

BCV RISK MANAGEMENT PROCEDURE

USE RATING: A



CANOE - WILKIN

- 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
Submerged objects	Possible	Moderate	MEDIUM	1. Canoes hitting submerged objects such as logs, rocks, tyres, branches and capsizing causing injury 2. Participants injuring themselves on submerged objects if capsized.	1. Activity leaders should inform participants at beginning of session about risks of hitting submerged objects 2. Participants must have closed toe shoes to protect their feet from submerged objects in the water	LOW
Carrying equipment	Possible	Moderate	MEDIUM	1. Participants or activity leaders may hurt their backs whilst entering/exiting canoes 2. Participants or activity leaders may hurt themselves moving canoes on the river bank 3. Participants or activity leaders may drop the canoes.	1. Activity leaders must ensure they instruct participants on safe ways to enter/exit canoes and offer assistance if required 2. Participants and activity leaders should work in groups of 2 or more to move canoes to prevent injury to themselves or others following correct lifting technique 3. Participants and activity leaders must communicate regarding lifting and lowering of boats.	LOW
Fallen powerlines in river	Rare	Catastrophic	LOW	1. Fallen powerlines in river would cause electrocution to participants if they go in the water or come into contact with it	1. Do not paddle if powerlines in water are present. 2. Activity leader should check river prior to conducting session	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 5. Risk of drifting uncontrollably in high winds	1. Wear sun protection in hot weather 2. Do not run activity in temperatures above 34°C 3. Do not conduct activity in storms to minimise risk of electrocution 4. Participants should wear clothing appropriate to conditions 5. Do not conduct activity if deemed unsafe due to weather conditions 6. Use whistle to alert all participants if conditions become unsafe.	LOW
Capsize	Possible	Catastrophic	HIGH	1. Participants may get stuck under capsized canoe 2. Risk of drowning if capsized	1. Participants should be instructed to not deliberately capsize 2. Correct capsize technique should be taught 3. All participants must wear correctly fitting PFD 4. Ratio standards must be adhered to at all times with activity leader keeping within close proximity to all canoes at all times 5. Recommend not running activity in average winds stronger than 24km/h, dependant on assessed group abilities	MEDIUM
Water consumption	Possible	Moderate	MEDIUM	1. Poor water quality in the river may cause illness to participants if consumed 2. Any water consumption may lead to drowning, secondary drowning or dry drowning	1. Activity leader/program co-ordinator should be aware at all times of water quality and not run activity if water is unsafe 2. Participants must be wearing correctly fitting PFD at all times	LOW

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			LOW		3.Participants who are unable to swim should be placed in a canoe with a leader or adult to ensure safety	
Water quality	Unlikely	Moderate	LOW	1.Contaminated water may cause illness or death if consumed 2.Contaminated water may cause infection in open wounds	1.Do not paddle in contaminated water sources 2.Ensure participants with open wounds have them covered prior to commencing activity	LOW
Paddles	Possible	Moderate	MEDIUM	1.Participants may hit themselves or others with paddle or T grip of paddle 2.Broken paddles may cause injury to participants	1.Reduction by instruction for correct use of canoe paddle 2.Do not use broken or damaged paddles during canoeing	LOW
Lost participants	Rare	Major	LOW	1.Participants may become lost or separated from the group	1.Evaluate skills of participants prior to commencing activity, do not run activity if group skills are not adequate 2.Monitor weather conditions prior to session commencement and during session to minimise risks 3.Maintain ratio standards at all times whilst on the water 4.Appropriate contact between front and back of group should be maintained at all times	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