



# 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	5	Life jackets to be worn at all times with appropriate clothing	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	Yes
Equipment: Damage to equipment	15	M	CYC Staff to check prior to putting out gear	5	-	Yes
People: Misuse of equipment	10	E	Supervised activity	5	2 Activity Supervisor to 14 participants	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 the kayaks and checking life jackets.	Yes
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	Yes
Condition: Extreme weather	4	M	Wear hats/sunscreen CYC Staff to be aware of changing conditions	2	-	Yes
<p><b>Emergency procedures</b></p> <p>Stop activity, assess situation, administer first aid, call emergency services if necessary, notify camp organisers and camp staff</p>						



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<b>Equipment</b>	Activity SOPs Up to 15 kayaks Life jackets
<b>Competencies for Activity Sign Off</b>	<ul style="list-style-type: none"><li>• Be able to manage a group of participants 2:12</li><li>• Follow the Activity SOPs</li><li>• Actively supervising the participants</li><li>• Looking out for unsafe actions</li><li>• Know where to get help/locate CYC Staff or group organizers</li><li>• Technical information</li></ul>
<b>Final decision on implementing activity</b>	<b>ACCEPTED by CYC Director</b>
<b>Comments</b>	Circumstances can change quickly, supervisors need to be diligent in their task, and respond as needed.