



## UCCC Risk Management Plan

**Activity:** White Water Kayaking

**Date Written:** 21-09-2010 (last updated: 06-10-2011)

**Group:** Clients

**Location:** New Zealand

### Risks

*(The potential to lose or gain something of value)*

<b>Environment</b> Weather, terrain, water, season etc.	<ol style="list-style-type: none"> <li>1. Damage to river bank</li> <li>2. Polluting air/water. Leaving litter behind.</li> <li>3. Spreading Didymo</li> </ol>
<b>Equipment</b> Clothing, shelter, transport, activity, specific gear, safety gear etc.	<ol style="list-style-type: none"> <li>4. Loss of equipment</li> <li>5. Equipment failure</li> <li>6. Unsatisfactory quantity and/or quality of equipment</li> </ol>
<b>People</b> Skills, attitudes, age, fitness, ratios, experience, health etc	<ol style="list-style-type: none"> <li>7. Psychological / emotional damage</li> <li>8. Minor Injuries (Cuts, sprains, strains, bruising, blisters)</li> <li>9. Major injury ( Broken bones, dislocations, concussion, foreign bodies in body) –anything which requires external medical attention</li> <li>10. Hypothermia / hyperthermia</li> <li>11. Heat stroke, sun-burn, dehydration</li> <li>12. Pre-existing medical conditions</li> <li>13. Lost or missing person/s.</li> <li>14. Death by drowning</li> <li>15. Death by other causes</li> </ol>



	Causal Factors	Risk Reduction Strategies
<b>Environment</b> Weather, terrain, water, season etc.	<p>River too high/too low</p> <p>Slippery terrain while walking to put-ins, portaging, scouting</p> <p>Bad weather, sudden change in weather</p> <p>Intense sun/heat, little shelter offered</p> <p>Strainers</p>	<p>Check flows before briefing and advise all clients of the expected conditions.</p> <p>Brief everyone to be careful. Advise on the use of ropes where necessary/required.</p> <p>Be prepared for all weather – carry emergency high-energy food at all times.</p> <p>Brief client to be sun smart – slip, slop, slap and wrap (Cover skin, apply sunscreen, wear head protection and wear sunglasses, carry a drink bottle etc.)</p> <p>“If in doubt, give it a scout.” Good group management – not allowing clients to position themselves downstream of an instructor.</p>
<b>Equipment</b> Clothing, shelter, transport, activity, specific gear, safety gear etc.	<p>Inadequate/ Lack of equipment</p> <p>Poorly maintained equipment</p> <p>Sun damaged equipment</p> <p>No First Aid Kit on hand</p>	<p>Ensure boats, paddles, helmets, PFD’s, spray-decks are up to standard for use, have split-paddle on hand (in tail end group).            Emphasise the use of wetsuits and windbreakers to prevent group members getting too cold and the use of quality river footwear to make walking safer/easier.</p> <p>Ensure <i>all</i> boats are fitted with inflated airbags before commencing trip.</p> <p>Deal to any problems before they become an issue.</p> <p>Regular checking/monitoring of equipment.</p> <p>Safety Officer to ensure all group leaders have a First Aid kit in their boat before river trip commences.</p>



<p><b>People</b>          Skills, attitudes, age,          fitness, ratios,          experience, health etc</p>	<p>Poor use of equipment</p> <p>Miscommunication, lack of focus</p> <p>Lack of consideration/care for other group members</p> <p>Inadequately skilled instructors/poor group ratios</p> <p>Lack of skills/balance/technique</p> <p>Lack of knowledge (clients)</p> <p>Lack of knowledge (instructors)</p> <p>Pressure from peers</p> <p>Not carrying correct medication for pre-existing conditions</p> <p>Clients going astray/getting left behind. Clients are capable of becoming lost if they walk out of a run.</p>	<p>Clear briefing about equipment and its uses.</p> <p>Not delivering briefing unless all clients are focused.</p> <p>Set rules about this and make sure everyone is aware of consequences</p> <p>Before briefing safety officer to ensure all groups have got appropriate ratios of instructors/seconds and skills are of high enough calibre to look after clients.</p> <p>Use sensible progressions – Executives make the call on who can paddle what.</p> <p>Ensure all clientele are informed about environmental processes and other relevant information</p> <p>Ensure all group leaders are familiar with the main rapids/ hazards etc. If in doubt give it a scout.</p> <p>Monitor this scenario. Executives/instructors have to make final call. Challenge by choice.</p> <p>Ensure you have correct and up to date information about the groups pre existing conditions and carry medication if need be.</p> <p>Good group management, frequent head counts. Walking out is last resort – how to deal with it is case by case because it's a lot easier to walk out from Tekapo than it is from Rangitata Gorge.</p>
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## Critical Accident/Incident Emergency Protocol

	Emergency Procedures to manage each identified Risk	Emergency Gear Required
<b>Environment</b> Weather, terrain, water, season etc.	<b>1. Environmental Damage:</b> Control and correct situation as soon as possible and teach clients the importance of having a healthy relationship with the environment	Didymo wash gear, zip lock bags for bloodied first aid gear, rubbish receptacles for vehicles/ trailer etc.
<b>Equipment</b> Clothing, shelter, transport, activity, specific gear, safety gear etc.	<b>2. Loss of equipment</b> <b>3. Equipment failure causing injury:</b> Apply first aid, fix or replace broken equipment and check equipment for other faults	Split paddles, spare gear on trailer. First Aid Kits, club tool kit, spare gear



<p style="text-align: center;"><b>People</b></p> <p>Skills, attitudes, age, fitness, ratios, experience, health etc</p>	<p><b>5. Psychological/ emotional damage:</b> Instructor pull affected individuals aside and address situation, or initiate debrief, advise further professional counselling if required.</p>	<p>N/A</p>
	<p><b>6. Minor Injuries (cuts, sprains, strains, bruising)</b> = Apply First Aid if needed. Fill in Safety Bible with what first aid supplies were used and out of what kits.</p>	<p>First Aid Kit, Safety Bible</p>
	<p><b>7. Major injury (Broken bones, concussion, foreign body injury, dislocation) requiring medical attention:</b> Apply first aid, call an ambulance, or get patient to appropriate facilities. Fill in safety bible with what first aid supplies were used and out of which kits. Fill in accident/incident form.</p>	<p>First Aid Kit, communication device, Safety Bible and accident form</p>
	<p><b>8. Hypothermia</b> Stabilise situation, ensure safety of the rest of the group as well as affected person – if it’s cold/warm enough for one member of a group to be hypo/hyperthermic then there’s a good chance that other group members will be in a similar condition as well. Make an activity up to keep everyone moving. Fill in accident/incident form.</p>	<p>Neoprene Skull Cap (hot head), Thermos of hot milo or raro, chocolate/ museli bars, spare warm and dry polypros. Accident/ Incident Form</p>
	<p><b>9. Heat Stroke/Sun burn/Dehydration/ Hyperthermia</b> Seek shelter, stabilise situation, keep everyone well hydrated. Give first aid if required. Fill in Accident/Incident form if injury/near miss has occurred.</p>	<p>Water Bottles, Sun Screen, Burn relief cream, First Aid Kit</p>
	<p><b>10. Pre existing medical conditions:</b> Administer appropriate medication</p>	<p>Medication for each individual with pre existing medical conditions.</p>
	<p><b>11. Lost or missing person/s:</b> Manage the rest of group, begin controlled initial search, call 111 and talk to Police, alert UC/UCSA</p>	<p>Cell Phone</p>
	<p><b>12. Death</b> = Move the group into safe area and begin grief management. Protect body without moving it. call 111 and talk to Police, alert UC/UCSA</p>	<p>Cell Phone</p>