### General RAMs

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| **Hazard** | **Risks** | **S** | **L** | **Steps taken** | **Actions in event of** | **Responsibilities** |
| Person has unexpected illness, heart attack, stroke, etc | Medical emergency |  |  | Collect participant health information prior to session  All participants to let coaches know if they are not feeling well leading up to or during session  First aid kit on site, all session teams to include at least one qualified first aider | Administer first aid and call emergency services, depending on severity of injury/illness.  report via incident reporting form. | Session Coordinator  Safety Briefing |
| Person suffers from an outbreak of existing medical condition | Medical Emergency |  |  | Participants to be asked about existing medical conditions prior to session, and again during initial safety brief. Remember confidentiality!  Instructors to be made aware - particularly with regard to any participants susceptible to anaphylaxis/allergic reactions/diabetes.  Ensure personal medications available as appropriate  First aid kit on site, all session teams to include at least one qualified first aider | Administer first aid and call emergency services, depending on severity of injury/illness.  report via incident reporting form. |  |
| Fatigue | Person not able to continue, more likely to get injured |  |  | Instructors to monitor participants throughout sessions.  Check there has been adequate food/ nourishment intake prior to moving to beach | participant to be brought ashore, and another member of staff assigned to monitor their condition. |  |
| Over-heating | Heat cramps  Heat exhaustion  Heat stroke | 1 | 1 | Ensure participants adequately hydrated & appropriately dressed.  Close monitoring of all participants for signs of over-heating and dehydration during activities on hot days  Brief participants to advise staff if feeling unwell | Get person to emergency services  Ensure rest of the group is OK and not also suffering |  |
| Sunshine | Sunburn |  |  | Participants made aware of dangers of over-exposure to sun  Apply high-factor sunscreen & replenish sunscreen as appropriate  Participants to have covered torsos (rash vests, teeshirts etc) at all times  Instructors and adult supervisors to monitor participants for signs of sunburn | Anyone showing signs of sunburn to be advised to cover up immediately, and keep hydrated.  Note incident in session log. |  |
| Person gets cold | Cold water shock  Loss of muscular function  Hypothermia |  |  | Ensure participants adequately dressed for the conditions [wetsuits compulsory?]  Close monitoring of all participants during activities in cold conditions  Brief participants to advise staff if feeling cold or unwell | Get person to emergency services  Ensure rest of the group is OK and not also suffering |  |
| Falling, tripping and slipping on slipway/ shore operating area | Injury |  |  | Warn participants at briefings of any shore hazards  Maintain good discipline – no running on slipways! | Apply First Aid as appropriate |  |

### On The Water RAMs

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| **Hazard** | **Risks** | **S** | **L** | **Steps to minimise** | **Actions in event of** | **Responsibilities** |
| Submerged objects risk | Injury  Damage to equipment | 2 | 3 | Any specific objects to be pointed out in briefing  Instructors and competent adults to report to the chief instructor any other risks or hazards that they note while on the water | Bring client ashore and apply first aid as necessary  Note equipment damage in session report | Instructor and adult supervisors |
| Water pollution | Poisoning, infection | 5 | 1 | Monitor water quality at venue | Cancel or relocate session if water quality issues discovered | Active checks by instructor and supervisors |
| Marine Life | Anaphylactic reactions to stings  Participants panicking  Injury from attacks | 5 | 1 | Monitor water conditions for excessive jellyfish  Maintain watch for larger sea life  Mention in briefing if applicable | Cancel or relocate session if excessive marine life problems are noted.  In the event of interaction (stings, bites etc), bring all clients ashore immediately in a calm and orderly fashion.  Apply first aid as required. | Active checks by instructor and supervisors |
| shallow water | Participant injury | 2 | 4 | Participants briefed on dangers of jumping off in shallow water    Falling in techniques demonstrated before any participant goes onto water, if appropriate  Good group discipline to be maintained by adult supervisors | Apply first aid as required. | Active checks by instructor and supervisors |
| Collisions and excessive interaction within the group | Injuries from other craft or paddles |  |  | Participants briefed to avoid contact    Participants briefed on correct use of paddle    Participants kept properly spaced apart while on water    Good group discipline to be maintained by adult supervisors |  |  |
| Other water craft | injury |  |  | Ensure sessions are in appropriate locations, away from boat ramps and other areas of heavy traffic.  Ensure adequate safety ratio (and safety boat where appropriate) to ensure clients stay within the designated area.  All staff to maintain lookout for conflicting traffic and warn participants immediately where necessary  Participants fully briefed about operating area and out of bounds areas. |  |  |
| Swimmers | Injury to swimmer,  Hostile interactions |  |  | Ensure sessions are in appropriate locations, away from main swimming areas.  Maintain monitoring for swimmers/hazards throughout session. |  |  |
| Participant cannot swim | drowning |  |  | All participants to wear PFDs  All participants questioned as to swimming ability at start of every session |  |  |
| Participant loses craft | Panic, drowning |  |  | Capsize drill to be taught at start of first session and practiced regularly  Participants taught not to lose contact with craft after capsize  Participants taught how to signal if they do lose their craft  All participants to wear PFDs so no risk of drowning |  |  |
| Individual gets separated from group | Participant lost, panics |  |  | Group control to be maintained at all times so it doesn’t get too spread out.  Head count at every node during sessions that go beyond controlled operating area  Participants to be advised on separation drill at initial briefing |  |  |

### Sample Weather/Water Conditions RAMS

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| Factor | Analysis | Limits |
| Strong winds from north | Will create chop in the session operations zone and make it a bit bouncy, but it will take a huge amount of wind to make the conditions genuinely hazardous. .(Fallback option, relocate session to Happy Bay). | 25 kts – relocate session to take place at Happy Bay |
| Strong winds from east | Will ensure very flat conditions close to the beach, but the wind strength will increase further out to sea. For experienced paddlers who are able to remain within the designated operating area there should be no problem, but inexperienced paddlers are likely to be pushed out of the operating area and become a safety risk. | Cancel session at:  22 kts for experienced paddlers  15kts for inexperienced paddlers |
| Strong winds from south | Nearly all the operating area is well sheltered from southerly winds so it will need to be extremely strong to become a problem. (Fallback option, relocate session to Happy Bay). | 25 kts – relocate session to Happy Bay |
| Strong winds from west | Will create chop in the operations zone and make it a bit bouncy, but it will take quite a lot of wind to make the conditions genuinely hazardous. . Fallback option, relocate session to Happy Bay). | 25 kts – relocate session to Happy Bay |
| Low visibility | Very low visibility could make it hard to monitor participants. Reducing the size of the operating area would reduce this risk. However, persistent fog is very unlikely at this time of year, so this is an extremely unlikely scenario. | Less than 200m – cancel session. |
| Strong Current | If the Happy river is in full spate, there would be a small risk of strong currents, and objects being swept downstream in the current. If these conditions exist, the safety boats and staff should be briefed to watch out for any such objects and take action if necessary. | Base on visual assessment. |