Canoeing - conducted by Tinaroo EEC Staff

Note: This template may be used in combination with a Curriculum Activity Risk Assessment (CARA) guideline or for an activity for which no guideline exists. Queensland state school staff are encouraged to prepare CARAs on OneSchool.

Activity Description: Canoeing with student groups in sheltered and open water usually on Tinaroo Dam.

Teachers/Leaders: Qualified Tinaroo EEC teaching staff

Class groups: Various Yr 4 - Yr 12 students

No. of students (approx): 30

Start date: 01/01/2017

Finish Date: 31/12/2017

Supervision ratio (approx): 1:15

Use this risk assessment matrix as a guide to assess the inherent risk level. Refer to the Risk Assessment Information Sheet for further details.

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 Insignificant</td>
</tr>
<tr>
<td>5 Almost Certain</td>
<td>Medium</td>
</tr>
<tr>
<td>4 Likely</td>
<td>Low</td>
</tr>
<tr>
<td>3 Possible</td>
<td>Low</td>
</tr>
<tr>
<td>2 Unlikely</td>
<td>Low</td>
</tr>
<tr>
<td>1 Rare</td>
<td>Low</td>
</tr>
</tbody>
</table>

Indicate the assessed risk level and undertake the actions required for that level of risk.

<table>
<thead>
<tr>
<th>Inherent risk level</th>
<th>Action required/approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Low</td>
<td>Little chance of incident or injury &lt;ul&gt;&lt;li&gt;Manage through regular planning processes.&lt;/li&gt;&lt;/ul&gt;</td>
</tr>
<tr>
<td>☐ Medium</td>
<td>Some chance of an incident and injury requiring first aid &lt;ul&gt;&lt;li&gt;Document controls in planning documents and/or complete this Curriculum Activity Risk Assessment.&lt;/li&gt;&lt;li&gt;Consider obtaining parental/carer permission, and if activity held off-site, parental/carer permission is required.&lt;/li&gt;&lt;li&gt;Refer to School Excursions procedure for Variation to School Routine application.&lt;/li&gt;&lt;/ul&gt;</td>
</tr>
<tr>
<td>✔ High</td>
<td>Likely chance of a serious incident and injury requiring medical treatment &lt;ul&gt;&lt;li&gt;A Curriculum Activity Risk Assessment is required to be completed.&lt;/li&gt;&lt;li&gt;Principal or head of program (i.e. DP, HOD, HOSES) approval is required prior to conducting this activity.&lt;/li&gt;&lt;li&gt;Once approved, activity details are to be entered into the School Curriculum Activity Register.&lt;/li&gt;&lt;li&gt;Parental/carer permission is recommended, and if activity held off-site, parental/carer permission is required.&lt;/li&gt;&lt;/ul&gt;</td>
</tr>
<tr>
<td>□ Extreme</td>
<td>High chance of a serious incident resulting in highly debilitating injury &lt;ul&gt;&lt;li&gt;Consider conducting an alternative activity.&lt;/li&gt;&lt;li&gt;A Curriculum Activity Risk Assessment must be completed.&lt;/li&gt;&lt;li&gt;Principal approval is required prior to conducting this activity.&lt;/li&gt;&lt;li&gt;Parental permission must be obtained for student participation.&lt;/li&gt;&lt;li&gt;Once approved, activity details are to be entered into the School Curriculum Activity Register.&lt;/li&gt;&lt;/ul&gt;</td>
</tr>
</tbody>
</table>
Minimum supervision

• Adequate adult supervision must be provided. A broad range of variables will affect your decision about what constitutes adequate supervision, for example:
  o nature of the activity conducted
  o number of students/size of groups, if more than one group
  o needs of students and their expected capabilities (i.e. experience, competence, fitness)
  o the leaders' experience
  o planned duration of the activity
  o suitability and availability of equipment
  o environmental and weather conditions
  o difficulties/distance/condition of the venue/site of the activity (e.g. trails, vehicle tracks, roads)
  o remoteness of the activity
  o likelihood of leader becoming incapacitated or separated from participants.

• If an adult other than a registered teacher is engaged for instruction, a teacher should be present to take overall responsibility. Blue Card requirements must be adhered to.

Please provide information on supervision:

At least two adults will be present.
All instructors are TEEC teachers who have been assessed as competent to lead the sessions. TEEC teachers follow TEEC's Standard Operating Procedures for Canoeing.

Minimum activity-specific qualifications for supervisors

Relevant qualifications will depend on the nature of the activity, but as a minimum you should consider:

• that there are sufficient adults with current First Aid qualifications including Cardio Pulmonary Resuscitation (CPR) or ready access to first aid facilities, including qualified personnel
• if operating more than one hour away from Emergency Services, current Remote Area First Aid
• depending on the nature of the activity, ‘competence’ may be sufficient for the activity leader rather than a formal qualification. A teacher/leader could demonstrate a reasonable level of competence by two or more of the following:
  o knowledge of the activity and the associated hazards and risks
  o experience (i.e. previous involvement) in undertaking the activity
  o demonstrated ability and/or expertise to undertake the activity
  o possession of qualifications related to the activity.
• if the activity is being conducted by external leaders, obtain a copy of relevant qualifications and risk management information.

Please provide information on the leader's/supervisor's relevant qualifications or competence:
Please provide information on the leader's/supervisor's relevant qualifications or competence:

Current first aid qualifications including Cardio Pulmonary Resuscitation (CPR) or ready access to first aid facilities including qualified personnel.

At least one adult will be a registered teacher with minimum qualifications as outlined below:

For a registered teacher: A statement of attainment from a Registered Training Organisation covering the following canoeing units of competence or equivalent: SISONAV201A Demonstrate navigation skills in a controlled environment, SISOCNE303A Apply canoeing skills, SISOCNE202A Perform deep water rescues, SISOCNE305A Guide canoeing trips on flat and undemanding water.

All instructors are Tinaroo EEC teachers who have been assessed as competent to lead the sessions through TEEC staff induction and annual validation process and Certificates of Attainment, in-house and external professional development, creation of individual performance plans and monitoring of personal logs.

Minimum activity-specific equipment/facilities

Consider the equipment and facilities required for the activity. Depending on the nature of the activity, this may include:

- First Aid kit (including sufficient and suitable bandages, ice packs, etc as appropriate)
- Communication equipment e.g. phone line at location, mobile phone, satellite phone, whistle/marine whistle, walkie talkie/UHF/VHF radio, PLB (personal locator beacon)
- Drinking water (students should not share drinking containers)
- Sun safety equipment if outdoors (hat, sunscreen, shirt, shade, etc)
- Appropriate clothing (consider weather conditions if outdoors)
- Injury management procedure (including head injuries where this is a possibility) in place
- Suitable personal protective equipment
- All equipment and facilities should comply with relevant safety standards.

Please provide information on activity-specific equipment/facilities:

First Aid kit and mobile phone will be carried by the TEEC Staff member.
A Safety Boat will be available for all canoeing activities
Personal flotation devices will be worn by all participants in canoeing activities
Roll of duct tape and navigation equipment will be included if the TEEC teacher considers them necessary, based on the location and distance to shore of the activity.

Governing bodies/associations

- Guidelines/codes of practice are available for many activities. Refer to the relevant governing body/association, if one exists.
- If you are organising sporting competitions or events, refer to Queensland School Sport Unit.

Please provide information on governing bodies/associations, if relevant:

Queensland Adventure Activity Standards http://www.qorf.org.au
Australian Canoeing Safety Guidelines 1 January 2015

Activity-specific hazards/risks and suggested control measures

Consider the potential hazards and risks involved with this activity and control measures that will be implemented to minimise these risks. Depending on the nature of the activity, this may include:
• establish processes to maintain safe hygiene standards
• be prepared to deal with student injuries/accidents involving bodily fluids that are possible given the nature of the activity and students. Ensure familiarity with Management of Prescribed Contagious Conditions and Infection Control Guideline.
• provide instruction in rules, safety procedures, safe handling of equipment, and prerequisite skills before students commence the activity
• follow progressive and sequential skills development
• monitor student numbers and available space
• provide complete safety instructions on the use of all equipment
• if outdoors, adopt sun-safe strategies, e.g. schedule activity early morning/late afternoon; shaded areas; hats, sun-smart clothing, sunscreen
• check site for hazards and implement controls as necessary
• check site for poisonous plants/dangerous animals
• establish safe, designated areas for people and vehicles
• refer to Chemical Hazards in the Curriculum guideline and related Guidance Notes if hazardous substances are being used
• establish safety zones for use of equipment, if relevant
• ensure electrical items are maintained as required, and visually inspected before use
• if students with medical conditions are involved, ensure that relevant medical/emergency plans and medications are available (insulin, Ventolin®, Epipen®, etc)
• refer to Individual Education Plan/Educational Adjustment Plan/Behaviour Management Plan and other student documents
• where necessary, obtain advice from relevant advisory visiting teachers or specialist teachers
• if the activity involves manual tasks, undertake a risk management process to prevent or minimise the risk of injuries
• procedures should be put in place to ban, dissuade or protect (e.g. tape) the wearing of jewellery
• for sporting activities:
  o assess suitability of surface/playing field (loose items, debris, potholes/divots in ground, line markers, or other hazards) and dampness before and during activity, and that the surface is non-slip, even and firm
  o modify activities to match the skill and fitness levels of students
  o have appropriate warm-up and warm-down activities
  o continually monitor students for signs of fatigue and exhaustion
  o if spectacles need to be worn during sports activities/matches and training sessions, ensure that they have plastic frames and plastic lenses. A band should also hold the spectacles on securely.
• for outdoor activities:
  o assess weather conditions before and during activity (e.g. temperature, storms)
  o site activities away from buildings, pedestrians and other activities (as appropriate)
  o consider hazards associated with types of fencing materials, gates and other infrastructure (e.g. barbed wire, star pickets, electrified fencing, rough timber, uneven terrain) and the risk of students being injured by these materials and conditions.

Please provide information on hazards/risks and planned control measures:
Please provide information on hazards/risks and planned control measures:

Detailed risk management guidelines for this activity are outlined in TEEC's Standard Operating Procedures for Canoeing.

Occasionally Year 4-5 students will canoe with Year 6-7 students from Multi age classes. These younger students will be placed with older students or adults in each canoe. This is an exception rather than standard procedure and is arranged by prior agreement with the Principal of TEEC.
Approval

- Approved as submitted

☐ Approved with the following conditions:

☐ Not approved for the following reasons:

By: Peter MacGregor  
Designation: Principal

Signed:  
Date: 23 Nov 16

Once approved, activity details should be entered into the School Curriculum Activity Register by administrative staff.

<table>
<thead>
<tr>
<th>Monitor and Review (to be completed during and/or after the activity.)</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are the control measures still effective? Yes</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Have there been any changes? updated Australian Canoe Safety guidelines version</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Are further actions required? No</td>
<td>☐</td>
<td>☒</td>
</tr>
</tbody>
</table>


Useful activity-specific links

- Chemical Hazards in the Curriculum – Curriculum Activity Risk Assessment guideline  

- Chemical Hazards Guidance Notes  

- Developing a Sun Safety Strategy  

- First Aid  
  [http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/First-Aid.aspx](http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/First-Aid.aspx)

- Hazards and Risks – Electrical  

- Health and Safety Incident Recording, Notification and Management  
• How to manage work health and safety risks – Code of Practice 2011

• Infection Control guidelines
  http://ppr.det.qld.gov.au/corp/hr/workplace/Procedure%20Attachments/Infection%20Control/guideline.doc

• Management of Prescribed Contagious Conditions

• Managing Risks in School Curriculum Activities

• Managing Risks with Chemicals in Department of Education, Training and Employment (DETE) Workplaces
  http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Managing-Risks-with-Chemicals-in-Department-of-
  Education,-Training-and-Employment-(DETE)-Workplaces.aspx

• Queensland School Sport

• Recreational Diving, Recreational Technical Diving and Snorkelling – Code of Practice 2011
  snorkelling-cop-2011.pdf

• Risk Assessment Information Sheet

• Safe Work Australia – Safety Data Sheets (SDS)

• Safety Data Sheets (SDS) and Labelling
  sheets/index.html

• Safety in Recreational Water Activities Act 2011 (Qld)

• School Excursions

• Working with Children Check – Blue Cards

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