

SAFETY Risk Assessment and Management Plan



Name of workplace: Brewongle EEC

Workplace manager: Steven Body

Activity, event or task: Kayaking – Students with special needs

Date of activity: Year Round

Situation	Anticipate	Find out		Eliminate or control		Talk others	You
List the details of the activity, event or task	What could go wrong?	What current controls are in place?	Risk rating	What else can be done to control this risk?	Residual risk rating	Controls to be actioned by who?	When do you need to review the control?
Travel	Arrival / departure of vehicles	BEEC staff to follow SOP's for safe packing and unpacking of Kayak trailer. See Kayak SOP's.	3	Preference to leave kayaks at river block for duration of the term to avoid extra movement. Ensure kayak trailer and vehicle have arrived at river block before students and departs after.	5	BEEC Staff attending teachers	
	Movement of passengers to and from Brewongle to River Block	Teachers to instruct students about movement to and from arrival/departure point. Teachers to follow Walking to River SOP's for walking to river block and returning to BEEC	4	All passengers to remain within assembly point until instructed	5	BEEC Staff attending teachers	Arrival/Departure
	Movement of Brewongle Staff vehicle and trailer in and out of garage	Ensure students are supervised and away from reversing trailer.		All students to be sitting in a group and supervised during trailer reversal	5	BEEC Staff attending teachers	
Equipment	Inappropriate use of equipment	Provide clear instructions and demonstrations	4	Equipment to be labelled with instructions regarding use of equipment. Utilise laminated teaching guide for kayak instruction.	5	BEEC Staff	Before and during BEEC scheduled activities
	Dangerous equipment eg: water/soil testing chemicals, solar oven	Staff to instruct students in use of equipment WHS hazard report forms used to report any hazards or safety concerns	5	Always used in a controlled setting under strict guidance. MSD Sheets are on testing boxes.	5	BEEC Staff	Before and during BEEC scheduled activities
	Faulty Equipment	Brewongle staff to assess all equipment before use including radios, life jackets, kayaks, paddles, whistle, sporting equipment tow ropes, first aid kit.	3	Faulty equipment is set aside and labelled for repair or disposal and not used. Utilise WHS hazard report forms for action items. Turn radios on and check in with office and other users before leaving BEEC	5	Brewongle staff	Before departing Centre

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Manual handling (loading trailer and car)	Following standard lifting procedures as detailed in kayaking SOP's. Min 2 people to share the load to move the kayaks or other equipment when required. 4 people to move double kayaks	2	Kayaks to be left at river block if possible for a multi day booking. Utilise winch to load kayaks on top level. Avoid lifting kayaks overhead. See kayaking SOP's for loading details. Avoid using top level if at all possible. Utilise participants to move boats to and from river as much as possible. 2 people per single kayak and 4 per double kayak.	4	Brewongle staff	During activity	
Vehicle and trailer use	BEEC Staff only to operate vehicle Staff to ensure trailer is hitched to vehicle correctly and locked in place Utilise jockey wheel for all movement and unhitching. Staff to engage 4WD when leaving river block. Ensure wheels are chocked while at river block	3	Staff to check trailer hitch at centre and river block before moving vehicle Staff to ensure all kayaks are tied down Staff to ensure students are not near vehicle when in use	4	Brewongle staff	Before, after and during activity	
Environment	Trip / fall whilst on bush tracks	Pathway surface monitored, instruction given to students and teachers, all participants to wear enclosed shoes	5	Students are instructed to take care when walking to and from Brewongle site, supervision from Brewongle staff and attending teachers	5	BEEC staff and attending teachers	During activities
	Slip/fall after rain	Warn students of hazard and demonstrate best way to move around hazard	3	Assess hazard and if unmanageable for participants re-route access walk	4	BEEC staff and attending teachers	During activities
	Loss of contact with group during walk to the River	Appropriate student teacher ratios. Teacher at front and rear in hi-vis vest.	4	Lead teacher to carry radio, place second teacher at rear of group.	5	BEEC staff and attending teachers	During activities
	Bites / stings / allergic reactions from animals / plants	First aid and Epi-pen carried on all activities to river block.	3	Staff trained in anaphylaxis and Epi-pen use, two way radios and mobiles to call emergency services, instruction and supervision	5	BEEC staff and attending teachers	During activities
	Sunburn/sun exposure	Participants instructed to wear T-shirts or long sleeve shirts, sunscreen, hats, sunglasses. Provide spare hats if required.	2	Measures distributed to students on permission notes prior to camp	5	Brewongle staff, attending teachers	Prior to camp Before departing centre

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					participants reminded to use sunscreen, take hat etc before leaving centre		
	Storms, High Wind, Bushfire Risk, River Height	BoM and RFS Websites consulted before scheduled activity. Staff to monitor Fires Near Me app during fire weather. Visual observations prior and during activity. Excursions postponed during high smoke levels. Assessments made based on wind a forecast smoke levels during week before	4	Activities suspended using Brewongle trigger points as a guide and when high winds, major storm forecast or river height dictates unsafe conditions. BEEC staff to make visual and on water assessment of current and potential risks. Programs to be cancelled in the event of Extreme/Catastrophic Fire Danger rating	6	BEEC staff	Before and during scheduled activities
	Cars on Chapel Road during walk to and from river	'Students on road' signs placed at cave, half way down and at bottom of Chapel Hill Road	2	Students are instructed which side of road to walk on and Brewongle teachers and accompany teachers walk at front and rear of group wearing Hi-Vis vests. Walking to river SOP's to be followed.	4	Brewongle staff	Before departing Centre and River
	Hawkesbury River Blue Green Algae	Surroundings inspected prior to use and check with council if suspected	4	Kayaking activities suspended if Blue Green algae notifications have been made by Hawkesbury Council	6	Brewongle staff	Before departing Centre
	Slippery river edge/concrete ramp	Hazardous areas of river perimeter are highlighted (rocks, steep slopes, mud) and students monitored by staff. Kayak leader to modify/cancel activities if needed. Utilise sand from river or edge to mitigate slippery ramp if needed at low tide.	4	Participants instructed to wear appropriate footwear (enclosed shoes, water shoes, NO thongs) for the activity and first aid kit carried by staff to attend to any injuries	5	Brewongle staff, attending teachers	During activity
	Motorised watercraft on river, debris in river	Participants are made aware of motorised watercraft dangers on the river and instructed to remain in close proximity to each other between boundaries set by Brewongle staff.	2	Boundaries are clearly defined during briefing – kayaks stick to eastern side of river – avoid centre if possible.	4	Brewongle staff	Before and during activity

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	Hypothermia	Staff trained in how to retrieve participants from the water and how to treat hypothermia. Weather appropriate clothing worn. Supply extra ponchos if necessary for prevention. Return students to BEEC for hot showers ASAP.	3	Staff carry first aid kit with emergency blanket Staff to have up to date Senior First Aid Cancel or modify activity if necessary.	5	Brewongle staff	During activity
	Dehydration	Participants instructed to take water bottles during kayaking activities	3	Regular rest stops, staff to carry extra water to river if needed.	5	Brewongle Staff	Before departing centre, during activity
	Injury from broken glass and sharp objects	Participants instructed to wear appropriate footwear for the activity and hazard identification undertaken by staff	3	Site assessment for submerged objects/current/water quality by Brewongle Staff Appropriate footwear – old shoes, water shoes, NO thongs	5	Brewongle staff	Before departing centre, during activity
	River flood and post flood environment	Assess river block post flood for suitability to kayak. Kayak leader to decide if safe to proceed or to cancel/modify. Check ramp and river entry for movement and slip hazards.	3	Assess any changes to river bed and beach. Deep sand or mud – avoid standing in mud. Be aware of algal build up on concrete ramp and organize cleaning after flood.	5	Brewongle staff	After every flood.3
Medication	Administering of medication / first aid	Visitors to provide necessary medication and trained staff to administer	4	All instructions to be written down to ensure that any staff member of accompanying adult may be able to follow	6	Attending teachers	Before visit
	Appropriate medication available	Ensure students bring medication with them	4	Ensure students bring medication with them and BEEC to maintain Ventolin and Epi-pen in date	5	Attending teachers	Before visit
	Appropriate first aid available	Visiting school to provide well equipped kits, BEEC also have kits on site	4	Visiting teachers to be made aware locations of all first aid-kit and de-fib machine	5	BEEC Staff Attending teachers	During visit
	Students at risk ie; allergy, asthma, anaphylaxis, behavioural issues	Notification on arrival of students with medication/behavioural issues – monitor throughout visit – during teacher briefing BEEC staff to sight epi-pen if required. BEEC has epi-pen on-site.	3	Visiting school to ensure all medications, action plans, contact numbers for parents and medical officers to be held by attending teachers.	5	Attending teachers	Before and during visit

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Supervision and Management	Changing environmental conditions before during and after activity	Staff to assess weather, river height and any changes to river bed or bank before activity to ensure safe.		Kayak leader is designated for each kayaking session and makes decision on modifying/cancelling if necessary.			
	Slip-Trip-Fall when getting in/out of kayak	Instructor to demonstrate and supervise correct procedure for getting in and out of kayak (see *SOPs) and stabilize boats if necessary at high tide. BEEC staff may have to stand in shallow water to stabilize boats when floating.	3	Correct footwear must be worn at all times, area to be checked for hazards prior to use, staff member to supervise getting in and out of kayaks	5	Brewongle staff	Before and during activity
	Drowning	PFD (Personal Flotation Device - lifejackets) used during activity and staff check fitting before use. PFD's to remain on until activity is completed. BEEC trained staff to kayakS ratio of 1:8 observed at all times.	1	Brewongle staff to supervise PFD fitting and vigilant about continued use throughout activity. Staff to monitor number of participants with regular head counts.	3	Brewongle staff	Before and during activity
	Capsize (fall out) of kayak/ Participants trapped under kayak after capsizing	All participants instructed in what to do in event of capsize and how to swim out of upturned kayak.	2	Correctly fitted PFD –Personal Flotation Device and shoes to be worn at all times Brewongle staff trained in how to upright and tow capsized kayaks and complete deepwater rescue.	4	Brewongle Staff	Before and during activity
	Fingers crushed/squashed between kayaks	When 'rafting up' (kayaks aligning side by side) participants are warned of the danger and instructed to be careful of fingers	3	'Rafting up' only undertaken after explaining safety measures 'Rafting up" only undertaken in calm water and wind conditions	5	Brewongle staff	Before and during activity
	Collision with other kayaks	Participants are instructed to not deliberately collide with other kayaks	3	Participants escorted back to shore and removed from activity if deliberately defy instructions	5	Brewongle staff	During activity`
	Inappropriate use of kayaks and paddles	Brewongle staff to provide clear instructions and demonstrations prior to use of kayaking equipment, splashing is allowed	3	Paddles are to be placed inside canoes when not required and during rafting up Vigilant supervision by instructor Participants escorted back to shore and removed from activity if deliberately defy instructions	5	Brewongle staff	During activity
	Separation of participants on the water.	BEEC staff to keep group close together and not separate. Slow students need to be helped		Staff to utilize radios to ensure good communication on the water and keep			

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		or towed and instructor at front needs to ensure they do not travel to fast.		group together. Journeying upstream or downstream may need to be modified depending on abilities of participants.			
Students with special needs	Students entering water with low swimming ability – panic or anxiety or not able to swim 50m in a lifejacket.	All students wear properly fitted life jackets and have full instructional talk on what to do if they fall out of a boat.	2	Students with higher needs or anxiety be placed in double kayak with adult. Students can be tethered to bank or instructor via tow rope. Students to remain within 20m of bank while paddling. Yellow marker buoy is a guide – do not go beyond this point.	4	BEEC staff	During activity
Special needs	Students may enter water while not kayaking – attracted to water	High supervision by visiting teachers and BEEC staff while on riverbank. Utilize areas well away from waters edge to supervise students waiting to kayak.	2	Students not kayaking can remain at Brewongle to complete activities away from water.	4	BEEC staff	During activity
Special needs	Students need extra supervision while on water	1:8 BEEC staff to kayak ratio to ensure adequate supervision	2	Ensure extra staff on water so ratios reduced if required. Utilise competent teachers as extra adult supervision while on water. Place students with highest needs in double kayaks.	4	BEEC staff/visiting teachers	During activity
Special needs	Students unable to remain together on water	BEEC staff to remain at front and rear of group and assist students as required.	2	Decisions made during activity to remain in front of beach and not travel across, up or down river.	4	BEEC staff/kayak leader	During activity
Special needs	Anxiety about entering water	Students to remain on bank, sit in kayak on land and watch until feeling confident to enter water.	3	Students can be placed in double kayaks, tethered to bank or instructor	5	BEEC staff	During activity.
	Students unable to get wet due to nappies or other condition	Students to utilize double kayak with an adult.	3	Ensure adult is competent paddler and happy to assist student	5	BEEC staff/visiting teachers	During activity.

Relevant information attached: Yes No

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You should report, monitor and review:

Prepared by:	<input type="text" value="Steven Body"/>	Position:	<input type="text" value="Principal"/>	Plan review date:	<input type="text" value="March 2023"/>		
Reviewed by:	<input type="text" value="Steven Body"/>	Position:	<input type="text" value="Teacher"/>	Review date:	<input type="text" value="Feb 2024"/>		
Sign off Authority:	<input type="text" value="Steven Body"/>	Position:	<input type="text" value="Principal"/>	Contact no.:	<input type="text" value="0245791136"/>	Signature:	<input type="text"/>

Prepared in consultation with:

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Communicate to - List all staff, communicate in all staff meeting, sign off OR attach agenda and attendance sign on sheet

Name	Signature	Date

Name	Signature	Date

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Sign-off authority - Based on highest residual risk

Likelihood criteria

Qualitative criteria	Description
<i>Hazard is:</i>	
Very likely	Will probably occur in most circumstances
Likely	Might occur occasionally
Unlikely	Could happen at some time
Very Unlikely	May happen only in exceptional circumstances

Consequence criteria

Category	Impact
Extreme	Death or permanent injury
High	Long Term illness
Medium	Medical attention and several days off
Low	First aid needed

Risk rating matrix

Consequence criteria	Likelihood criteria <i>Hazard is expected to occur</i>			
	Very Likely	Likely	Unlikely	Very unlikely
Extreme	1	1	2	3
High	1	2	3	4
Medium	2	3	4	5
Low	3	5	5	6

	Acceptability	Sign-Off Authority	
		Schools	Corporate
1	Unacceptable	Principal to talk to staff about reducing the risk and contact: <ul style="list-style-type: none"> Director Educational Leadership for review Health and Safety Directorate for review, and Legal as required. 	Executive Director or delegate to talk to staff about reducing the risk and contact: <ul style="list-style-type: none"> Health and Safety Directorate for review, and Legal as required.
2	Undesirable	Principal to sign off. Contact <ul style="list-style-type: none"> Health and Safety Directorate for review Legal as required. 	Executive Director or delegate to sign off. Contact: <ul style="list-style-type: none"> Health and Safety Directorate for review, and Legal as required.
3 & 4	Tolerable	School Principal or delegate	Senior Manager or Director
5 & 6	Acceptable	School Principal or delegate	Immediate Supervisor or Workplace Manager