



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 or on Camp Waikato pond 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 the kayaks and checking life jackets.	Yes
People: Misuse of equipment	10	E	Supervised activity	5	2 Activity Supervisor over 16 years old and able to swim, to 12 participants	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 prior to activity	Yes
Condition: Extreme weather	4	M	Wear hats/sunscreen CYC Staff to be aware of changing conditions	2	-	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>						



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Equipment	Activity SOPs Up to 13 kayaks Life jackets
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
Comments	Circumstances can change quickly, supervisors need to be diligent in their task, and respond as needed.