

F A I R B R I D G E

Risk Assessment Form – Outdoor Education & Activities

Risk Assessment reference Number: ACT-28

Date: 14/1/20	Conducted by: Scott Purdie
Department: Activities	Approved by: Kim Tantrum Department Manager
Area being assessed: Snorkelling	Review date: 1/7/20 <i>[NB Annual anniversary as a minimum]</i>

Risk aspect	Contributory Factors	Likelihood	Conseq - uences	Risk Rating	Risk Control Measures	Likelihood	Conseq - uences	Final Risk Rating
Drowning	<ul style="list-style-type: none"> > Ppt have limited swimming abilities > Ppt trapped underwater > PFD falls off non swimming participant > Strong under currents > Ppts getting tired > Not enough supervision 	4	5	20	<ul style="list-style-type: none"> >Instructors aware of ppt swimming ability >regular headcounts done throughout the session >Instructors trained/able to perform deep water rescue >Ppt are fitted with correct fitting PFD prior to entering water >Activity plan to reflect level and ability of group >ensure instructor to student ratio is met 	1	5	5
Strong winds	<ul style="list-style-type: none"> >Activity leader does not have update weather report to know of any upcoming weather problems 	4	3	12	<ul style="list-style-type: none"> Activity plan reflects groups skill level and experience >Weather reports checked 	2	3	6

					prior to commencement of a session >contingency plans to be prepared for each session			
Hypothermia	<ul style="list-style-type: none"> > Cold conditions > Cold water > Instr. failure to recognise early signs of Hypothermia > Ppt in cold wind & water in wet clothing 	4	3	12	<ul style="list-style-type: none"> >Ppt to wear appropriate clothing for the session >Instructors to be trained to recognise early signs of hypothermia >Instructor to be aware of prevailing weather conditions for the day >First aid kit containing at least 1 space blanket to be carried while canoeing – >Contingency plans to be prepared for each session 	2	3	6
Separation from group	<ul style="list-style-type: none"> > Not paying attention to instr > Unable to keep up with main part of group > Get lost while looking for missing gear > Poor visibility due to rain/fog > Taking wrong route 	4	4	16	<ul style="list-style-type: none"> >Participants to be paired >Recce ensures correct route taken >Instructor to be aware of prevailing weather conditions >regular headcounts to be done throughout the session >Area to be cleared marked and no- go areas communicated 	1	4	4
Collision with powered craft	<ul style="list-style-type: none"> > Inattention > Ppts panicking > Limited vision > Move into main boating channel 	3	3	9	<ul style="list-style-type: none"> >Group is kept close together when power boats are present >Group to move to side of the river as boats pass >High visibility PFD's and clothing worn >Awareness of boating traffic on days/weekends 	1	3	3

Injuries incl. cuts/sprains	<ul style="list-style-type: none"> >twisting ankles entering/exiting water >feet cut by rocks, glass, sticks 	4	2	8	<ul style="list-style-type: none"> > All ppt's to wear appropriate pfd's & footwear and instr to carry first aid kit at all times >Entry/Exit points should be suitable to the group > Briefing to include safe entry/exit instructions 	2	2	4
Snake/Insect Bites/Marine life	<ul style="list-style-type: none"> > Tall grass surrounding area > Time of year > Ppts wearing inappropriate clothing and footwear 	3	4	12	<ul style="list-style-type: none"> >Area to be monitored at all times for snakes >No items to left out on floor for snakes/spiders to hide in >Ppts to wear appropriate footwear in and out of the water and to be made aware of danger 	1	3	3
Dehydration	<ul style="list-style-type: none"> > Lack of adequate water supplies > Too much exposure to sun > Time of day that activity is run > Sunburn/sunstroke > Hot and humid conditions > Limited shade available > Ppts not being sunsmart (hat, sunscreen etc.) 	5	2	10	<ul style="list-style-type: none"> >Ensure all participants have adequate water supplies to last session >Additional water to be available if needed >Sunscreen to be provided as needed >Advise all ppts to wear a hat. 	2	2	4
Bad Weather	<ul style="list-style-type: none"> > Instr not aware of forecasted weather > Sudden change in weather > Lightning strikes > extreme winds 	4	2	8	<ul style="list-style-type: none"> >Forecast gained during winter months and postponed if deemed too dangerous >If thunderstorms are to occur, instr to enforce appropriate action 	2	2	4

Public Interaction	>Members of public acting inappropriately around the group	4	3	12	>Instructors to supervise group at all times >Inappropriate public behaviour to be reported to the appropriate authorities	2	3	6
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Risk calculation table

Likelihood	Consequences/Impact				
	Insignificant <i>No injuries/low financial loss</i> 1	Minor <i>First aid /medium financial loss, on site release immediately contained</i> 2	Moderate <i>Medical treatment/high financial loss. On site release contained on site with external resources</i> 3	Major <i>Extensive injuries/major financial loss. On site release contained on site with external resources</i> 4	Catastrophic <i>Death/huge financial loss. Toxic release with detrimental effect. Serious public or media outcry</i> 5
5 - Almost certain Expected to occur in most circumstances	M (5)	H(10)	E(15)	E(20)	E (25)
4 – Likely Will probably occur in most circumstances	M(4)	H(8)	H(12)	E(16)	E(20)
3 – Possible Might occur at some time	L(3)	M(6)	H(9)	H(12)	E(15)
2 – Unlikely Could occur at some time	L(2)	M(4)	M (6)	H(8)	H(10)
1 - Rare May occur only in exceptional circumstances	L(1)	L(2)	L(3)	M(4)	M(5)

LEGEND

E (15-25)	Extreme Risk – Not permitted
H (8-14)	High Risk – Continuous monitoring of the controls measures.
M (4-7)	Moderate Risk – Permitted under supervision
L (1-3)	Low Risk - Manage by routine procedures