



# Cradle Coast Outrigger Canoe Club

## South Burnie Beach

# RISK ASSESSMENT

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## **INTRODUCTION**

Cradle Coast Outrigger Canoe Club Inc (CCOCC) is a non-profit organisation whose safety and operation is managed by volunteer members. CCOCC adheres to the guidelines of the national governing body – Australian Outrigger Canoe Racing Association (AOCRA).

The club is made up of a Committee and members. The committee members are as follows: President, Secretary, Vice President, Treasurer, Registrar, and various other committee Members.

The Secretary is the primary point of contact for club members and is also the person who makes direct contact with AOCRA. At the commencement of each season, following the AGM, the Secretary issues AOCRA with a list of contact personnel for the Club with including all committee members contact details and conduct activities as outlined in the Secretaries Handbook.

The Committee meets on a monthly basis (and sometimes more frequently) to discuss current and new business, including new guidelines and directives as issued by AOCRA from time to time.

All paddlers are made aware of current and future requirements and their obligations as paddlers in relation to safety and conduct when representing the club at regattas and other paddling related functions and fundraisers.

The risk assessment outlines the process required to ensure training sessions are conducted in a safe manner. The risk assessment process is every individual paddlers responsibility not just that of the coach/ steerer/ crew captain. Every paddler is responsible for their safety at all times. To ensure that all paddlers are aware of their responsibilities, all club members are obliged to read, understand and acknowledge this risk assessment. (PLEASE SEE ATTACHMENT 4).

## **ADMINISTRATION**

### ***Club and AOCRA Membership***

Once a paddler has come and tried paddling three times they must join as a member of the club and of AOCRA to be able to continue paddling.

Insurance fees are governed by AOCRA and membership fees are governed by the CCOCC committee and are reviewed at the club AGM each year. AOCRA membership and insurance involves renewing or registering for membership at [www.aocra.com.au](http://www.aocra.com.au).

Club paper work completed includes the following:

- CCOCC Membership form
- Acknowledgement of risk assessment understanding (SEE ATTACHMENT 2)
- Any other club specific requirements

If a medical condition is advised by a paddler, then a Doctors Certificate is required prior to that person being permitted to paddle. The Certificate must advise that the person is deemed “fit to paddle” and must be sighted by the head and team coaches and sent to AOCRA.

If a female paddler informs the club that she is pregnant a doctor’s certificate must also be provided and retained with the paddlers’ paperwork. This must be done on a frequency in accordance with AOCRA requirements (i.e. monthly).

### ***Visiting / New Members***

- Visiting or new paddlers will be under direct supervision of the Coach or Captain.
- A brief run down of the sport will be discussed prior to entering the water.
- For a non-AOCRA member an indemnity and release form will be completed.
- New paddlers are entitled to 3 sessions only. After 3 sessions, the paddler **MUST** complete all club membership paperwork as listed above and pay AOCRA insurance money and Club membership fees.
- New paddlers are not permitted to paddle for any further sessions until completed paperwork and monies are received by club registrar.

## **REPORTING PROCEDURES**

### **AOCRA**

[www.aocra.com.au](http://www.aocra.com.au) is the website for AOCRA and all administrative forms are readily available on this site.

### **Injuries / Incidents**

- Form F118 will be completed by injured members and their coach. Form F118 is then sent to the AOCRA Secretary and a copy to the Zone Secretary within 7 days of injury / incident.
- A copy of F118 is to be kept on file by the club secretary

### **Canoe Damage**

- Any damage to the club equipment must be reported to either a member of the committee or the club maintenance officer immediately after the incident
- To make an insurance claim on a canoe following serious canoe damage, injury / incident form F118 must be completed and sent to the AOCRA secretary.
- Insurance claims must also be completed by the club secretary and lodged with the AOCRA secretary.

### **Coaching Records**

- CCOCC has a head coach and a list of registered assistant coaches and volunteers.
- All coaches MUST be registered club members.
- All junior coaches must hold a 'Blue Card'. (Not yet required in Tas.)
- Head coaches must have completed the Outrigger Specific Level 1 coaching course and have three years experience in coaching outriggers or similar surf craft.
- Assistant coach should hold as a minimum, the "Basic Principles of Coaching Level 1"
- Coaching records are kept by all coaches and may be periodically reviewed by the head club coach.
- Swim and tread water tests are logged by all coaches and records given to the club secretary and the head coach.
- Canoe huli / tipping drills (with and without covers for OC6) are logged by all coaches and records given to the club secretary and the head coach.

## **GENERAL WATER SAFETY PREVENTATIVE MEASURES**

### ***Harbour / Marina Canoe***

When paddling in the Burnie Port Area and surrounding bay, there are some unique risk management issues.

The primary risk is the potential for interactions between outrigger canoes and large marine vessels including container ships, tug boats, fishing boats and general marine pleasure craft. All preventative measures must be taken to avoid collisions, including actions such as canoes giving way to larger craft and the use of lights during after hours paddling. The canoe launch point is in Emu Bay at the Beach of the major marina / port traffic and is relatively protected. All paddlers must be aware of the other craft in the area and alert their steerer when required.

### ***Swim Tests***

Each paddler must show that they are able to support themselves in the water. A swim test is conducted annually for all paddlers – new or old members. This test is logged with the registered Club Coach. The test is as follows:

#### **Senior Paddlers**

- Swim for 400m with no stopping – any stroke
- Tread water for 5 minutes

#### **Junior Paddlers**

- Swim for 150m with no stopping - any stroke
- Tread water for 3 minutes

This ensures a proficiency in water in case of canoe tipping and ensures safety for all paddlers.

### ***Huli / Tipping Drills***

Canoes do tip over both in races and training sessions. Every season club members must undergo a “tipping drill” during a training session. The coach will explain the tipping drill prior to the canoe entering the water and then a practical “tip” is carried out. The drill participants and date are logged by the coach. The drill is conducted each season to ensure that each paddler understands their role in the case of a real “tip”.

## ***Sun Protection***

Paddling involves long periods of time exposed to the elements and appropriate sun protection should be used including, hats, sun cream, long sleeved sun shirts and sun glasses. Never paddle in equipment that you are not prepared to loose should the canoe tip.

## ***Hydration***

Another part of being in the sun for long periods is the risk of dehydration from over exposure. Suitable water bottles should be taken and used during long paddles, for new paddlers frequent stops should be built into the training session by the coach.

## ***Hypothermia Protection***

Cold weather clothing should be used including, beanie, long sleeve thermals, spray jacket, long leggings, and wet suit boots.

## ***Strong Wind Warning***

AOCRA has a strict policy on the use of canoes during strong and gale force wind warnings. Under no circumstances are canoes to be put in to the water during a gale force warning.

As the Port and Emu Bay area is relatively protected, paddling up to the inside of the far sea wall, around the Port and Bay itself and up to 400m of any ship in port, is permitted during strong wind warnings at the coaches / teams discretion. If any member of the team feels they are at risk the whole team is to return to shore.

Regardless of whether or not wind warnings have been issued, paddlers going out past the sea wall in rough conditions should fit storm covers to prevent swamping the canoe.

## ***Canoe Safety***

All canoes are manufactured by AOCRA approved manufacturers; this ensures that all canoes comply with AOCRA safety standards.

## **OC6 Safety**

### **Flotation**

- OC6 canoes must contain positive flotation devices in the front and back bulk heads (normally in the form of closed plastic bottles).
- These areas are sealed with a water tight inspection port that can be removed for inspection purposes

### **Bailers**

- All canoes carry a minimum of two (2) buckets (bailers) in order to bail water out of the canoe

### **Training**

- Storm covers are to be put on canoes in the event of rough conditions. This is at the discretion of the team Coach and Captains
- The canoe rigging must be checked prior to every session and re-rigged where necessary.
- The steerer of the canoe is legally responsible for the navigation and direction of the canoe and the paddlers in the canoe. All paddlers must follow the steerer's directions.
- The Captain of each crew is responsible for the safety of the canoe and the paddlers.
- "Safety Packs" are carried in each canoe for each training session. They are serviced on a quarterly basis and include:
  - V Sheet
  - 2 flares (one night time and one day time)
  - Life Jackets
- A Type 1, 2 or 3 PFD MUST be carried on board each canoe – one for each paddler – every time the canoe is put on the water.
- For sessions that start or finish in the hours of darkness, torches &/or navigation lights are fixed to the canoes.
- For sessions that start or finish in hours of darkness, sessions are carried out in areas out of major boat traffic.
- There are no more than 6 paddlers in each canoe for any session.
- Any person showing signs of alcohol consumption or other erratic/unsafe behaviours will not be allowed in the canoe.
- A sign in and sign out sheet is held in the club notice board for training sessions (ATTACHMENT 1)



## **OC6 Safety Cont...**

### **Training Cont...**

A Team captain is appointed for each crew for every training session. This person ensures the safety of all of their crew. It is recommended that all Team captains obtain their "Beginning Coaching General Principals", which can be done online at [www.aocra.com.au](http://www.aocra.com.au). The team captain of that session ensures that the canoe is equipped for the training session as follows:

- Canoe is rigged correctly and safely
- Safety pack has correct equipment inside and is in place securely on the canoe
- Spare paddle is in the canoe
- Canoe has enough PFD 1's in canoe for each person paddling (may be secured under seat or under spreaders)
- Canoe has 2 bailers securely attached to the canoe
- In hours of darkness, torches/navigation lights are fixed to the canoe
- Each paddler is wearing a PFD
- There are no more than 6 paddlers in each canoe

## **OC1 and OC2 Safety**

### **Canoe Safety**

- Each OC1 and 2 canoe must have been scrutineered and approved by an AOCRA approved scrutineer and have an AOCRA scrutineering tag and registration number.
- All OC1 and 2 paddlers training must have leg rope attached to their canoe and their leg.
- If training at or near dark, paddlers must wear a light attached to their person or canoe – e.g. head light.
- Canoes must be fitted with a type 1, 2 or 3 PFD for each paddler.
- All sessions must be logged with an on shore person and include an expected return time.
- All paddlers must log the training session on the sign in and sign out sheets in the club notice board
- No club canoes will be used for individual sessions. There must be at least 2 paddlers in attendance at all times.

## ACCIDENT PROCEDURES

- All paddlers are aware of preventative measures and how to deal with a situation on the following:
  - Understanding of relevant risks
  - Swimming proficiency tests
  - Tipping drills
  - Captain of crew taking charge of any situation
  - Supply of PFD's
  - Supply of safety packs
- All incidents will be reported immediately to the Club Secretary or president. No one else is suitable and one of these two people **MUST** be contacted immediately.
- AOCRA form F118 will then be completed in full for the incident and for any individual injuries that occurred due to the incident.
- Form F118 is then sent by the club secretary or president to:
  - AOCRA Secretary
  - Zone Secretary
  - Copy on File
  - All within 7 days of incident.

## CONCLUSION

CCOCC complies with all AOCRA regulations, requirements and guidelines. All members are made aware of their membership obligations and requirements for training.

# ATTACHMENT 1

## Sign In and Sign Out Sheet

<b>Date</b>						
	<b>Time</b>					
<b>Canoe</b>	<b>OC1</b>	<input type="checkbox"/>	<b>OC2</b>	<input type="checkbox"/>	<b>OC6</b>	<input type="checkbox"/>
<b>Paddlers Present</b>	1	1	1			
	2	2	2			
	3	3	3			
	4	4	4			
	5	5	5			
	6	6	6			

<b>Safety</b>	Life Jacket	<input type="checkbox"/>	Life Jackets	<input type="checkbox"/>	Life Jackets	<input type="checkbox"/>
<b>Equipment</b>	Leg Rope	<input type="checkbox"/>	Leg Rope	<input type="checkbox"/>	Bailers	<input type="checkbox"/>
<b>&amp; Check</b>					Rigging OK	<input type="checkbox"/>

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<b>Weather</b>	Fine	<input type="checkbox"/>	Overcast	<input type="checkbox"/>	Raining	<input type="checkbox"/>
<b>Tide</b>	Incoming	<input type="checkbox"/>	Outgoing	<input type="checkbox"/>		
<b>Wind</b>	0-15 knots	<input type="checkbox"/>	15-25 knots	<input type="checkbox"/>	>25 knots	<input type="checkbox"/>
<b>Waves</b>	0 - 0.5 metre	<input type="checkbox"/>	0.5 - 1 metre	<input type="checkbox"/>	>1 metre	<input type="checkbox"/>

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**PADDLE PLAN**

Departure Time \_\_\_\_\_

ETA Back \_\_\_\_\_

<b>Course</b>	_____
	_____
	_____
<b>Session Plan</b>	_____
	_____
	_____
<b>Notes</b>	_____
<b>Incidents / Injuries</b>	_____
	_____

## ATTACHMENT 2

### ***Paddlers Acknowledgement / Consent***

#### **RISK ASSESSMENT ACKNOWLEDGMENT**

*As a member of Cradle Coast Outrigger Canoe Club, I have been made aware of the Risk Assessment document for the Club. I have read the document. I understand my obligations as a member of the Club to adhere to all the safety requirements as per this Risk Assessment.*

Surname:	Given Name:
Signature:	Date:

#### **PARENT/GUARDIAN CONSENT (If paddler 18 or Under)**

Surname:	Given Name:
Signature:	Date:

#### **MEDIA / PUBLICATION DECLARATION**

*I consent to Cradle Coast Outrigger Canoe Club using my name and /or image for internal and/or external promotion. I agree that my name, image and/or quotes may be used in any medium including, but not limited to, provision of footage to the media.*

Surname:	Given Name:
Signature:	Date:

#### **PARENT/GUARDIAN CONSENT (If paddler 18 or Under)**

Surname:	Given Name:
Signature:	Date:

## ATTACHMENT 3

### PERSONAL RISK MANAGEMENT

#### Proficiency Check List

Name: \_\_\_\_\_ Date: \_\_\_\_\_

#### 400 metre swim

<input type="checkbox"/> Poor	<input type="checkbox"/> Average	<input type="checkbox"/> Strong
<b>Recommendations and Requirements</b>		
Swim Training	Swim Training	Swim Training
PFD Fitted (not inflatable)	PFD Fitted (not inflatable)	PFD <small>(may use inflatable, i.e. yoke or bum bag)</small>
No more than 3 poor swimmers to a crew	May have 6 average swimmers per crew	No restrictions

#### Roll Over Procedure

<input type="checkbox"/> Unsure	<input type="checkbox"/> Average	<input type="checkbox"/> Competent
<b>Recommendations and Requirements</b>		
Educate & more roll over training.	Continued training in roll over procedure	OK
Dry Land Drills & Water Drills	Dry Land Drills & Water Drills	
Watch DVD		

- Tow Rope Tying Procedure**
- Correct Bailing Procedure**
- Pre Paddle Check**
- Rigging**
- Attach Covers**

**I agree with the above stated competency and understand the recommendations and requirements for my level of proficiency.**

**Signed:** \_\_\_\_\_ (Paddler)

**Signed:** \_\_\_\_\_ (Coach)

Updated 15<sup>th</sup> November 2011

## **ATTACHMENT 4**

### ***Club Activity RISK ASSESSMENT Page 1***

As per attached page 1

Updated 15<sup>th</sup> November 2011

## **ATTACHMENT 4 cont.....**

### ***Club Activity RISK ASSESSMENT page 2***

As per attached page 2

Updated 15<sup>th</sup> November 2011

## **ATTACHMENT 5**

### ***AOCRA Membership Form***



#	Element	Description	Potential Hazards	Consequence	Likelihood	Risk	Control Measures / Management Strategies	Residual Risk
1	Canoe Management	Launching canoe from the beach	Sprains, strains lifting canoe	Minor	Likely	<b>Medium</b>	Training, only lift with 5 people or more present & use beach trolley	<b>Low</b> Unlikely / minor
2	Junior Safety	Adult coaches & volunteers	Inappropriate Interactions	Major	Possible	<b>High</b>	All adults must have blue card when working with juniors	<b>Medium</b> Rare / Major
3	Coaches	Training qualifications	Not trained, liable for damage, may damage paddlers	Minor	Likely	<b>Medium</b>	All coaches mu be accredited or work under an accredited coach	<b>Low</b> Unlikely / minor
4	Cold Weather	Hypothermia	Death	Major	Possible	<b>High</b>	Wear appropriate cold weather training gear	<b>Medium</b> Rare / Major
5	Hot Weather	Sun Stroke / Heat Stroke	Death	Major	Possible	<b>Medium</b>	Slip Slop Slap / Hydration	<b>Medium</b> Rare / Likely
6	Beach Launch	Launching & Returning to shore	Shallow Water Capsize	Moderate	Likely	<b>Medium</b>	Awareness, listen & follow steerer's instructions	<b>Low</b> Unlikely / minor
7	Shipping / Boating traffic	Ships - Cargo, Fishing, personal, pleasure craft	Damage to Outrigger & Injury to Paddlers	Major	Likely	<b>Medium</b>	Awareness, give way to power craft	<b>Medium</b> Rare / Likely
8	Flipping	Outrigger Capsize	Canoe full of water, injury to paddler	Major	Possible	<b>Medium</b>	Dry beach run through with all new members, listen to steerers instructions & follow procedures	<b>Medium</b> Rare / Likely
9	Strong Wind Warning	White caps at sea or waves	Capsize or swamping of Canoe	Moderate	Likely	<b>Medium</b>	Storm covers to be fitted at Coaches / Captain discretion	<b>Medium</b> Rare / Major
10	Lack of Light	Reduced Visibility	Collision, loss of direction	Major	Possible	<b>High</b>	Torches, lights	<b>Medium</b> Rare / Major
11	Public - Beach Goers	People on Beach &/or Swimmers	Collision with swimmers or beach goers	Major	Possible	<b>High</b>	Slow controlled movements with beach trolley & enter through swimmers slowly	<b>Medium</b> Rare / Likely
12	Transport of canoes	Trailer Loading	Sprains, strains lifting canoe	Minor	Likely	<b>Medium</b>	Lift with 4 people or more & trolley for bottom rack, or 6 people or more for top rack	<b>Medium</b> Rare / Likely

#	Element	Description	Potential Hazards	Consequence	Likelihood	Risk	Control Measures / Management Strategies	Residual Risk
13	Medical	Emergency	Varying from Sprain to Death	Minor to Major	Rare - Possible	Medium	First Aid Kit at trailer, contact details of doctors, Ambulance	Medium Rare / Major
14	Cross Training	Away from Outrigger Paddling	Running - Sprains, Strains, Traffic. Swimming - Drowning. Cycling - Traffic	Major	Likely	Medium	Be aware of conditions, report any injuries to coach	Medium Rare / Major
15	Medical Conditions	Asthma, Eplipsy, etc.	Death	Major	Likely	Medium	Coaches / Captains need to know all paddles pre-existing medical conditions	Medium Rare / Major
16	Late Canoe Procedure	Not back within 30 minutes of ETA	Loss or Direction, Capsize, Collision, Medical incident	Moderate	Likely	Medium	Check Log to see what direction	Medium Rare / Major
17	Paddling Direction	Emu Bay / Port	Shipping, General Public, Recreational boating, Weather Conditions	Major	Possible	High	Night paddling require lights, Day/Night - 400m from all ships in port, give way to power craft, weather at discretion of coach / steerer, General public - awareness, PADDLE LOG MUST BE COMPLETED	Medium Rare / Likely
18	Paddling Direction	Emu Bay to West of Burnie	Shipping, General Public, Recreational boating, Weather Conditions, Rebound water off breakwall, Burnie reef system, West Beach reef system	Major	Possible	High	No Night paddling, give way to power craft, weather at discretion of coach / steerer, Tide - awareness, Storm covers to be used, PADDLE LOG MUST BE COMPLETED	Medium Rare / Likely
19	Paddling Direction	Emu Bay to East of Burnie	Shipping, General Public, Recreational boating, Weather Conditions	Major	Possible	High	No Night paddling, give way to power craft, weather at discretion of coach / steerer, Tide - awareness, Storm covers to be used, PADDLE LOG MUST BE COMPLETED	Medium Rare / Likely