

# Curriculum activity risk assessment

## Power Boating in Small Craft

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### Activity scope

This document relates to student participation in Power Boat instruction, recreational power boating and other educational activities in small craft as a curriculum activity. 'Small power craft' refers to boats (usually less than six metres) that have no accommodation facilities and are powered by an outboard motor that is suitable for the design of the vessel.

The location and conditions will have a large bearing on the safety and operation of the activity. Locations may be divided into three categories as follows:

- Type One conditions: Smooth waters — enclosed and protected locations such as rivers, estuaries, lakes and dams; Calm and likely to remain so in the near future as defined by Marine Safety Queensland
- Type Two conditions: Partially smooth waters — large areas of water with some lateral protection from the elements such as bays and breakwaters; Can become choppy and rough at relatively short notice as defined by Marine Safety Queensland
- Type Three conditions: Open water — exposed, deep, unfriendly conditions; Ocean swells, exposed trade winds, as defined by Marine Safety Queensland



Teachers/leaders:		
Activity description:		
Start date:	Finish date:	No of students (approx.):
Class groups:		Supervision ratio (approx.):

### Risk level

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?



Queensland Government

Inherent risk level		Action required / approval
<input type="checkbox"/>	Medium	<p>Smooth waters — enclosed and protected locations such as rivers, estuaries, lakes and dams; Calm and likely to remain so in the near future. Partially smooth waters; Large areas of water with some lateral protection from the elements such as bays and breakwaters; Can become choppy and rough at relatively short notice (as defined by Marine Safety Queensland)</p> <p> <input checked="" type="checkbox"/> Record controls in your planning documents and/or complete this <i>Curriculum Activity Risk Assessment</i>.  <input checked="" type="checkbox"/> Obtain parental permission. </p>
<input type="checkbox"/>	High	<p>Open water — exposed, deep, unfriendly conditions; Ocean swells, trade winds, sea states (as defined by Marine Safety Queensland)</p> <p> <input checked="" type="checkbox"/> A <i>Curriculum Activity Risk Assessment</i> must be completed.  <input checked="" type="checkbox"/> Principal or delegated Deputy Principal or Head of Program (i.e. HOD, HOSES, HOC) to review and approve risk assessment.  <input checked="" type="checkbox"/> Obtain parental permission.  <input checked="" type="checkbox"/> Once approved, activity details are to be entered into the <i>School Curriculum Activity Register</i>. </p>

Listed below are the minimum recommendations for this type of activity. For any items ticked '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. Other supervisors should be selected from those most suitable for this particular activity. [Blue Card](#) requirements **must** be adhered to. Before they depart, the supervisors should be informed of their role, potential hazards and precautions to be taken.

When planning any outdoor activity, the ratio of qualified, experienced leaders to dependent participants needs to be considered. In certain situations, judgement may dictate smaller or larger numbers of participants per leader. Several variables can affect this decision, including but not limited to:

- nature of the activity conducted
- line of sight and sound for supervision
- 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.

<input type="checkbox"/>	A minimum of two adults is required during instruction, including: <ul style="list-style-type: none"> <li>• an activity leader with qualifications as listed below, who travels in either: <ul style="list-style-type: none"> <li>- the power boat with the students under instruction, or</li> <li>- another power boat in proximity to the students under instruction (the 'mother ship').</li> </ul> </li> <li>• another supervisor with experience (previous involvement) approved by the Principal and the leader.</li> </ul>
<input type="checkbox"/>	When licensed students are operating power boats in type one conditions under the direction of the activity leader, the presence of another supervisor may be desirable (depending on the conditions) but is not mandatory unless more than three boats (including the mother ship) are being operated.
<input type="checkbox"/>	A suitably qualified, experienced and mature person should be embarked in each boat to supervise operations for type three conditions
Further information:	

## Minimum qualifications

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

<input type="checkbox"/>	Current first aid qualifications including Cardio Pulmonary Resuscitation (CPR)
<input type="checkbox"/>	If operating more than one hour away from emergency services, current remote area first aid
<input type="checkbox"/>	<a href="#">Blue Card</a> requirements met
<input type="checkbox"/>	The Activity Leader should be a registered teacher or another education employee with demonstrated ability to undertake instruction and training in power boating who holds at least a Restricted Coxswains Certificate of Competency issued by Maritime Safety Queensland (MSQ). Boatsafe assessors can hold a restricted coxswains certificate of competence except for the "Restricted Coxswains (Schools)". They must also be registered under the Boatsafe scheme.
<input type="checkbox"/>	If the activity leader embarked in the 'mother ship' is providing direct and immediate supervision to students operating other training ships, the student masters do not need to hold a licence to operate the training ship.
<input type="checkbox"/>	In type three locations, a supervisor who holds at least a Recreational Marine Drivers Licence (RMDL) issued by MSQ should be embarked in each training ship operating.
<input type="checkbox"/>	The MTAQ Schools Restricted Coxswains agreement to stay as <u>the qualification</u> as it requires teachers to be competent in following National modules from the <u>Elements of Shipboard Safety Course</u> <ul style="list-style-type: none"> <li>• TDMMF1107B: Survive at sea in the event of vessel abandonment</li> <li>• TDMMF5407A: Observe safety and emergency procedures on a coastal vessel</li> <li>• TDMMF5507A: Fight and extinguish fires on board a coastal vessel</li> </ul>

Further information:

A Boatsafe Training Provider is to be used by schools that issue boat licences to students. Marine Safety Queensland has approved a Schedule A Standard for [Yachting Queensland](#).

**Uncontrolled copy.** Refer to *HLS-PR-012: Curriculum Activity Risk Management* at <http://education.qld.gov.au/strategic/eppr/health/hlspr012/> for master.

Minimum equipment/facilities <i>If 'No' is ticked, provide further information.</i>	Yes	No
First aid kit as per National Standard for Commercial Vessels C7A	<input type="checkbox"/>	<input type="checkbox"/>
Communication system: <input type="checkbox"/> phone-line at location <input type="checkbox"/> mobile phone <input type="checkbox"/> walkie talkies/UHF radio <input type="checkbox"/> student/adult messenger Other:		
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"/>
At least one commercially registered boat with a full suite of appropriate lifesaving appliances and other safety equipment must support all activities to act as a 'mother ship'. Refer: <a href="#">Transport Operations (Marine Safety) Regulation 2004</a> (and check for latest update).	<input type="checkbox"/>	<input type="checkbox"/>
For type one and type two activities, the mother ship must be fully equipped in accordance with 2E registration requirements. Additional <b>training</b> ships need not be equipped with all the safety equipment if each person onboard wears a Personal Flotation Device Type one or Type two at all times. Refer: <a href="#">Transport Operations (Marine Safety) Regulation 2004</a>	<input type="checkbox"/>	<input type="checkbox"/>
For activities in type three locations or conditions, additional training ships must be fully equipped in accordance with 2C registration requirements. Refer: <a href="#">Transport Operations (Marine Safety) Regulation 2004</a>	<input type="checkbox"/>	<input type="checkbox"/>
If a vessel is to be chartered or hired, the teacher should: <ul style="list-style-type: none"> <li>• sight a certificate of survey or confirm survey by contacting the Department of Transport</li> <li>• be satisfied that the vessel is registered and is carrying the correct safety equipment (Refer to <a href="#">Transport Operations (Marine Safety) Regulation 2004</a>). Any equipment hired for use in student instruction must have Australian Standard certification and comply with the requirements of this schedule.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Schools may keep the auditable documents required by Yachting Queensland Schedule A Boatsafe Training Providers under the additional control measures in this risk assessment	<input type="checkbox"/>	<input type="checkbox"/>
All school boating records (including Boatsafe) are to be audited by the Auditor General's Department under the monitor and review section of this risk assessment – A boatsafe or boating auditing statement to be prepared	<input type="checkbox"/>	<input type="checkbox"/>
Further information:		

Governing bodies/associations	Yes	No
Guidelines/codes of practice are established for this activity ( <a href="#">Maritime Safety Queensland</a> . Safety equipment requirements can also be downloaded from the <a href="#">Maritime Safety Queensland</a> website).  Have these been considered during the planning and performance of this activity?	<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 the significance of the hazard
- 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.

Nature of hazards
<p>Hazards that may be encountered in handling small power craft involve:</p> <ul style="list-style-type: none"> <li>• the water (tides, currents, turbulence, depth, distance)</li> <li>• the waterway (buoys/beacons, channels, bottom obstructions, nearby bar, flooding or strong currents after rain, other boats)</li> <li>• the engine (moving parts, hot exhausts, propeller)</li> <li>• the fuel (mixing, spills, fire, explosion)</li> <li>• the boat (loose equipment, sharp edges, rocking/rolling, sun-heated metal seats)</li> <li>• the boat trailer (winch, wheels, towing vehicle)</li> <li>• the boat ramp (slippery, rocks, broken glass, other boats)</li> <li>• dangerous marine creatures (crocodile, stingers, oysters)</li> <li>• the environment (sun, wind, radiation, glare).</li> </ul> <p>Hazardous situations that could develop include:</p> <ul style="list-style-type: none"> <li>• a person overboard</li> <li>• a capsizing</li> <li>• a sinking</li> <li>• running aground</li> <li>• a large wake from a passing vessel</li> <li>• a collision with another boat</li> <li>• striking of a submerged object</li> <li>• deteriorating weather conditions (rain, lightning, wind, rough seas)</li> <li>• starting of a motor while someone is in the water near the propeller</li> <li>• the use of incendiary devices (flares)</li> </ul>

## Nature of hazards

- uncontrolled rapid winding of a winch handle
- handling and mixing of fuels
- a fire (motor or fuel).

## National standards for commercial vessels

For Outdoor and Environmental Education Centres and schools conducting educational programs using boats, a safety management system based on the National Standard for Commercial Vessels is required.

For schools using a commercial ship, the operator is required to have its own safety management system.

Listed below are the documents required by all vessels under eight metres. These documents may be changed from time to time by Maritime Safety Queensland. Maritime Safety Queensland will advise of any changes

These documents should be carried on the vessel unless it is impractical to do so. In that case they should be kept at the school.

The documents required for a school's boating safety management system in a school are described in the following four tables:

TABLE A: Operating procedures or policies to be developed for the vessel

TABLE B: Emergency procedures or policies to be developed for the vessel

TABLE C: Operations records to be kept by the school

TABLE D: Certificates to be kept by the school

If you require further information, contact Marine Safety Queensland on 07 3120 7359, or one of Maritime Safety Queensland's regional offices.

You may add details of any other identified hazards/risks and additional controls you intend to implement to any of these tables.

## Table A: Operating procedures and polices

*School safety management system*

Procedure/policy to be developed for the vessel (if applicable)	N/A	Yes	No	Additional controls
• Crew training – policy, type and frequency of training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Crew training record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Crew induction record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Shore training record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Instructions to passengers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Stability information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Managing high speed craft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Other information:

**Table B: Emergency procedures and policies**

*School safety management system*

<b>Procedure/policy to be developed for the vessel (if applicable)</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>	<b>Additional controls</b>
• Emergency plans – fire onboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Emergency plans – person overboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Emergency plans – severe weather	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Emergency plans – personal injury/medical emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Emergency plans – assembly stations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Emergency plans – collision/grounding/flooding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Emergency plans – abandon ship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Emergency plans – any other hazards that could result in emergency situations that are specific to the ship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Emergency plans – emergency stations for crew	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Emergency plans – trawler hook up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other information:				

**Table C: Operating records**

*School safety management system*

<b>Records to be kept by the school (if applicable)</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>	<b>Additional controls</b>
• Daily log (dated, signed by enter and master)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Maintenance records – testing, maintenance and services carried out and use of spares	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Maintenance schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Crew list (onboard and onshore)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Passenger number verification (for voyages less than 12 hours)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<ul style="list-style-type: none"> <li>Report of incidents both safety and environmental within 48 hours as per the Transport Operations Maritime Safety Act Australia.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other information:				

<b>Table D: Certificates</b>				
<i>School safety management system</i>				
<b>Certificates to be kept by the school (if applicable)</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>	<b>Additional controls</b>
• Certificate of compliance – safety equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Certificate of compliance – survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Certificate of compliance – build	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Certificate of compliance – stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Certificate of compliance –design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Electrical inspection statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Fire extinguisher equipment service certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Fixed gas examination certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Inflatable life raft certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Machinery space fixed fire-smothering inspection statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Positive flotation statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Positive flotation statement for tenders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Ship survey check list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Survey report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Shipping inspector's record of inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• 18A exemptions or equivalent solutions	<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

<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 reasons(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>	<b>Yes</b>	<b>No</b>
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: ( <i>Education Queensland Auditing Procedures for boating are required by schools in Boatsafe programs.</i> )		

## 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/>
- SCM-PR-002: School Excursions  
<http://education.qld.gov.au/strategic/eppr/schools/scmpr002/>
- HLS-PR-013: Developing a Sun Safety Strategy  
<http://education.qld.gov.au/strategic/eppr/health/hlspr013/>
- HLS-PR-006: Managing Occupational Risks with Chemicals  
<http://education.qld.gov.au/strategic/eppr/health/hlspr006/hs16.pdf>
- 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)
- Marine Teachers Association of Queensland  
<http://www.marineteachers.org.au/publications.asp>
- Maritime Safety Queensland  
<http://www.msg.qld.gov.au/>
- Department of Transport  
<http://www.transport.qld.gov.au/>
- HRM-PR-010: Working with Children Check – Blue Cards  
<http://education.qld.gov.au/strategic/eppr/hr/hrmpr010/>

## Relevant legislation

- *Navigation Act 1901*  
<http://www.legislation.nsw.gov.au/viewtop/inforce/act+60+1901+FIRST+0+N/>

**Uncontrolled copy.** Refer to *HLS-PR-012: Curriculum Activity Risk Management* at <http://education.qld.gov.au/strategic/eppr/health/hlspr012/> for master.

- *Maritime Safety Queensland Act (2002)*  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/M/MaritSafA02.pdf>
- *Maritime Safety Queensland Regulation (2002)*  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/M/MaritSafR02.pdf>
- *Transport Operations (Marine Safety) Act 1994*  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/T/TranstOpMSA94.pdf>
- *Transport Operations (Marine Safety) Regulation 2004*  
<http://www.legislation.qld.gov.au/legisltn/current/t/transtopmsyr04.pdf>
- *Transport Operations (Marine Safety—Accreditation as Ship Designer, Ship Builder or Marine Surveyors) Standard 2006*  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/T/TranstOpMSAS06.pdf>
- *Transport Operations (Marine Safety—Bareboat Ships) Standard 2007*  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/T/TranstOpMSBaS07.pdf>
- *Transport Operations (Marine Safety—Commercial Ships and Fishing Ships Miscellaneous Equipment) Standard 2006*  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/T/TranstOpMSCS06.pdf>
- *Transport Operations (Marine Safety—Designing and Building Commercial Ships and Fishing Ships) Standard 2006*  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/T/TranstOpMSDS06.pdf>
- *Transport Operations (Marine Safety—Examining and Training Program Approvals (Commercial Ships and Fishing Ships)) Standard 2007*  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/T/TranstOpMSEs07.pdf>
- *Transport Operations (Marine Safety—Examining and Training Program Approvals (Recreational Ships and Personal Watercraft)) Standard 2005*  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/T/TranstOpMSETS05.pdf>
- *Transport Operations (Marine Safety—Hire and Drive Ships) Standard 2007*  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/T/TranstOpMSHS07.pdf>
- *Transport Operations (Marine Safety—Parasailing) Standard 2007*  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/T/TranstOpMSPS07.pdf>
- *Transport Operations (Marine Safety—Recreational Ships Miscellaneous Equipment) Standard 2006*  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/T/TranstOpMSRSS06.pdf>
- *Transport Operations (Marine Pollution) Act 1995*  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/T/TranstOpMPA95.pdf>
- *Transport Operations (Marine Pollution) Regulation 2008*  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/T/TranstOpMPR08.pdf>
- *Workplace Health and Safety Act 1995*  
<http://www.legislation.qld.gov.au/legisltn/current/w/workplhsaa95.pdf>
- *Workplace Health and Safety (Codes of Practice) Notice 2005*  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkplHSaCPN05.pdf>
- *Workplace Health and Safety Regulation 2008*  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkplHSaR08.pdf>

### Further information

For further information on incorporating risk management strategies into curriculum activity planning refer to [HLS-PR-012 Managing Risks in Curriculum Activities](#) and the associated list of [Curriculum Activity Risk Assessment Guidelines](#). (See: <http://education.qld.gov.au/strategic/eppr/health/hlspr012/index1.html>)

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.