

# Numinbah Valley Environmental Education Centre

## Curriculum Activity Risk Assessment

### Activity Details

CARA Creation Date: 30-Mar-2023			
Activity:	<b>Kayaking and canoeing (inland waters)</b>		
Activity Scope:	<p>This guideline is provided to support schools in implementing the <a href="#">Managing risks in school curriculum activities procedure</a>.</p> <p>The <a href="#">CARA planner</a> 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 <a href="#">CARA generic template</a>.</p> <p><b>This guideline relates to student participation in canoeing</b> (a narrow-beamed pointed vessel with a rigid hull propelled by a paddle) <b>and/or kayaking</b> (a topped, narrow-beamed vessel that floats and is propelled by a double-bladed paddle) <b>in inland water (lakes, rivers and streams) up to and including Water Grade 2 an activity to support curriculum delivery.</b></p> <p>Note: This activity <b>does NOT</b> include kayaking in open seas and oceans or canoeing on Grade 2 waters and above.</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. <a href="#">Swimming in locations other than pools</a> while <a href="#">Camping</a>) must comply with the requirements of all CARA guidelines appropriate to the activity.</p> <p>Schools should consider conducting this activity at a Department of Education Outdoor and Environmental Education Centre (O&amp;EEC) and consult with <a href="#">O&amp;EEC</a> centre staff for risk assessment requirements.</p> <p>For activities conducted at a non-Department of Education 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, schools must comply with the <a href="#">School excursions</a> and <a href="#">International school study tours</a> procedure.</p>		
Guidelines:	<a href="https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines">https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines</a>		
Activity Description:	Canoeing activities facilitated by NVEEC, predominantly on Hinze 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:	Sunday, 23 April, 2023	End Date:	Tuesday, 23 April, 2024
On School Grounds:	No	Is parental permission required for this activity?	Yes

### Activity Requirements

Reference to [Australian Adventure Activity Standard](#), [Inland Water Paddle-craft Good Practice Guide](#), [Paddle Australia – Safety Guidelines](#) and [Department of Agriculture and Fisheries](#) (for restricted areas) is required when planning this activity. Refer to.

Prior consultation is required with local authority for local advice, emergency support mechanisms and

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additional supervision requirements to ensure participant and public safety.

Permission/permits are required to be obtained from land managers (e.g. [Department of National Parks, Sport and Racing](#) local councils or private landholders), if applicable.

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. Consider any adjustments necessary for [students with disability](#) to ensure access and participation in the curriculum.

### 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. separation from group, using rescue equipment).

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. two-way radio, VHF marine 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], flares).
- an appointed emergency contact (e.g. the Principal or local police) who is provided with a route card listing activity details (outline of the route to be followed, 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. righting a capsized craft, marine navigation requirements) and are to be informed by information provided as manufacturer's instructions, product labels, vendor SDS and SOP as relevant.

Access is required to [First aid equipment](#) and consumables suitable for foreseeable incidents.

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](#), including an adult supervisor of the activity with [anaphylaxis training](#).

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;
- or equivalent competencies.

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<p><b>Induction and instruction</b></p> <p>Induction is required for all adult supervisors on emergency procedures (e.g. separation from the group, provision of <a href="#">first aid</a>) and safety procedures (e.g. <a href="#">Collision Regulations</a>, <a href="#">Maritime Safety Queensland</a> requirements). 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.</p> <p>Instruction is required for students and adult supervisors on correct techniques (e.g. craft handling, righting a capsized craft, marine navigation requirements).</p> <p><b>Consent</b></p> <p><a href="#">Parent consent</a> is required for all activities conducted off-site.</p> <p><a href="#">Parent consent</a> is required for all extreme risk activities.</p> <p><a href="#">Parent consent</a> is strongly recommended for high risk activities conducted on-site.</p>	
<p><b>The activity requirements have been met and any additional requirements for the activity are included below or attached.</b></p>	<input checked="" type="checkbox"/>
<p>Parent consent gathered by visiting school as part of excursion/camp permissions.</p>	

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### Risk Management Details

Supervision	
Specific roles for supervisors must include recovery, emergency and general supervision roles.	<input checked="" type="checkbox"/>
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.	<input type="checkbox"/>
At least two adult supervisors, one of whom is a registered teacher, are required for canoeing/kayaking activities. Refer to the <a href="#">Inland Water Paddle-craft Good Practice Guide</a> and <a href="#">Paddle Australia – Safety Guidelines</a> for recommendations and factors affecting supervisory ratios.	<input checked="" type="checkbox"/>
One adult supervisor required to either canoe/kayak with the learners or travel in a powered vessel in close proximity to the learners under instruction. The adult supervisor operating the power boat (if a power boat is being used) must have: <ul style="list-style-type: none"> <li>experience in operating a power boat;</li> <li>a <a href="#">valid marine licence</a>;</li> <li>approval by the principal; and</li> <li>conform to the <a href="#">general safety obligations for vessels</a> prescribed by <a href="#">Maritime Safety Queensland</a> and the <a href="#">Power boating</a> activity guideline.</li> </ul>	<input checked="" type="checkbox"/>
Before the activity, all adult supervisors: <ul style="list-style-type: none"> <li>must be familiar with the contents of the CARA record</li> <li>must assess <a href="#">weather conditions</a>, and obtain accurate information on <a href="#">tides</a>, depths, currents and other expected water conditions (e.g. wind direction, wave and swell heights) prior to undertaking the activity, inspecting the intended location in order to identify variable risks, hazards and potential dangers.</li> </ul>	<input checked="" type="checkbox"/>
During the activity, all adult supervisors: <ul style="list-style-type: none"> <li>must be readily identifiable</li> <li>must closely monitor students with health support needs</li> <li>must comply with control measures from the CARA record and adapt as hazards arise</li> <li>must suspend the activity if the conditions become unfavourable (e.g. poor visibility, extreme temperatures, thunderstorms).</li> </ul>	<input checked="" type="checkbox"/>
Visiting school staff member to provide general supervision and assistance as directed by NVEEC canoe leader. Supervision requirements determined as part of booking process and according to weather conditions at the time of the activity. Visiting school to identify and provide additional supervision for identified students as required.	

### Supervisor Qualifications

All adult supervisors must comply with the <a href="#">Working with Children Authority - Blue Cards</a> procedure and be able to identify, and respond to, risks or hazards that may emerge during the activity.	<input checked="" type="checkbox"/>
A registered teacher must be appointed to maintain overall responsibility for the activity.	<input checked="" type="checkbox"/>

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At least one adult supervisor is required to demonstrate capacity to perform an appropriate rescue procedure including using appropriate rescue aids.	<input type="checkbox"/>
At least one adult supervisor is required to be:	
A registered teacher with competence (knowledge and skills) and experience in kayaking and canoeing (inland water) and the potential hazards, with a statement of attainment from a RTO covering relevant kayaking and canoeing activities from the <a href="#">Sport, Fitness and Recreation Training Package</a> or similar. Refer to the competencies outlined in the <a href="#">Inland Water Paddle-craft Australian Adventure Activity Good Practice Guide</a> for guidance.	<input checked="" type="checkbox"/>
OR	
An adult supervisor, working under the direct supervision of a registered teacher with <a href="#">Certificate III in Outdoor Leadership</a> or <a href="#">Certificate III in Sport and Recreation</a> , similar or higher. Refer to the competencies outlined in the <a href="#">Inland Water Paddle-craft Australian Adventure Activity Good Practice Guide</a> for guidance.	<input checked="" type="checkbox"/>

### Facilities and Equipment

Location must be suitable for the activity being undertaken. Undertake a reconnaissance of new or infrequently used locations to ascertain suitability.	<input checked="" type="checkbox"/>
Participants must wear <a href="#">Personal protective equipment</a> appropriate to the conditions, to protect against sun, wind, rain, cold (e.g. hats, wetsuits, thermal underwear, fleece, enclosed footwear).	<input checked="" type="checkbox"/>
Prescription spectacles and sunglasses, if worn, secured with a suitable restraint.	<input type="checkbox"/>
<a href="#">Lifejackets</a> suitable to the location that comply with <a href="#">Australian Standards</a> for PFD Level 50 or PFD Level 50S (previously known as PFD Type 2 and PFD Type 3) that are brightly coloured and are the correct size for the wearer and adjusted correctly must be worn at all times while on the water.	<input checked="" type="checkbox"/>
Participants must wear secured and correctly fitted helmets that comply with CE EN 1385:2012 for the duration of the activity when on moving water, where during the activity obstructions could impact the head (e.g. paddling among rocks, during rescue practice), where movement outside of the craft occurs on very slippery surfaces. Refer to the <a href="#">Paddle Australia – Safety Guidelines</a> for helmet specifications.	<input type="checkbox"/>
Equipment must be sized to match the ability and strength of students.	<input 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 type="checkbox"/>
A process for checking for damage for all equipment used in the activity must be established and employed.	<input checked="" type="checkbox"/>

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Sea-worthy craft and paddles suitable for the activity and water grade as outlined in Section 6.1.3 of <a href="#">Inland Water Paddle-craft Australian Adventure Activity Good Practice Guide</a> must be used.	<input checked="" type="checkbox"/>
One or more spare paddles suitable for the activity must be carried by the adult supervisor.	<input type="checkbox"/>
Safety, rescue and repair equipment suitable for the activity that conforms to <a href="#">Paddle Australia - Safety Guidelines</a> must be available that is quickly and easily accessible to include (but not limited to): <ul style="list-style-type: none"> <li>• a whistle appropriate for water environments;</li> <li>• a suitable means of cutting rope;</li> <li>• throw-bags for Grade 1 or above waterways or rapids;</li> <li>• a releasable means of towing a paddle-craft;</li> <li>• carabiners, pulleys and slings; and</li> <li>• static low stretch rope of appropriate length for the river width or environment.</li> </ul>	<input checked="" type="checkbox"/>
Access to waterways must be available for emergency vehicles and vessels.	<input type="checkbox"/>
Equipment correctly waterproofed and stowed securely in the craft.	<input type="checkbox"/>
Ensure that 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.	<input type="checkbox"/>
Shade, water and food must be available.	<input type="checkbox"/>
If privately owned equipment is being used, Principal approval and owner consent/insurance details must be obtained prior to the activity.	<input type="checkbox"/>
Refer to NVEEC Canoeing SOP for further details.	

### Hazards and Control Measures

Further to those listed, include any additional hazards and control measures considering the local context of the activity.	
<b>Animal bites/diseases</b> - stings, poisoning, infection	
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. For further information about types of poisoning and treatment available consult <a href="#">Queensland Poisons Information Centre</a> or phone 13 11 26.	<input type="checkbox"/>
Marine organisms not to be handled and avoid contact with marine creatures.	<input type="checkbox"/>
Continually assess threat of dangerous marine animals (if appropriate to location).	<input type="checkbox"/>
Adhere to established practices regarding the use of insect repellent, outlined in <a href="#">Insect viruses and allergies</a> .	<input type="checkbox"/>
<b>Environmental conditions</b> - weather, surrounds	

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The school's <a href="#">sun safety strategy</a> must be followed.	<input checked="" type="checkbox"/>
Follow the <a href="#">Managing excessive heat in schools</a> guidelines when participating in very hot or extreme heat conditions.	<input type="checkbox"/>
Monitor participants for cold related illness (e.g. hypothermia) in cold weather conditions.	<input type="checkbox"/>
Ensure drink breaks occur regularly. Make water available for individual participants between drink breaks.	<input type="checkbox"/>
Participants to remain aware of their position in the training area, distance from shore, the depth of the water and other obstacles.	<input type="checkbox"/>
Adult supervisors negotiate areas of moving water immediately before students.	<input type="checkbox"/>
<b>Vehicles</b>	
Continually assess threat of vehicles or vessels (e.g. other water craft when paddling and when entering or leaving the water) and vehicles when loading/unloading canoes/kayaks.	<input type="checkbox"/>
<b>Manual handling</b> - lifting equipment	
Use correct <a href="#">manual handling</a> processes when lifting, lowering, pushing, pulling or carrying Instruct students to straighten backs and bend knees when lifting canoes/kayaks.	<input checked="" type="checkbox"/>
Ensure a minimum of four participants carry a canoe/kayak.	<input type="checkbox"/>
<b>Injury</b>	
Participants to work far enough apart that they are not struck by paddles.	<input type="checkbox"/>
Students aware of the location of emergency and first-aid equipment.	<input type="checkbox"/>
<b>Physical exertion</b> - exhaustion and fatigue	
Conduct appropriate lead-up activities.	<input type="checkbox"/>
Continually monitor students for signs of distress (e.g. fatigue, exhaustion, illness, hunger, dehydration, hypothermia, difficulty breathing and hyperventilation).	<input checked="" type="checkbox"/>
Allow all students periods of rest from repetitive paddling (this may be resting/floating on the water, not necessarily landing).	<input type="checkbox"/>
Adopt system of signals to clearly communicate the need for assistance if in difficulty.	<input checked="" type="checkbox"/>
<b>Student issues</b>	
Instruct participants to call or signal for assistance if a problem cannot be rectified immediately.	<input checked="" type="checkbox"/>
Implement procedures (e.g. buddy system, roll marking mechanisms) to account for all participants.	<input checked="" type="checkbox"/>

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<b>Visibility</b>	
Have students wear easily identifiable clothing (e.g. high visibility rash vest).	<input 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 type="checkbox"/>
<b>Additional links</b> <a href="#">Guidelines for Managing Risks in Recreational Water</a> <a href="#">Safety in Recreational Water Activities Act 2011 (Qld)</a> <a href="#">Department of National Parks, Recreation, Sport and Racing</a>	
Refer to NVEEC Canoeing SOP for further details.	

### Approval Details

<b>Approval Status: Approved</b>			
Approval Officer Name:	<b>Brennan, Kalindi</b>	Approval Date:	<b>20-Apr-2023</b>



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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.

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Visiting school to identify and provide additional supervision for identified students as required  
Refer to NVEEC Canoeing SOP for further details.  
Parent consent gathered by visiting school as part of excursion/camp permissions.

### Monitor and Review

Review annually, as new risks are identified or post-incident.