



# RAMS

Risk Analysis & Management Systems

Reviewed 2/10/18 (MM)

# Kayaking

**Risk Level:** Medium to High  
**Minimum Adults Needed:** 1  
**Location:** In Stream  
**Supervisors:** Parent Helpers/Teacher(s)

### Important Information for Supervisors of Activity Groups:

- ⇒ The children and their safety is **your** responsibility for the entire duration of the session. Do not allow any child to leave the group without your permission.
- ⇒ Please ensure your cellphone is off & attention is on the children at all times.
- ⇒ Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- ⇒ It is expected that your organisation will have briefed supervisors as to any special needs/at risk children (e.g. a severe bee-sting allergy, epilepsy).
- ⇒ If you have any concerns about the activity, the equipment or your level of ability in regard to this activity, please speak with One Big Adventure staff immediately.
- ⇒ Normal precautions for child safety apply such as:
  - ◆ Ensure adequate clothing and footwear are worn especially if outdoors.
  - ◆ Maintain group control at all times.
  - ◆ Be aware of emergency procedures.
  - ◆ Know who your First Aid Officer for the group is and their location.
- ⇒ Encourage full group participation and have fun together!

- ◆ The **RAMS** outlined below are for hazards that could result in serious illness, injury and/or death. These hazards are specifically related to use of One Big Adventure activities and equipment.
- ◆ Risks associated with normal daily life have not been included (such as bee stings, sunburn, etc.) as it is expected that all groups will apply normal precautions to avoid these and to address them if need be.

Equipment		
Risks	Causing Factors	Normal Operations
Drowning	Kayak not fit for use	Equipment regularly undergoes maintenance
Drowning	Life jacket not fitted correctly	Ensure life jackets properly fitted and in good condition.
Injury	Slipping due to mud	Regularly clean matting and concrete area
Environment		
Risks	Causing Factors	Normal Operations
Stream floods	Excessive rain	Do not kayak if raining heavily
Illness	Extreme cold or heat	Ensure weather-relevant clothing is worn
Injury from trees	Branches falling into stream	Staff to keep banks clear of rotted trees/branches
Injury from dam	Dam break or participant goes over edge of dam	Dam undergoes regular maintenance. Keep participants clear from edge of dam
People		
Risks	Causing Factors	Normal Operations
Injury	Kayak Paddles used inappropriately	Clients to be trained in proper use of Kayak Paddles, in and out of the water.
	Misbehavior/loss of group control	Ensure adequate Adult supervision including trained One Big Adventure Instructor always present

### EMERGENCY PROCEDURES

1. Stop the activity
2. Assess the situation and the group safety as well as your own
3. Administer first aid and seek further treatment if necessary
4. Fill in Accident Report Sheet with your First Aid Officer (See Staff)