

**Adanac CYC**  
**Raftmaking – Risk Management Plan**

<b>School:</b>	<b>Year Level:</b>
<b>Supervising teachers / staff:</b>	<b>Dates:</b>
<b>Program / Excursion:</b>	<b>Location:</b>

For an explanation of risk management terminology and to ensure you understand how the rating / grading system is determined please ensure you have read the **CYC Activity Risk Profile** document.

The Raftmaking Risk Management Plan contains the specific risks, control measures and gradings for this activity, as well as the gradings of all general risks relevant for all CYC activities. Please refer to the **General Activity Hazards – Risk Management Plan** for a list of general risks and control measures relevant for all CYC activities.

Risk Description	Existing Control Measures	Risk Rating		
		Likelihood	Consequence	Control Effectiveness
<b>Slip – Trip – Fall</b> 1. When getting on / off raft	<ul style="list-style-type: none"> <li>Correct footwear must be worn at all times</li> <li>Area to be checked for hazards prior to use</li> <li>Other group members to help stabilize raft when getting on and off</li> </ul>	Unlikely	Minor	Satisfactory
2. Whilst paddling raft on lake	<ul style="list-style-type: none"> <li>Participants should always be sitting down when on the raft</li> <li>Correctly fitted buoyancy vests and helmets must be worn at all times when on the water</li> </ul>	Possible	Minor	Satisfactory
3. Participant slipping / falling when on lake edge	<ul style="list-style-type: none"> <li>Hazardous areas of lake perimeter are highlighted (rocks, steep slopes, mud)</li> <li>Appropriate footwear to be worn at all times</li> </ul>	Unlikely	Minor	Satisfactory
<b>Entrapment</b> Fingers, limbs etc trapped / crushed	<ul style="list-style-type: none"> <li>During the safety briefing participants are warned of the danger of entrapment and instructed to be careful of fingers / limbs</li> </ul>	Unlikely	Minor	Satisfactory
<b>Striking</b> 1. Hit by paddles	<ul style="list-style-type: none"> <li>Ensure all participants are aware of the dangers of wielding paddles in confined spaces</li> <li>Participants are shown how to hold a paddle correctly ie. Always keep one hand on the 'T' grip, this will prevent the handle striking other participants</li> <li>If splashing is allowed, participants are warned to be careful when other rafts are within close range</li> <li>Vigilant supervision by instructor throughout the session</li> <li>Helmets must be worn at all times when on the water</li> </ul>	Possible	Minor	Satisfactory
2. Collisions with other craft, water users and other solid objects	<ul style="list-style-type: none"> <li>Boundaries are clearly defined during the briefing</li> <li>Operations of other users on the lake (canoeing &amp; raftmaking) should be identified before entering the water</li> <li>Each group is asked to stay within their boundaries and not disrupt other users</li> <li>Participants are asked to not deliberately crash into other water craft</li> </ul>	Possible	Insignificant	Satisfactory
<b>Manual Handling</b>	<ul style="list-style-type: none"> <li>Use sufficient people to share the load when moving individual pieces of equipment (planks, pipes), or when moving entire raft</li> <li>To minimize carrying a constructed raft, the rafts should be built at the waters edge</li> </ul>	Rare	Minor	Satisfactory
<b>Structure Failure</b> Raft structure not tied together properly resulting in entrapment or injury	<ul style="list-style-type: none"> <li>Participants are briefed on the correct use of the equipment</li> <li>Only specific Raft Building equipment will be used for the activity (barrels, poles, rope)</li> <li>Adequate supplies of equipment is provided</li> <li>Equipment provided is in good condition</li> <li>If equipment is damaged or unsafe it will be removed from use</li> </ul>	Possible	Minor	Satisfactory

Adanac CYC – Raftmaking RMP

<p><b>Equipment Failure</b> Faulty or poorly fitted PFDs and helmets faulty resulting in near drowning or injury</p>	<ul style="list-style-type: none"> <li>• All participants are to wear a correctly fitted buoyancy vest (PFD) that conforms to the relevant Australian Standard when in/on the water at all times</li> <li>• Regular equipment checks are completed and recorded by trained site staff</li> <li>• Equipment is used, maintained, stored and replaced in accordance with manufacturer guidelines</li> <li>• PFD's and helmets must be checked for correct fitting by water rescue qualified staff before participants enter the water</li> </ul>	Rare	Major	Satisfactory
<p><b>Drowning / near drowning</b> Caused by;</p> <ul style="list-style-type: none"> <li>• Inability to swim</li> <li>• Complacency or overconfidence in own swimming ability</li> </ul>	<ul style="list-style-type: none"> <li>• Raftmaking should only be completed by those that are of appropriate age and ability</li> <li>• Correct ratios must be maintained at all times and the activity must be supervised by suitably qualified staff</li> <li>• Non-swimmers or weak swimmers who do not wish to get on the water are encouraged to participate by helping build the raft</li> <li>• Before non-swimmers are permitted on the raft, the following needs to be considered; sturdiness of raft, behavior / attitude of the individual and other group members, water conditions, weather conditions etc. If there is the slightest concern regarding the safety of the non-swimmers then they should not be entering the water.</li> <li>• Non-swimmers or weak swimmers who are on the water are closely monitored at all times</li> <li>• Leaders must be alert and aware of participants who are off their raft and in the water</li> <li>• CPR flow chart and emergency numbers sign is displayed on the Boatshed</li> <li>• Lifesaving ring is situated on the Boatshed wall, Throwbags are present at all raftmaking stations</li> </ul>	Rare	Catastrophic	Satisfactory
<p><b>Environmental exposure</b> Cold water causing;</p> <ul style="list-style-type: none"> <li>• Hypothermia, hyperventilation, asthma etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Suitable protective clothing to be worn (thermals, polar fleece, woolen jumpers etc.)</li> <li>• Raftmaking is not recommended for the colder months (late May to mid September), or at other times in extremely cold conditions</li> <li>• Leaders must be alert and aware of participants who spend a period of time in cold water</li> <li>• Participants who are particularly cold and wet should have a warm shower and put on dry clothes immediately after the session (or send participants to shower / change during the session if required)</li> </ul>	Rare	Major	Satisfactory

**Risk Rating – Raftmaking**

All identified risks are recorded in the Risk Matrix according to the Likelihood and Consequence ratings. The purpose of this matrix is to provide a snapshot of all identified risks and establish the level of risk associated to determine if further treatment is required.

X		Likelihood					
		Almost Certain	Likely	Possible	Unlikely	Rare	
Consequence	Catastrophic	80	64	48	32	16	<ul style="list-style-type: none"> <li>• Drowning/ near drowning</li> <li>• Environmental Exposure 4</li> <li>• Environmental Hazard 3</li> </ul>
	Major	40	32	24	16	8	<ul style="list-style-type: none"> <li>• Slip-Trip-Fall 1 &amp; 3</li> <li>• Entrapment</li> <li>• Environmental Hazard 1</li> <li>• People – Instructor 1 &amp; 2</li> <li>• Inappropriate use after hours</li> <li>• People – Group leader 2</li> </ul> <ul style="list-style-type: none"> <li>• Equipment Failure</li> <li>• Environmental Exposure</li> </ul>
	Moderate	20	16	12	8	4	<ul style="list-style-type: none"> <li>• People – Participant behaviour</li> <li>• Environmental Exposure 2</li> <li>• Environmental Exposure 3</li> </ul>
	Minor	10	8	6	4	2	<ul style="list-style-type: none"> <li>• Slip-Trip-Fall 2</li> <li>• Striking 1</li> <li>• Structure Failure</li> <li>• Slip-Trip-Fall (General)</li> <li>• Environmental Exposure 1</li> <li>• Environmental Hazard 2</li> <li>• People – participant ability</li> <li>• Entanglement</li> <li>• Cutting / Scratching</li> <li>• Striking</li> <li>• People – Group Leader 1</li> </ul> <ul style="list-style-type: none"> <li>• Manual Handling</li> </ul>
	Insignificant	5	4	3	2	1	<ul style="list-style-type: none"> <li>• Striking 2</li> </ul>

NB: All risks in **bold** are Raftmakig specific risks. All other risks are from the General Activity Hazards RMP and are therefore relevant for all activities.

For grading risks, scores obtained from the risk matrix are assigned grades as follows;

HIGH 20 – 80	MEDIUM 10 – 16	LOW 1 – 8
Unacceptable risk which requires immediate action to reduce or remove the hazard. <b>Senior management must be notified.</b> Item should be <b>TAKEN OFF LINE</b> until risk reduced.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.