



Flatwater Training Safety Checklist

Introduction & Instructions

This checklist is designed to help you plan safe **flatwater training activities**. Its purpose is to ensure that all appropriate steps have been taken to ensure the safety of participants in paddling activities.

How to use this checklist:

The checklist is intended to cover a broad range of activities and up to a full season or year's program. Consider the intent of the questions as much as their wording.

As an individual – use the checklist as an aid to being safe

As a coach – the checklist should assist in your planning

As a club – the checklist should provide a basis for training standards

The checklist may also be used for audit functions.

Information about the Activity Safety Checklist

Name of organization group or individual:	
Name of activity:	
Description of activity:	
Activity date(s) and time(s):	
Activity venue(s)	
Other relevant information about the activity	

Note: a leader is anyone in a position of responsibility be they a coach, supervisory parent, committee member or other.

Checklist

Section 1 Protection of persons

Where people are put in a position of responsibility over minors, the state's working with children laws must be adhered to.

Have the following steps been actioned? (Organised events)	Yes	No	Details
1.1 Prevention – Screening and Prohibited Person Declarations <ul style="list-style-type: none"> ▪ Have people in supervisory roles been screened for their roles 			
1.2 (In the event that the person screened is found to have committed any criminal offences or whose history suggests that he/she may be a questionable candidate for the role) has appropriate action been taken?			
1.3 Codes of behaviour Do your leaders and participants understand their responsibilities and rights (a basic code of behaviour is recommended)			

2. Risk Management

The club committee, safety officer, coach or group leader should ensure a risk management process is followed. The extent of the process is defined by the size of the activity and the number, skill level and age of the participants.

The process should have the outcomes that include the following;

Action items	Details
Designated group leader (name, role)	
2.1 Group leader – What qualifications, role and responsibility does the group leader have:	
2.2 Group <ul style="list-style-type: none"> ▪ What is the make up of the group ▪ How do people join the group ▪ Is there a group list ▪ Is there a sign on/off 	

Action items	Details
<p>2.3 Weather indicators (what indicators will cancel or modify a program)</p> <ul style="list-style-type: none"> ▪ Lightning ▪ Rain (intensity or when combined with other factors) ▪ Wind strength ▪ Maximum and minimum temperatures ▪ Marine blooms ▪ Other 	
<p>2.4 Clothing standard for the activity</p> <ul style="list-style-type: none"> ▪ Type 2 PFDs ▪ Sun protection ▪ Warmth / cooling ▪ Foot protection ▪ After activity clothing 	
<p>2.5 Equipment standards</p> <ul style="list-style-type: none"> ▪ Boat; type, stability, floatation and condition ▪ Paddle; blade size and length ▪ First aid kit (type and location) ▪ Fluid and food requirements 	
<p>2.5 a Equipment standards (rescue boat) What is the procedure in the event of a capsize?</p> <ul style="list-style-type: none"> ▪ Can the participant swim ashore (within 100m, easy, safe access); <ul style="list-style-type: none"> ○ Swimming skills ○ Age, experience, fitness ○ Season ○ Water temperature ○ Current ○ Water quality ▪ Do you have a rescue boat ▪ Other procedure 	

<p>2.5b Equipment standards (dawn and dusk) What is the system to ensure paddlers are clearly visible?</p> <ul style="list-style-type: none"> ▪ Lights ▪ Retro-reflective tape ▪ Bright clothing ▪ Venue / course ▪ Whistles 	
<p>2.6 External communication</p> <ul style="list-style-type: none"> ▪ Who knows where you are and when you should return ▪ How are emergencies communicated? 	
<p>2.7 Emergency procedures (as applicable):</p> <ul style="list-style-type: none"> ▪ Serious injury or fatality ▪ Serious threats to personal safety from high-risk environmental conditions (e.g. flood, storm, bushfire, etc.) ▪ Lost participants ▪ Behavioural management problems 	

5. Incident Reporting

Action items	Details
<p>5.1. Recording and reporting incidents:</p> <ul style="list-style-type: none"> ▪ Do you have a record system for accidents, incidents and injuries 	

End of Checklist