



Paddle/Row Boats- 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 and fitted correctly by supervisor with appropriate clothing	Yes
People: Incompetency of safety briefing	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 Paddleboats, no boats or participants are allowed past this point	Yes
Equipment: Damage to equipment	15	M	CYC Staff to check prior to putting out gear and on monthly checklists Take proper care of all gear	5	At the end of the session please make sure the paddle boats are returned to the deck Hang life jackets up to aid in drying Keep paddle boats away from other boats and obstacles	Yes
People: Misuse of equipment	10	E	Supervised activity	5	1 Activity Supervisor over 16 years old and able to swim, to 16 participants (with kayaks operating) or 2:16 (without kayaks operating) Maximum 4 to a boat	Yes
People: Poor supervision	12	M	Signed off and checked during use	4	-	Yes
People: Impairment of Supervisor	6	E	CYC Staff to look out for signs of impairment	3	-	Yes
People: Urine	6	E	Prevent Urinating in Lake	3	Make sure participants have been to the toilet before activity	Yes
Condition: Extreme weather	4	M	Wear hats/sunscreen CYC Staff to be aware of changing conditions	2	Wear appropriate clothing and protection for weather	Yes



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Emergency procedures 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.	
Equipment	Activity SOPs 4 Paddle Boats Life Jackets
Competencies for Activity Sign Off	<ul style="list-style-type: none">• Be able to manage a group of participants 1:16 (if using with kayaks) or 2:16 (if used separately, 1 supervisor must be on the water)• 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.	