

## Curriculum activity risk assessment

## Canoeing and Kayaking on Moving Water (Level 3)

clever • skilled • creative

## Activity scope

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

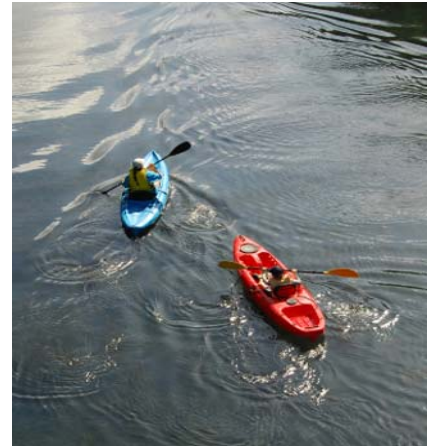
Canoeing or kayaking on:

- Up to Grade Two water

*Canoe* refers to a narrow-beamed pointed vessel with a rigid hull, 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 that the [Queensland Adventure Activity Standards](#) are referred to 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?
- Where will the students be?
- What will the students be doing?
- Who will be leading the activity?
- What will the students be using?

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"> <li><input checked="" type="checkbox"/> A Curriculum Activity Risk Assessment must be completed.</li> <li><input checked="" type="checkbox"/> Principal or delegated Deputy Principal or Head of Program (i.e. HOD, HOSES, HOC) to review and approve risk assessment.</li> <li><input checked="" type="checkbox"/> Obtaining parental permission is recommended.</li> <li><input checked="" type="checkbox"/> Once approved, activity details are to be entered into the <i>School Curriculum Activity Register</i>.</li> </ul>

Teachers/leaders:

Activity description:

Start date:

Finish date:

No. of students (approx.):

Class groups:

Supervision ratio (approx.):

Listed below are the minimum recommendations for this type of activity. For any items checked “No”, provide further information on 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
- 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 immediate 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
- SISOCNE307A/ Guide canoeing trips on Grade Two water  
SISOKYK305A Guide kayaking trips on Grade Two water
- SISOWWR201A Demonstrate self rescue skills in white water
- SISOWWR302A Demonstrate white water rescues and recoveries

**OR**

Certificate IV in Sport, Outdoor or Community Recreation or higher, with specialisation in canoeing/kayaking Grade Two water from a Registered Training Organisation

**OR**

A statement of attainment for a nationally recognised course in canoeing/kayaking guide on Grade Two water from a Registered Training Organisation

**OR**

Registered leader of canoeing/kayaking (guide canoeing/kayaking on Grade Two water) from the [National Outdoor Leader Registration Scheme](#) (NOLRS)

**OR**

Nationally recognised canoeing/kayaking award at the level of White Water guide level 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 on Grade Two water from a Registered Training Organisation

**OR**

Certificate IV in outdoor recreation or higher with specialisation in canoeing/kayaking Grade Two water from a Registered Training Organisation

**OR**

Registered leader of canoeing/kayaking (guide canoeing/kayaking on Grade Two water) from NOLRS

**OR**

Nationally recognised canoeing/kayaking award at White Water Guide from Australian Canoeing.

Further information:

Minimum equipment/facilities <i>If 'No' is ticked, provide further information.</i>	Yes	No
First aid kit suitable for activity	<input type="checkbox"/>	<input type="checkbox"/>
<p>Communication system</p> <p>Electronic and other equipment that can be damaged by water is to be carried in water resistant containers. Leaders are responsible for determining the equipment to be carried by all participants. The following communication equipment should be carried as appropriate for the activity and area of operation:</p> <p><input type="checkbox"/> marine whistle                      <input type="checkbox"/> phone-line at location                      <input type="checkbox"/> mobile phone</p> <p><input type="checkbox"/> UHF/marine VHF radio                      <input type="checkbox"/> PLB (personal locator beacon)                      <input type="checkbox"/> satellite phone</p> <p>Other:</p>		
Sun safety equipment (hat, sunscreen, shirt etc)	<input type="checkbox"/>	<input type="checkbox"/>
Drinking water (students should not share drinking containers)	<input type="checkbox"/>	<input type="checkbox"/>
<p>Safety, repair and rescue equipment (refer to the <a href="#">Australian Canoeing – Safety Guidelines</a>):</p> <p><input type="checkbox"/> throw bag</p> <p><input type="checkbox"/> equipment to tow another canoe or kayak</p> <p><input type="checkbox"/> rescue knife</p> <p><input type="checkbox"/> roll of duct tape.</p> <p>Navigation equipment (refer to the Australian Canoeing – Safety Guidelines):</p> <p><input type="checkbox"/> maps and/or marine charts</p> <p><input type="checkbox"/> compasses</p> <p><input type="checkbox"/> GPS receivers.</p>		
<p>Helmets (refer to the Australian Canoeing – Safety Guidelines)</p> <p>Personal flotation devices (refer to the Australian Canoeing – Safety Guidelines)</p> <p>Paddles (refer to the Australian Canoeing – Safety Guidelines)</p> <p>A route card, left with a responsible adult not involved in the activity, e.g. local police, park ranger, principal. It should include(refer to Australian Canoeing – Safety Guidelines):</p> <ul style="list-style-type: none"> <li>• an outline of the route to be followed</li> <li>• the number and names of party</li> <li>• the estimated time of departure and estimated time of arrival of the party</li> <li>• a contact person (e.g. principal) in the case of emergency</li> <li>• alternative routes/tracks.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Emergency management plan	<input type="checkbox"/>	<input type="checkbox"/>
Suitable white water craft	<input type="checkbox"/>	<input type="checkbox"/>
Further information:		













Hazards/risks	Control measures	Yes	No	Implementation plan/ Additional controls
	<ul style="list-style-type: none"> <li data-bbox="373 253 799 434">• Ensure that the crews stay in visual/verbal contact, act as safety observers for the canoe behind them, pass on signals, and alert the following canoe of possible danger.</li> <li data-bbox="373 450 799 573">• All gear, especially for overnight trips, should be correctly waterproofed and stowed securely in the boats.</li> <li data-bbox="373 589 799 801">• Note that the leader should remain aware of the distance from shore as weather, wind and tide can create hazards. The activity may need to be modified or abandoned in adverse conditions.</li> <li data-bbox="373 817 799 965">• Ensure that craft negotiate rapids one at a time. The leader should negotiate areas of moving water immediately before the students.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional control measures	
<i>These would relate to the specific student needs, location and conditions in which you are conducting your activity.</i>	
Hazards/Risks	Control Measures

<b>Submitted by:</b>	<b>Date:</b>
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.

<b>Monitor and review</b> <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/>
- Infection Control Guideline  
[http://education.qld.gov.au/health/pdfs/healthsafety/infection\\_control\\_guideline.pdf](http://education.qld.gov.au/health/pdfs/healthsafety/infection_control_guideline.pdf)
- HLS-PR-005: Health and Safety incident recording and notification  
<http://education.qld.gov.au/strategic/eppr/health/hlspr005/>
- 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](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/](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](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](http://www.nhmrc.gov.au/files_nhmrc/file/publications/synopses/eh38.pdf)
- Recreational Diving, Recreational Technical Diving and Snorkelling Code of Practice 2010  
[http://www.deir.qld.gov.au/workplace/resources/pdfs/divingrecreational\\_code2010.pdf](http://www.deir.qld.gov.au/workplace/resources/pdfs/divingrecreational_code2010.pdf)
- *Safety in Recreational Water Activities Bill 2011 (Qld)*  
<http://www.legislation.qld.gov.au/Bills/53PDF/2011/SafeRecWAB11.pdf>

## 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

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

### Freeboard

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

### Grade Two Water

Water featuring strong currents, eddies and waves including rapids of moderate difficulty with clear passages, requiring suitable equipment and boat.

### 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.