

Tinaroo Environmental Education Centre

Curriculum Activity Risk Assessment

Activity Details

CARA Creation Date: 29-Jan-2021			
Activity:	Swimming in locations other than pools		
Activity Scope:	<p>This guideline relates to student participation in water safety and swimming education activities (e.g. Water Safety and Swimming Education Program) as a curriculum activity in a location other than a swimming pool. Such locations include clear, shallow, calm and confined swimming areas at natural venues (e.g. dams and non-surf beaches), clear, deep and/or flowing swimming areas (e.g. lakes, rivers, deep non-surf beaches and dams), bodies of water exposed to currents, strong winds, large waves and/or access to open waters (e.g. beaches exposed to rip and swell conditions, and lakes or rivers exposed to currents).</p> <p>Depending on the scope of this activity, other risk assessments may be required when planning. Refer to other Outdoor recreation and Sport activity guidelines as appropriate.</p> <p>When engaging external expertise, request written risk assessment advice and attach it to this CARA record.</p> <p>For activities conducted at an external venue, and/or when engaging external expertise, request written risk assessment advice and attach it to this CARA record.</p> <p>For activities conducted off-site, consult the School Excursions and International School Study Tours procedure for additional requirements.</p> <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>		
Guidelines:	https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines		
Activity Description:	<ul style="list-style-type: none"> Supervised swimming in a defined swimming enclosure made of set buoys at TEEC or marked swimming locations (Buoys and/or defined boundaries) around Tinaroo Dam. Students in Primary and Secondary school. Generally PFDs will be worn during swimming activity by students. A Swimming roll (buddy numbering system) is used. 		
Inherent Risk Level:	High		
Inherent Risk Level Description:	Water safety and swimming education activities in a location other than a swimming pool.		
Start Date:	Friday, 01 January, 2021	End Date:	Friday, 31 December, 2021
On School Grounds:	No	Is parental permission required for this activity?	Yes

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Mandatory/Special Requirements	
<i>Activity requirements must be met for the activity to occur.</i>	
<ul style="list-style-type: none"> • A registered teacher must maintain overall responsibility for the activity and ensure all adult supervisors have been inducted on the contents of the CARA record prior to undertaking the activity • Parent consent is required for high risk activities conducted off-site • All adult supervisors comply with the Working with Children Authority - Blue Cards procedure • Current student medical information and/or health plans must be consulted in accordance with the Managing students' health support needs at school procedure. Record information about any student condition (e.g. physical or medical such as epilepsy) that may inhibit safe engagement in the activity and include specific support measures within emergency procedures • Student water safety and swimming competence must be confirmed 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. Consider any adjustments necessary for students with disability to ensure 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 • Emergency plans and injury management procedures must be established (e.g. evacuation procedure, provision of first aid, student emergency contact details) and incorporate the advice from local authorities • Safety procedures must be determined for the location (e.g. water entry, out of bounds areas) and incorporate advice from local authorities, Beachsafe website and/or Inland Waterways Fact Sheet as appropriate • Prior consultation with local authority (e.g. lifeguard service, marine park managers) for local advice, emergency support mechanisms and additional supervision requirements to ensure participant and public safety • Incorporate this advice into established emergency and safety procedures • Induction on emergency procedures, safety procedures and correct techniques is required for all students and adult supervisors. If the activity is conducted at an off-site facility, participants must adhere to all rules communicated by the facility management • Open wound management before, during and after the activity. Consult Infection control guidelines and Queensland Health's Exclusion periods for infectious conditions poster for first aid and hygienic practices • The school's sun safety strategy must be followed • All adult supervisors readily identifiable 	
All activity requirements are met.	<input checked="" type="checkbox"/>

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Risk Management Details

Supervision Requirements	
<p><i>If any of the following recommendations cannot be met, modify the activity (or elements of it) and/or identify and use the hierarchy of controls to implement alternative control measures to meet or exceed the standard.</i></p> <p><i>Principals make final supervision decisions for the activity. Sufficient adult supervision must be provided to manage the activity safely (including emergency situations).</i></p> <p>Note: Lifeguard services are not considered as supervisors of the activity</p>	
<p>At least two adult supervisors are required. Final supervision required to fulfil recovery, emergency and supervision roles must consider the nature of the activity, students' ages, swimming competence and specialised learning, access and/or health needs</p> <ul style="list-style-type: none"> For activities with a class group of students in Years 7 – 12 who are determined to be water-safe in the activity location (e.g. Surf survival certificate), one registered teacher may be sufficient to fulfil recovery, emergency and supervision roles for activities. In this situation, students must be inducted to respond correctly in an emergency by clearing the water, assembling in a safe area and providing assistance e.g. seeking adult help, summoning an ambulance and/or acting in a support role in resuscitation For activities with students with a medical condition or disability that may impact on safety in the water, consult with parents prior to allocating supervision to determine the impact of students' disability on safety in the water 	☑
All adult supervisors appropriately dressed to perform an immediate rescue at all times. At no time, should students be relied upon to recover a person in difficulty.	☑
All adult supervisors readily identifiable	☑
All students in the water to be in sight of at least one adult supervisor at all times	☑
Participants must adhere to all rules and advice communicated by local lifeguard service, facility operator/owner and any safety signage at the facility/location	☑
<p>All TEEC staff meet minimum qualifications to supervise recreational swimming (Perform basic water rescues SISCAQU002).</p> <p>At least one adult present will have current first aid qualifications including Cardio Pulmonary Resuscitation (CPR) or immediate access to first aid facilities, including qualified personnel.</p> <p>At least one adult present will have competence (demonstrated ability) in the teaching of recreational swimming.</p>	

Qualification Requirements	
<i>Principals are responsible for encouraging and enabling school-based activity supervisors to raise their qualifications to improve safety standards.</i>	
All adult supervisors able to identify, and respond to, risks or hazards that may emerge during the activity, including having the ability to immediately identify and access recovery and emergency personnel if required	☑
At least one adult supervisor with current competency HLTAID009- Provide cardiopulmonary resuscitation (CPR) or equivalent	☑
At least one adult supervisor with current first aid qualifications suitable to the curriculum activity (e.g. HLTAID11 - Provide first aid or equivalent)	☑

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<p>A registered teacher with demonstrated ability to perform rescues appropriate to the location. Examples of demonstrated ability include:</p> <ul style="list-style-type: none"> • qualifications in Physical Education or similar or • a current statement of attainment from a registered training organisation (RTO) or governing sporting body covering SISCAQU002 - Perform basic water rescues unit of competency or • a current bronze medallion appropriate to the activity environment • or another method determined by the principal <p>or</p> <p>An adult supervisor, working under the direct supervision of a registered teacher, with a current bronze medallion appropriate to the activity environment</p>	<input checked="" type="checkbox"/>
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All TEEC staff meet minimum qualifications to supervise recreational swimming (Perform basic water rescues SISCAQU002).
 At least one adult present will have current first aid qualifications including Cardio Pulmonary Resuscitation (CPR) or immediate access to first aid facilities, including qualified personnel.
 At least one adult present will have competence (demonstrated ability) in the teaching of recreational swimming.

Equipment/Facility Requirements

<p><i>The qualified adult supervisor of the activity, in consultation with the principal, determines the requirements for facilities and equipment appropriate to the local context.</i></p>	
First aid equipment and consumables, as required	<input checked="" type="checkbox"/>
Personal protective equipment as relevant for the location and conditions e.g. high visibility rash vest, enclosed footwear	<input checked="" type="checkbox"/>
Communication equipment in waterproof containers, in case of emergency	<input checked="" type="checkbox"/>
A working emergency signal e.g. whistle, air horn	<input checked="" type="checkbox"/>
A clearly defined swimming area of an appropriate depth considering student age and ability. Consult the Water Safety and Swimming Education Program for guidance at each year/band level. Depending on the location, rope floats or anchored buoys linked with ropes should be used to define the swimming boundary	<input checked="" type="checkbox"/>
In open water, ensure a pontoon, boat or float is in close proximity to students	<input checked="" type="checkbox"/>
Buoyant and rescue aids appropriate to the location. For example, light-weight poles/water noodles/ropes with a float attached for shallow, calm swimming areas; or a rescue tube/board for bodies of water exposed to rips, waves or currents	<input checked="" type="checkbox"/>
<p>Sign-in board and whistle are located at TEEC swimming enclosure Footwear will be worn whilst in the water. TEEC policy accepts open sandals as footwear. The wearing of PFDs is generally required by all students when swimming on TEEC programs. The TEEC Teacher(s), in consultation with the visiting teacher(s), may allow students to swim without a PFD, subject to conditions at the time. The visiting teacher(s) will provide, before or at the start of each camp, information to the TEEC teacher(s) identifying the individual swimming ability of each student in the group.</p>	

Hazards and Control Measures

<p><i>Further to those listed, include any additional hazards and control measures considering the local context of the activity.</i></p>	
<p>Environmental hazards</p>	

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<p><i>Activity location</i></p> <ul style="list-style-type: none"> Assess suitability of surrounds and reach of water when selecting a location. Consider local water conditions and foreseeable hazards such as; <ul style="list-style-type: none"> tidal flow, currents and turbulence use by other watercraft and traffic patterns water temperature, depth and visibility underwater hazards (e.g. rocks and rapids, turbulence from a waterfall) dangerous marine life Assess the location for floating debris before each session Ensure stinger suits and/or footwear is worn in the water when appropriate (e.g. enclosed footwear with thick soles when swimming in creeks or estuaries where dangers such as stonefish may be present) Continuously monitor conditions for emerging rips, strong currents, turbulence and under tows. Cease activities when conditions become unfavourable or when environmental warnings have been issued (e.g. local government or lifeguard warning) 	<input checked="" type="checkbox"/>
<p><i>Biological material</i></p> <ul style="list-style-type: none"> Check with the local authority (e.g. local government) for the presence of known water contaminants (e.g. effluent, blue-green algae) or other marine hazards (e.g. stonefish) at the location 	<input checked="" type="checkbox"/>
<p><i>Weather conditions</i></p> <ul style="list-style-type: none"> Assess weather (Bureau of Meteorology) and environmental conditions. Cease the activity if the conditions become unfavourable e.g. thunderstorms Follow the Managing excessive heat in schools guidelines when participating in very hot or extreme heat conditions 	<input checked="" type="checkbox"/>
Facilities and equipment hazards	
<p><i>Entry/exit points</i></p> <ul style="list-style-type: none"> Use the designated swimming areas when conducting the activity on patrolled beaches Establish appropriate entry and exit points at the water's edge 	<input checked="" type="checkbox"/>
<p><i>Instructional aids</i></p> <ul style="list-style-type: none"> Check instructional aids (e.g. kickboards, water noodles) for damage before and during the activity. Do not use aquatic toys as instructional aids 	<input checked="" type="checkbox"/>
Student considerations	
<p><i>Deep water</i></p> <ul style="list-style-type: none"> Allocate safe swimming areas (e.g. shallow water) for non-confident or reluctant swimmers. Provide learning experiences appropriate to swimming confidence and competence Ensure depth of water is appropriate to swimming competence. Closely monitor students in deep water Restrict access if turbulence may be expected (e.g. where a waterfall empties into deep water) 	<input checked="" type="checkbox"/>
<p><i>Entanglement</i></p> <ul style="list-style-type: none"> Remove accessories (e.g. jewellery) before participating 	<input checked="" type="checkbox"/>
<p><i>Hyperventilation</i></p> <ul style="list-style-type: none"> Encourage participants to take a full/deep breath before submerging. Closely monitor students for involuntary multiple, shallow breaths Do not allow competitive breath-holding or "no-breath" underwater games 	<input checked="" type="checkbox"/>

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<p><i>Physical exertion</i></p> <ul style="list-style-type: none"> • Conduct warm-up/cool-down activities • Continually monitor participants for signs of fatigue and exhaustion • Ensure drink breaks occur regularly. Make water available for individual participants between drink breaks 	<input checked="" type="checkbox"/>
<p><i>Student issues</i></p> <ul style="list-style-type: none"> • Implement procedures (e.g. buddy system, roll marking mechanisms) to account for all participants • Have students wear easily identifiable clothing (e.g. high visibility rash vest). • Limit the number of students in the water when close supervision is required • Closely monitor students with health support needs 	<input checked="" type="checkbox"/>

Staff/Other Participants			
Family Name	Given Name	Type	Other Participants Role
Chan	Selina	Staff Member	N/A
Crosby	Bret	Staff Member	N/A
Dilger	Darryl	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

Approval Details

Approval Status: Pending approval			
Approval Officer Name:		Approval Date:	

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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.

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Monitor and Review

Swimming activities will be informally reviewed by TEEC Teachers.