

Tinaroo Environmental Education Centre

Curriculum Activity Risk Assessment

Activity Details

CARA Creation Date: 02-Nov-2023			
Activity:	Sailing activities		
Activity Scope:	<p>This guideline is provided to support schools in implementing the Managing risks in school curriculum activities procedure.</p> <p>The CARA planner must be used for the specific school context in conjunction with this guideline considering additional risks, hazards and controls and including environmental, facility, equipment and student considerations.</p> <p>For activities beyond the scope of this guideline, complete a CARA record using the CARA generic template.</p> <p>This guideline relates to student participation in sailing during daylight hours in craft propelled by wind and/or an auxiliary motor for the purposes of instruction, competition and/or recreation as an activity to support curriculum delivery.</p> <p>Depending on the scope of this activity, other risk assessments may be required when planning. Curriculum activities encompassing more than one CARA guideline (e.g. Marine organism activities while Snorkelling) must comply with the requirements of all CARA guidelines appropriate to the activity.</p> <p>For activities conducted at a non-Department of Education venue, and/or when engaging external expertise (e.g. charter company), request written risk assessment advice detailing the Safety management system from the Australian Maritime Safety Authority, safety and communications equipment and crew qualifications and attach it to this CARA record.</p> <p>For activities conducted off-site, schools must comply with the School excursions and International school study tours procedure.</p>		
Guidelines:	https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines		
Activity Description:	Students on Tinaroo Dam in small sailing dinghies participating in "Learn to Sail" Activities or competing in inter-school racing		
Inherent Risk Level:	High		
Inherent Risk Level Description:	Sailing in partially smooth waters.		
Start Date:	Monday, 01 January, 2024	End Date:	Tuesday, 31 December, 2024
On School Grounds:	No	Is parental permission required for this activity?	Yes

Activity Requirements

Reference to [Operating Standards and Guidelines for Australian Sailing](#) and the [Queensland Government Recreational Safety Guidelines](#) is required when planning this activity.

All craft must comply with [Safety Management Systems](#), [Queensland Department of Transport and Main Roads](#) registration, maintenance and equipment requirements.

Schools using their own vessel/s must keep maintenance records as outlined in the [Guidelines for a safety management system](#).

[Queensland Government Zoning and designated areas](#) must be consulted for restricted areas.

Permits and permissions are required to be obtained as necessary (e.g. [Queensland Government Marine park permits and activities](#), [Great Barrier Reef Marine Park Authority](#)).

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Participants must adhere to all rules and advice communicated by marine rescue service, facility operator/owner and any safety signage at the facility/location.

Confirmation of student water safety and swimming competence is required prior to participation. The process is determined by the school and must consider the specific aquatic environments in which the activity will take place. Consult the Sequence of competency [Water Safety and Swimming Education Program](#) for support in determining age-appropriate suitability and consider student self-rescue skills in the specific aquatic environment.

Students

Schools must consider age, maturity and skill level of students when planning curriculum activities. Adjustments are required for [students with disability](#) to support access and participation in the curriculum. Consult with the parents/carers of students with disability, or when appropriate the student, to ensure risks related to their child's participation in the activity are identified and managed.

Schools must consult current student medical information and/or health plans in accordance with the [Managing students' health support needs at school](#) procedure. Record information about any student condition (e.g. physical or medical) that may inhibit safe engagement in the activity and include specific support measures within emergency procedures.

Emergency and first-aid

Emergency plans and injury management procedures must be established for foreseeable incidents (e.g. onboard fire, rescue of a person overboard, capsizing, sinking, running aground, separation from the group).

Adult supervisors must have:

- emergency contact details of all participants
- a medical alert list and a process for administering student medication;
- communication equipment suitable to conditions (e.g. marine VHF radio, mobile phone) and a process for obtaining external assistance and/or receiving emergency advice. Note that battery life can be impacted by weather conditions;
- recovery/rescue equipment suitable to the location (e.g. emergency position-indicating radio beacon [EPIRB]);
- an appointed emergency contact (e.g. the Principal, or local police) who is provided activity details (the location, the number and names of the party, the estimated time of departure/arrival;
- emergency shelter/protection locations and alternative routes that consider foreseeable emergencies (e.g. injury, bushfire, thunderstorm, extreme temperature, tides).

Safety procedures must be determined for the location (e.g. signalling for assistance, process to rapidly communicate emergency advice to adult supervisors of impending severe events) and incorporate advice from local authorities, as appropriate.

Access is required to [First aid equipment](#) (e.g. heat pack, ice pack, vinegar) and consumables suitable for foreseeable incidents. Consult [Safety equipment for boats in QLD](#) for further information.

Access is required to rescue equipment (e.g. working emergency signal such as whistle or air horn, [flares](#)).

For participants with known allergies, schools must comply with the [Supporting students with asthma and/or at risk of anaphylaxis at school](#) procedure and the school's [Anaphylaxis Risk Management Plan](#).

An adult with current emergency qualifications is required to be quickly accessible to the activity area. Emergency qualifications include:

- [HLTAID009](#) Provide cardiopulmonary resuscitation (CPR);
- [HLTAID010](#) Provide basic emergency life support;
- [HLTAID011](#) Provide first aid;
- [HLTAID013](#) Provide first aid in remote situations (if more than 1 hour from definitive medical care);
- or equivalent competencies.

Induction and instruction

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Induction is required for all adult supervisors on emergency procedures (e.g. rescue of a person overboard, basic survival techniques) and safety procedures (e.g. signalling for assistance, [Collision Regulations](#), vessel handling, communications). If the activity is conducted at an off-site facility, induction is to be informed by advice provided in consultation with expertise at the venue. Participants must adhere to all rules and advice communicated by local lifeguard service, facility.

Instruction is required for students and adult supervisors on correct techniques (e.g. safety harness use).

Consent

[Parent consent](#) is required for all activities conducted off-site.

[Parent consent](#) is strongly recommended for high risk activities conducted on-site.

[Parent consent](#) is required for extreme risk activities.

The activity requirements have been met and any additional requirements for the activity are included below or attached.



Detailed risk management guidelines for this activity are outlined in the Tinaroo EEC Standard Operating Procedures for sailing activities.

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Risk Management Details

Supervision	
<p>Specific roles for supervisors must include recovery, emergency and general supervision roles. All adult supervisors must be able to identify, and respond to, risks or hazards that may emerge during the activity including the ability to:</p> <ul style="list-style-type: none"> recover a student from the water be able to take control of the vessel if required operate signalling devices needed in a duress situation, including marine radio and flares. 	✓
<p>For activities with students with a medical condition or disability that may impact on safety during the activity, consultation with parents is required prior to allocating supervision to determine the impact of students' medical condition or disability on safety during the activity.</p>	✓
<p>The number of adult supervisors required to fulfil emergency and supervision roles must consider the nature of the activity, students' ages, abilities and specialised learning, access and/or health needs. Consult the Operating Standards and Guidelines for Australian Sailing for guidance on participant to supervisor ratios.</p>	✓
<p>Before the activity, all adult supervisors:</p> <ul style="list-style-type: none"> must be familiar with the contents of the CARA record must assess weather conditions, and obtain accurate information on tides, depths, currents and other expected water conditions (if applicable) prior to undertaking the activity, inspecting the intended location in order to identify variable risks, hazards and potential dangers. 	✓
<p>During the activity, all adult supervisors:</p> <ul style="list-style-type: none"> must be readily identifiable and all students in sight of at least one adult at all times; must closely monitor students with health support needs; must comply with control measures from the CARA record and adapt as hazards arise; must suspend the activity if the conditions become unfavourable (e.g. poor visibility, extreme temperatures, thunderstorms); must not allow students to be relied upon to recover a person in difficulty. 	✓
<p>All instructors are Tinaroo EEC registered teachers who have been assessed as competent to lead the sessions. At least two adults will be present. A different supervision ratio may be determined for wilderness programs involving disengaged youth. The ratio will be established through a risk management process.</p>	

Supervisor Qualifications

<p>All adult supervisors must comply with the Working with Children Authority - Blue Cards procedure and be able to identify, and respond to, risks or hazards that may emerge during the activity.</p>	✓
<p>A registered teacher must be appointed to maintain overall responsibility for the activity.</p>	✓
<p>At least one adult supervisor is required to demonstrate capacity to perform an appropriate rescue procedure including using appropriate rescue aids.</p>	✓
<p>At least one adult supervisor is required to be:</p>	

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A registered teacher with with demonstrated ability to undertake instruction and coaching in sailing who holds a Recreational Marine Driver Licence issued by Department of Transport and Main Roads.	<input checked="" type="checkbox"/>
OR	
A registered Boatsafe trainer, working under the direct supervision of a register teacher.	<input checked="" type="checkbox"/>
At least one adult supervisor is required to be:	
A registered teacher with competence (knowledge and skills) in the teaching or coaching of sailing, with current qualification in Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal) or similar.	<input checked="" type="checkbox"/>
OR	
An adult supervisor, working under direction of a registered teacher, with current qualification in Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal) or similar AND a relevant Instructor qualification from Australian Sailing or similar.	<input checked="" type="checkbox"/>
All instructors are Tinaroo EEC registered teachers who have been assessed as competent to lead sessions through TEEC staff induction, an annual validation process, and Statements of Attainment.	

Facilities and Equipment

Location must be suitable for the activity being undertaken to ensure safe participation and that safety rules and procedures can be followed. Undertake a reconnaissance of new or infrequently used locations to ascertain suitability. Consider depth of water, tidal flow , currents, visibility, underwater vegetation (e.g. coral), marine life (e.g. stonefish, blue-ring octopus, crocodiles, sharks, eels), and debris. Obtain advice from lifeguards, local authority or other relevant authority (e.g. Department of National Parks, Recreation, Sport and Racing) about waterway conditions (e.g. contaminants such as blue-green algae) and other potential hazards (e.g. rips, tides, currents, submerged rocks, water temperature, depth conditions).	<input checked="" type="checkbox"/>
A seaworthy vessel/s suitable for the activity must be used.	<input checked="" type="checkbox"/>
Vessel must have a fixed Australian Builders Plate (capacity, capability and limitations of the vessel).	<input checked="" type="checkbox"/>
Lifejackets that comply with Australian Standards for Level 50 (smooth and partially smooth waters), 100, 150, 275 (beyond partially smooth waters) that are brightly coloured, are the correct size for the wearer and adjusted correctly must be worn at all times while on the water.	<input checked="" type="checkbox"/>
Equipment must have Australian Standard Certification and comply with the requirements of that schedule (e.g. life jackets, safety harnesses, sailboats).	<input checked="" type="checkbox"/>
Safety harnesses, if used, must be able to be released by the students in any situation, as per Australian Standards .	<input checked="" type="checkbox"/>

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Participants must wear Personal protective equipment as relevant for the location and conditions (e.g. sunscreen, wetsuits, stinger protective swimwear, thermal underwear, fleece, enclosed footwear with thick soles when boating/launching where dangers such as stonefish may be present).	<input checked="" type="checkbox"/>
Prescription spectacles and sunglasses, if worn, secured with a suitable restraint.	<input checked="" type="checkbox"/>
Minimum safety equipment appropriate to the activity as per Safety equipment for boats in Queensland must be available.	<input checked="" type="checkbox"/>
Equipment must be sized to match the ability and strength of students.	<input checked="" type="checkbox"/>
Equipment correctly waterproofed and stowed securely in the vessel.	<input checked="" type="checkbox"/>
A retirement schedule must be developed to replace plant and equipment by manufacturers' nominated expiry date or when significant wear causes a hazard.	<input checked="" type="checkbox"/>
Ensure adequate fuel, drinking water, food and shade is available for the duration of the activity.	<input checked="" type="checkbox"/>
Access to waterways for emergency vehicles and vessels must be available.	<input checked="" type="checkbox"/>
No single navigation system to be relied upon. Where an electronic system (e.g. GPS) is used, have spare batteries and another position-fixing method available (e.g. chart and compass).	<input checked="" type="checkbox"/>
Follow appropriate procedures for the use of incendiary devices, such as flares .	<input checked="" type="checkbox"/>
Ensure there is some means of reefing the sails when strong winds are likely to affect the activity. Note: Reefing may be undertaken by removing one or more sails from the standard working set of the large craft. Smaller sets of sails may be used as an alternative to reefing.	<input checked="" type="checkbox"/>
If privately owned equipment is being used, Principal approval and owner consent/insurance details must be obtained prior to the activity (e.g. volunteer owned/operated vessels). Private craft must have a signed Queensland Special Regulations Equipment Audit form relevant to the craft type and conditions.	<input checked="" type="checkbox"/>
All equipment has a scheduled service life and is tracked through a database from purchase to disposal. Additional controls are put in place when no vehicle access to a site. Detailed risk management guidelines for this activity are outlined in the Tinaroo EEC Standard Operating Procedures.	

Hazards and Control Measures

Further to those listed, include any additional hazards and control measures considering the local context of the activity.	
Environmental hazards	
Animal bites/diseases - stings, poisoning, infection	

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Adhere to Queensland Government Dangerous marine life and SurfLife Saving Queensland Marine Stinger Safety guidelines for information on dangerous marine animals. Stings and bites by stonefish, irukandji and other dangerous marine animals can be fatal. For further information about types of poisoning and treatment available consult Queensland Poisons Information Centre or phone 13 11 26.	☑
Marine organisms not to be handled and contact with marine creatures to be avoided.	☑
Continually assess threat of dangerous marine animals (if appropriate to location). Immediately move the participants to a safe location if dangerous marine creatures are detected or suspected.	☑
Environmental conditions - weather, surrounds	
The school's sun safety strategy must be followed.	☑
Follow the Managing excessive heat in schools guidelines when participating in very hot or extreme heat conditions.	☑
Facilities and equipment hazards	
Vessels	
Continually assess threat of other vessels.	☑
Chemicals	
If vessel/s has a motor, refuel the vessel/s safely (e.g. all occupants to disembark prior to refuelling, switch off engines, maintain contact between hose nozzle and fixed pipe to prevent static sparks, ensure no smell of fuel from bilges). Do not allow students to refuel vessels.	☑
Student considerations	
Injury	
Students aware of the location of emergency and first-aid equipment.	☑
Manual handling - lifting equipment	
Use correct manual handling processes when lifting, lowering, pushing, pulling or carrying.	☑
Physical exertion - exhaustion and fatigue	
Continually monitor students for signs of distress (e.g. fatigue, exhaustion, illness, hunger, dehydration, hypothermia, difficulty breathing and hyperventilation).	☑
Adopt system of signals to clearly communicate the need for assistance if in difficulty.	☑
Student issues - student numbers, special needs, high risk behaviours, medical conditions, separation from the group	
Remove accessories (e.g. jewellery, lanyards) before participating.	☑
Ensure fingernails and hair do not pose a hazard.	☑
Develop a procedure for students who may develop sea sickness.	☑

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Instruct participants to call or signal for assistance if a problem cannot be rectified immediately.	<input checked="" type="checkbox"/>
Implement procedures for regular head counts before, during and after activity and roll marking mechanisms for students leaving the activity.	<input checked="" type="checkbox"/>
Ensure that all participants work far enough apart that they are not struck by falling masts and to be aware of the boom at all times.	<input type="checkbox"/>
Visibility	
Have students wear easily identifiable clothing (e.g. high visibility rash vest).	<input checked="" type="checkbox"/>
Ensure staff can easily recognise those students with health support needs (in and out of the water) and are familiar with their needs.	<input checked="" type="checkbox"/>
Additional links Safety in Recreational Water Activities Act 2011 (Qld) Guidelines for Managing Risks in Recreational Water Marine Teachers' Association of Queensland Australian Sailing Yachting Australia Training Centres	
Detailed risk management guidelines for this activity are outlined in the Tinaroo EEC Standard Operating Procedures.	

Staff/Other Participants			
Family Name	Given Name	Type	Other Participants Role
Crosby	Bret	Staff Member	N/A
Dilger	Darryl	Staff Member	N/A
Dove	Rochelle	Staff Member	N/A
Harrison	Philip	Staff Member	N/A
Holcroft	Kimberley	Staff Member	N/A
Lazaredes	Louka	Staff Member	N/A
Marsh	Matthew	Staff Member	N/A
Morley	Kirk	Staff Member	N/A
Mott	Tobius	Staff Member	N/A
Watson	Dayna	Staff Member	N/A

Approval Details

Approval Status: Approved			
Approval Officer Name:	Harrison, Philip	Approval Date:	15-Nov-2023

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Planning Considerations

Which students will be involved?

- Consider the number of students, size of student groups and students' capabilities e.g. age, experience, competence, fitness, maturity.
- Consider any individual student needs e.g. personalised learning, support provisions (including behaviour support plans), health management (including health plans and prescribed medication requirements).

Where will the students be?

- Consider the location of the activity e.g. remote/easily accessible, public /private, school/classroom/workshop/other.
- Is the number of students appropriate for the available space?
- If outdoors – sunsafe strategies are implemented; weather and environmental conditions are assessed before and during activity (e.g. temperature, storms, water currents, tides); and strategies to reduce the likelihood of viruses, allergies and skin infections caused by insects (e.g. ticks, mosquitoes, spiders) and other animals are applied.
- The site is checked for hazards (e.g. poisonous plants, dangerous animals, uneven terrain, barbed wire,) and necessary controls implemented.
- Activities are appropriately situated in relation to buildings, pedestrians, members of the public, vehicles and other activities e.g. designated areas for activity, spectators and vehicles are established.

What will the students be doing?

- Consider the nature and duration of the activity i.e. need for drinking water, food, rest, appropriate clothing, warm-up and warm-down.
- Instruction in rules and pre-requisite skills is provided.
- Student skills are developed in a progressive and sequential manner.
- First aid and emergency medical treatment provisions are appropriate for the type of activity and location e.g. first aid kit, first aid trained personnel, Ventolin®, Epipen®, and students' personal prescribed medications as required in health plans are available.
- Emergency response strategies are in place e.g. communication plans (e.g. mobile phone, walkie talkie), safety induction, evacuation plans.
- Hair, clothing, footwear and jewellery are worn in a manner that is appropriate and safe for the activity.
- Personal items, e.g. drink bottles, towels and mouthguards, will not be shared between students.

What will the students be using?

- Instruction in safety procedures and safe handling of equipment is provided.
- Equipment is suitable for the activity, properly maintained, appropriately used and complies with the relevant safety standard.
- [Relevant department procedures and guidelines](#) are adhered to for the use of equipment and work processes.

Who will be leading the activity?

- A registered teacher has overall responsibility for the activity.
- Sufficient adult supervision is in place to manage the activity safely (including in emergency situations).
- The activity leader has the competence (knowledge and skills) to plan, induct, instruct and manage the activity safely for students and others.
- There are sufficient adults present with current First Aid qualifications (including CPR) or ready access to qualified first aid personnel.
- Blue Card requirements are adhered to for leaders/volunteers.

I have incorporated the above factors when planning my risk management strategies for this activity.

Additional activity-specific requirements for students with specialised learning needs are provided in the Other Details box below.

Detailed risk management guidelines for this activity are outlined in the Tinaroo EEC Standard Operating Procedures for sailing activities. Additional equipment and staff are occasionally employed with students with special needs. The exact modifications to this activity are dependent on the precise requirements of the student concerned.

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Monitor and Review

Informal review will take place before during and after each sailing activity. Annual review of CARA will take place either at the end of a School Year, or the start of the following year.