

EVENT RISK ASSESSMENT for CLEAN UP PADDLES

EVENT ORGNISERS

Name	
Position	
Email	
Contact No	

EVENT DETAILS

Event title	
Venue	
Address	
Date/s of Event	
Event times	
Expected number of attendees	
Description of event and relevant info (eg. clean up of Sandy Beach Reserve + on-water)	

ASSESSOR DETAILS

This assessment was conducted on:

Name		Signed	
Position		Date	

Name		Signed	
Position		Date	

Responsibility, Authority & Accountability The nominated person responsible for overall assessment & conduct of the event	Name	
	Position	

Note: Person named will ensure that affected team members have been consulted in the preparation of this risk assessment and will ensure all team members adhere to this risk assessment.

Note: All affected team members must comply with the requirements of this risk assessment.

Separate sheet - for emergency contacts.

RISK MANAGEMENT APPROACH

A **Hazard** is the potential to cause harm; **Risk** is the likelihood of harm to persons, property, environment etc. Analysing and evaluating the risks will allow you to establish a priority list of the hazards according to their severity. From this we need to implement controls in order to reduce the level of the risk to an acceptable level. Please modify this risk assessment to be relevant to your event – add risks, remove others etc.

Throughout the entire process there should be monitoring and reviewing. This will allow you to make any adjustments throughout the process.

The risk assessment should also be developed in consultation with other key people/organisations that will be involved in the event, plus it needs to be communicated with participants (eg. on the event website, and/or the key points are summarised in a safety briefing).

RISK ASSESSMENT & CONTROLS

Specific Task or Activity	List all risks associated with the activity or task	Describe the possible impacts of the risk	Inherent Risk			What controls will be used to eliminate or reduce risk exposure? Describe how the risk will be minimised.	Residual Risk (after the controls are put in place)		
			Consequences	Likelihood	Risk Score		Consequences	Likelihood	Risk Score
On-water	Potential to fall out of boats while paddling, reaching for rubbish	Swim, possible drowning	5	3	15	<p>An appropriate number of 'safety paddlers' to be on the water supervising activities – using appropriate participant v guide ratios on the day.</p> <p>All paddlers to wear life jacket (50 or 50s, not inflatable)</p> <p>All paddlers to receive safety briefing before commencing on water activities</p> <p>All participants asked about swimming ability prior to commencing on water activities</p>	5	1	5
On-water	Bridge obstruction with tide flow out)	swim	5	3	15	<p>Let paddlers know of any obstruction risk eg. bridge structures with tidal flow.</p> <p>(if relevant, avoid bunching/rafting up of paddlers in areas of flow)</p>	5	1	5
On-water	Participants having limited swimming ability	Swim, potential drowning	5	3	15	<p>To ensure this is covered off in the briefings provided to participants before they head for the water. Let people know what to do in the unlikely event that they capsize.</p>	5	1	5

						<p>Anyone with low swim ability – ensure they buddy up with someone who can help if they capsize.</p> <p>Ensure that the paddlers have a life jacket before heading for the launch pontoon.</p>			
On-water	On-water supervision	Potential swims, capsize, injury etc.	5	3	15	<p>To encourage as many competent club paddlers to participate in the event, on the day, to provide general supervisions. Appropriate number of safety paddlers to be on water.</p> <p>This has been done through various callouts for participation through all club communication channels – mailing list, social media, PaddleNSW social media post etc.</p>	5	1	5
Land and water	Supervision, falling into water	Missing person	5	3	15	<p>Head count and mark names off at start of event.</p> <p>Set boundaries (on land and water) for the event. On the water, have a safety team kayaker stationed at each boundary point.</p> <p>Use a buddy system – no one paddles alone.</p> <p>Participants encouraged to take mobile phone with them.</p> <p>Let participants know the finishing time of the event and anyone more than 30 mins late – search party will be sent, emergency services contacted if not found within a reasonable time.</p>	5	1	5

Land and water	Potential falling off pontoon	Potential for people to fall off the pontoon	3	4	12	Suitable number (2?) club members to be present to assist in getting into and out of craft – (enough people to help, but not too many to crowd the pontoon)	3	3	9
On water	getting in and out of boats	Potential swim	2	5	10	Suitable number (eg 2?) club members to be present to assist in getting into and out of craft.	2	4	8
Land and water	Sun Exposure	Heatstroke/ Sunburn	2	4	8	Participants will be asked to wear appropriate clothing and sun protection including a hat and sunscreen as well as bringing a water bottle Event run in the morning before the sun is too hot. Sunscreen will be provided	2	3	6
Land-based clean up	Close proximity to Water	Drowning	5	2	10	Participants will be reminded of being close to water All children are to be accompanied by an adult.	4	1	4
Land-based clean-up	Trip/fall from walking on uneven surface	- Potential injury - sprain - graze/cut - bruising	2	4	8	Participants will be asked to wear sturdy /enclosed footwear and informed of the potential to trip First aid officer employed during event	2	3	6
Land-based clean-up.	Potential to slip into mud	Getting stuck Ruined clothing Injuries	2	4	8	Participants will be asked to wear appropriate clothing and shoes – asked to wear long sleeves and long pants and gumboots (land only) or old shoes	2	3	6

						All participants will be supplied with gloves and litter pickers for rubbish handling			
Land and water based clean-up	Needle injury from collecting rubbish	HIV/ Hep C infection	4	3	12	<p>Participants informed of the possibility of encountering needles.</p> <p>Participants informed not to collect any needles but to advise site supervisor when needle is spotted.</p> <p>Only site supervisor is to collect needles using litter picker and disposing of them in a sharps container.</p> <p>All participants will be supplied with gloves and litter pickers for rubbish handling - so direct use of hands on litter is reduced. Enclosed footwear too.</p>	4	2	8
Land and water based clean up.	Contact with animals/ insects	Bite/ Sting Bird swooping	2	4	8	<p>First aid kit, including snake bite bandages and epipen to be stocked and available for use</p> <p>Move away from area with aggressive birds</p> <p>Insect repellent to be made available</p> <p>Bee stings – remove sting as per first aid procedures and monitor for any reaction</p>	2	3	6
Land and water based activities.	Contact with toxic mud and other chemicals.	Sickness	3	4	12	Ask participants to wear long sleeves and long pants, gloves.	3	2	6

Land and water based activities.	Inclement Weather – Rain	Getting cold and sick	2	4	8	Event will run in light rain, if rain is predicted participants will be contacted and reminded to wear appropriate wet weather gear In the event of heavy rain/ flooding the event will be cancelled. Suggested threshold around 10mm in 24hrs? (TBC for local conditions)	1	3	3
Land and water based activities.	Inclement Weather - Wind	Tree/branch fall Paddlers being blown off course. Also potential for hypothermia	4	3	12	Visual inspection of trees on event date. Cancel or relocated in the event of high-winds (recommendation to set threshold for wind strength - eg 15knots/29 kph) Paddlers informed to bring wind jacket (spray jackets / light rain jackets are good for this)	3	2	6
Land and water based activities.	Inclement weather Storm event	lightning	4	2	8	If forecast, cancel event If not forecast, however becomes apparent – monitor. If lightning within 5km - seek to cancel event	4	1	4
All	Morning/ afternoon tea supplies	Food poisoning Allergies Covid transmission	3	4	12	Ensure participants are informed of what the food is Request participants to advise of any food allergies, if relevant. Ensure proper food handling and storage First aid officer employed during event	3	2 (3 if Covid)	6 (9 if Covid)

Other	Vehicles, pedestrians, other boat ramp users	Collisions between cycle and pedestrian movements on shared path/boat ramp	4	4	16	'Prepare to stop' signage to be placed adjacent to shared path, either side of entrance Volunteer to be placed with high viz at potential conflict point.	4	2	8
Other	Covid					Covid safety management plan (as relevant at the time)			

USEFUL NOTES, TIPS & TRICKS

- **Standard info for participants:** To be developed. What to bring, what to expect.
- **Standard briefing:** To be developed. What to cover off, before participants hit the water etc.
- **Medical conditions:** Ask this in the registration process – eg. 'Do you have any medical conditions that may impact on your ability to participate safely?' Remind participants at safety briefing to have any relevant medications with them.
- **Swimming ability:** Ask this in the registration process, with an explanation of whether they will still be able to participate or not. Have a plan for non-swimmers – eg. buddy up in double canoe/kayak with someone who can swim.
- **First aid personnel:** You need at least one designated first aid officer (with appropriate qualifications) at the event, preferably based on land or otherwise to remain in the centre of the paddle area. Consider how they will be identifiable (eg. high vis shirt, green armband with white cross). For events over 50 people, best to contract external personnel eg. St John's Ambulance.
- **Removal of rubbish from site:** Check with your local Council the best way to handle and whether they can assist (eg. Council truck picks up rubbish, or free tip vouchers are provided). Size/weight of litter bags a WHS consideration.

- **Buddy system:** With clean up events, paddlers will likely get distracted. highly recommend adoption of a paddle buddy system.
- **Level of on-water safety:** Need to consider whether rescue craft needed/available. Potential for partnership with SES etc.
- **Radios/communications:** Need to consider what's needed/best. Comms plan recommended - eg at least 4 safety paddlers with radio comms.
- **Map for emergency assistance + hospitals:** Recommend preparing one and making it available, plus useful phone numbers (police, hospitals, poisons)
- **Map prepared setting out suitable event area:** Can easily use tools such as Google My Maps to prepare custom maps for event area, including 'no go areas' and event boundaries.
- **Signing people in and out of the event - plus on and off the water:** Consider what best to do. Eg use of eventbrite organiser app.
- **Potential sponsors:** There are plenty of sponsors generally available keen to support clean up events eg local hospitality venues, Councils, Sydney Water etc.
- **Check out the PaddleNSW 'How to organise a clean up paddle' 10-step guide.**
- **Insurance:** Suggest liaising with PaddleNSW early to discuss.
- **Membership arrangements:** eg use of PaddleNSW single event framework
- **Choice of boats:** Canoes are best (stable for beginners + can hold a lot of rubbish), if available. Sit on top kayaks are also good.

- **U18s/juniors:** To be the full responsibility of a parent/guardian at all times during an event.

RISK ASSESSMENT MATRIX

Determining the Risk Score

INITIAL RISK SCORE

To determine the "Initial Risk Score" for an identified hazard, consider the hazard without any controls being put in place to prevent harm to the person or environment.

	←Consequence→				
Likelihood↓	Catastrophic (5)	Major (4)	Medium (3)	Minor (2)	Insignificant (1)
Almost Certain (5) Daily-Monthly occurrence	Extreme (25)	Extreme (20)	High (15)	Significant (10)	Significant (5)
Likely (4) Monthly-Annually	Extreme (20)	High (16)	Significant (12)	Significant (8)	Moderate (4)
Possible (3) One every 5 years	High (15)	High (12)	Significant (9)	Moderate (6)	Low (3)
Unlikely (2) Every 25 years	High (10)	Significant (8)	Moderate (6)	Low (4)	Low (2)
Rare (1) Every 50 years	Significant (5)	Significant (4)	Moderate (3)	Low (2)	Low (1)

1. Scroll across the top row and choose what you consider to be the most "serious outcome" for the hazard. Select from:
 - Catastrophic (Multiple deaths from a single event or serial deaths over one year or cumulative and delayed disability due to a single cause at one location)
 - Major (Single fatality, multiple injuries or major incapacity or series of single fatalities or major injuries due to a single cause at one location)

- Medium (Single serious injury or illness requiring hospitalisation and rehabilitation due to a single cause at one location)
- Minor (Single injury requiring medical treatment resulting in some lost time or a large number of incidents resulting in minor injuries)
- Insignificant (Minor injury requiring first aid but no lost time or a few incidents which do not result in injury)

Write corresponding consequence or number in the "consequence" column.

2. Then scroll down the left hand column to determine the Likelihood of that event actually happening. Select from:
 - Almost Certain (Daily-Monthly occurrence)
 - Likely (Monthly-Annually)
 - Possible (Once every 5 years)
 - Unlikely (Every 25 years)
 - Rare (Every 50 years)

Write corresponding likelihood or number in the "likelihood" column.

3. Where the Consequences and Likelihood lines cross will be a number from 1-25. Transfer this number to the "Inherent Risk Score" column. Repeat steps 1-3 for each hazard identified for the activity.

Risks with a final rating/score of Extreme or High indicate a hazard that needs further controls and must be addressed immediately. All risks must be eliminated (where reasonably practicable) or controlled as best as possible.

RESIDUAL RISK SCORE

To determine the "Residual Risk Score" repeat steps 1 - 3 above, but this time consider the impact of the control measures to be put in place and enter this score in the "Residual Risk Score" column. This process should result in a lower risk score being able to be achieved.