

# Tinaroo Environmental Education Centre

## Curriculum Activity Risk Assessment

### Activity Details

CARA Creation Date: 07-Nov-2019			
Activity:	<b>Kayaking and Canoeing (lakes, rivers and streams)</b>		
Activity Scope:	<p>This guideline relates to student participation in canoeing<sup>[1]</sup> and/or kayaking<sup>[2]</sup> in lakes, rivers and streams up to <a href="#">Water Grade 2</a> as a curriculum activity. It does not include kayaking in open seas and oceans. Canoeing/kayaking may involve other activities that have various risk levels, for example <a href="#">Swimming in locations other than pools</a> or Kayaking (open water). Refer to the relevant guidelines for management of these risks.</p> <p><sup>[1]</sup> A narrow-beamed pointed vessel with a rigid hull propelled by a paddle.</p> <p><sup>[2]</sup> A topped, narrow-beamed vessel that floats and is propelled by a double-bladed paddle.</p>		
Guidelines:	<a href="https://education.qld.gov.au/curriculum/school-curriculum/CARA/activity-guidelines">https://education.qld.gov.au/curriculum/school-curriculum/CARA/activity-guidelines</a>		
Activity Description:	Canoeing and/or Sit on top Kayaking with student groups in sheltered and open water usually on Tinaroo Dam.		
Inherent Risk Level:	High		
Inherent Risk Level Description:	Kayaking and/or canoeing on flat water and Grade 1 waters. (Grade 1: Easy Slow to medium flowing water with very small, regular waves or riffles. Relatively few obstacles, with an easy path to find and follow. Suitable for novices.)		
Start Date:	Wednesday, 01 January, 2020	End Date:	Thursday, 31 December, 2020
On School Grounds:	No	Is parental permission required for this activity?	Yes

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Mandatory/Special Requirements	
<i>Mandatory requirements must be met for the activity to be conducted.</i>	
Undertake a process <sup>[1]</sup> to confirm student water safety and aquatic ability prior to participating in the activity.  [1] The process is determined by the school and must consider the specific aquatic environments in which the activity will take place. For example, if canoeing or kayaking on a flat water location, adult supervisors must be satisfied that the participants can swim 200m without stopping and scull/float/tread water for 10 minutes in a swimming pool before participants are granted permission to participate in the canoeing/kayaking activity.	<input type="checkbox"/>
Follow guidelines/codes of practice published by <a href="#">Queensland Adventure Activity Standards</a> and the <a href="#">Paddle Australia – Safety Guidelines</a> notably the helmet specifications for Grade 2 waters.	<input checked="" type="checkbox"/>
Obtain parent/carer consent and a medical questionnaire/declaration. (Note: Students with a medical condition that may impact on their safety during participation in this activity must be cleared by a medical practitioner to participate in the activity).	<input checked="" type="checkbox"/>
Establish and implement procedures appropriate to the activity, location and conditions. This must include, but is not limited to: safety; emergencies (e.g. separation from the group, injury, first aid); resuscitation; communication (e.g. assistance, emergency services, parent notification); and supervision.	<input checked="" type="checkbox"/>
Induct students on emergency procedures (e.g. using rescue equipment), safety procedures and correct technique (e.g. righting a capsized craft) prior to the commencement of the activity. This should include, but not be limited to: <ul style="list-style-type: none"> <li>• basic preliminary training before participating in on-water activities (e.g. <a href="#">Collision Regulations</a>, craft handling, communications);</li> <li>• safety regulations conforming to current <a href="#">Maritime Safety Queensland</a> requirements (e.g. location and use of basic survival techniques) for the conditions the craft may encounter; and</li> <li>• the route, area and scope of the activity, and notice of any dangers from other sources.</li> </ul>	<input checked="" type="checkbox"/>
Wear <a href="#">lifejackets</a> or personal flotation devices (PFD) that comply with Australian Standards and are appropriate to the conditions.	<input checked="" type="checkbox"/>
Follow the school's <a href="#">sun safety strategy</a> .	<input checked="" type="checkbox"/>
Detailed risk management guidelines for this activity are outlined in the Tinaroo EEC Standard Operating Procedures for Canoeing and Sit on Top Kayaking	

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### Risk Management Details

Supervision Requirements	
At least two adult supervisors, one of whom is a registered teacher, are required for canoeing/kayaking activities.	<input checked="" type="checkbox"/>
One adult supervisor is required to either canoe/kayak with the learners or travel in a powered vessel in close proximity to the learners under instruction.	<input checked="" type="checkbox"/>
Inform supervisors of their role, potential hazards identified and precautions to be taken before departing.	<input checked="" type="checkbox"/>
Refer to the <a href="#">Paddle Australia – Safety Guidelines</a> for recommendations and factors affecting supervisory ratios.	<input type="checkbox"/>
All instructors are Tinaroo EEC teachers who have been assessed as competent to lead the sessions.	

Qualification Requirements	
At least one adult supervisor must be a registered teacher.	<input checked="" type="checkbox"/>
At least one adult supervisor must hold a current Guide or Instructor award. The statement of attainment from a Registered Training Organisation (RTO) or Certificate from a NSO must be supplied.	<input checked="" type="checkbox"/>
<b>AND</b>	
A competent adult supervisor with a current first aid qualification including cardiopulmonary resuscitation (CPR) with capability and competence (knowledge and skills) to perform a rescue to assist/recover a student, if required.	<input checked="" type="checkbox"/>
This may be one adult with multiple qualifications or multiple adults. Skill Sets: <ul style="list-style-type: none"> <li>• <a href="#">SISSS00018 - Canoeing Guide Flat Water</a> or</li> <li>• <a href="#">SISSS00019 - Canoeing Guide White Water Grade 2</a></li> </ul> OR <ul style="list-style-type: none"> <li>• <a href="#">SISSS00064 - Kayaking Guide Flat Water</a> or</li> <li>• <a href="#">SISSS00066 - Kayaking Guide White Water Grade 2</a></li> </ul> OR <ul style="list-style-type: none"> <li>• <a href="#">SISSS00067 - Kayaking Instructor Flat Water</a> or</li> <li>• <a href="#">SISSS00068 - Kayaking Instructor White Water Grade 2</a></li> </ul> OR <ul style="list-style-type: none"> <li>• <a href="#">SISSS00021 - Canoeing Instructor Flat Water</a> or</li> <li>• <a href="#">SISSS00022 - Canoeing Instructor White Water Grade 2</a></li> </ul>	

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<p><b>OR</b></p> <p>Competencies:</p> <p><b>For Grade 1 water:</b></p> <ul style="list-style-type: none"> <li>• SISOCNE303A Apply canoeing skills;</li> <li>• SISOKYK302A Apply kayaking skills;</li> <li>• SISOCNE202A Perform deep water rescues; and</li> <li>• SOCNE305A Guide canoeing trips on flat and undemanding water; <b>or</b></li> <li>• SISOKYK304A Guide kayaking trips on flat undemanding water.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• For a registered teacher or other activity leader, a nationally recognised (Paddle Australia) qualification as a Paddling Supervisor in Canoe or Kayak or a Foundation coach.</li> </ul> <p><b>For Grade 2 water:</b></p> <ul style="list-style-type: none"> <li>• Grade 1 units above <b>AND</b></li> <li>• SISONAV201A Demonstrate navigation skills in a controlled environment; and</li> <li>• SISOCNE304A - Apply inland canoeing skills on Grade two water; and</li> <li>• SISOCNE307A Guide canoeing trips on Grade two water; <b>or</b></li> <li>• SISOKYK305A Guide kayaking trips on Grade two water.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• For a registered teacher a nationally recognised (Paddle Australia) qualification as a Whitewater Guide or Instructor in Canoe or Kayak.</li> </ul>	
<p>All instructors are Tinaroo EEC teachers who have been assessed as competent to lead sessions through TEEC staff induction and annual validation process and Certificates of Attainment.</p>	

Equipment/Facility Requirements	
Only use sea-worthy craft that is suitable for water grade and conforms to the boating regulation of <a href="#">Maritime Safety Queensland</a> .	<input checked="" type="checkbox"/>
Provide rescue equipment that is quickly and easily accessible.	<input checked="" type="checkbox"/>
Ensure the safety, repair and rescue equipment (e.g. quick release towing systems, throw bags), navigation equipment, helmets, lifejackets and paddles conforms to the <a href="#">Paddle Australia - Safety Guidelines</a> .	<input checked="" type="checkbox"/>
Ensure protective clothing is worn at all times and includes appropriate footwear.	<input checked="" type="checkbox"/>
All gear should be correctly waterproofed and stowed securely in the craft.	<input type="checkbox"/>
Ensure that no single navigation system is relied upon. Where an electronic system (e.g. GPS) is used, have spare batteries and another position-fixing method available.	<input type="checkbox"/>
<p>Equipment is inspected and maintained via a log maintenance record. Standard practice to physically check equipment as it is set up at start of activity.</p>	

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<b>Hazards and Control Measures</b>	
<i>Before the activity</i>	
<b>Considering environmental conditions</b>	
Assess weather ( <a href="#">Bureau of Meteorology</a> ) and environmental conditions.	<input checked="" type="checkbox"/>
Refer to <a href="#">Department of Agriculture and Fisheries</a> for restricted areas.	<input checked="" type="checkbox"/>
Obtain permits and permissions as necessary (e.g. <a href="#">Department of National Parks, Sport and Racing</a> , <a href="#">Great Barrier Reef Marine Park Authority</a> ).	<input checked="" type="checkbox"/>
Refer to <a href="#">Australian Institute of Marine Sciences</a> for information on dangerous Australian marine animals. Stings and bites by stonefish, irukandji and other dangerous marine animals can be fatal. Adhere to the <a href="#">Surf Life Saving Queensland Marine Stinger Safety</a> guidelines. The <a href="#">Queensland Poisons Information Centre</a> has further information about types of poisoning and treatment available, or phone <b>13 11 26</b> .	<input checked="" type="checkbox"/>
<b>Accessing facilities and using equipment</b>	
Ensure access to waterways is available for emergency vehicles.	<input checked="" type="checkbox"/>
Ensure shade, water and food are available.	<input checked="" type="checkbox"/>
Ensure first aid is available and clearly identified.	<input checked="" type="checkbox"/>
<b>Managing student considerations</b>	
Provide accurate information on <a href="#">tides</a> , depths, currents and other expected water conditions to participants.	<input checked="" type="checkbox"/>
During colder periods and during the stinger season, participants must wear a wet suit or stinger protective swimwear. Adhere to the <a href="#">Surf Life Saving Queensland Marine Stinger Risk Management Guidelines</a> , if appropriate.	<input checked="" type="checkbox"/>
Instruct participants to call or signal for assistance if they cannot rectify a problem immediately.	<input checked="" type="checkbox"/>
Advise students not to handle marine organisms and avoid contact with marine creatures.	<input checked="" type="checkbox"/>
<i>During the activity</i>	
<b>Considering environmental conditions</b>	
Cease activities when conditions tend towards unfavourable (e.g. impending storm).	<input checked="" type="checkbox"/>
Continually assess threat of vehicles (e.g. boats) and dangerous marine animals (if appropriate to location).	<input checked="" type="checkbox"/>
<b>Managing student considerations</b>	
Continually monitor students for signs of distress (e.g. fatigue, exhaustion, illness, hunger, dehydration, difficulty breathing and hyperventilation).	<input checked="" type="checkbox"/>

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Continually assess threat of other water craft when paddling and when entering or leaving the water.	<input checked="" type="checkbox"/>
Ensure that all participants work far enough apart that they are not struck by paddles.	<input checked="" type="checkbox"/>
Instruct participants to remain aware of their position in the training area, distance from shore and other obstacles.	<input checked="" type="checkbox"/>
Ensure that crafts negotiate rapids one at a time. The leader should negotiate areas of moving water immediately before the students.	<input type="checkbox"/>
Ensure helmets are worn and securely fitted while paddling among rocks and during rescue practice. A helmet is optional for flat water canoeing/kayaking activities.	<input type="checkbox"/>
Allow all students periods of rest from repetitive paddling (this may be resting/floating on the water, not necessarily landing).	<input checked="" type="checkbox"/>
<i>After the activity</i>	
<b>Accessing facilities and using equipment</b>	
Continually assess threat of vehicles when loading/unloading canoes/kayaks.	<input checked="" type="checkbox"/>
Instruct students to straighten backs and bend knees when lifting kayaks to/from the water.	<input checked="" type="checkbox"/>
<b>Managing student considerations</b>	
Implement procedures (e.g roll marking mechanisms) for students leaving the location.	<input checked="" type="checkbox"/>
Detailed risk management guidelines for this activity are outlined in TEEC's Standard Operating Procedures for Canoeing and Sit on Top Kayaking. Occasionally Year 3-4 students will be involved in sit on top kayaking sessions, sometimes with older Year 5-6 students from Multi age classes. Where possible these younger students will be placed with an older student or adult in each sit on top kayak. This is an exception rather than standard procedure and is arranged by prior agreement with the Principal of TEEC.	

Staff/Other Participants			
Family Name	Given Name	Type	Other Participants Role
Crosby	Bret	Staff Member	N/A
Dilger	Darryl	Staff Member	N/A
Fulford	Hal	Staff Member	N/A
Harrison	Philip	Staff Member	N/A
Holcroft	Kimberley	Staff Member	N/A
Lazaredes	Louka	Staff Member	N/A
MacGregor	Peter	Staff Member	N/A
Marsh	Matthew	Staff Member	N/A
Watson	Dayna	Staff Member	N/A

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### Approval Details

Approval Status: Approved

Approval Officer Name:	MacGregor, Peter	Approval Date:	08-Jan-2020
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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.

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

Additional equipment and TEEC staff are occasionally employed with students with special needs. The exact modifications to this activity are dependant on the precise requirements of the student concerned.

### Monitor and Review

Informal review with students after each activity session.