

RISK ANALYSIS AND SAFETY MANAGEMENT SYSTEM

ACTIVITY: White Water Kayaking/ Beach Kayaking/ Flat Water Kayaking/ Sea Kayaking on Lakes and Sea & Rafting

SECTION A

“Significant refers to the potential for any harm that is not trivial and would warrant a response or intervention”

RISK	HAZARD OR HARM	POSSIBLE OUTCOME (PERIL)	SIGNIFICANT	ACTION	DOES ACTION ELIMINATE, ISOLATE OR MINIMISE RISK?
Physical	Weather unsuitable Area not suitable, e.g. large rips Water too rough or moving too fast for participant skill level Participants being trapped on strainers Participants being trapped on rocks Participants trapped in holes Improper fitting PFD's (Personal flotation device), is old or worn out Foot entrapment (in or out of boat) Body entrapment (in or out of boat)	Death by Drowning	Yes	Weather reports to be obtained prior to trip date (to give weather pattern) and up to date situation and forecast to be obtained prior to activity commencement. Area chosen to appropriate level of ALL participants and activity requirements. Strainers, rocks, holes and recognisable river features and hydraulics identified and explained and where necessary safety person is in place with throw bag (adequately trained in proper use) for quick rescue and/or retrieval, appropriate self rescue and avoiding techniques taught and practised where possible prior to activity commencement (in some situations and examples this may be down in a pool or on land) Instructor to check all equipment is in full working standard and fits every participants adequately Ensure throw bag and safety equipment is carried and person knows how to use it and on hand at all times. Ensure person knows correct procedure for exiting kayak and self contained rescues. Ensure person swims feet first, looking down river 'white water position' and using combat swim technique when needed, if encountering logs or trees, fences etc use strainers head first and push off swim technique.	Minimise
	Not wearing appropriate footwear	Injury to feet swimming or portaging	No	All participants to wear lace up and supportive footwear such as booties.	Minimise

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Physical	Participant(s) exits from kayak and swims	Physical injury	Yes	Ensure throw bag and safety equipment is carried and person knows how to use it and on hand at all times. Ensure person knows correct procedure for exiting kayak and self contained rescues.	Minimise
	Instructor not monitoring all participants Improper participant behaviour No appropriate safety gear e.g. helmet	Physical injury	Yes	Ensure throw bag and safety equipment is carried and person knows how to use it and on hand at all times. Ensure person knows correct procedure for exiting kayak and self contained rescues. Ensure person swims feet first , looking down river ‘white water position’ and using combat swim technique when needed, if encountering logs or trees, fences etc use strainers head first and push off swim technique. Ensure correct Instructor : Participant ratios are adhered to at all times and instructors are vigilant and responsive under the WORK NOT PLAY ethics Instructor in position to intervene if necessary at anytime. Ensure Adequate briefing is well explained to all participants Instructor to check all safety equipment is worn, used at all times.	Minimise
	Participants not equipped for hot or cold weather/ water Submersion in cold water	Heat / Cold (heat stroke/ hypothermia) problems with participants	Yes	Given appropriate information to participants before activity commences (valid time for participants to gather items) Have appropriate aids available for the weather conditions expected – water, sunscreen, hot drinks flask, appropriate snacks, emergency shelter and spare clothes.	Minimise

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Physical	Participants collide	Physical injury	No	Paddle skills covered to appropriate level and detail	Minimise
Emotional	Instructor (or other supervisor) forces participation	Emotional damage through being forced to participate or fear of water	No	Ensure there is a variety in level of challenge, i.e. river line selection is appropriate for each participant. Use “Challenge by Choice” policy; Talk to participant about goals/ overcoming fear. Activity pitched at Participants skill level and abilities Instructor coaches participants as required.	Minimise
	Participant takes swim in rapid	Emotional damage through being submerged and surfaced rapidly in river	Yes	Ensure PFD (personal flotation device) is worn and fitted correctly Instructor to effectively and quickly rescue, modify trip if necessary and calm participant.	Minimise
Social Cultural	Kayaking/swimming on/in water that has cultural significances or government reserves without the knowledge or permission from and thus offending landowners or custodians.	Damage to culturally significant site Damage to government reserve	Yes	Kayak on approved waters only.	Eliminate
	High use areas / upsetting local Maori or landowners; no permission.	Conflict with other users / local Maori or landowners	No	Brief on respect for other users / access; seek permission if required for good relations.	Minimise

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Financial	Instructor (or other supervisor) forces participation Inadequate supervision	Damage / loss of equipment	No	Brief on correct techniques and safety and correct use of gear. Instructor to check site/ get in and out points before leaving for any gear or rubbish. Equipment to be used within manufactures and Adventure Southland recommendations.	Minimise
Environmental	Didymo transferring	Environmental damage and algae spread	Yes	Check, Clean and Dry all equipment used, especially if in known Didymo areas. Instructors to inform and supervise cleaning with correct solutions. Use minimal environmental impact practices when choosing rivers to paddle.	Eliminate
	Participants and wildlife together in close proximity	Damage to environment / wildlife	No	Remind all clients to remain clear of wildlife – respect their habitat and their space. Minimum impact / environmental education / instructor checks area for rubbish.	Minimise

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Should loss occur, what will you need to have in place to minimise the loss?	Emergency
IMPORTANT! This RAMS form is not complete unless attached to Section B and signed off by Manager	Instructor first aid trained. Instructor to carry extra clothes along with: throw bag, karabiners, prussic, rescue items First Aid kit, Communication device, shelter and food. Intentions logged. Instructor competent in white water, deep water or environmental specific rescues.

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SECTION B

INDUSTRY STANDARDS	POLICES / GUIDELINES	STAFF SKILLS	OFFICIAL APPROVAL	
Syllabus: SCOANZ or KASK qualification NZOIA Kayak leader or higher. Skills Active National Certificate in Outdoor Recreation Instruction – Kayak. Outdoor Activities: Guidelines for leaders (2009). EOTC Guidelines (2009)	Helmets to be worn at all times unless in a designated tour kayaking. ‘Challenge by Choice’ philosophy to operate. Private land owners must be contacted to request access. Instructor to supervise a maximum ratio of: Moving water 1:4 Flat water 1:10 (with 2 adult supervision) Beach kayaking 1:10 Sea kayaking 1:10	NZOIA Kayak 1 First Aid Qualified In House Competency ‘Sign off’	SECTION A Checklist	
			No. Of sheets checked	6
			Risk	✓
			Hazard/harm	✓
			Outcome	✓
			Severity	✓
			Action	✓
			Eliminate, isolate or minimise	✓
			Emergency	✓
			SECTION B Checklist	
			Industry standards	✓
			Policies and guidelines	✓
			Staff skills	✓
			Approved:✓	Not Approved:
			Name: Amy Sutherland Position: Programme Manager Date:	
This activity is not officially sanctioned until this box is completed by Manager and attached to section A				

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