

Curriculum activity risk assessment

Sailing in Small Craft

clever • skilled • creative

Activity Scope

This information should be used where small craft are used by students involved in:

- sailing instruction
- sailing races
- recreational sailing.

Small sailing craft refers to boats (usually less than six metres) that are propelled only by wind and are solely designed for day sailing (i.e. they have no accommodation facilities and usually carry little or no ballast).



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

Type 1:

Sheltered water (a small body of water that is completely or nearly completely surrounded by land. It would not be influenced by major tidal movement or become rough. Most shores should be accessible). Examples include small dams, lakes, and some canals or rivers, as defined by [Marine Safety Queensland](#) (MSQ).

Type 2:

Semi-sheltered water (waters that are large or generally open on most sides. Suitable landing sites are restricted). Examples include bays, estuaries, large lakes and dams, as defined by MSQ.

Type 3:

Open ocean (it is not advisable to instruct sailing in open water). These conditions are appropriate only for advanced sailors, as defined by MSQ.

Note: Conditions may be manipulated through the use of appropriate equipment. Semi-sheltered waters may be *Type 1* conditions through the use of extra safety craft, safety lines or other devices to simulate a safe shore.

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?

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Inherent Risk level		Action required/approval
<input type="checkbox"/> High	<p>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.</p> <p>Open water - exposed, deep, unfriendly conditions. Ocean swells, trade winds, sea states.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> A <i>Curriculum Activity Risk Assessment</i> is required to be completed. <input checked="" type="checkbox"/> Principal or Classified Officer (e.g. DP, HOD, HOSES) approval prior to conducting this activity is required. <input checked="" type="checkbox"/> Obtaining parental permission is recommended. <input checked="" type="checkbox"/> 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.):

Listed below are the 'minimum' requirements 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. Some items are indicated as mandatory and **must** be adhered to.

Minimum Supervision

Adequate adult supervision is to be provided – consider the following: 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. 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, judgment 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.

- A minimum of two adults is required for this activity, including:
- a leader who travels in:
 - the sailing boat with the students under instruction; or
 - another sailing boat in proximity to the students under instruction; or
 - a powered vessel; and
 - another supervisor with experience (previous involvement), approved by the principal and the leader
 - an adult present should have the ability to:
 - effect the recovery of a student from the water at the venue
 - perform first aid and cardiopulmonary resuscitation, and
 - hold a power boat licence (*Type 2 and 3 conditions only*).

If an adult other than a registered teacher is engaged for instruction, a registered teacher should be present to take the overall responsibility.

The swimming capability of all persons should be determined to decide if extra supervision for non-swimmers is required.

Further information:

Minimum Qualifications

The qualifications listed in this section are minimums for each type of situation. If checked "No", provide further information. 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

If operating more than one hour away from Emergency Services, current Remote Area First Aid.

[Blue Card](#) requirements met.

The Activity Leader should be a registered teacher or another adult with demonstrated ability to undertake instruction and training in power boating who holds at least a Restricted Coxswains Certificate of Competency issued by [MSQ](#).

The leader must hold a [Yachting Australia](#) GISBS Instructor Qualification or similar and if using a powered boat to meet the small power boating requirements, a Recreation Marine Drivers Licence.

In *Type 1* conditions, the leader must be:

a registered teacher with competence (demonstrated ability) in the teaching or coaching of sailing, AND a Restricted Coxswain qualification; or

an adult who has an Instructor qualification with the [Australian Yachting Federation](#) or similar and a Restricted Coxswain qualification when a teacher as described is not available.

In *Type 2* conditions, the leader must be:

a registered teacher with expertise (formal qualifications) in the teaching or coaching of sailing and a Restricted Coxswain qualification; or

an adult who has a Sailing Master qualification (does not apply to dinghy scheme) with the Australian Yachting Federation or similar and a Restricted Coxswain qualification, if a teacher with expertise is not available.

If the leader is driving a commercially registered boat, they are required to hold a Powerboat Safety Certificate or Restricted Coxswain Certificate as relevant to the area they are operating in.

In *Type 3* conditions, the leader must be:

a registered teacher with expertise (formal qualifications) in the teaching or coaching of sailing and a Coxswain qualification; or

an adult who has a Sailing Master qualification (does not apply to dinghy scheme) with the Australian Yachting Federation or similar and a Coxswain qualification, if a teacher with expertise is not available.

If the leader is driving a commercially registered boat, they need a Powerboat Safety Certificate or Restricted Coxswain Certificate as relevant to the area they are operating in.

Where a powered boat is used, the driver and vessel must conform to the requirements in the [Power Boating in Small Craft](#) Schedule.

In *Type 2* and *Type 3* locations, unless the operating conditions are benign, a supervisor who holds at least a Recreational Marine Drivers Licence (RMDL) issued by MSQ should be on board in each training ship's operating.

Minimum Qualifications

The qualifications listed in this section are minimums for each type of situation. If checked "No", provide further information. Leaders are encouraged to seek training to raise their qualification level above the minimum listed

Further information:

Minimum Equipment/Facilities	Yes	No
First aid kit suitable for activity	<input type="checkbox"/>	<input type="checkbox"/>
Communication system: <input type="checkbox"/> mobile phone <input type="checkbox"/> 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"/>
All craft must comply with the requirements of the Marine Board. Vessels must not be overloaded.	<input type="checkbox"/>	<input type="checkbox"/>
The craft should be buoyant when swamped and, if of monohull design, fitted with a sturdy ring to be used in towing.	<input type="checkbox"/>	<input type="checkbox"/>
The mainsail should be capable of being lowered or furled easily by hand, whether the boat is in the upright position or capsized.	<input type="checkbox"/>	<input type="checkbox"/>
Centreboards, if fitted, should be sufficiently robust to support the weight of at least one crew member during the act of righting a craft following capsize.	<input type="checkbox"/>	<input type="checkbox"/>
Rudders and centreboards, where applicable, should be positively secured to the hull.	<input type="checkbox"/>	<input type="checkbox"/>
All craft should carry adequate bailing devices.	<input type="checkbox"/>	<input type="checkbox"/>
A safety vessel suitable for the area of operation should carry equipment necessary to effect a rescue and be ready for use. When <i>Type 2</i> conditions apply, the safety boat should be a power vessel.	<input type="checkbox"/>	<input type="checkbox"/>
Craft that adhere to the following: <input type="checkbox"/> comply with the Department of Transport and Main Roads registration, maintenance and equipment requirements <input type="checkbox"/> builder's plate affixed to the stern showing details of the maximum number of people that can be carried and the maximum power of the motor that can be used with the boat. If this is not present, then reference should be made to the details shown on the boat's Certificate of Registration <input type="checkbox"/> any equipment hired for use in student instruction must have Australian Standard Certification and comply with the requirements of this Schedule.	<input type="checkbox"/>	<input type="checkbox"/>

Minimum Equipment/Facilities	Yes	No
Further information:		

Governing Bodies/Associations	Yes	No
<p>Guidelines/codes of practice are established for this activity. Refer to Yachting Australia, Maritime Safety Queensland, Department of Transport and Main Roads, Queensland Outdoor Recreation Federation and Safety in Recreational Water Activities Bill 2011 (Qld) for more information.</p> <p>Have these been considered during the planning and performance of this activity?</p>	<input type="checkbox"/>	<input type="checkbox"/>
Further information:		

Hazards/Risks	Control Measures	Yes	No	Implementation Plan/ Additional Controls
	<ul style="list-style-type: none"> • All students should be able to correctly fit approved personal flotation devices before commencing the activity. <input type="checkbox"/> Yes <input type="checkbox"/> No • All persons should use appropriate personal protective equipment when directed by the leader (e.g. stinger suits when swimming in the stinger season in areas where stingers are known to be prevalent). <input type="checkbox"/> Yes <input type="checkbox"/> No • The location should: <ul style="list-style-type: none"> ○ be appropriate for the activity <input type="checkbox"/> Yes <input type="checkbox"/> No ○ match the experience of the leader and ability levels of the students. <input type="checkbox"/> Yes <input type="checkbox"/> No • The location should also be selected to take account of: <ul style="list-style-type: none"> ○ prevailing and anticipated weather conditions in the selected area <input type="checkbox"/> Yes <input type="checkbox"/> No ○ the presence of areas with strong currents, tides or wind eddies, and rocks <input type="checkbox"/> Yes <input type="checkbox"/> No ○ the presence of other water traffic. <input type="checkbox"/> Yes <input type="checkbox"/> No • Accurate information on tides, depths, currents and other expected water conditions should be obtained and conveyed to students before the activity begins. <input type="checkbox"/> Yes <input type="checkbox"/> No • All persons should be adequately prepared for the expected weather conditions and probable variations to these conditions (i.e. with clothing and personal protective equipment). <input type="checkbox"/> Yes <input type="checkbox"/> No 			
Equipment	<ul style="list-style-type: none"> • The ratchet mechanism on a trailer winch should be in operation to control the winch handle. <input type="checkbox"/> Yes <input type="checkbox"/> No 			

Hazards/Risks	Control Measures	Yes	No	Implementation Plan/ Additional Controls
	<ul style="list-style-type: none"> Guards and covers must be in place over motors or other items of machinery to protect against contact with moving parts. 	<input type="checkbox"/>	<input type="checkbox"/>	
Students <ul style="list-style-type: none"> Student numbers Special needs High risk behaviours Medical conditions Permission 	<ul style="list-style-type: none"> Obtain parental permission, including relevant medical information. Refer to Individual Education Plan/Educational Adjustment Plan/Behaviour Management Plan and other student documents. When students with medical conditions are involved, ensure that relevant medical/emergency plans and medications are readily available (i.e. insulin, Ventolin®, Epipen®, etc). Refer to Individual Education Plan/Educational Adjustment Plan/Behaviour Management Plan and other student documents. Where necessary, obtain advice from relevant Advisory Visiting Teachers or Specialist Teachers. Ensure Adequate Adult Supervision. Parents (or caregivers) should be informed of full details of the location, supervision to be provided and activities to be undertaken and their written permission should be obtained. Students should be instructed to: <ul style="list-style-type: none"> right a capsized craft if possible; or wait for outside assistance; and under all circumstances stay with the craft. 	<input type="checkbox"/>	<input type="checkbox"/>	

Hazards/Risks	Control Measures	Yes	No	Implementation Plan/ Additional Controls
	<ul style="list-style-type: none"> Those participants who may be affected by seasickness should be encouraged to take precautions as it can lead to dehydration. Students should be advised to call or signal for assistance if they cannot rectify a problem immediately. Students should be instructed in the necessity to be responsible for their own safety and the safety of others around them. Jewellery can be a serious hazard when undertaking many activities. All forms of jewellery should be considered in terms of the risk it presents for each activity. Procedures should be put in place to ban, dissuade or protect (e.g. tape) the wearing of jewellery accordingly. 	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicles (i.e. boats)	<ul style="list-style-type: none"> Monitor surrounds for vehicles. 	<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:
Indicate 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 conditions:
<input type="checkbox"/>	Not approved for the following reasons(s):
By:	Designation:
Signed:	Date:
Once approved, activity details should be entered into the School Curriculum Activity Register by administrative staff.	Reference No.

Monitor and Review <i>To be completed during and/or after the activity.</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/epr/health/hlspr003/>
- HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions
<http://education.qld.gov.au/strategic/epr/health/hlspr004/>
- HLS-PR-005: Health and Safety incident recording and notification
<http://education.qld.gov.au/strategic/epr/health/hlspr005/>
- SCM-PR-002: School Excursions
<http://education.qld.gov.au/strategic/epr/schools/scmpr002/>
- HLS-PR-013: Developing a Sun Safety Strategy
<http://education.qld.gov.au/strategic/epr/health/hlspr013/>
- HLS-PR-006: Managing risks with chemicals in Department of Education and Training workplaces
<http://education.qld.gov.au/strategic/epr/health/hlspr006/index1.html>
- Infection Control Guideline
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 and Main Roads
<http://www.tmr.qld.gov.au/>
- Yachting Australia
<http://www.yachting.org.au/>
- Queensland Outdoor Recreation Federation
<http://www.qorf.org.au/>
- *Safety in Recreational Water Activities Bill 2011 (Qld)*
<http://www.legislation.qld.gov.au/Bills/53PDF/2011/SafeRecWAB11.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](#).

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.