

Risk Assessment

Activity: Canoeing

Activity Aspect	Hazard	Risk	Likelihood	Risk Level	Rating	Control measures
Setting up/packing up the activity	Heavy items needing to be moved: - Canoe trailer - Water weight - Canoes	Instructor could injure themselves if wrong technique is used	Unlikely	Moderate	5	Each instructor is taught how to properly use all the canoeing equipment to minimise the likelihood of injuries.
	Working close to the water	Instructor could fall in and injure themselves	Very unlikely	Moderate	6	Instructors are taught to be aware of their surroundings and to be careful around the water's edge.
	Public area	Could have disturbances by the public	Very unlikely	Moderate	6	The campsite have built a good relationship with the locals which helps with monitoring the public at the river. The instructors at the river are also taught how deal with public disturbances.
	Driving on the road	If using bad driving skills, instructor could injure themselves or others	Very unlikely	Major	5	Instructors are only allowed to drive the vehicles if they hold a valid driver's license.
	Other drivers could injure instructor with bad driving skills	Very unlikely	Major	5	Instructors are only allowed to drive the vehicles if they hold a valid driver's license. They are also told to be wary of other drivers on the road when driving a work vehicle.	

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Broken equipment	Equipment could injure instructor using them	Very unlikely	Moderate	5	All equipment is at the very least checked monthly and visually checked at the start of each day. If there is anything that is broken or showing signs of significant wear, it is taken out of service till it is either fixed or replaced.	
	Unknown objects at the river	Tripping hazard	Unlikely	Moderate	5	Instructors are taught take care when setting up. No running allowed.
	Unknown objects at the river	Hidden hooks and glass in the ground could cut peoples feet.	Unlikely	Moderate	5	Everyone must have shoes on at the river.
	Unknown objects at the river	Tripping hazard	Unlikely	Moderate	5	No running allowed
Introduction/Debrief	Unknown objects at the river	Hidden hooks and glass in the ground could cut peoples feet	Unlikely	Moderate	5	Everyone must have their shoes. They are only allowed to take them off if they are sitting down and stationary.
	Unknown objects at the river	Tripping hazard	Unlikely	Moderate	5	No running allowed
	Unknown objects at the river	Hidden hooks and glass in the ground could cut peoples feet	Unlikely	Moderate	5	Everyone must have their shoes. They are only allowed to take them off if they are sitting down and stationary.
Clients' behaviour	Incorrect use of the equipment	Unlikely	Moderate	5	Instructors as part of their assessment need to demonstrate that they can deal with different behavioural types.	
	Incorrect use of the equipment	Unlikely	Moderate	5	Instructors as part of their assessment need to demonstrate that they can deal with different behavioural types.	

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	Faulty equipment	Equipment could injure the instructor or participants if used.	Very unlikely	Moderate	6	All equipment is at the very least checked monthly and visually checked at the start of each day. If there is anything that is broken or showing signs of significant wear, it is taken out of service till it is either fixed or replaced.
	Instructor ability	Instructor could injure themselves if they do not have the sufficient skills to perform an introduction.	Very unlikely	Moderate	6	All instructors who run canoeing go through an assessment process and are only signed off if the trainer deems that the instructor is competent at consistently running a safe canoeing session.
	Working close to the water	Slip hazard	Unlikely	Moderate	5	Instructors inform the participants to be safe around the waters edge and to not run.
	Slippery sandbags	Slip hazard	Likely	Moderate	4	Instructors make a big briefing point on this. Instructors monitor the participants behaviour when near the sandbags to minimise this risk of injury on the sandbags
Running the activity	Unknown objects at the river	Trip hazard	Unlikely	Moderate	5	No running allowed
	Glass and hooks	Could cut someone	Unlikely	Moderate	5	Everyone must keep shoes on at all times.

Participant's behaviour	Incorrect use of the equipment	Unlikely	Moderate	5	Instructors as part of their assessment need to demonstrate that they can deal with different behavioural types.	
Slippery sandbags	Slip hazard	Likely	Moderate	4	Instructors make a big briefing point on this. Instructors monitor the participants behaviour when near the sandbags to minimise this risk of injury on the sandbags	
Public area	Could have disturbances by the public	Very unlikely	Moderate	6	The campsite have built a good relationship with the locals which helps with monitoring the public at the river. The instructors at the river are also taught how deal with public disturbances.	
Misuse of equipment	Could injure the participants or instructors.	Unlikely	Minor	6	Instructors have been trained to deal with misbehaving participants. They monitor how everyone uses their equipment.	
	Could break and injure the participants or instructors	Very unlikely	Moderate	6	All equipment is at the very least checked monthly and visually checked at the start of each day. If there is anything that is broken or showing signs of significant wear, it is taken out of service till it is either fixed or replaced.	

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	Boats on the river	Could hit a canoe	Very unlikely	Extreme	4	The instructors are both trained in how to manage a group of canoers out on the water. They are to stick close to the bank of the river and only go across if there are no boats on the water.
Environmental	Snakes	Bite someone	Very unlikely	Extreme	4	Instructors at the start of the day and the session will scan the area to make sure there are no snakes nearby. If a snake is seen, the instructors know the procedure on how to deal with them.
	Weather	Cause the activity to be unsafe (lightning and wind are the best examples)	Very unlikely	Extreme	4	All of our permanent activity staff have done a unit on interpreting weather. At the start of each day the weather is assessed and if there is any sign that the activity could become dangerous, it is removed, and an alternative brought in.
	Public dogs	Bite people	Very unlikely	Major	5	Instructors are taught how to deal with potential threats at an activity.
Maintenance	Misuse of repair equipment	Could injure instructor	Very unlikely	Moderate	6	Instructors as part of the assessment process are taught how to safely use all equipment
	Misuse of broken canoeing equipment	Could injure instructor	Very unlikely	Moderate	6	Instructors as part of the assessment process are taught how to safely use all equipment
Other						

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Risk Matrix

Risk Priority Chart – from Qld Risk Management advisory standard 2000

(Risk scores of 1 or 2 indicates the activity may need to be re – designed or avoided unless tighter control measures can be implemented. Risk scores of 3 indicate caution must be exercised to ensure the activity control measures remain effective.)

Likelihood	Very Likely	1	2	3	4	5	6	7
	Likely	2	3	4	5	6	7	
	Unlikely	3	4	5	6	7		
	Very Unlikely	4	5	6	7			
		Extreme	Major	Moderate	Minor	Consequences		

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