**CARA 2023**

**Stand Up Paddle Boarding**

* 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**

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| This activity will take place at the Broadwater in front of Shearwater Park or Centenary Park. Students will use RBSLEC Stand up Paddle Boards to paddle in a circuit that is close to shore. If the group are deemed capable, a short journey along the beach may be facilitated. Life jackets (PFD) will be worn for safety.  |

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| **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 |

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

**Activity requirements**

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| **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.
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| **Students*** 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 staff are trained in managing all foreseeable events that could potentially impact as SUP session such as storms, wind and encounters with dangerous marine life.
* 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 on hand to contact emergency services, RBSLEC office, school and group leaders.
* RBSLEC staff to follow SUP Standard Operating Procedure to deliver activity.
* RBSLEC staff to contact RBSLEC Principal at the first sign of an emergency situation.
* All participants are fitted with a life jacket to wear for the duration of the activity and RBSLEC staff have access to boards if required to perform a deep water rescue.
* RBSLEC staff to provide students with a thorough safety induction prior to beginning the activity that includes dismount procedures and processes for paddling in the vicinity of marine craft (if applicable to the session).
* 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 aidSISSS00111 Pool Lifeguard At least one of the two RBSLEC staff members supervising the activity will be an accredited Stand Up Paddle Instructor – Enclosed Flat Water (Level 1).**Induction and Instruction*** RBSLEC staff are inducted on SUP 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 provided with a detailed induction that includes correct paddling technique to safely operate their board prior to the activity commencing.

**Consent*** Parental consent is obtained for all high and extreme risk activities that are conducted at RBSLEC.
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| **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).
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| **Supervision*** 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 SUP activity will be instructed and supervised by two RBSLEC staff including at least one RBSLEC teacher. In addition to two RBSLEC staff, at least one visiting school staff member will assist in supervising the group that will include a maximum of 32 students across 16 stand up paddleboards. The activity will be conducted with a ration of 3:32 with a minimum ration of 1:8 applying to those students on boards at any one time. Students will share a board between two and those that are not on a stand up paddle board will be instructed to go no further than waist-deep water.
* RBSLEC staff will check and constantly monitor weather conditions including wind, swell and tides. A designated area will be selected that is appropriate for the conditions and the activity will be immediately cancelled if the RBSLEC’s lead staff member decides that the weather has become too unsafe for the group’s skillset.
* RBSLEC staff will wear the RBSLEC uniform to remain identifiable.
* RBSLEC staff and assisting visiting school staff will be prepared to assist students in deep water and be dressed accordingly.
* Any students with additional needs (such as pre-existing health conditions) will be constantly monitored by all supervisers with the visiting staff member assigned to make constant observations of their participation.
* All students will remain in sight of at least one superviser.
* Weather and water conditions will be checked and continually monitored and program adjustments will be made to ensure the activity can be delivered safely in the weather conditions.
* Whistle commands will be outlined during the induction.
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| **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.
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| **Supervisor qualification*** A registered teacher or RBSLEC staff member will be responsible for instructing and group supervision.
* At least one of the two RBSLEC staff members supervising the activity will be an accredited Stand Up Paddle Instructor – Enclosed Flat Water (Level 1).
* Both RBSLEC staff will be inducted in SUP Standard Operating Procedures and managing the foreseeable emergency situations that could potentially arise while conducting the activity.
* 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 aidSISSS00111 Pool Lifeguard  |
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| **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.
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| **Facilities and equipment*** The SUP activity will be delivered at the Gold Coast Broadwater.
* Wind, tide, current, marine-life and other water users will be assessed and an appropriate area identified that takes the conditions into account. This area will be marked out using agility poles.
* Students will wear a rash shirt and for protection from outdoor elements and enclosed footwear to protect from rocks, shells and debris.
* Students will be provided with a fitted life jacket and paddle.
* All SUPs, 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 SUPs 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.
* The Broadwater is easily accessible for emergency water craft and onshore emergency and evactuation points have been identified in the SUP SOP at both SUP locations.
* Each participant will carry fresh water and onshore induction processes will be conducted in shade where possible.
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**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.*

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| **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 immediately evacuating the water in the unlikely event of danger in the water.
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| **Biological Hazards** | * Water to be inspected prior to activity and any suspicion of water contamination to be reported to RBSLEC office for follow-up.
* RBSLEC and visiting staff to carry first aid kits to treat open wounds.
 |
| **Debris** | * Water to be inspected prior to the activity to ensure the activity zone is clear of any submerged debris.
* Floating debris to be cleared by RBSLEC staff.
 |
| **Storms** | * Weather forecast checked (via BOM) in advance and weather visually checked by instructors prior to activity. All sessions will be cancelled for pending thunderstorm events.
* 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.
* If an electrical storm is closing in on the location and there isn’t enough time to return to RBSLEC, shelter will accessed at the Runaway Bay Shopping Centre carpark or the Runaway Bay Sports Fields.
 |
| **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 28km/hr or when blowing in excess of 20km/hr from the west.
* Students are briefed on environmental factors that can impact their paddling ability such as the wind and current.
* During sessions when wind is high (but below cancellation thresholds) and blowing from the west:
* Set up a physical barrier with visiting staff or agility sticks that provides students with a visual that shows the point that they need to get off their board and return to shore.
* Have no more than two students on boards at one time and ensure that all students are aware of whistle procedures to clear the water quickly.
* Position an RBSLEC staff member on a board to paddle to students and offer assistance for those that begin to drift.
* 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.
* If cancelled following the commencement of the activity- instructor will get students to bring their board back to the SUP trailer in groups of 4.
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| **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** |
| **Damaged or faulty equipment** | * Boards, paddles and life jackets to be checked for issues by RBSLEC staff at the conclusion of each activity.
* Faulty equipment will be removed from the trailer and reported through the relevant channels to be fixed or replaced.
* All equipment will be washed following the last session of the week.
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| **Trailer** | * Trailer to be parked parallel to Shearwater Park for easy access to SUP boards.
* RBSLEC staff to exercise caution and look for traffic when accessing boards on the road side of the trailer.
* Boards to be loaded correctly onto racks and padlocked, paddles secured in the trailer life jackets stacked orderly in the relevant box before departing.
 |
| **Other water users** | * An area that isn’t being used by kite surfers or other water users is designated for the activity.
* RBSLEC staff to approach kite surfers in or near the activity zone to negotiate safe practice for the activity.
* Other water users are identified prior to the activity commencing and students inducted on appropriate etiquette when operating around other water users such as kayaks.
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| **Considering students** | **Planned control measures** |
| **Manual Handling** | * Boards will be unloaded and loaded onto the trailer by RBSLEC staff.
* Students will be inducted on the process for moving boards to the shoreline which will include the correct lifting technique and two students carrying boards (four students in higher winds).
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| **Injury** | * Students are instructed on the safest way to fall from the stand up paddleboard to minimise the risk of injury.
* ‘Foam’ boards used as a soft material to minimise the risk of impact related injuries.
* Both RBSLEC staff carry first aid kits 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.
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| **Physical exertion** | * Instructors continually monitor students for signs of fatigue and take regular hydration breaks.
* RBSLEC staff to utilise shade from trees for induction on hot days.
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| **Student Issues** | * The group is continually monitored by two RBSLEC staff and at least three visiting staff member.
* All participants to wear a fitted life jacket at all times of the session.
* Students with medical conditions or special needs are continually monitored by three supervisory staff.
* Opportunities to paddle along the shoreline (a greater distance) is only offered in favourable weather/water conditions and to those groups that demonstrate an appropriate level of capability.
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| **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)