

Activity Risk Assessment

School Name	Wambangalang Environmental Education Centre		
Address	273R Obley Road, Dubbo 2830		
Phone Number	02 6887 7209	Fax Number	02 6884 4530
Website	http://wambangalang.rtwweb.com.au/		
Insurance	Does the venue have public liability cover? Yes		
Activity Type	Kayaking		
Activity Venue Information	To be included in float plan		
Staff Accreditation	WEEC staff possess FlatWater Guides qualifications and Remote First Aid qualifications		
Staff Ratios	Maximum ratio of 12 students are to be on the water per instructor. Minimum of 2 qualified instructors per trip, with a minimum of 3 for remote trips.		
General Information	Float Plan including route provided to schools prior and to all staff. WEEC SAM to phone within an hour after the end of trip time if they haven't heard from the staff.		

Risk Assessment Matrix					Legend (as a guide only)	
How serious could the injury be?	How likely is it to be that serious?				1	Extreme risk; action to rectify the hazard should commence immediately
	Very Likely	Likely	Unlikely	Very Unlikely	2	High risk; action to rectify the hazard should occur within 48 hours
Death or permanent injury	1	1	2	3	3	Medium risk; action to rectify hazard should occur within 7 days
Long term illness or injury	1	2	3	4	4	Low risk; action to rectify hazard should occur within 14 days
Medical attention & several days off	2	3	4	5	5	Minimal risk; action to rectify hazard should occur within 21 days
First Aid Needed	3	4	5	6	6	
Severity – is how seriously a person would be harmed					Likelihood – is an estimate of how probable it is for the hazard to cause harm	

Potential Risks List hazards/risks related to the activity, program or venue	Type of Risk	Risk Rating According to matrix	Control Strategies Outline the strategies for ensuring safety for this potential risk	Final Risk Rating According to matrix	Responsible Person
Lack of Safety Awareness	Injury to self or others Fatigue Exposure	1	1. Pre-launch briefing to inform and direct group regarding procedure in case of emergency, behaviour management and expectations, water conditions, boundaries, signals and whistles 2. Schools provided with a list of what to bring, including appropriate clothing and footwear and 15+ sunscreen 3. Schools provided with information regarding what to bring in terms of nutrition and hydration 4. Must wear PFD, hat and shoes at all times near the water	5	1. WEEC Guide 2. Visiting School 3. Visiting School 4. Visiting School
Falling in when entering and exiting a kayak	Injury Capsize Wet chill	3	5. Clear simple instructions on how to enter and exit boats	6	5. WEEC Guide
Collision with other paddlers or objects	Collision injury Capsize	2	6. No ramming rule and supervising distances maintained between vessels	5	6. WEEC Guides
Capsize/ Drowning	Entrapment Exposure Shock	1	7. Supply and correctly fit Type 2/3 Personal Flotation Devices (PFDs) 8. Pre-activity site inspection to identify new hazards 9. Assessment of proficiencies in paddle strokes in non-flow areas prior to departure. Demonstrate and practice paddle strokes used to avoid danger, obstacles and other crafts. Identification of weak rowers. 10. School staff to provide known information on participant swimming ability 11. Ensure maintenance of correct ratios of qualified Guides to participants with accordance to DoE guidelines, amend where required for skill level, age and river conditions 12. Identification of non-swimmers to all staff and staff to remain close to these swimmers 13. Find alternate routes and portage around obstacles where required 14. Tow ropes and throw bags carried in case of emergencies 15. All WEEC guides to have appropriate guide PFDs including; whistle, quick release tow system, easily accessible knife, watch 16. WEEC staff carry UHF radio, mobile phones in dry bags for communications and emergencies	5	7. WEEC 8. WEEC 9. WEEC Guides 10. Visiting School 11. WEEC Guides in consultation with visiting school 12. Visiting School 13. WEEC Guides 14. WEEC Guides 15. WEEC Guides 16. WEEC Guides
Inappropriate clothing (easy access out of river)	Sunburn Trauma Cold Shock Dehydration Heat Stroke Hypothermia	2	17. Properly fitted PFD compulsory at all times 18. Long-sleeved top recommended in communication to schools 19. Hat for sun protection in communication to schools 20. Appropriate footwear compulsory in communication to schools 21. Awareness of measures to prevent hypothermia 22. Observe and alter activity if chill factor too high 23. First aid kit with thermal blankets carried in waterproof container	5	17. ALL 18. Visiting School 19. Visiting School 20. Visiting School 21. WEEC Guide 22. WEEC Guide 23. WEEC Guide 24. WEEC Guide

			24. Sunscreen carried by guides 25. Pre-launch briefing includes instructions around sun safety 26. Schools provided with a list of what to bring, including appropriate clothing and footwear and 15+ sunscreen 27. Schools provided with information regarding what to bring in terms of nutrition and hydration 28. Instruct to drink regularly, carry drink in boat 29. Regular stops every 2 hours or more in hot weather		25. WEEC Guide 26. Visiting School 27. Visiting School 28. WEEC Guide 29. WEEC Guide
Group fragmentation	Obstacles Flow Current Winds and individuals ability	2	30. Minimum 2 qualified Guides on each trip 31. 1 Lead Guide to remain at the front of the group and a second guide to follow up towards the rear. 32. Pre: launch briefing includes instructions to stay together and set boundaries 33. Constant assessment of river conditions with reference to the groups skill level, experience and management of potential hazards. 34. Guides to carry UHF radios and mobiles in dry bags 35. Buddy system to encourage group cohesion. Students paired and monitor each other	5	30. WEEC Guide 31. WEEC Guide 32. WEEC Guide 33. WEEC Guide 34. WEEC Guide 35. WEEC Guide
Weather conditions	Changes in weather Extreme Storm Wind Rain Hail, Contaminati on Pollution	2	36. Routine checking of conditions in days prior and day of expedition 37. River assessment undertaken – be aware that rivers change all the time/daily/hourly with varied conditions including weirs, flooding, contamination http://www.bom.gov.au/nsw/forecasts/map7day.shtml http://waterinfo.nsw.gov.au/drr/macquarie.shtml 38. Identification of water temperature, flow speeds, volumes of water in the river 39. Postpone or cancel activity if required 40. Ensure participants have appropriate clothing for the conditions 41. Additional dry bags with clothing appropriate to the season are kept in on-ground vehicle 42. Students to carry their own fresh water and instructed not to drink river water 43. Sunscreen available	5	36. WEEC Guide 37. WEEC Guide 38. WEEC Guide 39. WEEC Guide 40. Visiting School 41. Visiting School 42. Visiting School 43. Visiting School
Medical Risk	Existing Conditions Bites/Stings Scratches and grazes Slips, Trips and Falls	2	44. School to provide relevant information on existing medical conditions, in particular those affecting participation 45. Schools to carry medical plans and medications 46. WEEC staff carry First Aid Kits, including EpiPen and thermal blankets 47. WEEC staff carry UHF radio, mobile phones in dry bags for communications and emergencies 48. All students to wear enclosed shoes to reduce risk 49. All WEEC Remote First Aid trained 50. Pre: launch briefing, include safety briefing to advise participants of hazards around the site 51. Guides to carry resuscitation mask and gloves in PDF	5	44. Visiting School 45. Visiting School 46. WEEC Guide 47. WEEC Guide 48. Visiting School 49. WEEC Guide 50. WEEC Guide 51. WEEC Guide

Travel to venues by vehicles (mostly applicable to transporting minors)	Injury from vehicle accident	3	52. Seatbelts worn (car or bus) 53. Students/minors cannot travel with inexperienced drivers	5	52. Visiting School 53. Visiting School
Equipment	Flotation or handloop failure	1	54. Check boats for safety before activity 55. Check for loose screws etc that could lead to a failure 56. Check PFD's, helmets & footwear for secure fit	5	54. WEEC Guide 55. WEEC Guide 56. WEEC Guide and Visiting School
Lack of response to instruction	Potential risk to self & others	2	57. Instruction must be in quiet area without distractions 58. Have frequent & regular briefings on & off the water. 59. Prompt participants to affirm their understanding. 60. Use peer appraisal techniques	6	57. WEEC Guide 58. WEEC Guide 59. WEEC Guide 60. WEEC Guide

Relevant additional information reviewed and attached:	Float Plan Provided
Risk Assessment prepared by:	Kristy Robberts
Prepared in Consultation with:	David Houghton
Plan Date:	23/02/2017
Plan Review Date:	01/07/2018