



RISK MANAGEMENT

ASSESSMENT

JULY 2025

INTRODUCTION



This Risk Management Assessment outlines the process required to ensure on water training is conducted in a safe manner. A risk assessment is undertaken on an annual basis, to ensure all foreseeable risks are identified and control measures implemented to mitigate the risk to the paddler and the CLUB. The assessment of risk is every individual paddlers' responsibility, not just that of the coach/ steerer. Every paddler is responsible for their own safety at all times and should not put anyone else at risk by their behaviour. To ensure that all paddlers are aware of their responsibilities, all club members are required to read, understand and acknowledge the Bayside Risk Management Assessment and Attachments contained herein.

ADMINISTRATION

AOCRA Membership

AOCRA membership must be completed online at: www.aocra.com.au. To participate in club canoeing activities, whether for social or competitive purposes, it is mandatory to be a registered member of AOCRA (Australian Outrigger Canoe Racing Association). All members are prohibited to paddle until their AOCRA insurance fee is paid.

If a paddler has a medical condition, then they must disclose this in their Bayside OCC and AOCRA membership applications. A Medical Declaration form (available online at the time of application) must be completed by the paddler's doctor and returned to the Bayside OCC Registrar and AOCRA Registrar. The paddler's membership with Bayside OCC or AOCRA will not be complete until this Medical Declaration is received.

Indemnity Release Forms

Visitors or new paddlers will be under direct supervision of a club Coach and permitted to train once they have completed and signed the AOCRA Indemnity and Release Form. A brief run-down of the clubs training practices and huli drill will be discussed prior to getting on the water. Signing the AOCRA Indemnity and Release form entitles new paddlers to three free training sessions (to be used within 3 months). After the free training sessions are exhausted, the paddler is asked to join and pay AOCRA and Club membership fees. New paddlers are not permitted to paddle for any further sessions until they have completed all paperwork and membership fees have been received.

Injuries and Incidents

Any incidents, injuries or near misses to paddlers and/or canoes must be reported by completing an online incident report. Members log into the AOCRA website (www.aocra.com.au), using their membership number to lodge an incident report. Incidents must be reported within 7 days of the event. A copy of the report is automatically sent to the AOCRA Safety Officer and the zone and club secretaries.

An incident report **MUST** be completed to enable a paddler or club to make an insurance claim for medical or related expenses and for equipment damage claims.



WATER SAFETY

Marine Traffic

The primary risk is the potential for interactions between outrigger canoes and other marine vessels including 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. As the canoe launch point for BAYSIDE OCC is in a small cove to the south of the public and VMR boat ramps it is clear of most of the major traffic and is relatively protected.

However, all paddlers must be aware of other craft in the area and alert their steerer when required. BAYSIDE OCC craft will obey all marine safety regulations.

Wind Warnings

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 into the water during a gale force warning.

Moreton Bay is relatively safe, however in strong winds and runout tides, conditions on the Bay can become quite rough, and care is to be taken to prevent tipping in these conditions. It will be the Coaches decision on the day as to whether it is safe. **At any time if any member of the team feels they are at risk the whole team is to return to shore.**

Swim Tests

A swim test is conducted annually for all paddlers. Each paddler must show that they are able to support themselves in the water. If a member fails either the annual swim or tread water test, that member must wear a lifejacket/Personal Floatation Device (PFD) whilst training or competing in any form of outrigger canoe. If a member fails the test to safely re-enter the canoe under their own strength, they are to be advised that they are not eligible to paddle. They will be given further opportunities to undertake the test, at the discretion of the Level 1 Coach.

The Member may be offered the opportunity to utilise a rope ladder or bungee cord (or similar) to assist them to re-enter the canoe. If this is successful, the paddler must have that apparatus with them every time they are in the canoe.

The test is as follows:

Senior Paddlers

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



Junior Paddlers (Incl. Minnows)

- Swim for 150m with no external aid – any stroke
- Tread water for 3 minutes

Juniors competing in senior paddling events must complete the senior swim and tread water tests. This ensures a proficiency in the 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 huli/tipping drill during a training session. The coach will explain the tipping drill prior to the canoe entering the water and then a huli/tip drill is carried out. The drill participants and date are logged by the coach.

The drill is conducted to ensure each paddler understands their role in the case of a real huli/tip and to confirm their competency to right and reboard their canoe following a huli.

Sun Protection

Wearing sun safe clothing, a hat, sunglasses and use of protective sunscreen during summer months is strongly encouraged. In excessive heat or cold, coaches will undertake a risk assessment based on the conditions and advise paddlers whether training will go ahead.

Hydration

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

Pregnancy

A medical certificate is to be provided to the club to assist the club to provide a safe environment for the paddler and their unborn child. Without this the paddler is not to continue to participate in paddling activities.

TRAINING SESSIONS

- All paddlers are required to arrive 15mins before training to assist with loading the canoes and transporting them to the water.
- All paddlers **MUST** sign-on using the whiteboard provided (in the shed), before entering a club canoe.



- The steerer of the canoe is responsible for the navigation and direction of the canoe and the safety of all paddlers in the canoe. All paddlers must follow the steerer's directions.
- Training sessions held during low visibility or in hours of darkness must be conducted out of busy traffic areas.
- If children are in attendance a Blue Card holder must be present (excl. parents).
- The number of paddlers in a canoe must not exceed the number of seats.
- The club will adhere to the AO rules (8.7) regarding training in off shore and coastal waters.

Coaching

- Bayside OCC must have an AOCRA registered Level 1 Coach that meets the requirements outlined in the AOCRA Rules – Section 9 Coaching.
- All Level 1 Coaches / volunteers MUST be registered club members.
- All Junior Coaches and adults attending junior sessions must hold a 'Blue Card'.
- Swim and tread water tests are logged by the Level 1 Coach and records kept by the club.
- Canoe huli / tipping drills (with and without covers for OC6) are logged by the Level 1 Coach and records kept by the club.
- Level 1 Coaches are to provide training programs and make available for members to peruse. Each training session is to be recorded in a logbook, detailing the following items:
 - Time and date
 - Attending paddlers
 - Direction/location
 - Weather conditions
 - Type of and duration of the session
 - Any incidents or injuries

OC6 Canoes

- Canoe rigging must be checked prior to every session and re-rigged where necessary.
- Storm covers are to be put on canoes in the event of rough conditions. This is at the discretion of the team coach and steerer (master of the canoe).
- A Level 50 (previously Type 2) PFD, as outlined in the Roads and Maritime Boating Handbook 2016, MUST be carried on board each canoe - one for each paddler - every time the canoe is put on the water.
- A minimum of two (2) bailers.
- Torches and/or navigation lights fixed to the canoes for sessions that start or finish in the hours of darkness.
- Spare paddle and tow rope.
- A mobile phone in a waterproof carry case.

Small Craft

- Paddlers must be assessed by a Level 1 Coach before taking out a club V1/OC1/OC2. Assessment will involve a competency assessment and huli test.
- Club small craft are only to be taken out under a coaches direction.



- Club small craft are to be used during training sessions **ONLY**.
- A Level 50 (previously Type 2) PFD must be carried on board each canoe - one for each paddler.
- A Leg rope, Spare Paddle and Bailer (if paddling a V1), are mandatory and must be attached to the small craft.

- Torches and/or navigation lights fixed to the canoes for sessions that start or finish in the hours of darkness.
- A mobile phone in a waterproof carry case.

ACCIDENT PROCEDURES

- VMR is to be notified by the coach after 1 hour from said return time if no contact has been made by paddlers.
- All incidents **MUST** be reported immediately to the Club Secretary or President **ONLY**.
- AOCRA Form 118 must then be completed in full for the incident and for any injuries that have occurred due to the incident. This must be completed within 7 days of 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

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



ATTACHMENT 1 - CLUB ACTIVITY RISK ASSESSMENT

	Element	Description	Potential Hazards	Consequence	Likelihood	Risk	Control measures/ Management Strategies	Residual Risk
1	Canoe Management	Launching canoe from the beach	Slip/drowning	Major	Likely	High	Ensure paddlers are aware of the sudden drop off	Medium
2	Canoe Management	Launching canoe from the beach	Sprain's, strains, other injuries lifting and carrying canoes,	Minor	Likely	Medium	Training, only lift with 5 people or more present	Low
3	Canoe Management	Other boating traffic	Collision with other vessels	Major	Possible	High	All marine safety regulations must be adhered to at all times. Give way to larger craft.	Medium
4	Canoe Management	Capsize	Emergency situation if crew unsure what to do/are not prepared	Major	Possible	Medium	Ensure all paddlers have undertaken capsize drill and swimming/treading water testing	Low
5	Canoe Management	Canoe does not return from training session	Emergency search and rescue situation – Coast Guard etc.	Major	Possible	High	Do not go out with less than 2 crews. Ensure crews stay together and are aware of where the others are. If there is only one canoe going out, there must be a mobile phone onboard.	Medium
6	Canoe Management	High and low temperatures – both air and water	Heat exhaustion, sun burn, sun stroke, hyperthermia	Minor	Possible	Medium	Ensure paddlers are prepared for conditions – sunscreen hat, adequate water for heat, thermals, and appropriate clothing for cold.	Low

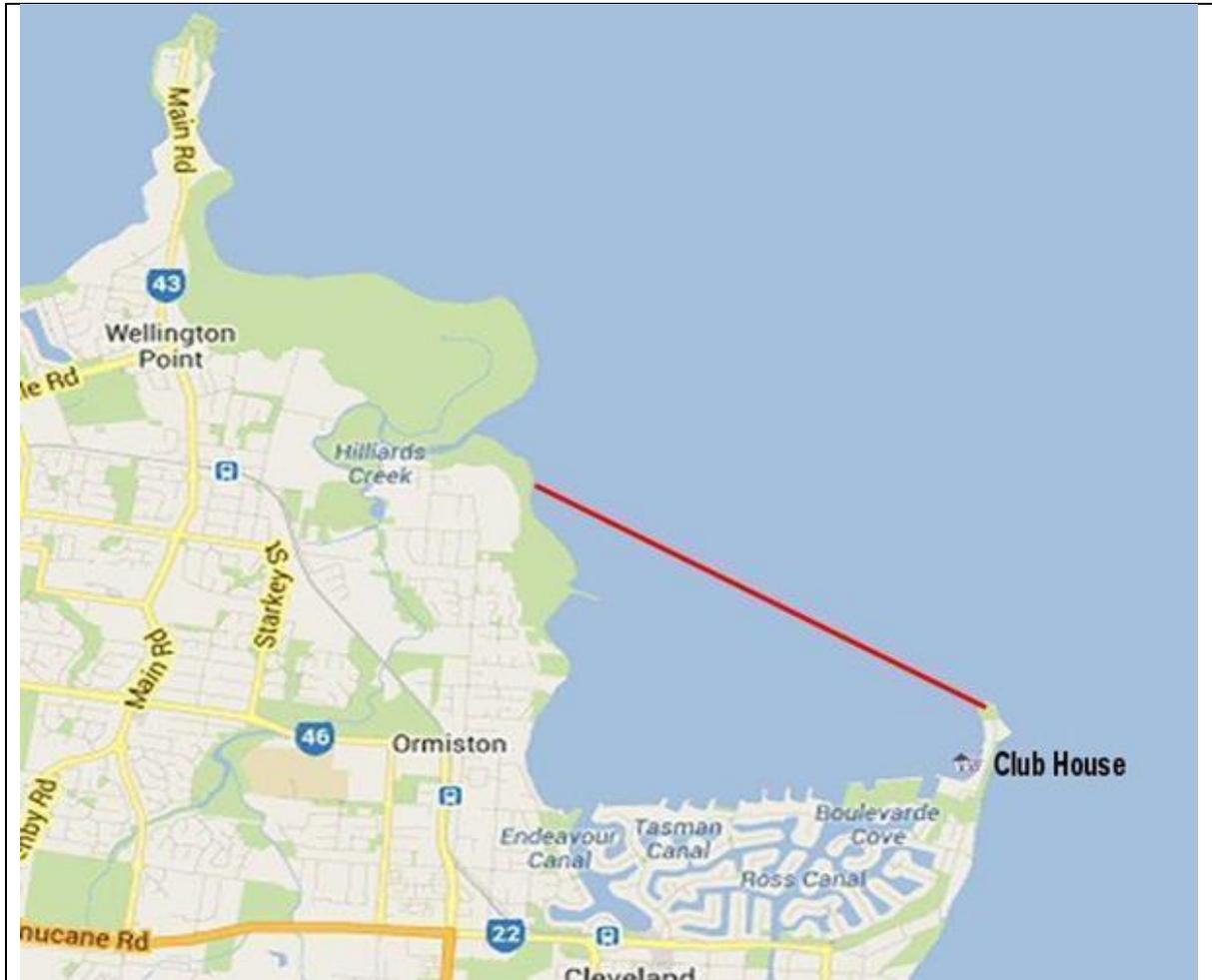


	Element	Description	Potential Hazards	Consequence	Likelihood	Risk	Control measures/ Management Strategies	Residual Risk
7	Environment Bay, River and Coast	Storms (incl electrical)	Unsafe paddling conditions	Major	Possible	Medium	All paddlers and steerers to be aware of current weather forecast and conditions. Do not paddle if lightning forecast. Do not paddle in unprotected waters. Use storm covers where necessary.	Low
8	Environment Bay, River and Coast	Wind warning	Unsafe paddling conditions	Major	Possible	Medium	All paddlers and steerers to be aware of current weather forecast and conditions. Do not paddle during Gale Force Warning. Paddling in enclosed waters during strong wind warning at discretion of coaches and crews. Use storm covers where necessary.	Low
9	Environment Bay, River and Coast	Poor light (early morning/late afternoon and evening)	Low visibility of canoes causes collision with another vessel	Major	Possible	Medium	Ensure all canoes use lights in accordance with Marine Safety Regulations.	Low
10	Environment Bay, River and Coast	Shark attack	Injury and or death	Major	Rare	High	Do not intentionally get in water before dawn and after dusk. Take care around fish shoals, sea birds, fishing vessels etc.	Medium
11	Environment Bay, River and Coast	Cardiac arrest or other serious medical condition	Injury and or death	Major	Possible	High	Ensure anyone with a medical condition has doctors' certificate	Medium
12	Junior Safety	Adult coaches and volunteers	Inappropriate interactions	Major	Possible	High	All adults must have a current blue card when working with juniors	Medium



	Element	Description	Potential Hazards	Consequence	Likelihood	Risk	Control measures/ Management Strategies	Residual Risk
13	Volunteer Coaches	Training qualifications	Unaware of coaching responsibilities	Major	Likely	Medium	All coaches must be accredited or work under an accredited coach	Low
14	Canoe Management	Slippery/ high traffic/ large slits in boat ramp	Injury and or death	Major	Possible	High	Do not use boat ramp during busy periods. Inform and be cautious of ramp conditions and hazards	High

ATTACHMENT 2 - BAYSIDE OCC TRAINING SAFETY ZONE FOR ALL MEMBERS



(Includes all canals to the lighthouse marker and in line with the black and green marker which is parallel to the lighthouse marker)



ATTACHMENT 3 - BAYSIDE OCC COMPETENT TRAINING ZONE

