



Kayaks- Risk Analysis and Management

| Risk Analysis | | Management | | | | |
|--------------------------------|-------------------------|-------------------------------|--|--------------------------|--|----------|
| Hazard/Harm | Risk severity (Initial) | Control (Eliminate/ Minimise) | Action | Risk severity (residual) | SOP | Accepted |
| Condition: drowning in pond | 15 | M | Use life jackets on the water No heavy clothing, only where togs or other lightweight clothing like exercise wear | 5 | Life jackets to be worn at all times with appropriate clothing e.g. togs or lightweight sportswear Life Jackets must be put on and fitted correctly by a supervisor | Yes |
| People: Incorrect use | 15 | M | Boating under the flying fox Competency for putting on life jackets | 5 | The rope separating the flying fox is the upstream boundary for the kayaks No Kayaks or swimmers past rope boundary when Flying Fox is in use | Yes |
| Equipment: Damage to equipment | 15 | M | CYC Staff to check prior to putting out gear | 5 | - | Yes |
| People: Poor supervision | 12 | M | Signed off and checked during use | 4 | One adult on the water and one adult helping the campers into and out of kayaks and checking life jackets. | Yes |
| Environment: Slippery Surface | 12 | M | Do not run on Camp Waipa Wharf as water can cause a slip hazard Regularly waterblast wharf; in monthly checks | 3 | Do not run on the main lake wharf | Yes |
| People: Misuse of equipment | 10 | E | Supervised activity | 5 | 2 Activity Supervisors over 16 years old and able to swim, to 12 participants | Yes |
| Environment: Natural Hazard | 10 | M | Wear hats/sunscreen CYC Staff to be aware of changing conditions and not use in severe weather events | 2 | Wear a hat and sunscreen | Yes |



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| People: Impairment of Supervisor | 6 | E | CYC Staff to look out for signs of impairment | 3 | - | Yes |
| People: Urine | 6 | E | Urinating in boats | 3 | Make sure campers have been to the toilet prior to activity | Yes |
| <p>Emergency procedures</p> <p>Stop activity, assess situation, administer first aid, call emergency services if necessary, notify camp organisers and camp staff, and fill out an incident form when practicable.</p> | | | | | | |
| Equipment | | | <p>Activity SOPs</p> <p>Up to 13 kayaks</p> <p>Life jackets</p> | | | |
| Competencies for Activity Sign Off | | | <ul style="list-style-type: none"> • Be able to manage a group of participants 2:12 • Be over 16 years old and able to swim • Follow the Activity SOPs • Actively supervising the participants • Looking out for unsafe actions • Know where to get help/locate CYC Staff or group organizers • Technical information | | | |
| Final decision on implementing activity | | | ACCEPTED by CYC Director | | | |
| <p>Comments</p> <p>Circumstances can change quickly, supervisors need to be diligent in their task, and respond as needed. CYC reserve the right to close this activity.</p> | | | | | | |