

BCV RISK MANAGEMENT PROCEDURE

CANOEING – MILL VALLEY RANCH

USE RATING: A



Use: A Must be operated by Baptist Camping Victoria qualified staff
 B In house training at Baptist Camping Victoria required before using this equipment
 C Safe operating procedures must be read and adhered to by all users of this equipment
 D Does not apply

Risk	Likelihood	Consequences	Initial Level of Risk	Description of risk	Risk management strategy	Revised level of risk
Slip, Trip, Fall	Possible	Moderate	MEDIUM	1.Slipping on water edges 2.Capsizing canoe on entry	1. Ensure proper instructions for entering canoes safely 2.Encourage water safety and caution at water's edge 3.Inspect area prior to use and remove tripping hazards	LOW
Exposure to elements	Possible	Moderate	MEDIUM	1.Participants may suffer heatstroke or sunstroke in extreme heat, especially children or elderly 2.Risk of electrocution in storms 3.Risk of hypothermia in cold conditions 4.Risk of slipping in wet conditions	1.Wear sun protection in hot weather 2.Do not run activity in temperatures above 34°C 3.Cease activity when thunder is audible. 4.Participants should wear clothing appropriate to conditions 5.Do not conduct activity if deemed unsafe due to weather conditions 6. Encourage adequate fluid intake.	LOW
Bites & Stings	Possible	Major	MEDIUM	1.Participants may be bitten by wildlife	1.Warn participants of potential risk. 2.Staff must have first aid kit with them at activity 3.Reduce risk by filling in ant holes 4.Reduce leaf litter and ground coverage that may attract snakes	LOW
Cut or Stabbed	Possible	Minor	LOW	1.Stepping on sharp objects.	1. Ensure appropriate footwear is worn at all times	LOW
Struck, crushed or entangled	Unlikely	Moderate	LOW	1.Tree branches falling 2. Getting tangled in weeds 3.Being struck by paddle from another participant	1.Encourage awareness of surroundings and each other. 2. Cease activity if play becomes rough 3. Encourage communication with other players 4.Remove any compromised over-hanging branches from water edge 5. Remove/reduce weeds in lake annually 6. Participants U18 years wear helmets at all times (unless hats are higher priority for sun protection). Participants 18 years or over encouraged to do likewise.	LOW
Ergonomic Injury	Possible	Moderate	MEDIUM	1.Injury from lifting and carrying canoes	1.Encourage teamwork when moving canoes 2.Ensure a minimum of 4 participants assist to move canoes to and from water.	LOW
Drowning	Possible	Catastrophic	HIGH	1.Participant drowning due to capsizing	1.Ensure correct ratios are upheld 2.Ensure all participants are wearing suitable PFD's at all times that is correctly fitted.	LOW

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			MEDIUM		3.Include capsizing procedures in brief. 4.Maintain constant visual scanning through entire session on water.	
Injury caused by High Winds	Possible	Moderate	MEDIUM	1.Paddling difficulty leads to capsizing 2.Branches and debris falling	1.Monitor weather conditions prior to and during session and cancel if deemed unsafe 2.Vary activities to accommodate adverse conditions	LOW
Damage to Wildlife	Unlikely	Minor	LOW	1.Ducks or other wildlife hurt during activity	1.Instruct all participants to leave wildlife alone 2.Instruct all participants to steer clear of weeds	LOW
Restricted access in an emergency	Possible	Major	MEDIUM	1.Road is blocked to restrict vehicle access	1.Ensure road is always accessible before commencing activity.	LOW



RISK ASSESSMENT MATRIX

Baptist Camping Victoria prioritises safety for all activities and uses this Risk Matrix as a tool to assess and manage risk effectively.

		Consequence				
		Minor	Moderate	Major	Critical	Catastrophic
Likelihood	Rare	Low	Low	Low	Low	Medium
	Unlikely	Low	Low	Medium	Medium	Medium
	Possible	Low	Medium	Medium	High	High
	Likely	Medium	Medium	High	High	Extreme
	Almost Certain	Medium	High	High	Extreme	Extreme

Consequence	Minor	Moderate	Major	Critical	Catastrophic
Health and Safety	Injury treatable in workplace (First aid)	Minor injury requiring professional medical attention or lost time from workplace	Injury requiring hospitalisation	Major Injury requiring prolonged hospitalisation and rehabilitation.	Injury causing significant permanent disability or death

Likelihood	Definition
Almost certain	Is expected to occur; almost inevitable
Likely	Will occur in most circumstances; not surprising if it happens
Possible	Possible or likely to occur in some circumstance
Unlikely	Could occur in some circumstances; surprised if it happens
Rare	May occur only in rare or exceptional circumstances, but would be highly unexpected