

Step 1. ASSESSMENT DETAILS

Risk Assessment No: SAMM 056

Risk Assessment Team:

Name	Position	Signature (upon completion of Risk Assessment)
Kevin Jones	Director	
Rebecca Baker	Administrative Officer	
Mandi Dimitriadis	Education Officer	

Site: Archie Badenoch Location: _____

Description of Activity of Item of Plant: School excursion cruises

Plant Register No (if applicable): _____

Step 2. HAZARD IDENTIFICATION

- Identify all hazards relating to the activity or item of plant. As a guide, consider the following:
- People Factors - supervision, training, workload, job competency
 - Plant & Equipment - size, weight, design, layout, labeling, personal protective equipment, operational controls, emergency stops and warning devices, guarding, power source (compressed air; electrical; combustion), plant under pressure
 - Environment - site, noise, weather, lighting, surfaces, access/egress
 - System of Work - work instructions, Safe Operating Procedures, emergency arrangements, risk assessments, inspections)

Hazards relating to activity/plant(s)
1. Students/Teachers could fall overboard. 2. Students/Teachers climbing on parts of the vessel that are not for visitor access. 3. Collision with other vessels in the river. 4. 5. Etc.

Step 3. RISK ASSESSMENT / RECOMMENDED CONTROLS

Refer to Risk Rating Matrix ([OHSW-Work-8](#)) for guidelines on how to rate the risk level. If a "Safe Operating Procedure" is required as a control, use template ([Safe Operating Procedure](#)) or ([Safe Operating Procedure for Hazardous Substances](#))

Hazard	Consequence	Likelihood	Risk Rating	Control/Corrective Action	Who / When	Date Actioned / CAR Register #
<i>Note: To be completed for all hazards identified in Step 2</i>	1 (catastrophic) 2 (major) 3 (moderate) 4 (minor) 5 (insignificant)	A (almost certain) B (likely) C (moderate) D (unlikely) E (rare)	High Significant Medium Low	(Elimination; Substitution; Engineering; Administrative; Personal Protective Equipment) Detail the actual controls recommended for implementation	Who is responsible for action and target date for completion	Any actions that cannot be finalised immediately should be transferred to your agency's Corrective Action Register
Students/Teachers falling overboard	2	E	S	Administrative – ensure there is plenty of supervision PPE – ensure all students have life jackets on.		
Climbing on parts of the vessel not for visitor access	4	E	L	Administrative – teachers to ensure there is plenty of adult supervision onboard.		
Collision of other vessels in the Port River.	2	E	S	Administrative – all skippers have at the least coxswains certificate and know the procedures that are to be followed in the event of a collision PPE – ensure students have life jackets on at all times.		

Identify all competencies required as part of risk control measures

Competencies
<p>ALL SKIPPERS HAVE AT LEAST A COXSWAINS CERTIFICATE TO BE ABLE TO DRIVE THE VESSEL. ARCHIE BADENOCH IS SURVEYED EVERY YEAR TO ENSURE SEAWORTHINESS AND SAFETY TO PASSENGERS AND THE CREW. THERE IS A SKIPPER AND DECKHAND ON BOARD AT ALL TIMES.</p>

