

**UPCC**  
**Canoeing – Risk Management Plan**

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

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

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

	<ul style="list-style-type: none"> <li>• A correctly fitted helmet must be worn at all times</li> <li>• Participants are briefed on how to minimise their chances of capsizing and actions that could cause a capsize</li> <li>• Participants are instructed what to do in the event of a capsize and if they find themselves underneath an upturned canoe</li> <li>• Site program staff are trained in rescue procedures and first aid</li> </ul>			
<b>People – Instructor experience</b> Injury caused by: Unsafe practices or poor supervision from inexperienced instructor or assistant instructor	<ul style="list-style-type: none"> <li>• The designated canoe instructor and assistant to the instructor must have the appropriate experience and/or qualifications and ability as required by the Victorian DET</li> <li>• If the instructor is a user group leader then they must be trained and signed off on site specific procedures by a UPCC program staff member</li> <li>• Correct participant / leader ratios to be maintained at all times</li> </ul>	Unlikely	Major	Satisfactory

**Risk Rating – Canoeing**

All identified risks are recorded in the Risk Matrix according to the Likelihood and Consequence ratings. 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.

	Consequence					
X	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)	
Likelihood	<b>Almost Certain (5)</b>	5	10	15	20	25
	<b>Likely (4)</b>	4	8 <b>Striking 2</b> Slip-Trip-Fall (General)	12	16	20
	<b>Possible (3)</b>	3	6 <b>Slip-Trip-Fall 3</b> <b>Striking 1</b> <b>Crushing</b> Environmental Exposure 1 Environmental Hazard 2	9 People – Participant behavior People – participant ability	12 Inappropriate use after hours People – Group leader	15
	<b>Unlikely (2)</b>	2	4 <b>Slip-Trip-Fall 1 &amp; 2</b> <b>Manual Handling</b> Entanglement Cutting / Scratching Striking People – Group Leader 1	6 Environmental Exposure 2	8 People – Instructor Exp. Environmental Hazard 1 People – Camp Instructor 1 & 2	10
	<b>Rare (1)</b>	1	2	3 Environmental Exposure 3	4	5 <b>Water – Drowning</b> Environmental Exposure 4 Environmental Hazard 3

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.

For grading risks, scores obtained from the risk matrix are assigned grades as follows;

 1-4 Low Risk – minimal monitoring and reporting  
 5-8 Medium Risk – regular monitoring and reporting

 9-12 High Risk – close monitoring and reporting  
 13+ Extreme Risk – unacceptable, requires urgent attention