

Tinaroo Environmental Education Centre

Curriculum Activity Risk Assessment

Activity Details

CARA Creation Date: 26-Nov-2019			
Activity:	Sailing in small craft		
Activity Scope:	<p>This guideline relates to student participation in sailing in small sailing craft¹ on sheltered and semi-sheltered waters² for the purposes of instruction, competition and/or recreation as a curriculum activity.</p> <p>Management of risks associated with sailing small craft in open water³ is not covered under this activity guideline.</p> <p>Sailing in small craft may involve other activities that have various risk levels. Refer to the relevant activity guidelines (e.g. Swimming in locations other than pools Towing and Trailers) , for mandatory requirements associated with this activity.</p> <p>1 Small sailing craft refers to boats (usually less than 6 metres) that are propelled only by wind and are solely designed for day sailing (i.e. they have no accommodation facilities and usually carry little or no ballast.</p> <p>2 Location and conditions (e.g. sheltered or semi-sheltered waters) have a large bearing on the safety and operation of the activity. Note: Semi-sheltered waters may be considered as sheltered waters when extra safety craft, safety lines or other devices are used to simulate a safe shore.</p> <p>3 Open water sailing conditions are appropriate for advanced sailors only.</p>		
Guidelines:	https://education.qld.gov.au/curriculum/school-curriculum/CARA/activity-guidelines		
Activity Description:	<ul style="list-style-type: none"> • 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 for instruction, competition and/or recreation in semi-sheltered waters.		
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>	
Follow guidelines/codes of practice published by Operating Standards and Guidelines for Australian Sailing and the Queensland Government Recreational Safety Guidelines .	<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, injury, first aid); resuscitation; communication (e.g. assistance, emergency services, parent notification); and supervision.	<input checked="" type="checkbox"/>
<p>Induct students on emergency procedures, safety procedures and correct technique prior to the commencement of the activity. This should include but not be limited to:</p> <ul style="list-style-type: none"> • basic preliminary training before participating in on-water activities (for example Collision Regulations, craft handling, communications); • safety regulations conforming to current Maritime Safety Queensland requirements (e.g. location and use of basic survival techniques) for the conditions the craft may encounter; and • the route, area and scope of the activity, and notice of any dangers from other sources. 	<input checked="" type="checkbox"/>
Wear lifejackets or personal flotation devices that comply with Australian Standards and are appropriate to the conditions.	<input checked="" type="checkbox"/>
Follow the school's sun safety strategy .	<input checked="" type="checkbox"/>
Detailed risk management guidelines for this activity are outlined in the Tinaroo EEC/Tinaroo Sailing Club Discover Sailing Standard Operating Procedures and Risk Management Documents.	

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Risk Management Details

Supervision Requirements	
At least two adult supervisors (one of whom is a registered teacher to assume overall responsibility for the activity) are required for sailing in small craft activities, including: <ul style="list-style-type: none"> an adult activity leader who travels with the learners under instruction or who travels in another sailing boat in proximity to the learners under instruction or who travel in a powered craft; and an adult assistant with competence (knowledge and skills) and experience (previous involvement) in sailing in small craft who is approved by the principal. 	<input checked="" type="checkbox"/>
Provide sufficient adult supervision to manage the activity safely (including emergency situations). Consider age, size, ability and maturity of students in this decision. Refer to the Operating Standards and Guidelines for Australian Sailing for participant to instructor ratios.	<input checked="" type="checkbox"/>
Ensure adult supervisors are visible and easily identified and all students are in sight of at least one adult supervisor at all times.	<input checked="" type="checkbox"/>
At all times , at least one adult supervisor with capability and competence (knowledge and skills) to assist/recover a student must be ready to perform a rescue. At no time , should students be relied upon to recover a swimmer in difficulty.	<input checked="" type="checkbox"/>
The swimming capability of all persons should be determined ^[4] to decide if extra supervision for non-swimmers is required.	<input type="checkbox"/>
[4] The process is determined by the school and must consider the specific aquatic environment in which the activity will take place. For example, if intending to sail in sheltered waters, 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 sailing activity.	
Swimming capability of all persons will be determined. Extra supervision for poor swimmers will be provided. A safety boat is always on hand.	

Qualification Requirements	
A registered teacher with competence (knowledge and skills) in sailing.	<input checked="" type="checkbox"/>
OR	
An adult supervisor other than a registered teacher with competence (knowledge and skills) in sailing, working under established safety procedures and the direct supervision of a registered teacher.	<input checked="" type="checkbox"/>
At least one adult supervisor with current first aid qualifications including cardiopulmonary resuscitation (CPR) and anaphylaxis training . Refer to the Anaphylaxis Guidelines for Queensland State Schools for students with known allergies, and, if relevant, your school's Anaphylaxis Risk Management Plan.	<input checked="" type="checkbox"/>
All supervisors must be able to manage the type of craft being used, the number of craft on the water at one time and be familiar with the location and any characteristics that may pose hazards.	<input checked="" type="checkbox"/>

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<p>At least one adult supervisor is to hold a valid Recreational Marine Driver Licence – Refer to the BoatSafe Recreational Marine Driver Licence Competency Standard.</p>	<input checked="" type="checkbox"/>
<p><i>In addition to the above</i></p>	
<p>A registered teacher with competence (knowledge and skills) in the teaching or coaching of sailing as determined by the Principal AND holds a Certificate I in Maritime Operations (Coxswain Grade 2 Near Coastal) or equivalent;</p>	<input checked="" type="checkbox"/>
<p>OR</p>	
<p>A competent adult supervisor, working under established safety procedures and the direction/supervision of a teacher with an appropriate Instructor Level qualification with Yachting Queensland or equivalent AND holds a Certificate I in Maritime Operations (Coxswain Grade 1 Near Coastal) or equivalent.</p>	<input checked="" type="checkbox"/>

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Equipment/Facility Requirements	
Ensure first aid equipment and consumable items (e.g. heat pack, ice pack, vinegar) are readily available and appropriate to the location and level of risk. Refer to Queensland Poisons Information Centre for further information about types of poisoning and treatment available, or phone 13 11 26 .	✓
Wear personal protective equipment and conduct a pre-check before participants are allowed to proceed. It is recommended that participants wear suitable protection against the heat and cold (and stingers , if necessary).	✓
Ensure any equipment hired for use in student instruction must have Australian Standard Certification and comply with the requirements of that schedule (e.g. life jackets, sailboats).	✓
Consent and insurance requirements must be met and approved by the principal, if privately owned equipment is being used.	✓
All craft must comply with Queensland Department of Transport and Main Roads registration, maintenance and equipment requirements. Where a powered boat is used, the driver and craft must conform to the requirements in the Power Boating in Small Craft guideline.	✓
Safety harnesses if used, must be able to be released by the students in any situation, as per Australian Standards.	✓
<ul style="list-style-type: none"> • A fleet of dinghies are used for these activities. These vessels are owned and maintained by the Tinaroo Sailing Club Inc. • On occasions under instructor's supervision, private vessels may be used. • The craft should be buoyant when swamped and, if of monohull design, fitted with a sturdy ring or similar to be used in towing. • The mainsail should be capable of being lowered or furled easily by hand, whether the boat is in the upright position or capsized. • Centreboards, if fitted, should be sufficiently robust to support the weight of at least one crew member during the act of righting a craft following capsized. • Rudders and centreboards, where applicable, should be positively secured to the hull. • All craft should carry adequate bailing devices. • A safety vessel suitable for the area of operation should carry equipment necessary to effect a rescue and be ready for use. • When Type 2 conditions apply, the safety boat should be a power vessel. 	✓

Hazards and Control Measures	
<i>Before the activity</i>	
Considering environmental conditions	
Assess weather (Bureau of Meteorology) and environmental conditions.	✓
Refer to Department of Agriculture and Fisheries for restricted areas.	✓
Accessing facilities and using equipment	
Ensure access to waterways is available for emergency vehicles.	✓

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Ensure shade, water, food and first aid are available and clearly identified.	<input checked="" type="checkbox"/>
Managing student considerations	
Obtain accurate information on tides , depths, currents and other expected water conditions and pass this information on to participants before the activity begins.	<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 Surf Life Saving Queensland Marine Stinger Risk Management Guidelines , 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 all contact with marine creatures where possible.	<input checked="" type="checkbox"/>
Do not allow personal attributes or accessories (e.g. jewellery, body piercing, clothing, hair, fingernails) to interfere in the activity.	<input checked="" type="checkbox"/>
<i>During the activity</i>	
Considering environmental conditions	
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"/>
Managing student considerations	
Continually monitor students for signs of distress (e.g. fatigue, exhaustion, illness, hunger, dehydration, difficulty breathing and hyperventilation).	<input checked="" type="checkbox"/>
Ensure that all participants work far enough apart that they are not struck by falling masts.	<input checked="" type="checkbox"/>
Consider the size and weight of the equipment when allocating student tasks.	<input checked="" type="checkbox"/>
<i>After the activity</i>	
Managing student considerations	
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 the Tinaroo EEC/Tinaroo Sailing Club Discover Sailing Standard Operating Procedures and Risk Management Documents.	

Staff/Other Participants			
Family Name	Given Name	Type	Other Participants Role
MacGregor	Peter	Staff Member	N/A

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.

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.