

DBSA Risk Assessment Process

Torrens Lakes, Adelaide

Prepared by Maria Darby, Jennifer Bould and John Holland for the DBSA Board



Consider the **consequences** and **likelihood** for each of the identified hazards and use the table to obtain the risk level. This document can be used to identify the level of risk and help to prioritise any control measures.

		Consequences					
		1 – Insignificant Dealt with by in-house first aid, etc	2 – Minor Medical help needed. Treatment by medical professional/hospital outpatient etc	3 – Moderate Significant non-permanent injury. Overnight hospitalisation (inpatient)	4 – Major Extensive permanent injury (eg loss of finger/s) Extended hospitalisation	5 – Catastrophic Death. Permanent disabling injury (eg blindness, loss of hand/s, - quadriplegia)	
Likelihood	A -	Almost certain to occur in most circumstances	High (H)	High(H)	Extreme (X)	Extreme (X)	Extreme (X)
	B -	Likely to occur frequently	Medium (M)	High(H)	High(H)	Extreme (X)	Extreme (X)
	C -	Possible and likely to occur at some time	Low (L)	Medium (M)	High(H)	Extreme (X)	Extreme (X)
	D -	Unlikely to occur but could happen	Low (L)	Low (L)	Medium (M)	High(H)	Extreme (X)
	E -	May occur but only in rare and exceptional circumstances	Low (L)	Low (L)	Medium (M)	High(H)	High(H)

How to Prioritise the Risk Rating - Once the level of risk has been determined the following table may be of use in determining when to act to institute the control measures.

Extreme (X)	Act immediately to mitigate the risk. Either eliminate, substitute or implement engineering control measures.	Remove the hazard at the source. An identified extreme risk does not allow scope for the use of administrative controls or PPE, even in the short term.
High (H)	Act immediately to mitigate the risk. Eliminate, substitute or implement engineering control measures. If these controls are not immediately accessible, set a timeframe for their implementation and establish interim risk reduction strategies for the period of the set timeframe.	An achievable timeframe must be established to ensure that elimination, substitution or engineering controls are implemented. NOTE: Risk (and not cost) must be the primary consideration in determining the timeframe. A timeframe of greater than 6 months would generally not be acceptable for any hazard identified as high risk.
Medium (M)	Take reasonable steps to mitigate the risk. Until elimination, substitution or engineering controls can be implemented, institute administrative or personal protective equipment controls. These "lower level" controls must not be considered permanent solutions. The time for which they are established must be based on risk. At the end of the time, if the risk has not been addressed by elimination, substitution or engineering controls a further risk assessment can be undertaken.	Interim measures until permanent solutions can be implemented: <ul style="list-style-type: none"> • Develop administrative controls to limit the use or access. • Provide supervision and specific training related to the issue of concern. (See Administrative Controls below)
Low (L)	Take reasonable steps to mitigate and monitor the risk. Institute permanent controls in the long term. Permanent controls may be administrative in nature if the hazard has low frequency, rare likelihood and insignificant consequence.	

Hierarchy of Control Controls identified may be a mixture of the hierarchy in order to provide minimum operator exposure.

Elimination	Eliminate the hazard.
Substitution	Provide an alternative that is capable of performing the same task and is safer to use.
Engineering Controls	Provide or construct a physical barrier or guard.
Administrative Controls	Develop policies, procedures practices and guidelines, in consultation with QDBF, to mitigate the risk. Provide training, instruction and supervision about the hazard.
Personal Protective Equipment	Personal equipment designed to protect the individual from the hazard.

2. Identify Risks	3. Analyse risks 4. Evaluate risks			5. Identify & evaluate existing risk controls	6. Further risk treatments
Risk (people, information, physical assets, venues, climate, finances, reputation)	Consequences	Likelihood	Risk level	What are we doing to manage the identified risk	Further action needed Opportunities or improvement
First aid					
Injury – on and off the water	Vary 1- 5	A	M	Fully stocked first aid kit Qualified first aid officers identified and advised Mobile phones to phone 00 for emergency Phone number and address of closet hospital and medical centre DBSA incident report available for completion if necessary Ensure emergency vehicles access points identified, unlocked and clear	Full list of all available first aid personnel Site the certificate for each allocated first aid signs stating emergency vehicle access First aid kit located at commentators tent Provide signage – first aid List of first aid officers at commentators tent Develop a checklist/action sheet for first aid treatment eg. Inform family/who is to follow up with injured person/action to take if medical assistance is needed
Environmental hazards					
Dehydration	4	C	M	Bottled drinking water for participants Supply bottled water for all volunteers and officials	Personal protection
Heat stroke/ Hypothermia	Vary 1 - 3	C	M	Advise each team captain and sweeps each day Advise of conditions at captains' briefing prior to event Consult, and rotate the roles of any volunteers exposed to the weather conditions Eg boat marshals, starter, boat drivers	Provide shade to interstate participants (refer to shade)
Lack of shade	3	D	L	Local clubs requested to supply own shade Tents at marshalling for participants and volunteers Adequate shade over the top of the Chief Umpire's boat and any other rescue boats Adequate shade for Starter	Personal protection Shade tents to be provided by DBSA for participants Rotate volunteers

2. Identify Risks	3. Analyse risks 4. Evaluate risks			5. Identify & evaluate existing risk controls	6. Further risk treatments
Risk (people, information, physical assets, venues, climate, finances, reputation)	Consequences	Likelihood	Risk level	What are we doing to manage the identified risk	Further action needed Opportunities or improvement
Inclement weather conditions (including wind, lightning, heat, dust etc)	Vary 1 - 3	C	M	Print & analyze full weather details from the Bureau of Meterology or predicated weather conditions http://mirror.born.gov.au/products/ID662.shtml observe the weather for changing conditions via Sea Rescue personnel Hot weather policy instituted as needed Advise weather conditions at the captain's briefing prior to event Advise team captains & sweeps each day	If really bad weather change comes in, make a decision then on the proposed severity and if necessary delay, modify or cancel the event. Do this by calling a meeting of all team captains, sweeps, DBSA and AMG officials
Sunburn	3	B	M	Have two bottles of 30 plus sunscreen available(one bottle kept at commentators ten the other at marshalling tent Encourage sunglasses to reduce glare & eye injury for volunteers, officials and participants Sunsmart policy	Advise everyone on the day where the sunscreen is kept Personal protection
On water safety					
Boat capsize/rollovers / boat collisions Bangs and bumps during racing	3	C	M	All crew to be proficient in capsize drill All sweeps to be accredited under the AusDBF sweep training program Boat handlers to write down how many competitors are in each boat when it leaves the shoreline and to write this information onto the crew list	To be discussed at team managers and sweeps briefing Rescue and safety boats to approach crews with due care and diligence in care of submerged paddlers in the water Chief Marshall to advise all boat handlers at the officials briefing DBSA to add the acceptance and condition of the entry forms that crews have appropriate skills in the boat capsize drill and they are proficient in this drill these will be signed off by the president of their club First aid available – minor injury Call ambulance – major injury Complete incident report

2. Identify Risks	3. Analyse risks 4. Evaluate risks			5. Identify & evaluate existing risk controls	6. Further risk treatments
Risk (people, information, physical assets, venues, climate, finances, reputation)	Consequences	Likelihood	Risk level	What are we doing to manage the identified risk	Further action needed Opportunities or improvement
Boat drivers unqualified	3	E	D	All drivers of motor boats which are driven by a motor greater than 6 hp are to supply a copy of their current boat license before permission given to drive the boats for the event	Keep a register of members with current boat licenses
Debris in the water	3	E	L	Umpires boat to check the water prior to commencement of racing to ensure there is no debris in the water Sweeps are to immediately report any debris to the water safety boat	Eliminate – remove any debris from the water
Faulty dragon boats, sweep oars, dragon heads & tails	4	E	L	A full check of each dragon boat is to be done before the commencement of racing & on completion of racing for the day Any faults to be recorded in an equipment use register – faults book Check all seats to ensure they are secure No boats to leave the shoreline is there is a chance that the boat or equipment is substandard All sweeps are fully responsible for checking their boats prior to taking a crew out to race Broken equipment must be clearly marked with a sign so it is not used again until repaired and passed full inspection eg sweep oars and broken seats in boats	Purchase faults book Record and report any faults to the Chief Official and Chief Boat Marshall Ensure repairs are undertaken and that the equipment has passed full inspection before used again

2. Identify Risks	3. Analyse risks 4. Evaluate risks			5. Identify & evaluate existing risk controls	6. Further risk treatments
Risk (people, information, physical assets, venues, climate, finances, reputation)	Consequences	Likelihood	Risk level	What are we doing to manage the identified risk	Further action needed Opportunities or improvement
Wash from Umpires or safety boats affecting dragon boats both before, during and on completion of the race	3	D	M	Umpires and safety boats are at all times to be aware of the affect of wash. They must stay behind the crews at all times and regulate their speed to ensure that at no time could their wash cause risk to crews on the water	Umpires/safety boats to be given a briefing by the Chief Safety Officer on the day prior to the commencement of racing. First aid kits to be in each rescue boat. Rescue boats to have prop guards
Inappropriate behaviour of crews on the water	3	D	L	All crews on the water are under the control of their sweep. Refrain form verbal abuse and standing in the boats	To be mentioned at the team manager's and sweeps briefing
Injury while embarking or disembarking a dragon boat	3	D	L	Allow sufficient space between boats. Marshals to ensure disembarking is completed before embarking crews move forward. Embarking areas separated from spectators	Chief Marshall to advise all boat marshalls at a official's briefing prior to commencement of the days event
Injury to sweeps from toggle start	3	D	L	Sweeps to bring crews up to the toggle- pick up and hold toggle and release when and only when informed by the Starter to do so. Follow the Starter's instructions	Advise all sweeps of the process at the team managers and sweeps briefing
Unfit to race – alcohol or drug affected	3	E	L	All crew members who appear to be visibly affected by alcohol or drugs are not to board a dragon boat IDBF drug policy compliance	Boat marshalls to advise Chief Marshall if this occurs All Marshalls must immediately notify the Chief Marshall if they suspect a person of being under the influence of alcohol or drugs

2. Identify Risks	3. Analyse risks 4. Evaluate risks			5. Identify & evaluate existing risk controls	6. Further risk treatments
Risk (people, information, physical assets, venues, climate, finances, reputation)	Consequences	Likelihood	Risk level	What are we doing to manage the identified risk	Further action needed Opportunities or improvement
Lack of buoyancy vests	5	E	L	Personal floatation devices(PFD) to be worn by all participants Responsibility of clubs to provide PFD's and ensure the PFD is worn every time the that paddler is in the boat	DBSA to have PFD's available for use
Risk of collision at finish line, or in the marshalling area or turning the dragon boat	4	C	M	Boats are to finish racing in their appointed lane and come to a complete stop to avoid collision with another boat Sweeps to aware of other dragon boats in their immediate vicinity and take measures to collisions Sweeps to bring boats back to the marshalling area in a straight line and follow directions given by boat marshals	Advise all sweeps of the process at the team managers and sweeps briefing
Off water					
Access and cleanliness of toilet facilities	1	E	L	Cleaner to check facilities regularly throughout the event Provide soap for washing of hands	Portable toilets to be arranged by DBSA

2. Identify Risks	3. Analyse risks 4. Evaluate risks			5. Identify & evaluate existing risk controls	6. Further risk treatments
Risk (people, information, physical assets, venues, climate, finances, reputation)	Consequences	Likelihood	Risk level	What are we doing to manage the identified risk	Further action needed Opportunities or improvement
Electrical hazards	5	E	L	No power cords are to be laying on the ground where people can trip or children can touch them – in compliance with the Workplace Health and Safety Act Electrical safety checks to be conducted to ensure compliance with relevant standards Appropriate covering on connections comply with relevant standards	AS 3000 wiring standard
Litter hazards Sharp objects on ground and sand le syringes, broken glass	2 5	D D	L X	Ensure no litter is left laying around that can be tripped on No broken glasses left laying around that can be stepped on No syringes on the ground	Advise all participants and spectators of the need to ensure there is a safe environment for all Contact local council to supply sufficient quality of appropriate rubbish bins and arrange collection and disposal of same each day Provide strong rubbish bins
Theft or deliberate damage to equipment	4	D	H	During the event - volunteers and officials to monitor and report incidents to Chief Official After hours – security patrol on site to monitor	Advise Police of the event happening
Trips and fall injuries due to equipment left laying around	3	C	L	No dragon boat equipment to be left laying around where anyone can trip over it	Place all unused equipment in one Area and rope it off Partition equipment in use as required
Unsafe food outlets handling practices	3	D	M	Ensure food outlets comply with relevant standards	require them to have public liability