

Curriculum activity risk assessment

Canoeing and Kayaking (Level 2)

clever • skilled • creative

Activity scope

This document relates to student participation in canoeing or kayaking as a curriculum activity in the following circumstances.

Canoeing or kayaking on:

- up to *Grade One Water* with minimal flow of water
- sheltered and calm water with ease of access to shore
- open lakes.

Canoe refers to a narrow-beamed pointed vessel with a rigid hull that is propelled by a paddle.

Kayak refers to any other topped, narrow-beamed vessel that floats and is propelled by a double-bladed paddle.

It is highly recommended to refer to the [Queensland Adventure Activity Standards](#) when planning this activity.



Risk level

This document is a guideline, the actual risk level will vary according to the specific circumstances of the activity and these **must** be considered when assessing the inherent risk level and planning the activity. As a starting point, ask the following questions:

- Which students will be involved?
- What will the students be doing?
- What will the students be using?
- Where will the students be?
- Who will be leading the activity?

Inherent risk level		Action required/approval
<input type="checkbox"/>	High Likely chance of a serious incident and injury requiring medical treatment	<ul style="list-style-type: none"> • A <i>Curriculum Activity Risk Assessment</i> must be completed. • Principal or delegated Deputy Principal or Head of Program (i.e. HOD, HOSES, HOC) to review and approve risk assessment. • Obtaining parental permission is recommended. • Once approved, activity details are to be entered into the <i>School Curriculum Activity Register</i>.

Teachers/leaders:

Activity description:

Start date:

Finish date:

No. of students (approx.):

Class groups:

Supervision ratio (approx.):



Queensland Government

Date Modified: 29 September 2011

Uncontrolled copy. Refer to *HLS-PR-012: Managing Risks in School Curriculum Activities* at <http://education.qld.gov.au/strategic/eppr/health/hlspr012/> for master.

River Kayakers, File #: 1929227
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Listed below are the minimum recommendations for this type of activity. For any items checked 'No', provide further information regarding the additional or alternate controls to be implemented for the safe conduct of the activity.

Minimum supervision

Adequate adult supervision is to be provided. In determining what is adequate, consider the number of students, their individual needs, and the nature of the activity. If an adult other than a registered teacher is engaged for instruction, a teacher should be present to take overall responsibility. [Blue Card](#) requirements **must** be adhered to.

- Registered teacher with minimum qualifications as outlined below
OR
 An adult with minimum qualifications as outlined below, in the presence of a registered teacher.

When planning any outdoor activity, the ratio of qualified, experienced leaders to dependent participants needs to be considered. In certain situations, judgment may dictate smaller or larger numbers of participants per leader.

Several variables can affect this decision, including but not limited to:

- outcomes of the risk management process
- the leaders' experience
- participants' expected capabilities (i.e. experience, competence, fitness)
- conditions (environment, weather)
- planned duration of the activity
- number of participants and optimum group size
- remoteness of the activity
- suitability and availability of equipment
- likelihood of leader becoming incapacitated or separated from participants
- the grading of rapids.

Further information:

Minimum qualifications

The qualifications listed in this section are minimums for each type of situation. Leaders are encouraged to seek training to raise their qualification level above the minimum listed.

- Current first aid qualifications including Cardio Pulmonary Resuscitation (CPR) or ready access to first aid facilities, including qualified personnel.
OR
- Remote Area first aid if operating more than one hour away from emergency services.
- [Blue Card](#) requirements met.

Demonstrated skills and currency that meet the leadership, group management, technical capacities and safety requirements of the specific circumstances being addressed.

For a registered teacher:

- A statement of attainment from a Registered Training Organisation covering the following canoeing/kayaking units of competence [or equivalent](#):
 - SISONAV201A Demonstrate navigation skills in a controlled environment
 - SISOCNE303A/ Apply canoeing skills/
SISOKYK302A Apply kayaking skills
 - SISOCNE202A Perform deep water rescues
 - SISOCNE305A/ Guide canoeing trips on flat and undemanding water
SISOKYK304A Guide kayaking trips on flat undemanding water
- OR**
- Certificate IV in Sport, Outdoor or Community Recreation or higher, with specialisation in canoeing/kayaking from a Registered Training Organisation
- OR**
- A statement of attainment for a nationally recognised course in canoeing/kayaking guide flat and undemanding water from a Registered Training Organisation
- OR**
- Registered leader of canoeing/kayaking (guide canoeing/kayaking in flat/undemanding) from the [National Outdoor Leader Registration Scheme](#) (NOLRS)
- OR**
- Nationally recognised canoeing/kayaking award at Flatwater guide Level I from [Australian Canoeing](#).

For a leader other than a registered teacher:

- A statement of attainment for a nationally recognised course or Skill Set in canoeing/kayaking guide flat and undemanding water from a Registered Training Organisation
- OR**
- Certificate IV in Sport, Outdoor or Community Recreation or higher, with specialisation in canoeing/kayaking from a Registered Training Organisation
- OR**
- Registered leader of canoeing/kayaking (guide canoeing/kayaking in flat/undemanding) from NOLRS
- OR**
- Nationally recognised canoeing/kayaking award at Flatwater guide level or higher from Australian Canoeing.

Further information:

Governing bodies/associations <i>If 'No' is ticked, provide further information.</i>	Yes	No
Guidelines/codes of practice are established for this activity. These should be considered during the planning and performance of this activity. Please refer to the following in the Important links section on the last page: <ul style="list-style-type: none"> • Australian Canoeing Safety Code • Risk Management and safety • Australian canoeing Safety Guidelines • Queensland Adventure Activity Standards. 	<input type="checkbox"/>	<input type="checkbox"/>
Further information:		

Hazards and suggested control measures

All persons engaging in this activity should:

- identify the hazards including any additional hazards not mentioned here
- assess their significance
- manage the potential risks.

Listed below are indicative hazards/risks and suggested control measures. They are by no means exhaustive lists. After checking these, add details of any other identified hazards/risks and additional controls you intend to implement.

Hazards/risks	Control measures	Yes	No	Implementation plan/ Additional controls
Animal bites/diseases <ul style="list-style-type: none"> • Marine Stingers • Dangerous animals 	<ul style="list-style-type: none"> • Adhere to the Surf Life Saving Queensland Marine Stinger Risk Management Guidelines. 	<input type="checkbox"/>	<input type="checkbox"/>	
Biological material <ul style="list-style-type: none"> • Bodily fluids (e.g. blood, sweat, saliva) 	<ul style="list-style-type: none"> • Comply with HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions and Infection Control Guideline Students with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious. 	<input type="checkbox"/>	<input type="checkbox"/>	

Hazards/risks	Control measures	Yes	No	Implementation plan/ Additional controls
	<ul style="list-style-type: none"> Have sufficient and suitable containment material (bandages etc) readily available. 	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental conditions <ul style="list-style-type: none"> Tides Adverse weather Temperature Visibility Sun/UV exposure Isolation/getting lost Depth of water Overhanging objects 	<ul style="list-style-type: none"> Assess weather conditions before and during activity (e.g. temperature, storms) especially wind on open waters. Ensure sun safety equipment is used. Ensure that students apply sunscreen every two hours. Select appropriate route and location having regard for: <ul style="list-style-type: none"> experience of leader number and type of craft depth of water tidal flow currents visibility water temperature underwater vegetation marine life protection from watercraft. Ensure each student wears a canoeing helmet which meets or exceeds these requirements. It must: <ul style="list-style-type: none"> comply with the CE EN 1385:1998 standard be made of strong, lightweight material e.g. plastic or carbon fibre cover the head to provide ample protection to the forehead, temple and back of the head have enough positive buoyancy to float be a good fit so as not to move, but not be so tight as to be uncomfortable have a good system to absorb the shock from impacts and to provide a separation distance between the outside of the helmet and the paddler's head have an effective fastener to fix the helmet securely in place. 	<input type="checkbox"/>	<input type="checkbox"/>	

Hazards/risks	Control measures	Yes	No	Implementation plan/ Additional controls
	<ul style="list-style-type: none"> • Ensure there is adequate adult supervision. • Where necessary, obtain advice from relevant advisory visiting teachers or specialists. 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
Manual handling <ul style="list-style-type: none"> • Lifting equipment • Manipulating/moving students 	<ul style="list-style-type: none"> • Undertake a risk management process in order to prevent or minimise the risk of injuries caused by manual tasks. 	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicles <ul style="list-style-type: none"> • Boats and other sea craft 	<ul style="list-style-type: none"> • Continually assess the threat of vehicles. • Consult appropriate documents, such as zoning plans from the Department of Environment and Resource Management or other relevant authority. • Where an accompanying power craft is used, the power craft must conform to the boating regulations of Maritime Safety Queensland. • For all craft used, ensure they: <ul style="list-style-type: none"> ○ maintain structural integrity, are in good repair and meet their intended design characteristics ○ are in a safe working condition and are checked before usage ○ provide a stable platform, allowing strokes to be performed effectively ○ are capable of being towed by rope and grasped by hand, either through handholds or toggles, depending on the type of craft. It is recommended that handholds be rope of a minimum of six millimetres in diameter. The inside diameter of hand loops should be large enough to allow a sphere or cylinder of eight centimetres diameter to pass through. If used, hand loops must not allow the full insertion of a hand. ○ provide secure and waterproof storage 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Hazards/risks	Control measures	Yes	No	Implementation plan/ Additional controls
	<ul style="list-style-type: none"> <li data-bbox="391 259 805 349">• Be sure of the suitability and competency of students participating. <li data-bbox="391 360 805 696">• Ensure that a basic repair kit is carried by all leaders and by other participants at the leader's discretion. A roll of duct tape is considered a minimum requirement. A comprehensive group repair kit appropriate for the boats that are being used should be carried on all expeditions, particularly in remote areas. <li data-bbox="391 707 805 831">• All gear, especially for overnight trips, should be correctly waterproofed and stowed securely in the boats. 	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

Additional control measures

These would relate to the specific student needs, location and conditions in which you are conducting your activity.

Hazards/Risks	Control Measures

Submitted by:	Date:
List the names of those who were involved in the preparation of this risk assessment.	

Approval	
<input type="checkbox"/>	Approved as submitted
<input type="checkbox"/>	Approved with the following condition(s):
<input type="checkbox"/>	Not approved for the following reason(s):
By:	Designation:
Signed:	Date:
Once approved, activity details should be entered into the <i>School Curriculum Activity Register</i> by administrative staff.	Reference no.

Monitor and review <i>To be completed during and/or after the activity and/or at the completion of the series of activities.</i>	Yes	No
Are the control measures still effective?	<input type="checkbox"/>	<input type="checkbox"/>
Have there been any changes?	<input type="checkbox"/>	<input type="checkbox"/>
Are further actions required?	<input type="checkbox"/>	<input type="checkbox"/>
Details:		

Important links

- HLS-PR-003: First Aid
<http://education.qld.gov.au/strategic/eppr/health/hlspr003/>
- HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions
<http://education.qld.gov.au/strategic/eppr/health/hlspr004/>
- HLS-PR-005: Health and Safety incident recording and notification
<http://education.qld.gov.au/strategic/eppr/health/hlspr005/>
- Infection Control Guideline
http://education.qld.gov.au/health/pdfs/healthsafety/infection_control_guideline.pdf
- HLS-PR-013: Developing a Sun Safety Strategy
<http://education.qld.gov.au/strategic/eppr/health/hlspr013/>
- HRM-PR-010: Working with Children Check – Blue Cards
<http://education.qld.gov.au/strategic/eppr/hr/hrmpr010/>
- SCM-PR-002: School Excursions
<http://education.qld.gov.au/strategic/eppr/schools/scmpr002/>
- Australian Canoeing
<http://www.canoe.org.au/>
- Australian Canoeing – Safety Guidelines
http://www.tas.canoe.org.au/site/canoeing/tas/downloads/Safety_Guidelines.pdf
- Australian Canoeing Safety Code
<http://www.canoe.org.au/?Page=2267&MenuID=Education%2F99%2F7292%2F%2CRisk%5FManagement%5Fand%5FSafety%2F196%2F5275%2F>
- Risk Management and Safety
http://www.canoe.org.au/default.asp?MenuID=Education/99/7292/,Risk_Management_and_Safety/196/5275/
- Surf Life Saving Queensland Marine Stinger Risk Management Guidelines
<http://www.thesurfclub.com.au/slsc/documents/MarineStingerRiskManagement23-08-08FINAL.pdf>
- Department of Environment and Resource Management
<http://www.derm.qld.gov.au/>
- Queensland Adventure Activity Standards
http://www.qorf.org.au/01_cms/details.asp?ID=1048
- Guidelines For Managing Risks in Recreational Water
http://www.nhmrc.gov.au/files_nhmrc/file/publications/synopses/eh38.pdf
- *Safety in Recreational Water Activities Bill 2011*
<http://www.legislation.qld.gov.au/Bills/53PDF/2011/SafeRecWAB11.pdf>
- Recreational Diving, recreational Technical Diving and Snorkelling Code of Practice 2010
http://www.deir.qld.gov.au/workplace/resources/pdfs/divingrecreational_code_2010.pdf
- Maritime Safety Queensland
<http://www.msg.qld.gov.au/>
- National Maritime Safety Committee
http://www.nmsc.gov.au/recreational_boating/index.php?MID=82&CID=77
- Training.gov.au
<http://training.gov.au/Search/Training?javaScriptEnabled=True&typeAllTrainingComponents=True>

Glossary and other information

Canoe

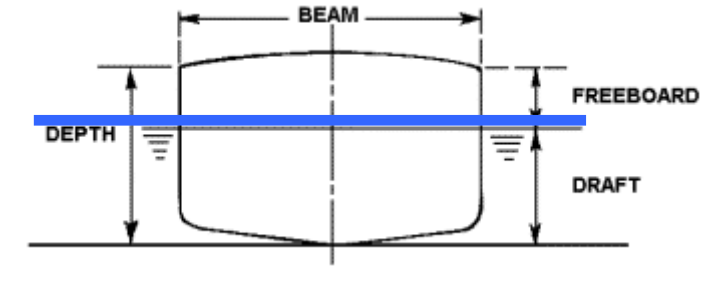
A canoe is designed so that, with a normal load, freeboard exceeds draft, when the canoe is operating in varying water conditions.

Draft

Draft is the vertical distance between the waterline and the bottom of the hull.

Freeboard

Freeboard is the height of a vessel's deck above the water level.



Grade One Water

Grade One water is slightly moving water with only small waves or ripples clear passages and no serious obstacles.

Kayak

A kayak is designed so that, with a normal load, the amount of freeboard is not critical to safe operation, when the kayak is operating in varying water conditions.

Further information

For further information on incorporating risk management strategies into curriculum activity planning refer to [HLS-PR-012: Managing Risks in School Curriculum Activities](#) and the associated list of [Curriculum Activity Risk Management Guidelines](#).

For further support with risk management training and advice, contact trained staff in schools such as Workplace Health and Safety Officers (WHSOs) and Workplace Health and Safety Representatives (WHSRs), and regional staff such as Senior Health and Safety Consultants.