

HURRICANE OUTRIGGER CANOE CLUB INC RISK ASSESSMENT



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Version History

Version	Date	Amendment	Author
1	18/06/2019	Correspondence address, 4:10 to include team app InstaTeam to log on / off	Dee Tempest
2	12/06/2022	1.7: Canoe capsized or swamped, paddlers at risk. Send off flare or PLB.	Dee Tempest
3	10/04/2025	Include canoeing information	Tori Vidler
4	10/04/2025	Include Shark Encounter risks and treatment	Peter Towndrow
5	5/01/2026	Revise format, reviewed current content. Race specific risks removed (included in race risk assessments). Para-canoe section updated.	Jack Weatherby-Fell

Risk Definition and Classification

The **risk definition and classification** listed in the tables below are adopted from AS/NZS ISO 31000:2009 and is an integral element of Hurricane Outrigger Canoe Club's Risk Assessment form. These are the quantitative measures of the Likelihood and Consequence of an event occurring and are used in the risk assessment process.

Definitions: Hazard = Anything that is likely to harm.

- Risk = The chance (high or low) that a hazard may cause harm.

The Risk Management Matrix (as shown below) has been used to rate the initial risks and residual risk after controls applied to the identified hazard.

- **Step 1** – Likelihood value *add to*
- **Step 2** – Consequence value *to obtain a*
- **Step 3** – Risk Score
- **Step 4** – Risk Score is recorded on the risk sheet

Step 1		Determine Likelihood
5	Almost Certain	Definite history of occurrence. Frequency between 1 and 10 times a year
4	Likely	The event will occur in most circumstances and is likely to do so. Frequency between 1 every 1-10 years.
3	Possible	The event might occur. Frequency between 1 every 10-100 years.
2	Remote	The event could occur at some time but is unlikely to do so. Frequency between 1 every 100-1,000 years.
1	Unlikely	The event will occur only in exceptionally rare circumstances. Frequency between 1 every 1,000-10,000 years.

Step 2		Determine Consequence or Impact
1	Insignificant	Near hit with NO injury, but potential to cause injury. Environmental incident with potential to damage but NO actual damage.
2	Minor	Minor injury requiring first aid treatment, cuts/bruises/ minor burns. Minor Environmental release – contained.
3	Moderate	Medically Treated Injury. Recovery is likely. Environmental release with moderate detrimental affects
4	Major	Lost Time Injury. Hospitalisation, serious injuries. Environmental non-permanent impact with major effects.
5	Critical	Single fatality. Permanent disability to ten or more people. Environmental permanent and significant impact in significant areas.

Step 3		Determine the score to obtain a final Risk Score				
Add the Value of Likelihood to the		Value of Consequence to obtain a score				
Value		Consequence				
		1	2	3	4	5
Likelihood		Insignificant	Minor	Moderate	Major	Critical
Almost Certain	5	Moderate 5	High 10	High 15	Critical 20	Critical 25
Likely	4	Moderate 4	Moderate 8	High 12	High 16	Critical 20
Possible	3	Low 3	Moderate 6	Moderate 9	High 12	High 15
Remote	2	Low 2	Low 4	Moderate 6	Moderate 8	High 10
Unlikely	1	Low 1	Low 2	Low 3	Moderate 4	Moderate 5

Step 4	Record the risk score on the worksheet	
Note: Risk scores have no absolute value and should only be used for comparison and to prompt discussion to mitigate the risk		
Risk Score	What to do	
1-4	Low	Low chance of incident or injury: Routine procedures apply through regular planning processes.
5 – 9	Moderate	Moderate chance of incident or injury: Routine procedures apply through regular reviews, processes and approvals; Specific instructions / controls within documents.
10 - 16	High	High chance of incident or injury: Seek management / Head Coach advice; Seek committee advice.
17 - 25	Critical	Critical chance of incident or injury: Immediate action required; Seek management / Head Coach advice; Seek committee advice.

Activities classified **Critical** should not be undertaken until suitable control measures are in place to reduce the risk.

Risk Assessment – Club Activities

Introduction

This risk assessment is an overview of general club activities and also includes hazards and correlating risk relating to club hosted events/regattas. Event hazards included are generic, and each club hosted event will have its own risk assessment developed as part of the event planning process.

This risk assessment identifies known and foreseeable hazards associated with general club activities at Hurricane Outrigging Canoe Club. It outlines the control measures required to reduce the risk of an incident occurring to a level that is As Low As Reasonably Practicable (ALARP). This document must be read and acknowledged by club members at the time of joining.

While every effort has been made to ensure the accuracy of this assessment, it serves as a baseline for safe club operations. It does not account for every possible variable or human error. Compliance with these controls does not relieve individuals of their responsibility to exercise their own judgment and maintain situational awareness.

The following key applies to the risk assessment:

- L = Likelihood
- C = Consequence
- R = Risk

- RL = Residual Likelihood
- RC = Residual Consequence
- RR = Residual Risk

Activity	Hazards / Potential Consequence	L	C	R	Controls	RL	RC	RR	Responsible
1. Canoe Management									
1.1 Stowing/removing canoes from trailers	<ul style="list-style-type: none"> Incorrect lifting points; Incorrect lifting technique resulting in a strain or sprain injury; Dragging canoe across steel supporting arms. 	3	3	M	<ul style="list-style-type: none"> Use canoe trolley; Discuss unloading of the canoe and the use of correct lifting techniques prior to lift; Heavyweight OC6 canoes only lift with minimum 5 people Unlimited OC6 canoes only lift with minimum 3 people 	2	1	L	Coaches Members
1.2 Moving canoes from parking area to beach	<ul style="list-style-type: none"> Incorrect lifting points; Incorrect lifting technique resulting in a strain or sprain injury; Dragging canoe across steel supporting arms. 	3	3	M	<ul style="list-style-type: none"> Use canoe trolley; Discuss unloading of the canoe and the use of correct lifting techniques prior to lift; Heavyweight OC6 canoes only lift with minimum 5 people Unlimited OC6 canoes only lift with minimum 3 people Check path of travel is clear of obstacles 	2	2	L	Coaches Members
1.3 Rigging and de-rigging canoes	<ul style="list-style-type: none"> Sprains / slips / strains; Cuts from knives/tools; Jammed fingers; Loose rigging rope / ratchets. Damage 	2	2	L	<ul style="list-style-type: none"> Competent persons only to manage task 	1	1	L	Coaches Members

Activity	Hazards / Potential Consequence	L	C	R	Controls	RL	RC	RR	Responsible
1.4 Launching or landing canoe on the beach	<ul style="list-style-type: none"> • Sprains / strains • Beach hazards – rocks, sharp objects • Canoe versus person contact injury • Canoe versus other watercraft • Shallow water • Canoe capsize • Collision with swimmers; • Fishing lines • Underwater hazards – rocks, oyster shells etc 	3	3	M	<ul style="list-style-type: none"> • Coach and crew captain to run through launch/landing procedures with own team; • Coach and crew captain to demonstrate correct procedure for getting in & out of canoe; • All members to be aware of their surroundings and conditions; • Paddlers to wear appropriate paddling clothing / footwear • Follow coach, crew captain or steerer(s) instruction; • Care is to be exercised when emptying water from swamped canoes; • Keep appropriate distance from public beach users; • Paddlers to keep lookout while paddling, call out swimmers/other water users/water craft/fishing lines • Care when handling canoes and trolleys; • Course area shall be set away from popular bathing spots. 	2	2	L	Coaches Steerers Members
1.5 Non-compliant (ie, AOCRA minimum) standard canoes	<ul style="list-style-type: none"> • Poor build quality • Damage to other canoes • Non-compliant buoyancy requirements (i.e. positive/neutral buoyancy) 	4	4	H	<ul style="list-style-type: none"> • AOCRA or equivalent approved designs used in club • Canoes scrutineered non-compliant not to be used in races • Non-compliant canoes to be assessed as safe prior to use for club training 	2	2	L	Coaches Steerers Committee

Activity	Hazards / Potential Consequence	L	C	R	Controls	RL	RC	RR	Responsible
1.6 Collision with another craft	<ul style="list-style-type: none"> Crush or contact injury Paddlers separated from canoe Damage to outrigger Submerged objects Canoe capsize 	5	4	H	<ul style="list-style-type: none"> All paddlers to keep lookout for other vessels and call out to steerer; Steerers approved by coaches as competent. High visibility shirts/PFDs and lights where appropriate in reduced visibility conditions PFD to be worn by paddlers deemed not competent swimmer or non-compliant with AOCRA rules. Avoid high boat traffic areas and times where possible Steerer to have good understanding of boating rules and navigation marks; Coach and crew captain to be aware of their surroundings; In event of capsize, headcount to be undertaken before righting canoe Paddlers to wear suitable paddling attire Care is to be exercised when emptying water from swamped canoes; Maritime rules to be followed when on water – refer to Department of Transport briefing sheet 	3	1	L	Coaches Steerers Members

Activity	Hazards / Potential Consequence	L	C	R	Controls	RL	RC	RR	Responsible
1.7 Canoe capsize or swamped	<ul style="list-style-type: none"> • Serious injury or death due to possible drowning • Crew immersed in water – hypothermia. • Crew separated from craft 	4	3	H	<ul style="list-style-type: none"> • All crew to have read club risk management plan and undertake huli-drill & swim test; • Steerer / Coach to ensure all paddlers accounted for. • Paddlers to wear appropriate paddling attire for the conditions • PFD to be worn by paddlers deemed not competent swimmer or non-compliant with AOCRA rules. • Care is to be exercised when emptying water from swamped canoes; • Headcount undertaken before righting canoe • Other club members close to the injured person / people to assist if safe to do so; • Seek support from nearby canoes/other boats • Raise the alarm by UHF radio or mobile phone; • If in the ocean, send off a flare or activate PLB; • All coaches first aid qualified • Maritime rules to be followed when on water – refer to Department of Transport briefing sheet 	3	2	M	Coaches Steerers Members

Activity	Hazards / Potential Consequence	L	C	R	Controls	RL	RC	RR	Responsible
	<ul style="list-style-type: none"> Minor contact injury; Crew separated from craft. 	3	3	M	<ul style="list-style-type: none"> All crew to have read club risk management plan and undertaken huli-drill and swim test. PFD to be worn by paddlers deemed not competent swimmer or non-compliant with AOCRA rules. Other club members close to the injured person / people to assist if safe to; Head count undertaken before righting canoe All coaches first aid qualified 	2	2	L	
1.8 Unable to right capsized canoe	<ul style="list-style-type: none"> Fatigue / hypothermia; Crew immersed in water. Danger of other boats/water users 	4	3	H	<ul style="list-style-type: none"> All crew to have read club risk management plan and undertaken huli-drill training; All canoes to be scrutinised for positive buoyancy; Steerer / Coach to ensure all paddlers accounted for. Other club members close to the injured person / people to assist if safe to do so; Paddlers to wear appropriate paddling attire for the conditions PFD to be worn by paddlers deemed not competent swimmer or non-compliant with AOCRA rules. Seek support from nearby canoe or other water users. Swim to shore, stay together for safety. 	2	2	L	Coaches Steerers Members

Activity	Hazards / Potential Consequence	L	C	R	Controls	RL	RC	RR	Responsible
					<ul style="list-style-type: none"> Care is to be exercised when emptying water from swamped canoes 				
1.9 Canoe rigging failure	<ul style="list-style-type: none"> Ama becoming detached Canoe capsize Crew immersed in water – hypothermia, drowning. Injury to paddlers / other water users 	4	3	H	<ul style="list-style-type: none"> All canoe rigging to be scrutinised prior to paddling. Steerers are responsible for checking their canoes (V3/6/12) and individual paddlers for OC1 & OC2 Competent members only to rig canoes, particularly lashed canoes (Matahina, Kamanu, Mirage) Correct rigging materials to be used only Paddlers to wear appropriate paddling attire for the conditions Care is to be exercised when emptying water from swamped canoes; Any incorrect rigging to be re-rigged and checked by steerer/coach 	2	2	L	Coaches Steerers Members
1.10 Canoe straying from designated course	<ul style="list-style-type: none"> Possibility of craft moving into less protected water; Higher risk of collision with other craft; Disorientated. 	4	3	H	<ul style="list-style-type: none"> All members attend pre-training briefings All members to be familiar with environment they will be paddling in, including tides, current, wind and weather Check weather conditions Coach, steerer and crew captain to be aware of their surroundings; 	2	2	L	Coaches Steerers Members

Activity	Hazards / Potential Consequence	L	C	R	Controls	RL	RC	RR	Responsible
1.11 Collision with jetty, pontoon or reef	<ul style="list-style-type: none"> Crush or contact injury; Damage to outrigger; Damage to property Possible capsize. 	3	3	M	<ul style="list-style-type: none"> Coach, steerer and crew captain to be aware of their surroundings; Crew to alert steerer of any potential hazards on the water; Only competent steerers to steer canoes. Trainee steerers to be under instruction of a qualified coach/steerer. Only train in suitable conditions Paddlers to wear appropriate paddling attire for the conditions PFD to be worn by paddlers deemed not competent swimmer or non-compliant with AOCRA rules. Care is to be exercised when emptying water from swamped canoes Clear zones to be maintained around jetties/pontoons when there are strong currents or multiple canoes All canoes to observe marine right of way rules All coaches first aid trained 	2	1	L	Coaches Steerers Members

Activity	Hazards / Potential Consequence	L	C	R	Controls	RL	RC	RR	Responsible
1.12 Shallow waters	<ul style="list-style-type: none"> • Damage to outrigger • Possible capsize • Crew injury 	3	3	M	<ul style="list-style-type: none"> • Coach, steerer and crew captain to be aware of their surroundings • Coach and crew captain to demonstrate correct procedure for getting in & out of canoe • All members to have undertaken huli drill and swim tests; trial paddlers to be briefed by coaches prior to training on what to do in event of a huli • PFD to be worn by paddlers deemed not competent swimmer or non-compliant with AOCRA rules. • All members to attend pre training briefings; • Care is to be exercised when emptying water from swamped canoes; 	2	1	L	Coaches Steerers Members
2. Managing Medical Events									
2.1 Minor medical event (land based)	<ul style="list-style-type: none"> • Cuts / abrasions • Sprains / strains • Sunburn • Heat exhaustion and heat stroke • Shivering with mild hypothermia • Bites / stings • Snake bites 	3	2	M	<ul style="list-style-type: none"> • All coaches are first aid trained • When walking through sand dunes or unfamiliar environments, be aware of surroundings • Sun protection required at all times – slip, slop, slap, seek, slide 	2	2	L	Coaches Steerers Members Committee

Activity	Hazards / Potential Consequence	L	C	R	Controls	RL	RC	RR	Responsible
					<ul style="list-style-type: none"> All paddlers to wear appropriate paddling clothing Avoid paddling in extreme weather events First aid kits available at club house 				
2.2 Major medical event (land based)	<ul style="list-style-type: none"> Heart attack Breathing difficulties Severe bleeding Heat exhaustion and heat stroke Shivering with mild hypothermia Dehydration Snake bites 	4	3	H	<ul style="list-style-type: none"> All coaches are first aid trained One coach minimum at all training sessions Be aware of surroundings when traversing dunes or unfamiliar areas For snake bites, don't run, sit and ask a member to call for an ambulance. Follow first aid steps First aid kits available in club Emergency defibrillators available at the club and near the club and along Swan River and surf clubs Emergency Contact List available for all emergency phone numbers; Swan Yacht Club boat ramp available for easy access for the emergency services to water; Ensure all members are hydrated before, during and after the event; Suitable rest breaks provided during training 	2	2	L	Coaches Steerers Members Committee

Activity	Hazards / Potential Consequence	L	C	R	Controls	RL	RC	RR	Responsible
					<ul style="list-style-type: none"> Known paddler medical conditions to be notified to coaches and AOCRA 				
2.3 Major medical event (water based)	<ul style="list-style-type: none"> Drowning; Heart attack; Breathing difficulties; Severe bleeding; Heat exhaustion and heat stroke; Shivering with mild hypothermia; Dehydration; Canoe will capsize; Cramps. Shark bite. 	4	3	H	<ul style="list-style-type: none"> All coaches are first aid trained, with minimum 1 coach at all club training sessions A mobile to be carried by a Coach during on water training sessions Sessions avoided in extreme weather events Paddlers to wear appropriate paddling attire for the conditions Emergency Contact list of all emergency phone numbers available; Swan Yacht Club boat ramp available for access for the emergency services Seek support with mobile phone / UHF radio / other boats Care is to be exercised when emptying water from swamped canoes Ensure all members are hydrated before, during and after the event 	2	2	L	Coaches Steerers Members Committee

Activity	Hazards / Potential Consequence	L	C	R	Controls	RL	RC	RR	Responsible
2.4 Miscommunication if a medical event occurs	<ul style="list-style-type: none"> Confusion; Communications Stalled / engaged 	3	3	M	<ul style="list-style-type: none"> Lead coach for session should be primary contact unless otherwise delegated Contact person to remain in contact with emergency services until advised otherwise. Emergency Contact Detail list of all emergency phone numbers available Club address to be prominently available to members in event emergency services are called All members to be familiar with environment paddling in, and location names of key markers Members to attend pre training briefings In the event of a medical event / emergency the club President is the primary person of contact for notifying the family and any communication with AOCRA, external authorities or media. 	2	3	M	Coaches Steerers Members Committee
2.5 Protocol if a medical event occurs during training	<ul style="list-style-type: none"> Canoes continue training (unaware of medical event) Miscommunication 	4	4	H	<ul style="list-style-type: none"> Canoes in session to be aware of other canoes locations If medical event occurs, lead coach to determine whether training should continue or cease 	3	2	M	

Activity	Hazards / Potential Consequence	L	C	R	Controls	RL	RC	RR	Responsible
					<ul style="list-style-type: none"> Where possible, canoes should signal their intentions if leaving a session early 				Coaches Steerers Members Committee
3. Other Ocean Craft									
3.1 Support craft (crew)	<ul style="list-style-type: none"> Getting injured / sick paddler into the craft. Damage to canoes/craft Other water users 	3	3	M	<ul style="list-style-type: none"> Where club uses a support craft in training (i.e. Rib), support craft to have at least 1 person aboard with a current skipper's ticket at all times Awareness of surroundings at all times 	2	2	L	Coaches Steerers Members Committee

Activity	Hazards / Potential Consequence	L	C	R	Controls	RL	RC	RR	Responsible
					<ul style="list-style-type: none"> • Skippers to have understanding of DoT rules for boat users 				
3.2 Support craft maintenance and usage	<ul style="list-style-type: none"> • Support craft inoperable, break down; • Not seaworthy; • Hard to start engine; • Signs of poor maintenance • Out of fuel 	4	4	H	<ul style="list-style-type: none"> • All Hurricane support craft to be maintained according to requirements • Support crane to have a safety prestart completed prior to departing shore. • Sufficient fuel to be taken for expected training duration • Trained users of equipment only • Craft to have minimum safety requirements on board – PFD, alternate propulsion (paddle), as required for the craft 	2	2	L	Coaches Steerers Members Committee
3.3 Support craft (communication)	<ul style="list-style-type: none"> • Loss of/or unable to contact other support craft; • Unable to communicate to onshore services 	4	3	H	<ul style="list-style-type: none"> • Support craft skipper to ensure a mobile phone is available in craft • Radio available in craft where suitable • Unprotected water a PLB to be on board the craft 	2	1	L	Coaches Steerers Members Committee
3.4 Pleasure craft, boats, yachts and other powered ocean craft	<ul style="list-style-type: none"> • Collision, boat wake; • Damage to outrigger; • Submerged foreign objects; • Canoe capsize; 	3	3	M	<ul style="list-style-type: none"> • Steerers must be aware of all ocean craft in their vicinity, give way at all times; • Paddlers to wear appropriate paddling attire for the conditions 	2	1	L	Coaches Steerers Members

Activity	Hazards / Potential Consequence	L	C	R	Controls	RL	RC	RR	Responsible
	<ul style="list-style-type: none"> Crew immersed in water – hypothermia, drowning. 				<ul style="list-style-type: none"> PFD to be worn by paddlers deemed not competent swimmer or non-compliant with AOCRA rules. Any exclusion zones or areas to avoid to be communicated at pre-training briefing All paddlers to observe maritime rules; Care is to be exercised when emptying water from swamped canoes; Avoid high-traffic areas 'Wake riding' only to be undertaken by suitably experienced steerers and paddlers 				
3.5 Training protocols	<ul style="list-style-type: none"> On water issues – canoe rigging, medical issues, paddler ability Change in weather or water conditions Shark sightings/notifications 	3	3	M	<ul style="list-style-type: none"> Pre-training briefings to cover expected session If shark notifications are present, to be notified to paddlers Weather forecasts reviewed prior to sessions In event of inclement weather, sessions to be adjusted in line with AOCRA weather warning requirements If shark sighted, coach/paddler/steerer discretion to return to shore 	2	1	L	Coaches Steerers Members

Activity	Hazards / Potential Consequence	L	C	R	Controls	RL	RC	RR	Responsible
3.6 Interference in sessions by party boats and revellers under the influence of alcohol	<ul style="list-style-type: none"> Collision, boat wake Damage to outrigger Canoe capsized Crew immersed in water – hypothermia, drowning; Boat propellers 	5	4	H	<ul style="list-style-type: none"> Steerer(s) must be aware of all ocean craft in their vicinity, give way at all times; Paddlers to wear appropriate paddling attire for the conditions PFD to be worn by paddlers deemed not competent swimmer or non-compliant with AOCRA rules. Care is to be exercised when emptying water from swamped canoes; Exclusion zones to be communicated at pre-race briefing All members to observe maritime rules; Radio or mobile telephone communication to Marine Safety and Police if required 	2	2	L	Coaches Steerers Members
4. Member Safety									
4.1 Shark Sightings, Interactions	<ul style="list-style-type: none"> Major injury Minor injury Canoe damage Paddler behaviour 			M	<ul style="list-style-type: none"> Members have access to 'SharkSmart' app and notifications for tagged sharks within Swan/Canning Estuary All members advised that sharks reside in marine environments, and that all 			L	Coaches Steerers Members Committee

Activity	Hazards / Potential Consequence	L	C	R	Controls	RL	RC	RR	Responsible
					<p>paddling is undertaken at their own risk</p> <ul style="list-style-type: none"> Shark Alerts are made when a significant number of 'pings' are made by tagged sharks in a particular area Huli drills, swim tests, change-over training and in-water activities are avoided when not necessary. Conduct activities in netted areas where practical. Drills can be practiced in the ocean, where there is a lower risk-profile for shark interactions Paddlers encouraged to avoid areas where dolphins/sea birds are congregating as there is an increased potential for sharks Paddlers may choose to wear their own shark deterrent devices Shark sightings and potential interactions are more likely in certain areas at certain times of the year – for example snapper spawning in Cockburn Sound in early summer. 				
4.2 Course setting	<ul style="list-style-type: none"> Set course hasn't taken into account possible changing conditions. 	3	3	M	<ul style="list-style-type: none"> Weather forecasts reviewed prior to sessions Local knowledge utilised for likely conditions AOCRA weather rules followed 	2	1	L	Coaches Steerers

Activity	Hazards / Potential Consequence	L	C	R	Controls	RL	RC	RR	Responsible
4.3 Inclement weather conditions	<ul style="list-style-type: none"> Thunder and lightning; Strong winds; High swells; Low visibility; Weather warning. 	4	4	H	<ul style="list-style-type: none"> AOCRA guidelines stipulate maximum wind-speed / thunder / storm activity / weather conditions which limit training; If any of these conditions occur or any other unsafe conditions are identified training is to be cancelled; Adhere to the Maritime requirements and safety protocols Coaches and steerers consider the ability of the crew to manage changed conditions 	2	2	L	Coaches Steerers Members
4.4 Individual and club responsibilities	<ul style="list-style-type: none"> Paddlers that haven't carried out huli-drill training within their own club as per AOCRA requirements; Unknown self-preservation capabilities. 	4	3	H	<ul style="list-style-type: none"> AOCRA guidelines stipulate all registered senior paddlers must have demonstrated they can swim 400m, tread water for 5 minutes and are proficient in a huli-drill; PFD to be worn by paddlers deemed not competent swimmer or non-compliant with AOCRA rules. Ongoing crew training, nominated safety officer; AOCRA guidelines stipulate all registered junior paddlers must have demonstrated they can swim 150m, tread water for 3 minutes and are proficient in a huli-drill. Para-canoe swim tests will be performed with an assisting OC1 prior to attaining paddlers ability. Para-canoe paddlers follow the same 	2	2	L	Coaches Steerers Members Committee

Activity	Hazards / Potential Consequence	L	C	R	Controls	RL	RC	RR	Responsible
					<p>swim test guidelines as seniors.</p> <ul style="list-style-type: none"> • One on one time is to be spent with each para-canoe paddler to assess their swimming ability and ability to pull themselves into a canoe • Each para- club member must at minimum display the ability to self-right in the water and self-propel in order to stay in contact with the canoe to be able to attend training. • For all paddlers that cannot perform full Huli recovery or swim test of above 100m (with lifejacket) will not be permitted to be more than 50m from the beach or paddle in the ocean in standard OC1/V1/OC2/OC6 • V12 + Double ama OC6s may have exceptions. • Head coach to keep record of all club members competency tests • All members to declare, and exhibit if required relevant competency to head coach • Head coach may require PFD use regardless of completion of required drills. • Paddlers who have not completed drills by required date annually, not permitted to paddle unless wearing a pfd. 				

Activity	Hazards / Potential Consequence	L	C	R	Controls	RL	RC	RR	Responsible
4.5 AOCRA registered and competent with safety standards	<ul style="list-style-type: none"> Paddlers that haven't carried out huli-drill training within their own club as per AOCRA requirements; Canoe's that don't meet the AOCRA standards; Unknown self-preservation capabilities. 	3	3	M	<ul style="list-style-type: none"> AOCRA guidelines stipulate all registered senior paddlers must have demonstrated they can swim 400m, tread water for 5 minutes and are proficient in a huli-drill; PFD to be worn by paddlers deemed not competent swimmer or non-compliant with AOCRA rules. Ongoing member training AOCRA guidelines stipulate all registered junior paddlers must have demonstrated they can swim 150m, tread water for 3 minutes and are proficient in a huli-drill; Para-canoe swim tests will be performed with an assisting OC1 prior to attaining paddlers ability. Para-canoe paddlers follow the same swim test guidelines as seniors. For all paddlers that cannot perform full Huli recovery or swim test of above 100m (with lifejacket) will not be permitted to be more than 50m from the beach or paddle in the ocean in standard OC1/V1/OC2/OC6 V12 + Double ama OC6s may have exceptions. AOCRA guidelines no longer stipulate a minimum weight class, however minimum build standards apply 	2	1	L	Coaches Members Committee

Activity	Hazards / Potential Consequence	L	C	R	Controls	RL	RC	RR	Responsible
4.6 Qualified Coaches for Seniors and Juniors	<ul style="list-style-type: none"> • Medical conditions; • Strains / sprains; • Fatigue and exhaustion; • Not trained; • Liable for damage; • May cause injury to paddlers. 	4	3	H	<ul style="list-style-type: none"> • All coaches must be accredited or work under an accredited coach; • Coaches must have Working With Children Checks when training juniors. • Appropriate warm-up and warm-down activities; • Consider participant age, ability, maturity and experience when briefing the activity; • Modify activity to suit ability; • Set clear behaviour expectations at the start of the session; • Encourage a supportive environment; • Outline possible outcomes of inappropriate behaviour as per documented club policy. • Remove individual from the activity or cancel the entire session; • Ongoing crew training • Be aware of conditions, report any injuries to coach. • All coaches to be accredited under AOCRA standards 	2	2	L	Coaches Committee
4.7 Juniors training requirements	<ul style="list-style-type: none"> • Medical conditions; • Special needs; • High-risk behaviours; • Strains / sprains; • Fatigue and exhaustion; • Inappropriate Interactions; 	4	3	H	<ul style="list-style-type: none"> • Obtain parental permission, including relevant medical information; • Ensure that relevant medical/ emergency plans and medications are readily available (i.e. asthma, epilepsy, diabetes, etc); 	2	1	L	Coaches Committee

Activity	Hazards / Potential Consequence	L	C	R	Controls	RL	RC	RR	Responsible
					<ul style="list-style-type: none"> Where necessary, obtain advice from relevant advisory specialist teachers; Appropriate warm-up and warm-down activities; Consider participant age, ability, maturity and experience when briefing the activity; Modify activity to suit ability; Set clear behaviour expectations at the start of the session; Encourage a supportive environment; Continuously monitor juniors for signs of fatigue and exhaustion; Be aware of conditions, report any injuries to coach; Provide additional supervision; Land based instruction in rules, safety procedures and prerequisite skills before participation in the activity; All adults must retain a current WWC Check when working with juniors. 				
4.8 Seniors training requirements	<ul style="list-style-type: none"> Medical conditions; Heart attack; Breathing difficulties; Strains / sprains; Fatigue and exhaustion; 	4	3	H	<ul style="list-style-type: none"> Paddlers to make any pre-existing conditions known to coaches and treatment in case of episode; Paddlers to wear appropriate paddling attire for the conditions All coaches first aid trained, minimum one coach per session 	2	2	L	Coaches Committee

Activity	Hazards / Potential Consequence	L	C	R	Controls	RL	RC	RR	Responsible
					<ul style="list-style-type: none"> • Ensure that relevant medical/ emergency plans and medications are readily available; • Appropriate warm-up and warm-down activities; • Consider participant age, ability, maturity and experience when briefing the activity; • Modify activity to suit ability; • Set clear behaviour expectations at the start of the session; • Encourage a supportive environment; • Be aware of conditions, report any injuries to coach; • Monitor seniors for signs of fatigue and exhaustion. 				
4.9 Parents of junior paddlers	<ul style="list-style-type: none"> • Medical conditions; • Special needs; • High-risk behaviours; • Junior left with coach, 	3	2	M	<ul style="list-style-type: none"> • Obtain parental permission, including relevant medical information; • Ensure that relevant medical/ emergency plans and medications are readily available (i.e. asthma, epilepsy, diabetes, etc); • Where necessary, obtain advice from relevant advisory specialist teachers; • Discuss juniors behaviour with the parent or guardian to understand the special needs and requirements; • Coaches to have contact phone numbers for all juniors; • Provide additional supervision. 	2	1	L	Coaches Committee

Activity	Hazards / Potential Consequence	L	C	R	Controls	RL	RC	RR	Responsible
4.10 Para-Canoe training requirements	<ul style="list-style-type: none"> • Medical conditions; • Special needs; • Heart attack; • Breathing difficulties; • High-risk behaviours; • Strains / sprains; • Fatigue and exhaustion; • Impeded Self-Recovery Ability 	4	3	H	<ul style="list-style-type: none"> • Relevant medical information to be submitted when registering as an AOCRA member; • Ensure that relevant medical/ emergency plans and medications are readily available (i.e. asthma, epilepsy, diabetes, etc); • Where necessary, obtain advice from relevant advisory specialists; • Appropriate warm-up and warm-down activities; • Consider participant age, ability, maturity and experience when briefing the activity; • Modify activity to suit ability; • Paddlers to be advised to be adequately clothed and have with them wind proof tops; • PFD to be worn as required for outlined training session • Spare clothing to be carried in a dry bag. • Encourage a supportive environment; • Continuously monitor Para-Paddlers for signs of fatigue and exhaustion; • Be aware of conditions, report any injuries to coach; • Provide additional supervision/ experienced support on the water; 	3	1	L	Coaches Committee

Activity	Hazards / Potential Consequence	L	C	R	Controls	RL	RC	RR	Responsible
					<ul style="list-style-type: none"> • Instruction in rules, safety procedures and prerequisite skills before participation in the activity; • Perform “water safety day’ to scope paddler self-rescue ability prior to huli drill • Perform annual huli drills for readiness • Session not to proceed without presence of accredited coach to assess risk 				
4.11 Club supporters / volunteers	<ul style="list-style-type: none"> • Hygiene; • Food handling; • BBQ or flammable goods; • Dehydration; • Cuts and falls; • Electrocutation; • Cramps. 	3	3	M	<ul style="list-style-type: none"> • Training and observation of best practices; • Provide supervision when deemed advisable; • Supply cleaning equipment and disinfectant on site; • Location of fire extinguishers; • Correct equipment for the task; • Use of transformers, use of electrical equipment in wet areas; • Ensure easy access to clean-up equipment; • Provide additional supervision. • First aid kits available at the club 	2	2	L	Members Committee
4.12 Canoe not returning at allocated time	<ul style="list-style-type: none"> • Unable to communicate to shore; • Collision, boat wake; • Damage to outrigger; • Submerged foreign objects; • Canoe capsize; • Crew immersed in water – hypothermia, drowning. 	5	4	H	<ul style="list-style-type: none"> • Log your training run on the team app, Instateam and /or club notice board, duration and estimated time of return; • Head coach and/or steerer to advise coaches and members of your departure and return; 	3	2	M	Coaches Steerers Members Committee

Activity	Hazards / Potential Consequence	L	C	R	Controls	RL	RC	RR	Responsible
					<ul style="list-style-type: none"> Paddlers to wear appropriate paddling attire for the conditions Prepare an Emergency Contact Detail list of all emergency phone numbers and place on the notice board; Take another type of communication device or your mobile phone and place in a dry bag. Store it safely in the canoe; Care is to be exercised when emptying water from swamped canoes; Weather and light permitting send out a support craft in the reverse direction with the intent of intercepting the canoe; Stay with your canoe and use day / night flares / EVDS / Torch or light to draw attention of your location; Contact Marine Safety, raise search and rescue. 				
4.13 Cross training at club sessions	<ul style="list-style-type: none"> Medical conditions; Strains / sprains; Fatigue and exhaustion; Not trained; Liable for damage; May damage paddlers. 	3	3	M	<ul style="list-style-type: none"> All personal trainers must be accredited; All activities to be supervised by a club coach Appropriate warm-up and warm-down activities; Be aware of conditions, report any injuries to coach; Monitor seniors / juniors / Para members for signs of fatigue and exhaustion. 	2	2	L	Coaches Committee

Approval

This risk assessment has been approved by the Club Committee, and signed on their behalf by the following:

Name:

Position:

Date:

Signed:

References

- WA Department for Child Protection and Family Support
 - Working with Children Check Application Form - <https://www.wa.gov.au/media/39259/download?inline>
- WA Department of Education – Working with Children Checks (WWCC)
 - <https://www.education.wa.edu.au/wwc>
- WA Department of Transport
 - Boating Guide Rottnest Island Marine Safety - https://www.transport.wa.gov.au/getmedia/25d5d06f-c2c4-45bc-a888-c1a4993890b1/mac_g_boating_rottnest.pdf
 - Boating Guide Swan Canning Riverpark - https://www.transport.wa.gov.au/getmedia/88895aba-7bc5-41b2-9799-fba080becd2f/mac_g_boating_swancanningriver.pdf
- Fremantle Port Authority
 - Port Information Guide 2025 - https://www.fremantleports.com.au/docs/default-source/shipping-docs/fpa-port-information-guide-2025.pdf?sfvrsn=55215337_1
- Australian Outrigger Canoe Racing Association (AOCRA)
 - Rules at 2026: https://aocra.com.au/uploads/custom/aocra-rules-jan2026_-embeddedfonts-compressed-694f2e08a9e53.pdf

- Swan Yacht Club (SWC)
 - <https://swanyachtclub.com.au/>
- Hurricane Outrigging Canoe Club Inc.
 - <https://www.hurricanepaddlingcrew.com/>

Committee & Coaches

Hurricane operates under the guidelines of the governing body – Australian Outrigger Canoe Racing Association (AOCRA). At the commencement of the season, The club is made up of a committee and ordinary members. As of 3 January 2026 the committee members are as follows:

Position	Name
President	Gordon Stimson
Vice President	Justin Bloomfield
Administrator	Peter Towndrow
Secretary	Sharon Corsbie
Team Manager	Geoff Bryant
Treasurer	Gail Bricknell
Membership	Arlina Sulaiman
Grants Administrator	Jack Weatherby-Fell
Junior Coordinator	Peta Long
Sponsorship Liaison Officer	Kai Hoffmann

Hurricane’s coaching crew is as follows at 3 January 2026:

Position	Name
Head Coach	Leigh Bricknell
Coach	Gordon Stimson
Coach	Greg long
Coach	Justin Bloomfield
Coach	Maegan Miller
Coach	Marco Celenza
Coach	Sharon Corsbie
Coach	Tori Vidler
Junior Coach	Rhys Robinson

All coaches are registered club members and meet the requirements of AOCRA Rules – *Section 9 Coaching*.

Codes of Practice & Guides

- Department of Creative Industries, Tourism and Sport - 'Risky Business – A club guide to risk management'
<https://www.cits.wa.gov.au/department/publications/publication/risky-business-a-club-guide-to-risk-management>

Guidance Notes

- Shark Risk Management – Peter Towndrow to Gordon Stimson following request for advice from Department of Primary Industries, Research and Development DD,MM,YYYY

Standards

- ISO 45001 Occupational Health and Safety Management Systems

- ISO9001 Quality Management
- ISO14001 Environmental Management
- ISO31000 Risk Management