

F A I R B R I D G E

Risk Assessment Form – Outdoor Education & Activities

Risk Assessment reference Number: ACT-34

Date: 12/1/20	Conducted by: Brett Hawthorn
Department: Activities	Approved by: Kim Tantrum Department Manager
Area being assessed: Transporting participants to Sam's island	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 knocked out during of vessel > Ppt trapped underwater > PFD falls off non- swimming participant > Ppt in cold water after capsize > Strong under currents > Not enough supervision > Poor/wrong equipment 	4	5	20	<ul style="list-style-type: none"> >Participants are instructed to stay seated inside boat - no body parts to hang over the sides. >regular headcounts >Instructors trained/able to perform deep water rescue >Ppt are fitted with correct fitting PFD prior to embarking the vessel >ensure instructor to student ratio is met >Equipment maintained 	1	5	5

Risk aspect	Contributory Factors	Likelihood	Conseq - uences	Risk Rating	Risk Control Measures	Likelihood	Conseq - uences	Final Risk Rating
Strong winds/Bad weather	<ul style="list-style-type: none"> >Activity leader does not have update weather report to know of any upcoming weather problems >Activity leader does not have local knowledge or experience. > Groups being blown out off course. > No communication with Fairbridge/Camp > Sudden change in weather > Lightning strikes > extreme winds waves/swell 	4	3	12	<ul style="list-style-type: none"> >Weather reports checked prior to commencement of a session > Activity leader contacts local harbour master >contingency plans to be prepared for each session > Communication systems in place and used to Fairbridge camp > Safety boat available/on standby as required 	2	3	6
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 > 'man overboard' in windy, rainy and cold conditions 	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 >Contingency plans to be prepared for each session 	2	3	6
Collision with powered craft	<ul style="list-style-type: none"> > Inattention > Ppts panicking > Limited vision > Capsizing > Move into main boating channel 	3	3	9	<ul style="list-style-type: none"> > Activity leader contacts local harbour master prior to boat launch making them aware of the activity and estimated departure time. > Suitably qualified Activity leaders > Activity would only take place under favourable weather conditions. >Awareness of boating traffic on days/weekends 	1	3	3

Risk aspect	Contributory Factors	Likelihood	Conseq - uences	Risk Rating	Risk Control Measures	Likelihood	Conseq - uences	Final Risk Rating
Sustaining an injury embarking and disembarking the vessel at the jetty	> Ppt slipping on the jetty > Ppt trapping limbs between the vessel and the jetty whilst embarking or disembarking.	4	2	8	> All ppt's to wear closed in footwear > Activity leader to provide clear instruction with one student embarking at a time, aiding where required.	2	2	4
Head injury whilst on the vessel	> Ppt not given any instructions > Lack of concentration	4	2	8	> Ppt's given clear instruction to 'duck their heads' when embarking or disembarking the vessel. > Ppt's instructed to remain seated during their time on the vessel.	2	2	4
Injuries incl. cuts/sprains when disembarking the vessel	>twisting ankles entering/exiting vessel >feet cut by rocks, glass, sticks	4	2	8	> 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	> Tall grass surrounding storage /waiting area > Time of year > Ppts wearing inappropriate clothing and footwear	3	4	12	>No items to left out on vessel floor for snakes/spiders to hide in >Ppts to wear appropriate footwear and to be made aware of danger >vessel inspected prior to use >Participants to be supervised and remain on gravel area as opposed to grass areas.	1	3	3

Risk aspect	Contributory Factors	Likelihood	Conseq - uences	Risk Rating	Risk Control Measures	Likelihood	Conseq - uences	Final Risk Rating
Participant 'wanders off' or sustains injury through 'horseplay' whilst waiting to embark the vessel	> Lack of supervision for larger groups waiting to board the vessel.	3	4	12	>Visiting group to supply adequate supervision to curtail any behaviour issues	1	3	
Dehydration	> 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	>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
Equipment failure	>Poorly maintained equipment >Lack of correct storage >No maintenance routine	5	3	15	>Visual inspection prior to use. > Regular servicing of vessel	2	3	6

Risk calculation table

Consequences/Impact					
Likelihood	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 control's measures.
M (4-7)	Moderate Risk – Permitted under supervision
L (1-3)	Low Risk - Manage by routine procedures