

ACTIVITY SAFETY (RISK) PLAN

FOR

Training and Races

Year round

Woronora River – see map

Southside Paddlers Inc

Contents

Confidentiality Notice	#
Context/Scope	#
Criteria	#
Role/Responsibilities of Stakeholders	#
Risk Register	#
Actions	#
Revision	#

Tables

Risk Register	#
Risk Likelihood Descriptors	#
Risk Consequence Descriptors	#
Risk Analysis Matrix	#

1 Confidentiality Notice

The information contained in this Activity Safety (Risk Management) Plan (and any Appendices or Annexure) is **STRICTLY CONFIDENTIAL** and is only intended for the use of individuals and entities named in section 4.

This document is not to be copied, disseminated or distributed without the express authorisation of Southside Paddlers Inc..

2. Context / Scope

Purpose

This document describes how Southside Paddlers Inc. will perform the role of managing risks associated with the training and races. It defines roles and responsibilities for participants in the risk management process. It discusses how to identify, quantify, and mitigate risks for the Training and Races.

Southside Paddlers Inc. recognizes various risks are inherent in with the Training and Races. and processes must be implemented to reduce or eliminate these risks and hazards.

Process

The Activity Safety (Risk Management) Plan is a six-step process:

1. Identify risks.
2. Assess risks.
3. Treat risks.
4. Operating Procedures.
5. Ongoing monitoring and review.
6. Personnel responsible for implementation.

Objectives

The objectives of this plan are to:

- Continually evaluate the effectiveness of these processes to ensure performance improvement.
- Identify individuals to oversee the development and implementation of these processes, and to intervene whenever the level of risk becomes to high.
- Communicate issues to appropriate personnel.
- Ensure personnel who participate in safety activities are knowledgeable and capable.
- Distribute, practice, enforce and review risk management policies and procedures as frequently as needed.

What is Risk?

The Australian/New Zealand Standard for Risk Management (AS/NZS 4360) define risk as:

"The chance of something happening that will have an impact upon objectives. It is measured in terms of likeliness and consequences."

The scope of this plan is to:

1. To identify, analyse and prioritise the risks associated with the Training and Races.
2. Record these risks on a standard “RISK REGISTER”.
3. Develop strategies to mitigate those identified risks by:
 - a. reducing the LIKELIHOOD of those risks occurring and/or,
 - b. reducing the CONSEQUENCES of those risks should they occur.
4. To objectively document these mitigating strategies in standardised “ACTION PLANS”.
5. It is intended this Risk Management Plan be the basis of an objective post event debrief at which time both the Risk Register and Action Plans will be revisited and updated as required.
6. Specific sources of risk that are to be addressed in this plan are:
 - Human Factors
 - Environmental Factors
 - External Factors

3 Criteria

This Risk Management Plan is prepared using the QUALITATIVE method outlined in AS/NZS 4360.

Risks will be analysed in terms of LIKELIHOOD and CONSEQUENCE in the context of the existing controls.

4 Roles / Responsibilities of Stakeholders

The table below sets out the core functions of the various participating stakeholders.

Stakeholder	Core functions
Sutherland Shire Council	<ul style="list-style-type: none"> ◆ Approval of event permits. ◆ Traffic Management and road safety. ◆ Reserve management. ◆ By-law enforcement ◆ Land controller
Southside Paddlers Inc.	<ul style="list-style-type: none"> ◆ Prevention ◆ Emergency management coordination.
“Paddle NSW	<ul style="list-style-type: none"> ◆ Event insurance
Event Officials	<ul style="list-style-type: none"> ◆ In charge of the conduct of the event.

5 Risk Register

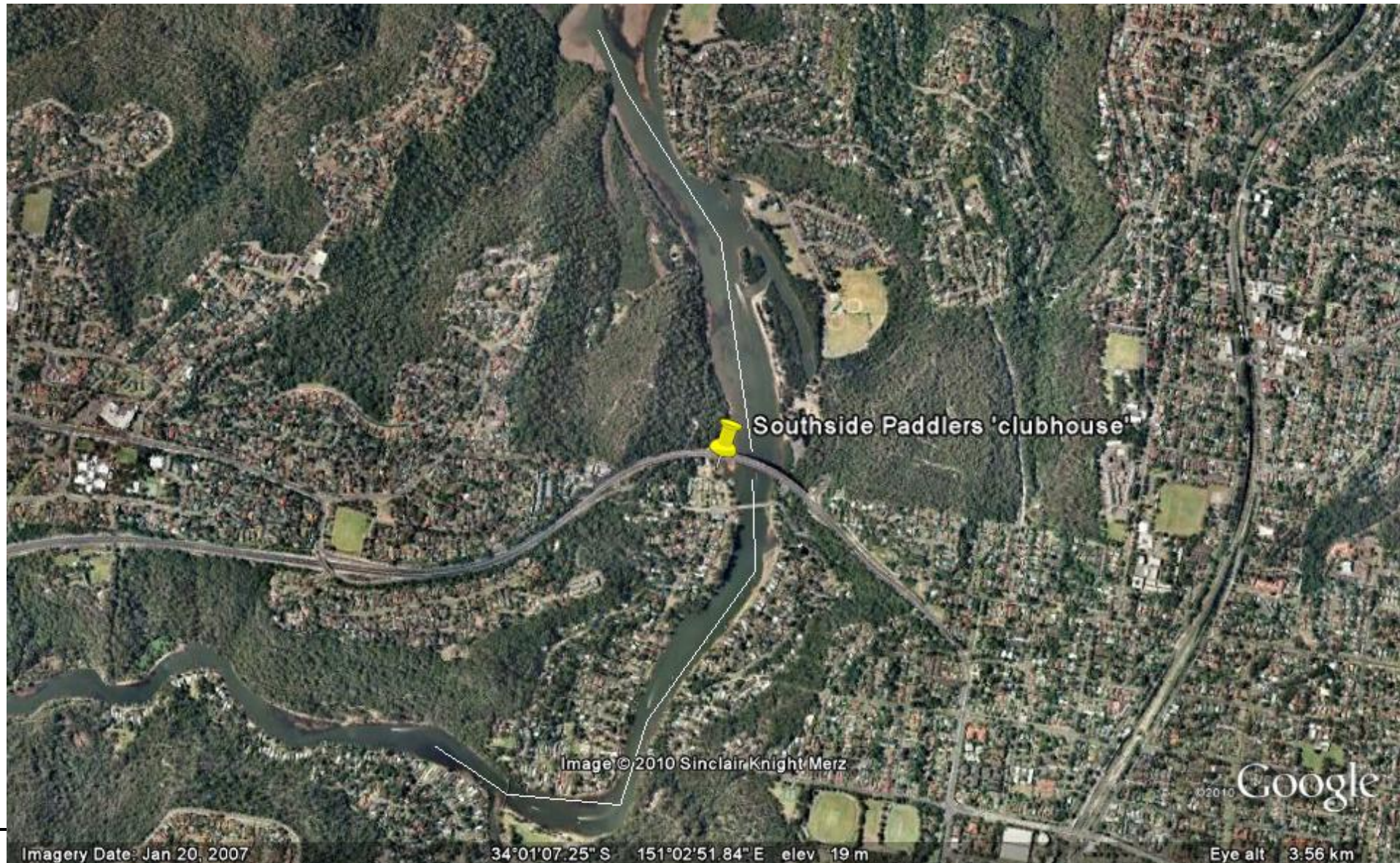
Table 1 has been compiled for identified risks associated with the Training and Races. and the actions required.

6 Revision

Revision of this risk management plan and all associated documents is to be performed on an annual basis or as required.

Date	Name	Reason for change	Version
5 May 2013	Yvette Graf	Secretary – required for Aquatic licence	1

Yellow Pin :Southside Paddlers Club House
White line : Training areas most commonly used.



Risk		Assessment			Action Required	
Source	Description	Likelihood	Consequence	Level of Risk	Treatment / Procedures	Personnel Responsible
Human Factors						
Pre	Lack of skill / knowledge of event	U	I	L	<ul style="list-style-type: none"> • Include Waiver (Appendix B) and declaration on entry form - 'I declare that I have undertaken sufficient training and have acquired a level of fitness necessary to complete this race' • Water safety focus on start line looking for poor paddlers 	
	Number of participants	P	I	L	<ul style="list-style-type: none"> • Number of entrants limited • Number of paddlers on course at one time limited • Paddlers started in waves of ability – request projected distance time from participant 	
	Physical capacity of participants e.g: age, fitness, health	P	I	L	<ul style="list-style-type: none"> • Participants started in waves of ability • Water safety focus on age fringes 	
	Event duration – exposure	P	M	L	<ul style="list-style-type: none"> • Water temperature and weather conditions checked prior to event and paddlers advised 	
During	Sunburn/ Heat Stress	P	M	L	<ul style="list-style-type: none"> • Shade / sunscreen provided • Announcements on SunSmart • Follow guidelines from Dept of Health and Ageing (Playing and exercising safely in hot weather) www.sma.org.au or via http://www.sma.org.au/information/launch.asp 	
	Exposure / hypothermia	P	M	L	<ul style="list-style-type: none"> • Monitor paddlers conditions • Monitor weather conditions 	
	Effects of strenuous exercise	P	M	L	<ul style="list-style-type: none"> • Time limits set on event • Hydration / food at finish line 	
	Illness / inhalation	P	M	L	<ul style="list-style-type: none"> • Trained water safety at a ratio of 1:50 • Access to emergency first aid facilities and treatment • Access to emergency services including ambulance and hospitals 	
	Remain on course	P	M	L	<ul style="list-style-type: none"> • Course identified by markers / buoys • Race briefing to advise paddlers of course • Water safety to guide paddlers 	
	Monitor and communicate with participants	P	I	L	<ul style="list-style-type: none"> • Water safety plan implemented • Water safety to guide paddlers 	
Post	Dehydration	P	M	L	<ul style="list-style-type: none"> • Hydration / food at finish line 	
	Lost paddler	P	M	L	<ul style="list-style-type: none"> • Finish list reconciled with start list – paddlers unrecorded at finish to be contacted • Emergency action plan implemented 	
	Exposure / hypothermia	P	M	L	<ul style="list-style-type: none"> • First aid facilities at finish line 	
	Lost support on land	P	M	L	<ul style="list-style-type: none"> • Storage facility for paddlers personal items 	
Environmental factors						
Pre	Hazards on the land	P	M	L	<ul style="list-style-type: none"> • Event personnel check for hazards 	

	Open water or protected water e.g: lake / river	P	M	L	<ul style="list-style-type: none"> Determine typical and extreme conditions for location that would cause problems for paddlers eg: storm water runoff, strong currents, Establish safe operating conditions for the event Establish contingency for event should conditions exceed safe requirements Adjust course location, direction, time, distance Adjust competency for participation 	
	Nature of course e.g: obstructions, boundaries	P	M	L	<ul style="list-style-type: none"> Obstructions manned / policed by water safety Boundaries / hazards set by course markers 	
	Weather conditions including water temperature	P	M	L	<ul style="list-style-type: none"> Weather rating matrix established and monitored Race Committee review conditions as required 	
During	Adverse weather conditions	P	M	L	<ul style="list-style-type: none"> Changes to weather noted and discussed by Race Committee Event conducted within weather rating restrictions 	
	Currents and tides	L	M	L	<ul style="list-style-type: none"> As above 	
	Distance to egress e.g: close to shore / self rescue	U	M	L	<ul style="list-style-type: none"> Generally the closer the paddle is to shore / egress the safer the event Increase water safety management for events conducted further from shore Advise paddlers of process for self rescue / withdrawal – report to finish 	
	Nature of course e.g: obstructions, boundaries	U	I	L	<ul style="list-style-type: none"> As above 	
Post	Egress from riverside	U	I	L	<ul style="list-style-type: none"> Clearly marked pathway for paddlers leaving water to recovery area Marshalls guiding 	
	Hazards on riverside	U	I	L		
External						
Pre	Vehicle traffic and parking	A	I	L	Plenty of off street parking available	
	Boating traffic	L	I	L		
	Recreational users including paddlers, boat users	L	I	L		
During	Support craft interference	U	I	L		
	Commercial Boating	U	I	L		
	Support craft congestion	U	I	L		
Post	Traffic congestion	U	I	L		
	Support craft congestion	U	I	L		

Table 2 – Risk Likelihood Descriptors

Likelihood

Descriptor	Description
Rare	The event may occur only in exceptional circumstances.
Unlikely	The event could occur at some time.
Possible	The event might occur at some time.
Likely	The event will probably occur in most circumstances.
Almost certain	The event is expected to occur in most circumstances.

Table 3 – Risk Consequence Descriptors

Consequences

Descriptor	Description
Insignificant	No injuries, Low financial cost, Little impact.
Minor	First aid treatment, Medium financial loss.
Moderate	Medical treatment required, High financial loss, lower level political
Major	Extensive injuries, Major financial loss, medium level political
Catastrophic	Death, Huge financial loss, high level political embarrassment

Table 4 – Risk Analysis Tables

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Rare	L	L	M	S	S
Unlikely	L	L	M	S	H
Possible	L	M	S	H	H
Likely	M	S	S	H	H
Almost Certain	M	S	H	H	H

Legend

H	High Risk	Detailed research and management plan
S	Significant Risk	Senior Management action needed
M	Medium Risk	Management responsibility must be specified
L	Low Risk	Manage by routine procedures

**EXAMPLE
MAJOR EMERGENCY RESPONSE
FLOW CHART**

