

Maritime Safety Queensland

BoatSafe Risk Assessment

Requirements

Use this template to document the risk assessment undertaken prior to the conduct of the BoatSafe training and assessment program. If utilising the same training location for multiple courses on a single day, only one risk assessment is required to be completed.

Step 1 Identify the Hazards

Environmental					
<input type="checkbox"/>	Sun exposure	<input type="checkbox"/>	Temperature (heat, cold)	<input type="checkbox"/>	Sound / Noise
<input type="checkbox"/>	Wind / Tides	<input type="checkbox"/>	Storms / Weather	<input type="checkbox"/>	Visibility restrictions
<input type="checkbox"/>	Debris / Obstructions	<input type="checkbox"/>	Suitable depth	<input type="checkbox"/>	Boating traffic
Facilities					
<input type="checkbox"/>	Accessibility of training location / facilities				
Other:					

Step 2 Assess the Level of Risk

Consider the hazards identified in Step 1 and use the risk assessment matrix below as a guide to assess the risk level.

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Consequence	Description of Consequence
Insignificant	No treatment required
Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)
Moderate	Injury requiring medical treatment or lost time
Major	Serious injury/ies requiring specialist medical treatment or hospitalisation
Critical	Loss of life, permanent disability or multiple serious injuries

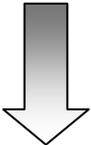
Likelihood	Description of Likelihood
Rare	Will only occur in exceptional circumstances
Unlikely	Not likely to occur within the foreseeable future
Possible	May occur within the foreseeable future
Likely	Likely to occur within the foreseeable future
Almost certain	Almost certain to occur within the foreseeable future

Step 3 Control the Risk

In the table below:

- list the hazards/risks identified in Step 1
- rate the risk level utilising the table in Step 2
- detail the control measures to be implemented in order to eliminate or minimise the risk.

Please note, control measures should be implemented in accordance with the preferred hierarchy of control. If lower level controls, such as Administration or Personal Protective Equipment, are to be implemented without higher level controls, it is important that the reasons for this action are explained.

Hierarchy of Control	
Most effective (High level)  Least effective (Low level)	Elimination: remove the hazard completely from the range (e.g. remove the drainage grate, tree, garden bed)
	Substitution: use different training range (e.g. different location)
	Redesign: re-design the range layout to make the manoeuvre safer
	Isolation: separate people from the hazard (e.g. safety barrier)
	Administration: putting rules, signage or training in place to make a workplace safer (e.g. induction training, highlighting hazards)
	Personal Protective Equipment (PPE): Protective clothing and equipment (e.g. gloves, helmets, enclosed shoes, Hi visibility vests)

Hazards/Risks and Control Measures

Description of Hazard/Risk	Risk Level	Control Measures
Other:		

Completed Risk Assessment			
The BoatSafe training and assessment program will be delivered in accordance with this risk assessment, implementing the control measures outlined in Step 3. Changes will be made, if required, to manage any emerging risks to ensure safety.			
Training Location:			
Contact Person:		Date:	
Indicate those others involved in the preparation of this risk assessment:			

Step 4 Monitor and Review Controls

Complete During and/or After the Activity			
		Yes	No
Are the planned control measures sufficient and effective in minimising the risk level?		<input type="checkbox"/>	<input type="checkbox"/>
Have there been any changes to the planned control measures?		<input type="checkbox"/>	<input type="checkbox"/>
Are further control measures required in future?		<input type="checkbox"/>	<input type="checkbox"/>
Other:			
Review completed by:		Date:	
Signature:			