

# RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity: Kayaking/Canoeing  
Location: Open

Date of Activity: Open

Analysis

Description

RISKS Accident, injury	Hypothermia Drowning Head injury Boat tipping Broken arm, nose		
	People	Equipment	Environment
CASUAL FACTORS Hazards, perils, dangers, other forms of loss	1. Lack of training 2. Incorrect gear worn 3. Not enough competent leaders 4. Lack of group control	1. Paddles break or get lost 2. Boat leaks or gets a whole 3. Helmet straps break 4. PFD (Personal Floatation Device) not the right size for participant 5. Dry bags/barrels leak 6. Spray skirts rip or damaged	1. Bad weather/Flood warnings 2. Rivers/rapids outside skills of group 3. Rock outcrops in water
RISK MANAGEMENT STRATEGIES Normal operations	1. Ensure group members are sufficiently briefed and trained 2. Ensure group is aware of the correct gear to be worn for the conditions 3. Leader must be sufficiently trained 4. Leader to student ratio of 1-10 for training in still water and 1-5 on moving/white water	1. Ensure spare paddles/breakdown paddles are taken on trip 2. Take repair kits on trip 3. Take spare helmet straps or nylon string for repair 4. Ensure the correct PFD is fitted and worn by participants 5. Ensure tops secured properly tape if needed 6. Carry duct tape for repair	1. Check weather forecast prior and during trip 2. Check rivers prior to trip to match with goals for group 3. Check rivers prior to trip for any rocks/obstructions ensure helmets are worn
Emergency	Stop trip and assess situation. Complete any repairs before moving on. If injury to participant assess and treat. Contact medical help via cell phone or other means and evacuate if necessary. Cancel trip if necessary. Do not continue trip in flooding		

RELEVANT INDUSTRY STANDARDS AVAILABLE	NZQA standards 477, 482, 489, 480, 476, 488  SKOANZ code of practise for Sea Kayak providers
POLICIES & GUIDELINES RECOMMENDED	All staff must have current first aid certificate and are capable Kayak /Canoe operators Must have a staff to student Ratio of at least 1–5 in most circumstances Health assessment forms must be completed for all participants DOC and any other relevant bodies must be notified Pre-assessment sites must be undertaken Adequate staff to have current life saving certificates
SKILLS REQUIRED BY STAFF	First aid certificates Experience in Kayaking with unit standards 477, 482, 489, 480, 488, equivalent or higher

Date of RAMS form completion: 5/01/04