

Risk Register

School: _____

Supervising teachers/staff: _____

Program/Excursion: **Surfing**

Year Level: _____

Dates: _____

Location(s): **Point Leo, Shoreham, Flinders, Gunnamatta Beach and Wilsons Promontory**

Risk Description	Existing Controls	Rating			Treatment Priority ¹	Treatment
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood		
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	If control effectiveness is poor or unknown provide further treatment	For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> • What will be done? • Who is accountable? • When will it happen?
Inclement weather leading to slippery surfaces, waves, reduced visibility.	<ul style="list-style-type: none"> - Check weather conditions immediately prior to start of hike. - Appropriate exposure protection/ footwear to be worn. - Brief group prior to tour regarding current conditions and techniques to use. - If weather is too unfavourable, reschedule tour. 	<p><u>Satisfactory</u></p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p><u>Moderate</u></p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p><u>Likely</u></p> <p>Unlikely</p> <p>Rare</p>	<p>High</p> <p>Medium</p> <p>Low</p>	

¹ Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority.

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Participants getting separated from the group caused by confusion or trouble leading to a missing surfer.	<ul style="list-style-type: none"> - Instructor to lead from the front with group following closely. - Group to stop at points of interest and ensure all surfers are accounted for. - Instructor to be at the rear of group to supervise and assist with any problems. - Brief students on the planned route prior to tour. 	<p><u>Satisfactory</u></p> <p>Poor Unknown</p>	<p>Major <u>Moderate</u> Minor Insignificant</p>	<p>Almost certain Likely <u>Unlikely</u> Rare</p>	<p><u>Treat</u></p> <p>Monitor</p>	<ul style="list-style-type: none"> - Lost surfer should be able to rejoin group or paddle to beach if safe. Instructor will assist them. - Brief on emergency assembly area/meeting place.
Drowning	<ul style="list-style-type: none"> - All participants to wear a wetsuit which provides buoyancy and protection. Instructors are qualified life guards. - Ratios are adhered to. - Surfboards are used as an added buoyancy aid and for protection. Participants are connected to board via legrope. 	<p><u>Satisfactory</u></p> <p>Poor Unknown</p>	<p><u>Major</u> Moderate Minor Insignificant</p>	<p>Almost certain Likely Unlikely <u>Rare</u></p>	<p><u>Treat</u></p> <p>Monitor</p>	<ul style="list-style-type: none"> - Instructors will perform a rescue to remove surfer from the water. - CPR or emergency oxygen will be provided until emergency services arrive.
Exposure to elements i.e. sun, wind and rain.	<ul style="list-style-type: none"> - Sunsmart policy is adhered to, Sunscreen is available prior to each tour. - Appropriate clothing pre and post tour. Wetsuit worn in water. 	<p><u>Satisfactory</u></p> <p>Poor Unknown</p>	<p>Major <u>Moderate</u> Minor Insignificant</p>	<p><u>Almost certain</u> Likely Unlikely Rare</p>	<p><u>Treat</u></p> <p>Monitor</p>	<ul style="list-style-type: none"> - Remove participants from the elements and apply first aid if required.
Surfers not being comfortable or enjoying themselves.	<ul style="list-style-type: none"> - Consideration is given to surfers comfort level pre and post tour. - Fitness levels, age, temperature and tour duration/distance considered when planning tour. 	<p><u>Satisfactory</u></p> <p>Poor Unknown</p>	<p>Major <u>Moderate</u> Minor Insignificant</p>	<p>Almost certain Likely <u>Unlikely</u> Rare</p>	<p>Treat <u>Monitor</u></p>	

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Environmental Damage	<ul style="list-style-type: none"> - Thorough briefings regarding environmental interaction suggestions. - All minimal impact principles will be adhered to. - "Look don't touch" 	<p><u>Satisfactory</u></p> <p>Poor Unknown</p>	<p>Major Moderate <u>Minor</u> Insignificant</p>	<p>Almost certain Likely <u>Unlikely</u> Rare</p>	<p>Treat <u>Monitor</u></p>	
Hypothermia caused by immersion in cold water or conditions leading to injury/illness.	<ul style="list-style-type: none"> - Participants to be dressed appropriately for conditions. - Wetsuit and a hood [cooler months] is provided for all. - Guides are experienced in temperate waters. 	<p><u>Satisfactory</u></p> <p>Poor Unknown</p>	<p>Major <u>Moderate</u> Minor Insignificant</p>	<p>Almost certain Likely <u>Unlikely</u> Rare</p>	<p>High Medium Low</p>	<ul style="list-style-type: none"> - Remove participant from the elements and provide warmth/first aid if required.
Marine Life could potentially lead to stings, bites etc.	<ul style="list-style-type: none"> - Treat any Incidents with first aid as required. 	<p><u>Satisfactory</u></p> <p>Poor Unknown</p>	<p><u>Major</u> Moderate Minor Insignificant</p>	<p>Almost certain Likely <u>Unlikely</u> Rare</p>	<p><u>Treat</u> Monitor</p>	
Currents or waves caused by water movement could lead to surfers being carried away.	<ul style="list-style-type: none"> - Instructors are very familiar with the local areas and how the water moves. - If a certain area is inaccessible relocate to another beach. 	<p>Satisfactory Poor Unknown</p>	<p>Major Moderate Minor Insignificant</p>	<p>Almost certain Likely Unlikely Rare</p>	<p>Treat Monitor</p>	<ul style="list-style-type: none"> - Provide first aid and alert emergency services.

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Cuts or Abrasions	<ul style="list-style-type: none"> - Brief on: Wear protective wetsuit when in and around the water. - Don't swim too close to rocks or piers. - Don't stand up in the water if you don't know what is underneath you. - Be careful around water's edge. 	<u>Satisfactory</u> Poor Unknown	Major <u>Moderate</u> Minor Insignificant	Almost certain <u>Likely</u> Unlikely Rare	<u>Treat</u> Monitor	<ul style="list-style-type: none"> - First Aid - Help exit the water.
Equipment Failure	<ul style="list-style-type: none"> - Equipment is serviced on a regular basis and visually inspected before each tour. 	<u>Satisfactory</u> Poor Unknown	Major Moderate <u>Minor</u> Insignificant	Almost certain Likely <u>Unlikely</u> Rare	Treat <u>Monitor</u>	
Inexperienced in water/Can't Swim	<ul style="list-style-type: none"> - Instructor can tow surfer around using a leg rope. - Can provide teaching points to help them swim. - Wetsuit will keep them afloat. - Practice in the shallows before entering deeper water. 	<u>Satisfactory</u> Poor Unknown	<u>Major</u> Moderate Minor Insignificant	Almost certain Likely <u>Unlikely</u> Rare	Treat Monitor	<ul style="list-style-type: none"> - First Aid - Help exit the water.

And more rows as required. This is one way of documenting the risk management process and does not preclude other approaches.

Risk Treatment Priority Table

Use the table below to decide the overall risk rating and represent the priority of the each risk for treatment.

Consequences	Major				

	Moderate	Red	Red	Red	Red
	Minor	Red	Red	Red	Red
	Insignificant	Green	Green	Green	Green
		Rare	Unlikely	Likely	Almost certain
Likelihood					

