

## CHRISTIAN YOUTH CAMPS – BURLEIGH HEADS **CANOEING**

**Activity Coordinator:**

**Venue(s)** Tallebudgera Creek

**Date of Excursion:**

**Ages Attending:**

**The Process –**

1. Breakdown the activity into actions (eg. off and on the bus, in transit, toilet stop, each activity at venue, unstructured time)
2. For each activity:
  - Identify what hazards may exist, what harm may result, and to whom - consider **consequences** should an incident occur
  - Enter what practices you currently have in place to reduce the **frequency** or **consequences** of injury
  - Discuss **as a group** what further controls are possible-consider risk versus educational outcome. Does the control measure actually introduce any **new risks?**
  - Identify & document **who** puts each control in place and in what time frame
3. 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 of an excursion may need to be eliminated if the risks can't be controlled eg swimming in a dangerous rock pool
  - Substitute - lower risk activity with same outcome eg swimming at patrolled beach between the flags
  - Redesign - change or reorder activities eg swimming activity changed to cooler time of day to avoid peak sun exposure
  - Isolate – provide clear instructions to participants at the start of an activity eg set boundaries to keep participants out of problem areas
  - Admin controls – plan & coordinate each action of an activity eg clear rules & expectations for activity, supervision roster
  - Personal protective equipment – last option that should be considered but in some cases the only practical control eg approved helmet for horse riding

**Review** – this workplace health and safety risk assessment is to be reviewed when:

- An incident where staff or students are injured
- Any staff member considers the level of risk has become unreasonable
- A change in staff or participant mix
- A new activity is introduced
- Circumstances change significantly
- There is new information that may influence the risk assessment
- After the activity
- Each time the activity is undertaken

You must do this step to complete the risk management process because: it's the law (WH&S Act), it is an internal audit requirement, it ensures the knowledge gained is passed on to others proposing to engage in a similar activity, the review process improves the skills of those staff involved.

Implemented by: \_\_\_\_\_

Site Manager: \_\_\_\_\_

WHSO: \_\_\_\_\_

## Appendix B – Hazard Assessment Categories

### Step 1 – Identify the Hazard

Risk category	Example of Risk	Hazard Category	Example of Hazard
Sound	Hearing Damage	Electrical	Shock, Burns
Biological	Micro-organisms	Kinetic Energy	Projectiles, Penetrating Objects
Hazardous Substances	Skin contact, Inhalation	Mechanical Energy	Caught between, Struck by / against
Extremes of Temp	Effects of Heat or Cold	Thermal Energy	Spills and Splashes of Hot Matter
Gravity	Falling Objects, Slips, Trips and Falls of People	Radiation	Ultra -violet, Arc Flashes, Micro-Waves, Lasers
Confined Spaces	Restriction of movement	Vibration	Aggravates body/limbs stability

### STEP 2 - Calculate the RISK Rating (Low / Medium / High) using the chart below.

RISK ASSESSMENT FACTORS		
<b>EXPOSURE</b> (Rating)	<b>PROB. OCCURRING</b> (Rating)	<b>CONSEQUENCES</b> (Rating)
1 RARE (less than 20% of time)	1 UNLIKELY	2 MINOR (Scratches/ Bruises)
2 OCCASIONAL (20%-60% of time)	2 POSSIBLE	3 MODERATE (Breaks/ Burns)
3 FREQUENT (over 60% of time)	3 VERY LIKELY	4 SERIOUS (Permanent loss)
(This refers to the amount of time in any given working day that staff are exposed to the Hazard)	(This refers to the probability of an injury occurring should the Hazard be engaged)	(This refers to the potential severity of the injury)
Score 6 and below = L	Score 7 = M	Score 9-10 = H

### STEP 3 - Specify the Control Measure (Column 3 over page) required to **eliminate** the hazard or bring it's consequences to a **Low** rating.

Control Categories		
Elimination	Risks to be designed out and control measures to be designed in.	Hazard eliminated
Substitution	Replace the material / part or process with a less hazardous one.	Hazard eliminated
Re-Design	Redesign work processes to eliminate the risk.	Hazard eliminated
Separation	Isolating the hazard from the people by enclosing or guarding.	Hazard covered
Administration	Adjusting the time or conditions of risk exposure.	Hazard worked around
P. P. E.	Using appropriately designed and properly fitting equipment where above controls are not available.	Hazard remained but staff protected

Please note: Some hazards may not be identified in the above "Hazard Assessments". These have been labelled as "other".

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WHSO: \_\_\_\_\_

<b>Activity/Camp Coordinator</b> ..... Date .... / .... / .... (Signature) .....	<b>Site Manager</b> ..... Date .... / .... / .... (Signature) .....
<b>Risk assessment authorised by WH&amp;S Officer</b> Andrew Grant Date .... / .... / .... (Signature) .....	<b>Other relevant parties</b> Name ..... Date .... / .... / .... (Signature) .....

Activity Risk/Hazard	Consequences and/ or Description of Risk <small>(Describe circumstances/tasks that might produce the Risk. If possible, list activity, procedure or job. Recall previous experience on similar projects if necessary.)</small>	Level of Risk	Control Measure to be Implemented	N - Not Done D - Done I - Implementing		
				N	D	I
Walking to & from the venue (Roads, National Park, Bridges)	<ul style="list-style-type: none"> <li>Slip, trip, fall - participants may be injured by passing vehicles</li> <li>Participants may lose their footing and slip, trip or fall</li> <li>Participants walk off designated path</li> <li>Participants lose contact with the group</li> </ul>	4	<ul style="list-style-type: none"> <li>Participants to be asked to mind their step</li> <li>Participants are lead by instructors/leaders</li> <li>Participants only cross roads when deemed safe by instructors/leaders</li> <li>Participants use pedestrian crossings where available.</li> <li>Participants cross road using underpass</li> <li>Participants must use designated paths through National Park</li> <li>Participants are instructed to stay in between 2 designated leaders (front &amp; rear).</li> </ul>			
Supervision	<ul style="list-style-type: none"> <li>Participant disappearance</li> <li>Participant behaviour</li> <li>Behaviour causing injury</li> <li>Drowning - Lack of supervision could result in participant disappearance</li> <li>Participant behaviour being affected, could lead to injury.</li> </ul>	2	<ul style="list-style-type: none"> <li>Participant to instructor ratios met (as per Education Queensland guidelines)</li> <li>Unqualified leader is, UNDER NO CIRCUMSTANCES, to run the activity on their own.</li> <li>Qualified instructors are always used.</li> </ul>			
Toilets	<ul style="list-style-type: none"> <li>Sharps in toilet</li> <li>Harm to participant - Sharps or a person</li> </ul>	4	<ul style="list-style-type: none"> <li>Participants to be "buddied" to ensure participants are in a minimum group of 2.</li> </ul>			

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	intending harm.				
Public Venue	<ul style="list-style-type: none"> <li>Harm to participant</li> <li>Members of the Public - Sharps or a person intending harm.</li> <li>Disappearance of participant</li> </ul>	4	<ul style="list-style-type: none"> <li>Participants to be buddied to ensure participants are in a minimum group of 2.</li> </ul>		
Participant Health	<ul style="list-style-type: none"> <li>Participant Health</li> <li>Participant Fitness - Participants not being in a fit physical state to participate</li> </ul>	4	<ul style="list-style-type: none"> <li>Participants to remove all loose jewellery, apparel or ornaments, which may cause injury to themselves or other participants.</li> <li>Parental consent forms to be completed prior</li> </ul>		
Safety	<ul style="list-style-type: none"> <li>Training - Non-Adherence to safety instructions</li> </ul>	2	<ul style="list-style-type: none"> <li>Activity to be lead by qualified staff/trainers.</li> </ul>		
First Aid	<ul style="list-style-type: none"> <li>Unqualified staff - Further agitation of injury</li> </ul>	4	<ul style="list-style-type: none"> <li>Administrator of first aid to have current first aid qualification</li> <li>First aid kit to be available at all venues</li> </ul>		
Equipment	<ul style="list-style-type: none"> <li>Canoes</li> <li>Life vests</li> <li>Canoes damaged during activity</li> <li>Rescue boat</li> </ul>	2	<ul style="list-style-type: none"> <li>All equipment to be an appropriate standard and meet safety requirements</li> <li>A maintenance schedule applies to all equipment</li> <li>Rescue boats should be used when using Canadian Canoes</li> </ul>		
Creek (water & surrounds)	<ul style="list-style-type: none"> <li>Drowning</li> <li>Behaviour of participants</li> <li>Crowd control - lack of supervision – not seeing the situation</li> <li>Participant ability – not being able to swim or float</li> </ul>	2	<ul style="list-style-type: none"> <li>Instructor/leader to be aware of weather conditions and cancel event in the likelihood of unsuitable canoeing conditions.</li> <li>Parents to return information regarding participant abilities. These need to be addressed and participants grouped accordingly.</li> <li>Participants to be asked to keep away from water edge unless an instructor/leader is with them.</li> <li>All canoes should remain in sight of instructors at all times</li> </ul>		
Participant ability	<ul style="list-style-type: none"> <li>Ability to swim - If the student is out of their ability range – injury or drowning could occur</li> </ul>	2	<ul style="list-style-type: none"> <li>Parents to return information regarding participant abilities. These need to be addressed and participants grouped accordingly.</li> </ul>		
Ultra-violet rays	<ul style="list-style-type: none"> <li>Radiation - Sunburn</li> </ul>	3	<ul style="list-style-type: none"> <li>Participants to be requested to wear sunscreen and sun shirts.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Heat stroke</li> <li>• Heat exhaustion</li> </ul>		<ul style="list-style-type: none"> <li>• Participants to be requested to drink often to alleviate risk of heat stroke or heat exhaustion</li> </ul>			
Non-participants	<ul style="list-style-type: none"> <li>• Supervision - lack of supervision</li> </ul>	4	<ul style="list-style-type: none"> <li>• One additional adult/leader to accompany instructors/leaders to supervise non-participants</li> </ul>			
Safety	<ul style="list-style-type: none"> <li>• Contact - contactability</li> </ul>	4	<ul style="list-style-type: none"> <li>• Instructors/leaders to ensure mobile is available and taken on activity</li> </ul>			
Weather	<ul style="list-style-type: none"> <li>• Slips, Trips &amp; Falls</li> <li>• Lightening - Injury</li> <li>• Electrocutation</li> </ul>	3	<ul style="list-style-type: none"> <li>• If the weather conditions are unsuitable the activity should be cancelled.</li> </ul>			
Stingers in water. E.g. Blue bottles, jelly fish, lice	<ul style="list-style-type: none"> <li>• Stings</li> <li>• Allergic reactions</li> <li>• Severe reactions</li> </ul>	5	<ul style="list-style-type: none"> <li>• Instructors/leaders to assess water conditions where possible and cancel event if unsuitable.</li> <li>• If stung, apply first aid and seek lifeguard assistance/ambulance.</li> </ul>			

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