

# Risk Assessment for Raft Building



## Reviews

Completed By	Revision Date	Approved By	Approval Date
S.Hamlin	15/01/2021	Shaun Mackin	15/02/2021

Risk level	Action required/approval
<b>Low</b> Little chance of injury or incident	<input checked="" type="checkbox"/> Manage through regular planning processes

### Minimum Supervision

At least 1 x qualified Activity Instructor is to be present to run Raft Building  
1 x group teachers/supervisors are present to assist with student behaviours

### Recommendations

Raft Building is suitable for age - 8+ years

### Qualifications

All lead Apex staff and contractors hold at a minimum, one of the following qualifications /skills sets or other recognised skill sets/ qualifications from another jurisdiction, along with mandatory First Aid/ CPR and QLD Blue Card, working with children check.

- Certificate 3 or 4 Outdoor Recreation specialising in Canoeing/ Kayaking
- Diploma Outdoor recreation specialising in Canoeing/ Kayaking
- Perform Deep Water Rescues
- Skill set or certification from Queensland Canoeing
- Surf Rescue or Bronze
- Apex Camps Internal Training, consisting of the below
  - Reading and understanding SOP's, RA & ALP
  - Induction to activity session
  - Shadow Activity Session

Through the use of well maintained equipment, training and accredited staff and sound operating procedures and policies Apex Camps control the "real risks" associated with this activity

In assessing the level of risk, considerations such as the likelihood of an incident happening in combination with the seriousness of a consequence are used to gauge the overall risk level for an activity. The matrix below has been used as a guide to assist with developing the risk assessment:

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
5 Almost Certain	Medium	Medium	High	Extreme	Extreme
4 Likely	Low	Medium	High	High	Extreme
3 Possible	Low	Medium	High	High	High
2 Unlikely	Low	Low	Medium	Medium	High
1 Rare	Low	Low	Low	Low	Medium

Risk Level	
Low	Little chance of incident or serious injury.
Medium	Some chance of an incident and injury requiring first aid.
High	Likely chance of a serious incident and injury requiring medical treatment.
Extreme	High chance of a serious incident resulting in highly debilitating injury.

## Minimum Equipment/Facilities

First aid kit suitable for activity

Communication system

Electronic and other equipment that can be damaged by water is to be carried in water resistant containers.

Leaders are responsible for determining the equipment to be carried by all participants. The following communication equipment should be appropriate for the activity and area of operations.

- Marine Whistle
- UHF Radio
- Phone-line at location
- Mobile phone

Sun Safety equipment (hat, sunglasses, sunscreen, shirt etc)

Appropriate clothing and footwear (no singlets, skirts, short shorts, thongs, crocs etc)

Leader will inspect the area and ensure its soundness before commencing the activity

Drinking water (students should not share drinking containers)

Spare equipment to be available in case of emergency

Vehicular access to within a reasonable distance of the activity in case of emergency

Safety and rescue equipment comprising of safety lines attached to rafts

Emergency management plan

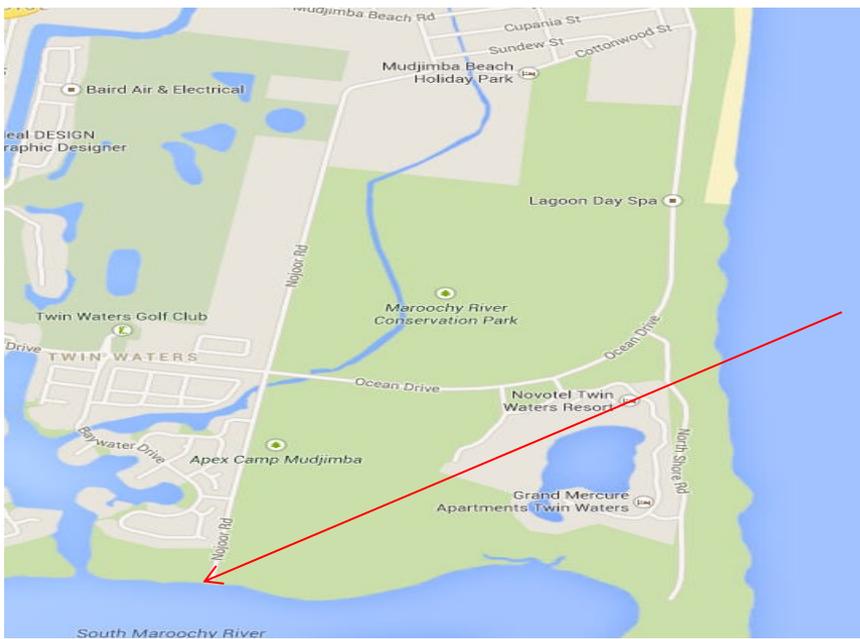
# Hazards and Control Measures

Listed below are the indicative hazards/risks and the control measures.

<b>Hazards/Risks</b>	<b>Control Measures</b>
<b>Animal bites/diseases</b> <ul style="list-style-type: none"><li>• Marine stingers</li><li>• Dangerous animals</li></ul>	<ul style="list-style-type: none"><li>• Adhere to the Surf Life Saving Queensland Marine Stingers Management Guidelines <a href="http://www.lifesaving.com.au/downloads/Policies/">www.lifesaving.com.au/downloads/Policies/</a></li></ul>
<b>Biological material</b> <ul style="list-style-type: none"><li>• Bodily fluids (e.g. blood, sweat, saliva)</li></ul>	<ul style="list-style-type: none"><li>• Comply with HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions and Infection Control Guidelines. Students with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious.</li><li>• Have sufficient and suitable containment material (bandages, etc) available</li><li>• Ensure that personal items are not shared.</li></ul>
<b>Environmental conditions</b> <ul style="list-style-type: none"><li>• Weather</li><li>• Surfaces</li><li>• Surrounds</li></ul>	<ul style="list-style-type: none"><li>• Assess weather conditions before and during activity (e.g. temperature, storms)</li><li>• Ensure sun safety equipment is used. Ensure that students apply sunscreen every two hours.</li><li>• Check and assess surrounds for loose items, debris and hazards and suitability of participants.</li><li>• The location should allow safe access to the staging areas</li><li>• Use area away from rocks north of the boat jetty . All participants to have enclosed footwear</li></ul>
<b>Equipment</b> <ul style="list-style-type: none"><li>• Burns from ropes</li><li>• Crush injuries</li><li>• Wood splinters</li></ul>	<ul style="list-style-type: none"><li>• Use, maintain and store equipment according to manufacturer’s specifications</li><li>• Check for worn or faulty equipment</li><li>• Ensure all safety equipment is in place and in good condition and discard immediately if not suitable</li><li>• Supply all equipment in a clean and serviceable condition</li><li>• Check equipment before use</li><li>• Provide specific verbal training in and awareness of safety requirements.</li><li>• Use specific wood suitable in strength and finish with a smooth finish</li></ul>

Hazards/Risks	Control Measures
<p><b>Physical exertion</b></p> <ul style="list-style-type: none"> <li>• Strains and sprains</li> </ul>	<ul style="list-style-type: none"> <li>• Follow progressive and sequential skills development</li> <li>• Continuously monitor students for signs of fatigue and exhaustion</li> </ul>
<p><b>Students</b></p> <ul style="list-style-type: none"> <li>• Special needs</li> <li>• High risk behaviours</li> <li>• Medical conditions</li> <li>• Student numbers</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain parental permission including relevant medical information</li> <li>• When students with medical conditions are involved, ensure that relevant medical/ emergency plans and medications are readily available (insulin, Ventolin, EpiPen, etc)</li> <li>• Refer to individual education plan/Educational adjustment plan/Behaviour management plan and other student documents.</li> <li>• Where necessary, obtain advice from relevant advisory visiting teachers or specialist teachers</li> <li>• Ensure there is adequate adult supervision</li> <li>• Ensure long hair is tied back before participating in the activity</li> <li>• Students who are actively participating in the activity, to be seen by at least one adult at all times</li> <li>• Jewellery can be a serious hazard when undertaking many activities. All forms of jewellery should be considered in terms of the risk it presents for each activity. Procedures are in place to dissuade or protect (e.g. tape) the wearing of jewellery accordingly.</li> </ul>
<p><b>Manual handling</b></p> <ul style="list-style-type: none"> <li>• Lifting equipment</li> <li>• Manipulating/ moving students</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake a risk management process in order to prevent or minimise the risk of injury caused by manual tasks.</li> <li>• All poles to remain below hip height at all times. Two participants to carry poles.</li> </ul>
<p><b>Vehicles</b></p> <ul style="list-style-type: none"> <li>• Boats and other sea craft</li> </ul>	<ul style="list-style-type: none"> <li>• For all assisting craft used, ensure they: <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain structural integrity, are in good repair and meet their intended design characteristics</li> <li><input type="checkbox"/> Are in a safe working condition and are checked before each use</li> <li><input type="checkbox"/> Provide a stable platform. Allowing strokes to be performed effectively</li> <li><input type="checkbox"/> Possess the strength to withstand all foreseeable forces</li> <li><input type="checkbox"/> Are capable of being towed by rope and grasped by hand, either through hand holds or toggles, depending on the type of craft</li> <li><input type="checkbox"/> Continually assess the threat of vehicles</li> <li><input type="checkbox"/> Consult appropriate documents, such as zoning plans produced by the Department of Environment and Resource Management or other relevant authority</li> </ul> </li> </ul>

Hazards/Risks	Control Measures
<p><b>Water</b></p> <ul style="list-style-type: none"> <li>• Risk of drowning</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure each participant has a Personal Floatation Device (PFD) which meets or exceeds these requirements: <ul style="list-style-type: none"> <li><input type="checkbox"/> Construction must meet or exceed Australian Standards for Type Two or Type Three at all times while on the water</li> <li><input type="checkbox"/> The PFD should be the correct size for the wearer and be adjusted correctly before entering the water</li> <li><input type="checkbox"/> The PFD is a bright colour</li> <li><input type="checkbox"/> Be sure of the suitability and competency of participants participating in the activity</li> <li><input type="checkbox"/> Adhere to Recreational Swimming Guidelines if swimming is taking place</li> <li><input type="checkbox"/> Ensure that the leader negotiates areas of moving water immediately before participants</li> <li><input type="checkbox"/> Ensure rescue equipment is quickly and easily accessible. Paddlers should receive training in the use of any rescue equipment that they carry, and regularly practise its use</li> <li><input type="checkbox"/> Throw bags, 15-20 meters, and or tow-lines <b>must</b> be carried by all leaders on any activity involving water.</li> <li><input type="checkbox"/> A safety knife should be carried by all leaders on white water. Knife should be easily accessible, but it is generally not considered appropriate to carry them on the outside of the PFD</li> <li><input type="checkbox"/> Ensure that all leader have an appropriate towing system easily accessible so that it can be deployed quickly when needed.</li> <li><input type="checkbox"/> The leader will remain aware of the distance from shore as the weather, wind and tide can create hazards. The activity may need to be modified or abandoned in adverse conditions</li> </ul> </li> </ul>
<p><b>Ratios &amp; Age</b></p>	<ul style="list-style-type: none"> <li>• Apex Ratio: 1:20</li> <li>• Maximum number of participants: 25</li> <li>• Age Limitation 8+ years of age</li> </ul>



## Raft Building Launch point/emergency access

### Emergency Procedures

1. Effect Rescue as required.
2. Conduct First Aid as required.
3. Contact Emergency Services via mobile phone, radio.
4. Depending on injury: Stabilise patient and await ambulance or remove patient to appropriate site to recover.
5. In the event of serious injury, suspend activity until incident can be investigated

### Teacher/group leader responsibilities

- Inform & liaise with Activity Staff regarding any potential issues with group (behavioural, disabilities, injuries)
- Listen to activity briefings and assist Staff in procedural aspects of session as required, such as helping students to belay under supervision of Activity Staff
- Monitor & take charge of behavioural issues if needed and attend to any pre-existing medical conditions

### Participant Briefing Instructor should cover:

- Challenge by Choice Philosophy
- Session Objectives
- OH&S Brief
- Safety Brief
- Equipment Familiarisation
- Skills Demo & Practice

### Participant Requirements

- sunscreen, insect repellent
- medication (if relevant)
- water bottle
- fully enclosed shoes, hat
- minimum of sleeved shirt that covers midriff when arms are raised
- shorts/leggings that preferably cover knees (to prevent grazes)
- hair tied back, jewellery removed