UPCC

Canoeing RMP

Last modified

04/08/2026

To be reviewed

04/08/2027 (1 year default)

Table of contents

- Activity overview
- Risk register
- Likelihood and consequence matrix
- Emergency procedures
- Review

Activity overview

The Canoeing Risk Management Plan contains the specific risks, control measures and gradings for this activity, as well as the gradings of all general risks relevant for all Upper Plenty Conference Centre activities. Please refer to the General Activity Hazards – Risk Management Plan for general risks and control measures.

Risk register

Risk description	Existing control measures	Likelihood	Consequence	Risk rating
Slip – Trip – Fall. 1. When getting in / out of the canoe	• Instructor to demonstrate correct procedure for getting in & out of canoe • Correct footwear must be worn at all times • Instructor to assist participants at entry and exit if necessary	Unlikely	Minor	Low
Slip – Trip – Fall. 2. Participant slipping / falling when on lake edge	• Hazardous areas of lake perimeter are highlighted (Reeds, steep slopes, mud) • Appropriate footwear to be worn at all times	Unlikely	Minor	Low
Slip – Trip – Fall. 3. When playing canoe games	• Instructor to outline rules of canoe games and possible consequences if the rules aren't followed • Only appropriate games for the group's age and ability level will be played • Correctly fitted buoyancy vests, helmets and shoes must be worn at all times	Possible	Minor	Medium
Striking. 1. Injury caused by being hit by paddles	• All participants are made aware of the dangers of using paddles in confined spaces • If canoes are 'rafted up' paddles are to be placed inside the canoes when not required • If splashing is allowed, participants are warned to be aware of those in the same canoe and to be careful when other canoes are within close range • All participants are to be wearing helmets when on the water	Possible	Minor	Medium
Striking. 2. Collisions with other craft, water users and solid objects (embankment etc.)	• Boundaries are clearly defined during the briefing • Each group is asked to stay within their boundaries and not disrupt other users • Operations of other users on the lake should be identified before entering the water • Participants are asked to not deliberately crash into other canoes • Correct 'Emergency Stop' paddling technique is taught during pre-activity briefing	Likely	Minor	Medium
Crushing. Injury caused when canoes are 'rafted' together i.e. trapped fingers / hands	• Participants are warned against getting fingers / hands crushed when canoes are 'rafting' up or when rafted canoes are moving towards solid objects	Possible	Minor	Medium
Manual Handling. Injury due to heavy lifting or manual handling	• Participants are shown how to carry and hold equipment correctly • Use sufficient people to share the load when lifting / moving canoes or equipment or when emptying water from swamped canoes	Unlikely	Minor	Low
Water – drowning / near drowning. After capsizing from canoe	• All participants are to wear a correctly fitted buoyancy vest that conforms to the relevant Australian Standard when in/on the water at all times	Rare	Catastrophic	High

Risk description	Existing control measures	Likelihood	Consequence	Risk rating
People – Instructor experience. Injury caused by unsafe practices or poor supervision from inexperienced instructor or assistant instructor	• The designated canoe instructor and assistant to the instructor must have the appropriate experience and/or qualifications and ability as required by the Victorian DET • If the instructor is a user group leader then they must be trained and signed off on site specific procedures by a UPCC program staff member • Correct participant / leader ratios to be maintained at all times	Unlikely	Major	High

Likelihood and consequence matrix

Likelihood \ Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	**Medium**	**High**	**High**	**Extreme**	**Extreme**
Likely	**Medium**	**Medium** • Striking. 2. Collisions with other craft, water users and solid objects (embankment etc.)	**High**	**Extreme**	**Extreme**
Possible	**Low**	**Medium** • Slip – Trip – Fall. 3. When playing canoe games • Striking. 1. Injury caused by being hit by paddles • Crushing. Injury caused when canoes are 'rafted' together i.e. trapped fingers / hands	**Medium**	**High**	**Extreme**
Unlikely	**Low**	**Low** • Slip – Trip – Fall. 1. When getting in / out of the canoe • Slip – Trip – Fall. 2. Participant slipping / falling when on lake edge • Manual Handling. Injury due to heavy lifting or manual handling	**Medium**	**High** • People – Instructor experience. Injury caused by unsafe practices or poor supervision from inexperienced instructor or assistant instructor	**High**
Rare	**Low**	**Low**	**Medium**	**Medium**	**High** • Water – drowning / near drowning. After capsizing from canoe

Emergency procedures

Follow site emergency procedures. Stop the activity if unsafe, administer first aid, and notify camp staff immediately.

Review

Review this plan before each use and after incidents or near misses.