

Risk Analysis and Management System

NAME:

DATE:

ACTIVITY/SITUATION: Kayak Session – Meeting of Waters (sit-ons)

Analysis

Description

RISKS	Accident, injury other forms loss	<ul style="list-style-type: none"> -Drowning -Entrapment -Injury -Dislocations <li style="padding-left: 20px;">- Bruises/bumps <li style="padding-left: 20px;">- Fractures/broken <li style="padding-left: 20px;">- Sprains/Strains -Hypothermia/medical 	<ul style="list-style-type: none"> -Equipment Damage/loss -Injury to recreational uses -Psychological damage - Injury to instructors -Disturbance to farm animals 	
CAUSAL FACTORS	Hazards, perils, dangers	People	Equipment	Environment
		<ul style="list-style-type: none"> -Unknown medical conditions -Confined space/numbers -Instructor unskilled/unaware of client temp and confidence, pushing clients too far -Swimming risks not disclosed -Instructor poor positioning -Not sequential progressions. 	<ul style="list-style-type: none"> -Equipment unsafe -Incorrect use -Incorrect size for clients -Not checked -Knowledge of equipment by instructor/clients -Hit by paddle/boat 	<ul style="list-style-type: none"> -Cold/deep water -Slippery rocks -Flow changes -Public place/access -Visual contact of clients -Distractions-tailrace -Rapid below tailrace -Commercial farm -Rapid increases in river level
RISK MANAGEMENT STRATEGIES	Normal Operation	<ul style="list-style-type: none"> -Medical forms -Sequential skills and progressions for clients to get down tailrace (spacing) -White water position -Point out potential hazards (rocks) -Instructor positioned well and aware of clients proximity, experienced -Good demonstrations -Good briefing on activity -Instructor aware of where students are at with confidence 	<ul style="list-style-type: none"> -Equipment and replacement policy in place -Clothing available -Instructor shows how to fit gear properly -Gear checks -Enough equipment available for various clients (sizes) -Appropriate equipment used -Rescue gear carried -Students –helmets, Lifejackets, wetsuit, shoes 	<ul style="list-style-type: none"> -Set boundaries -Appropriate clothing for activity/weather -Flows monitored, Waiwakaiho looked at -Flow policy in place -Public considered -Briefing about accessing public property -Be aware of possibility of broken glass/bottles
Emergency		<ul style="list-style-type: none"> -First aid kit carried -Throw bags -Tow line -Knife/slings/carabineers 	<ul style="list-style-type: none"> -Phone available at TOPEC (5 mins away) -Whistle -Vehicle at Centre -Shut off water at Power station/divert river flow to lake 	

<p>RELEVANT INDUSTRY STANDARDS APPLICABLE</p>	<ul style="list-style-type: none"> -NZOIA award standards (kayak) -First aid certificate (current) -EOTC guidelines -River rescue course (NZCA)
<p>POLICIES AND GUIDELINES RECOMMENDED</p>	<ul style="list-style-type: none"> -Buoyancy aids, helmets and shoes to be worn -Check tailrace and river trends with Power station if uncertain -Sequential build up to paddling down tailrace
<p>SKILLS REQUIRED BY STAFF</p>	<ul style="list-style-type: none"> -Kayak experience -Rescue skills/knowledge -Group and risk management -Ability to point out hazards and potential risks -Good positioning-where most effective -Communication skills -First aid
<p>FINAL DECISION ON IMPLEMENTING ACTIVITY</p>	<p><i>Choose one....</i></p> <p>Accept <input type="checkbox"/> Reject <input type="checkbox"/></p> <p>Comments: Sit-on kayaks are a lot more stable and suitable for beginners, progressions move a lot faster and the hazards of being enclosed in a kayak no longer exist.</p>