). Adopt system of signals to clearly communicate the need for assistance if in difficulty.
Student issues	Instruct participants to call or signal for assistance if a problem cannot be rectified immediately. Implement procedures (e.g., buddy system, roll marking mechanisms) to account for all participants.
Visibility	Have students wear easily identifiable clothing (e.g., high visibility rash vest). Ensure staff can easily recognise those students with health support needs (in and out of the water) and are familiar with their needs.

Further control measures

- CYC will make every effort to ensure all participants are included in the lesson. However, it is the responsibility of the participant themselves and/or their teacher/care giver, to decide whether the activity is suitable for the participant in question, taking into consideration the terrain, equipment provided, physical ability of the participant and any other factors that may impact the participant's ability to participate.
- It is the school's responsibility to ensure a supervising teacher/adult remains with any student in need of individual support, at all times.
- Check activity location on the day of the event for unexpected hazards.

When considering 'further controls' start at the top of the following 'hierarchy of control'- the higher on this list the more reliable the control:

- Eliminate – some activities may need to be eliminated if the risks can't be controlled e.g. swimming in a dangerous rock pool
- Substitute - lower risk activity with same outcome e.g. swimming at a patrolled beach between the flags
- Redesign - change or reorder activities e.g. swimming activity changed to a cooler time of day to avoid peak sun exposure
- Isolate – provide clear instructions to participants at the start of an activity e.g. set boundaries to keep participants out of problem areas
- Admin controls – plan & coordinate each action of an activity e.g. clear rules & expectations for activity, supervision roster
- Personal protective equipment – last option that should be considered but, in some cases, the only practical control e.g. approved helmet for horse riding

Review

This workplace health and safety risk assessment is to be reviewed when:

- *Review date is reached*
- *An incident where staff or students are injured*
- *Any staff member considers the level of risk has become unreasonable*
- *Circumstances change significantly*
- *There is new information that may influence the risk assessment*

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