



**Activity Description:**

Canoeing

**Location:**

Ranch Lake



- Use: **A** Activity must be operated by Baptist Camping Victoria qualified staff.  
**B** In-house training by Baptist Camping Victoria staff required before using this equipment.  
**C** No training required, but all Safe Operating Procedures must be read and followed by all users.  
**D** 'Use Rating' does not apply/is not required.

Activity Use Rating: **A**  
 (See Guide Below)

*(Refer to RISK MANAGEMENT MODEL over Page)*

	Initial Matrix Level	Specify Hazard/s	Actions Taken/Control measures to reduce this risk	Revised Matrix Level
<b>Activity/Task Hazard Identification</b>				
✓	L	Being cut or stabbed Stepping on sharp objects	Ensure appropriate footwear is worn to and from all activities	L
✓	L	Struck, crushed or entangled Tree branches falling, tangled in weed, paddle striking participant's head	Remove any compromised over-hanging branches from water edge, remove/reduce weed in lake annually, helmets worn by all participants	L
		Electric shock N/A		
✓	M	Manual handling / Ergonomics Injury from lifting canoes	Encourage teamwork when moving canoes, minimum of 4 people to move a canoe down to the beach.	L
		Infectious Agents or Materials N/A		
✓	M	Slips, Trips or Falls Slipping at water edges, capsizing canoe when getting in.	Ensure proper instruction for entering canoes safely, and encourage water safety & caution at water's edge. Inspect area prior to activity.	L
✓	H	Other Factors: Drowning Participant drowning due to capsizing	Staff, suitably trained, and in correct ratios, to be present at all times. Briefing to include capsize procedures, and what to do if trapped under canoe. Instructors on water, visually scanning area throughout activity.	L
<b>Workplace Conditions/ Environmental Hazard Identification</b>				
✓	M	Extremes of Temperature Hyperthermia, heat exhaustion	Encourage students to carry water bottles and stay hydrated, encourage regular water breaks during summer months.	L
✓	M	High Wind or Humidity High winds causing difficult paddling or tipping canoes, increased branch falling risk	Monitor weather conditions leading up to and during activities, and plan alternatives in high winds	L
✓	L	Inadequate light Inadequate light for conducting the activity	Activity only to be run in suitable daylight hours.	L
✓	L	Dusts, Fumes or Vapours Dust blown south from campsite	Monitor weather conditions leading up to and during activities, and plan alternatives in high winds	L
✓	M	Exposure to UV or other Radiation Sunburn, heat exhaustion	Encourage sun smart attire	L
✓	L	Access in Emergency Situations Gates closed or blocked	Ensure access to the lake paddock is enabled at all times	L
		Energy Consumption N/A		
✓	L	Nuisance Noise Nuisance to neighbours	Activity only to be run in suitable daylight hours.	L
		Water Consumption N/A		
		Hazardous Waste N/A		
		Hazards Emissions N/A		
✓	L	Wildlife Interference Disruption to water life	Minimal, but participants discouraged from entering weed/reed areas when duck and water hens live.	L

# RISK MATRIX

## Work Health and Safety (WHS) Act 2011

This WHS Act 2011 is used by Baptist Camping Victoria on Risk Management Assessment Forms

		CONSEQUENCE				
		MINOR	MODERATE	MAJOR	CRITICAL	CATASTROPHIC
LIKELIHOOD	RARE	LOW	LOW	LOW	LOW	LOW
	UNLIKELY	LOW	LOW	MEDIUM	MEDIUM	MEDIUM
	POSSIBLE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	LIKELY	MEDIUM	MEDIUM	HIGH	HIGH	EXTREME
	AMOST CERTAIN	MEDIUM	MEDIUM	HIGH	EXTREME	EXTREME

CONSEQUENCE	MINOR	MODERATE	MAJOR	CRITICAL	CATASTROPHIC
OH&S DESCRIPTION	Injury in the Workplace (first aid may be required)	Minor injury requiring professional medical attention, or lost time from the workplace	Injury requiring hospitalisation	Major injury requiring prolonged hospitalisation and rehabilitation	Injury causing significant permanent disability or death

LIKELIHOOD	DESCRIPTION
AMOST CERTAIN	Is expected to occur, almost inevitable
LIKELY	Will occur in most circumstances, not surprised if it happens
POSSIBLE	Possible or likely to occur in some circumstances
UNLIKELY	Could occur in some circumstances, surprised if it happens
RARE	May occur only in rare or exceptional circumstances, but would be highly unexpected