**CARA 2023**

**KAYAKING**

* This generic template is provided to support schools in implementing the [Managing risks in school curriculum activities procedure](https://ppr.qed.qld.gov.au/pp/managing-risks-in-school-curriculum-activities-procedure).
* The [CARA planner](https://ppr.qed.qld.gov.au/attachment/cara-planner.docx) must be used in conjunction with this guideline for the specific school context, considering additional risks, hazards and controls and including environmental, facility, equipment and student considerations.
* Depending on the scope of this activity, other risk assessments may be required when planning. Curriculum activities encompassing more than one [CARA guideline](https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines) must comply with the requirements of all CARA guidelines appropriate to the activity.
* 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.
* For activities conducted off-site, schools must comply with the [School excursions and international school study tours procedure](https://ppr.qed.qld.gov.au/pp/school-excursions-and-international-school-study-tours-procedure).
* For activities conducted as part of representative school sport programs, schools should consult with [Queensland School Sport](https://queenslandschoolsport.education.qld.gov.au/).

**Activity scope**

|  |
| --- |
| Challenge your students’ teamwork and mental toughness as they embark on this exciting but challenging adventure around the local islands of the Gold Coast Broadwater. Sessions will be tailored to the age level and ability of the group.  |

|  |
| --- |
| **Inherent risk level[[1]](#footnote-1)** |
|  | **CONSEQUENCE** if an incident were to occur |
| **MINOR**Injury requiring first aid treatment | **MODERATE**Injury requiring medical treatment | **MAJOR**Injury requiring specialist medical treatment or hospitalisation | **CRITICAL**Injury resulting in loss of life or permanent disability |
| **LIKELIHOOD**of an incident occurring without control measures in place | **ALMOST CERTAIN**Expected to occur in most circumstances | Medium | **High** | **Extreme** | **Extreme** |
| **LIKELY**Will probably occur in most circumstances | Medium | **High** | **High** | **Extreme** |
| **POSSIBLE**Might occur occasionally | Medium | **High** | **High** | **High** |
| **UNLIKELY**Could happen at some time | Low | Medium | Medium | **High** |
| **RARE**May only occur in exceptional circumstances | Low | Low | Low | Medium |

|  |  |
| --- | --- |
| **Inherent Risk level** | Low risk: [ ]  Medium risk: [ ]  High risk: [ ]  Extreme risk: [x]  |

**Activity requirements**

|  |
| --- |
| **Students*** Schools must consider age, maturity and skill level of students when planning curriculum activities. Adjustments are required for [students with disability](https://education.qld.gov.au/curriculum/stages-of-schooling/p-12) 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](https://ppr.qed.qld.gov.au/pp/managing-students-health-support-needs-at-school-procedure) 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.
* The school’s [sun safety strategy](https://education.qld.gov.au/students/student-health-safety-wellbeing/student-health/sun-safety-strategies) must be followed if participating outside.
* Follow the[*Managing excessive heat in schools*](https://education.qld.gov.au/students/student-health-safety-wellbeing/student-health/managing-excessive-heat-schools)guidelines on hot days.

**Emergency and first-aid*** Emergency plans and injury management procedures must be established for foreseeable incidents (e.g. separation from group, fire/evacuation).
* 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. mobile phone) and a process for obtaining external assistance and/or receiving emergency advice;
* an appointed emergency contact (e.g. the Principal).
* Safety procedures must be determined for the location (e.g. roll marking, process to rapidly communicate emergency advice to adult supervisors of impending severe events) and are to be informed by available safety information (e.g. venue/expert advice, manufacturer’s instructions, product labels, vendor SDS and SOP) .
* Access is required to [First aid equipment](https://education.qld.gov.au/initiativesstrategies/Documents/first-aid-kits-facilities.DOCX) 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](https://ppr.qed.qld.gov.au/pp/supporting-students-with-asthma-and-or-at-risk-of-anaphylaxis-at-school-procedure) and the school’s [Anaphylaxis Risk Management Plan](https://ppr.qed.qld.gov.au/attachment/anaphylaxis-risk-management-plan.docx), including an adult supervisor of the activity with [anaphylaxis training](https://etraining.allergy.org.au/).
* An adult with current emergency qualifications for foreseeable incidents is required to be quickly accessible to the activity area.

**Induction and instruction*** Induction is required for all adult supervisors on emergency procedures, safety procedures and correct techniques. 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.
* Instruction is required for students on safety procedures and correct techniques (e.g. preventing injury).

**Consent*** [Parent consent](https://ppr.qed.qld.gov.au/attachment/activity-consent-form.docx) is required for all activities conducted off-site. For activities conducted on-site, [parent consent](https://ppr.qed.qld.gov.au/attachment/activity-consent-form.docx) is required for extreme risk activities and strongly recommended for high risk activities conducted on-site.
 |
| **Students*** The Kayaking activity will only be offered to students in Year 6 and above.
* RBSLEC staff will consult the E2 (Diverse Learners form) to capture students with special or medical conditions. RBSLEC staff will discuss plans and adjustments with visiting school teachers.
* RBSLEC Sun Safety policy will be implemented and monitored during the activity.

**Emergency and First Aid*** RBSLEC holds emergency contact details for all students in office.
* Student medical details are filed at RBSLEC office with visiting school staff to manage medication needs of students (eg. taking asthma puffer, epi-pen).
* RBSLEC teachers/instructors will have a mobile phones (in dry bag) to contact emergency services, RBSLEC office, school and group leaders. Teachers/instructors will be able to communicate between themselves via UHF radio.
* RBSLEC staff to follow Kayaking Standard Operating Procedure to deliver activity.
* RBSLEC staff to carry tow-ropes in the event of a rescue needing to be performed or students requiring assistance.
* RBSLEC staff to contact RBSLEC Principal at the first sign of an emergency situation. RBSLEC office to hold activity maps.
* RBSLEC teacher to assess and monitor weather conditions and select an appropriate route for activity. RBSLEC teachers are aware of emergency assembly points and areas to seek shelter.
* RBSLEC staff to provide students with a thorough safety induction prior to beginning the activity that includes capsize procedures and processes for paddling in the vicinity of marine craft.
* Both RBSLEC staff members carry First Aid kits to apply initial first aid as required.
* At least one of the instructing RBSLEC staff members will have the following first aid qualifications:

HLTAID001 Provide cardiopulmonary resuscitation HLTAID002 Provide basic emergency life support HLTAID003 Provide first aidSISOCNE202A Perform deep water rescuesSISOKYK201A Demonstrate simple kayaking skillsSISOKYK302A Apply kayaking skillsSISOKYK304A Guide kayaking trips on flat and undemanding waterSISONAV201A Demonstrate navigation skills in a controlled environment**Induction and Instruction*** RBSLEC staff are inducted on Kayaking Standard Operating Procedures and Emergency Procedures that cover processes for foreseeable events. These are reviewed and refreshed with staff annually.
* Students and visiting staff are inducted on correct paddling technique to safely operate their craft prior to the activity commencing.

**Consent*** Parental consent is obtained for all high and extreme risk activities that are conducted at RBSLEC.
 |
| **Supervision**Principals make final supervision decisions for the activity. Sufficient adult supervision must be provided to manage the activity safely (including emergency situations).* 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’ disability on safety during the activity.
* The number of adult supervisors required to fulfil emergency and supervision roles must consider the nature of the activity, students’ ages, abilities and specialised learning, access and/or health needs.
* Before the activity, all adult supervisors:
* must be familiar with the contents of the CARA record
* must assess [weather conditions](http://www.bom.gov.au/), and obtain accurate information on [tides](http://www.bom.gov.au/australia/tides/#!/qld), depths, currents and other expected water conditions (if applicable) prior to undertaking the activity, inspecting the intended location in order to identify variable risks, hazards and potential dangers.
* During the activity, all adult supervisors:
* **must** be readily identifiable
* **must** closely monitor students with health support needs
* **must** comply with control measures from the CARA record and adapt as hazards arise
* **must** suspend the activity if the conditions become unfavourable (e.g. poor visibility, extreme temperatures, thunderstorms).
 |
| **Supervision*** The Kayaking activity will be supervised by at least two RBSLEC staff including at least one RBSLEC teacher.
* Visiting teacher will be required to support RBSLEC staff with behaviour management and general supervision.
* The RBSLEC teacher in charge of facilitating the activity will take on the ‘guide’ role where they will be at the front of the group. From this positon they will be setting the course and pace, navigating around marine craft and obstacles and getting the group to ‘raft up’ for further instruction. The staff member at rear of the group will ensure that the group remains together while being in a position to view the entire group and communicate any arising issues to the guide.
* RBSLEC staff will consult the E2 Medical Form to become aware of any students with medical issues or disabilities. RBSLEC staff will consult with visiting teachers to discuss program adjustments.
* Each Kayak activity will be instructed and supervised by two RBSLEC staff including at least one RBSLEC teacher. Two visiting school staff will assist in supervising the group that will include a maximum of 32 students across 16 kayaks for a supervision ratio of 1:8.
* RBSLEC staff will check and constantly monitor weather conditions including wind, swell and tides. A course will be selected that is appropriate for the conditions and the activity will be immediately cancelled if the RBSLEC guide decides that the weather has become too unsafe for the group’s skillset.
* RBSLEC staff will be paddling in green, single-seat kayaks and wearing instructor life jackets to remain visible for the group.
* Any students with additional needs (such as pre-existing health conditions) will be assigned a kayak with a visiting staff member.

  |

|  |
| --- |
| **Supervisor qualification**Principals make final decisions in determining supervisor capability (competence, relevance and currency) and are responsible for encouraging and enabling school-based activity supervisors to raise their qualifications to improve safety standards.* All adult supervisors must comply with the [Working with children authority procedure](https://ppr.qed.qld.gov.au/pp/working-with-children-authority-procedure) and be able to identify, and respond to, risks or hazards that may emerge during the activity.
* A registered teacher **must** be appointed to maintain overall responsibility for the activity.
* At least one adult supervisor is required to be:

Low risk level* A registered teacher with knowledge of the activity and its potential hazards

or* An adult supervisor, working under the direct supervision of a registered teacher, with competence (knowledge and skills) in the activity.

Medium risk level * A registered teacher with competence (knowledge and skills) in teaching the activity

or* An adult supervisor, working under the direct supervision of a registered teacher, with qualifications in the activity or similar.

 High risk level* A registered teacher with qualifications in the activity (or equivalent demonstrated capability) and with competence (knowledge and skills) in teaching the activity

or* An adult supervisor, working under the direct supervision of a registered teacher, with qualification or current accreditation in the activity.

Extreme risk level* A registered teacher with qualifications or current accreditation in the activity

or* An adult supervisor, working under the direct supervision of a registered teacher, with a high level qualification or accreditation in the activity.
 |
| **Supervisor Qualification*** A registered teacher will be responsible for instructing and group supervision.
* At least one of the instructing RBSLEC staff members will have the following first aid qualifications:

HLTAID001 Provide cardiopulmonary resuscitation HLTAID002 Provide basic emergency life support HLTAID003 Provide first aidSISOCNE202A Perform deep water rescuesSISOKYK201A Demonstrate simple kayaking skillsSISOKYK302A Apply kayaking skillsSISOKYK304A Guide kayaking trips on flat and undemanding waterSISONAV201A Demonstrate navigation skills in a controlled environment |
|  |
| **Facilities and equipment** The qualified adult supervisor of the activity, in consultation with the principal, determines the requirements for facilities and equipment appropriate to the local context.* Consult [*Chemicals in curriculum activities*](https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines) for support in assessing the risks of chemicals used with/by students in curriculum activities.
* If a CARA record is required in OneSchool, a summary of chemicals, plant, equipment and/or materials used in the activity must be provided by entering directly onto the CARA record in OneSchool or by attaching a summary. Sample templates are provided on [*Chemicals in curriculum activities*](https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines) and [*Plant, equipment and materials in curriculum activities*](https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines)*.*
* Location must be suitable for the activity being undertaken, including sufficient space, adequate lighting and ventilation to ensure safe participation and that safety rules and procedures can be followed. This may be in a specialised facility (e.g. laboratory) or other suitable location (e.g. incursion, field trip). Undertake a reconnaissance of new or infrequently used locations to ascertain suitability.
* Designated areas for the activity, spectators and vehicles are established (e.g. safety/exclusion zones considering buildings, pedestrians, members of the public, vehicles and other activities).
* Participants must wear [Personal protective equipment](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/safety/resources) as relevant (e.g. enclosed footwear).
* Equipment must be sized to match the ability and strength of students and used in accordance with the manufacturer’s instructions.
* If privately owned equipment is being used, Principal approval and owner consent/insurance details must be obtained prior to the activity.
 |
| **Facilities and equipment** * The Kayaking activity will be delivered at the Gold Coast Broadwater with groups leaving from either Shearwater Park or Centenary Park.
* Students will wear appropriate sun protection including; rash shirt, hat and sunscreen from outdoor elements and enclosed footwear to protect from rocks, shells and debris.
* Students will be provided with a fitted life jacket, kayak and paddle that is suitable for the conditions in the Broadwater.
* All kayaks, paddles and life jackets will be monitored for wear and tear following each session with any issues reported to the USO for repair or replacement. All kayaks will be washed and checked after use weekly and all life jackets and paddles will be washed and checked at the conclusion of each term.
* A spare paddle will be carried by one of the RBSLEC staff members.
* Equipment carried by RBSLEC staff includes:
* 2 whistles (1 for each staff member)
* A device for cutting rope
* 2 throw-bags
* 2 tow-ropes
* A stirrup for assisting paddlers back into craft
* The Broadwater is easily accessible for emergency water craft and onshore emergency and evactuation points have been identified in the Kayak SOP at both kayak locations.
* Toggles are secured to the stern and bow of kayak.
* All dry equipment will be stored securely in the hull of instructor kayaks.
* Each participant will carry fresh water.
* Onshore induction processes will be conducted in shade where possible.
 |

**Hazards and control measures**

Information on managing common hazards and risks in the school environment can be found at [Hazards and risks](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/safety/hazards).

*Add rows to the tables as necessary.*

|  |  |
| --- | --- |
| **Considering environmental hazards** | **Planned control measures** |
| **Insects and wildlife****Marine stingers**  | * Students will be inducted on the types of common marine life that frequent the Broadwater (including stingrays and stingers) and instructed to avoid all contact with marine creatures.
* First Aid to be applied for students that present with bites or stings.
* Guide teacher to induct students on the signals for rafting up and evacuating the water in the unlikely event of danger in the water.
 |
| **Storms** | * Weather forecast checked (via BOM) in advance and weather visually checked by instructors prior to activity and sessions will be cancelled for pending thunderstorm events.
* If caught out in the water; tow rope attached on all kayaks for emergency raft up and instruct students to keep low in kayaks.
* Walkie Talkies on hand for instructors to communicate to one another and make mobile phone to contact the RBSLEC office.
* If necessary, contact made with relevent marine-based organisations (such as Volunteer Marine Rescue, Australian Volunteer Coast Guard or Southport Yacht Club Hollywell) for powerboat assistance.
* Shelter immediately accessed if group on or near shore.
 |
| **Wind** | * Weather forecast checked (via BOM) in advance and weather visually checked by instructors prior to activity.
* Sessions are cancelled when wind is blowing in excess of 35km/hr and adjusted to be run close to shore when blowing in excess of 25km/hr from the west.
* Students are briefed on environmental factors that can impact their paddling ability such as the wind and current.
* Students are instructed to keep pace and remain as a group and tow-rope to be utilised by RBSLEC staff for kayaks that are struggling.
* If necessary, contact made with relevent marine-based organisations (such as Volunteer Marine Rescue, Australian Volunteer Coast Guard or Southport Yacht Club Hollywell) for powerboat assistance.
 |
| **Sun saftey** | * RBSLEC sun safety policy is applied during this activity with all students requiring rash shirts and hats.
* Students will be reminded to apply sunscreen before walking to the Broadwater and before returning to the centre.
 |
| **Considering facilities and equipment hazards** | **Planned control measures** |
| **Vessels**  | * ‘Guide’ to discuss procedure for navigating in a busy waterway.
* If approaching a vessel or preparing to cross a body of water readily accessed by craft; guide will wait for all kayaks to be in close proximity to cross as a group, pointing bows of kayaks into waves (if applicable).
* Guide instructuror to keep watch for vessels when navigating the Broadwater.

  |
| **Handling Kayaks** | * Only RBSLEC staff who have been inducted in loading and unloading kayaks will be kayaks onto the trailer.
* RBSLEC staff to instruct students and visiting staff on lifting technique to transport kayaks to the water which includes four people lifting the craft.
 |
| **Considering students** | **Planned control measures** |
| **Injury** | * Students are instructed to remain ‘3 kayaks’ from the closest kayak when paddling to avoid strikes with paddles.
* Both RBSLEC staff carry first aid kits in the hull of their kayaks and are qualified in providing first aid treatment to injured students.
* Mobile phones on hand to contact RBSLEC office and Queensland Ambulance Service for first aid incidents of a more serious nature.
 |
| **Physical exertion** | * Students are inducted on appropriate communication techniques for raising instructor awareness that they require assistance.
* Instructors continually monitor students for signs of fatigue and take regular recovery breaks which involve students accessing their water from their hull and rehydrating.
* Instructors take routes that have access to shade on hot days.
 |
| **Student Issues** | * RBSLEC staff to induct group on signals on the water and the process to follow in the event of a capsize.
* The capsize process is practiced by students close to shore before departing.
* The group is continually monitored by two RBSLEC staff in separate single-seat kayaks and two visiting teachers.
* RBSLEC guide will select a route based on the age and percieved ability of the group with younger groups to be kept close to the shore.
* Pairs in boats may be selected on changed to ensure weak paddlers aren’t coupled together.
* RBSLEC staff to count kayaks whenever rafting up or landing on shore.
* All participants to wear a fitted life jacket at all times of the session.
* Students with medical conditions or special needs are assigned a kayak with a visiting teacher or continually monitored by four supervisory staff.
 |
| **Specific Site Management** | **Planned Control Measures** |
| **Paddling under bridges** | * Students thoroughly briefed about procedures and expectations of passing under bridge. This can be completed from a shore landing or a raft up.
* Students to pass under the bridge one vessel at a time avoiding the boat channel if possible.
* Teacher to supervise boats passing under the bridge placing themselves near the commencement of the hazard.
 |
| **Canal Hazards** | * Avoid this area with a strong incoming tides.
* At other times if passing this section of the Broadwater place a qualified RBSLEC instructor to guide paddlers away from this hazard.
 |

| **Monitoring and Review** *(to be completed during and/or after the activity.)* | **Yes** | **No** |
| --- | --- | --- |
| Have additional hazards been identified? | [ ]  | [ ]  |
| Were the control measures effective?  | [ ]  | [ ]  |
| Are further or different actions required?  | [ ]  | [ ]  |
| Details:  |

1. *The* ***inherent risk level*** *is determined before any control measures are put in place. Refer to the* [CARA planner](https://ppr.qed.qld.gov.au/attachment/cara-planner.docx). [↑](#footnote-ref-1)