

# F A I R B R I D G E

## Risk Assessment Form – Outdoor Education & Activities

**Risk Assessment reference Number: ACT-35**

<b>Date:</b> 12/1/20	<b>Conducted by:</b> Brett Hawthorn
<b>Department:</b> Activities	<b>Approved by:</b> Kim Tantrum Department Manager
<b>Area being assessed:</b> Sea Trek	<b>Review date:</b> 1/10/20  <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"> <li>&gt; Ppt knocked out during of vessel</li> <li>&gt; Ppt trapped underwater</li> <li>&gt; PFD falls off non- swimming participant</li> <li>&gt; Ppt in cold water after capsize</li> <li>&gt; Strong under currents</li> <li>&gt; Not enough supervision</li> <li>&gt; Poor/wrong equipment</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>&gt;Participants are instructed to stay seated inside boat - no body parts to hang over the sides.</li> <li>&gt;regular headcounts</li> <li>&gt;Instructors trained/able to perform deep water rescue</li> <li>&gt;Ppt are fitted with correct fitting PFD prior to embarking the vessel</li> <li>&gt;ensure instructor to student ratio is met</li> <li>&gt;Equipment maintained</li> </ul>	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"> <li>&gt;Activity leader does not have update weather report to know of any upcoming weather problems</li> <li>&gt;Activity leader does not have local knowledge or experience.</li> <li>&gt; Groups being blown out off course.</li> <li>&gt; No communication with Fairbridge/Camp</li> <li>&gt; Sudden change in weather</li> <li>&gt; Lightning strikes</li> <li>&gt; extreme winds waves/swell</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>&gt;Weather reports checked prior to commencement of a session</li> <li>&gt; Activity leader contacts local harbour master</li> <li>&gt;contingency plans to be prepared for each session</li> <li>&gt; Communication systems in place and used to Fairbridge camp</li> <li>&gt; Safety boat available/on standby as required</li> </ul>	2	3	6
Hypothermia	<ul style="list-style-type: none"> <li>&gt; Cold conditions</li> <li>&gt; Cold water</li> <li>&gt; Instr. failure to recognise early signs of Hypothermia</li> <li>&gt; Ppt in cold wind &amp; water in wet clothing</li> <li>&gt; 'man overboard' in windy, rainy and cold conditions</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>&gt;Ppt to wear appropriate clothing for the session</li> <li>&gt;Instructors to be trained to recognise early signs of hypothermia</li> <li>&gt;Instructor to be aware of prevailing weather conditions for the day</li> <li>&gt;First aid kit containing at least 1 space blanket to be</li> <li>&gt;Contingency plans to be prepared for each session</li> </ul>	2	3	6
Collision with powered craft	<ul style="list-style-type: none"> <li>&gt; Inattention</li> <li>&gt; Ppts panicking</li> <li>&gt; Limited vision</li> <li>&gt; Capsizing</li> <li>&gt; Move into main boating channel</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>&gt; Activity leader contacts local harbour master prior to boat launch making them aware of the activity and estimated departure time.</li> <li>&gt; Suitably qualified Activity leaders</li> <li>&gt; Activity would only take place under favourable weather conditions.</li> <li>&gt;Awareness of boating traffic on days/weekends</li> </ul>	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	4	4

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'	> 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	4	4
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 >Radios not stored in waterproof pocket	5	3	15	>Visual inspection prior to use. > Regular servicing of vessel > All radios to be stored within waterproof pockets	2	3	6
Getting lost in dark	> Lack of effective light sources > Ppts wandering off by themselves > Ppts not aware of boundaries	4	3	12	>torch to be carried by instructor >briefing to cover boundaries and importance of staying together as a group.	1	3	3
Burns	> Lack of instruction > Poor supervision > Unsafe behaviour by ppts > Activity not suited to situation > Inappropriate clothing (eg: long scarves) > Inadequate fire ring > Windy conditions > Out of control fire/fire too large > Area around fire uncleared > Ppts grabbing things out of fire >participants waving around sticks with burning ends	3	4	12	>Group to be supervised by at least one adult/instructor at all times >group briefing to include appropriate rules and behaviour for around the campfire >suitable fire ring to be created around the campfire with an appropriate clearing around this >fire to be contained to a suitable height >some form of fire	2	4	8

					extinguishing to be located close by e.g. a working hose >first aid kit to be available for use			
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## Risk calculation table

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

### LEGEND

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