

# Daradgee Environmental Education Centre

## Curriculum Activity Risk Assessment

### Activity Details

CARA Creation Date: 15-Feb-2024			
Activity:	<b>Snorkelling</b>		
Activity Scope:	<p>This guideline is provided to support schools in implementing the <a href="#">Managing risks inschool curriculum activities procedure</a>.</p> <p>The <a href="#">CARA planner</a> must be used for the specific school context in conjunction with this guideline considering additional risks, hazards and controls and including environmental, facility, equipment and student considerations.</p> <p>For activities beyond the scope of this guideline, complete a CARA record using the <a href="#">CARA generic template</a>.</p> <p><b>This guideline relates to student participation in snorkelling during daylight hours in a swimming pool or open-water environments as an activity to support curriculum delivery.</b> Snorkelling activities may include swimming on the surface of the water using snorkelling equipment, or breath-hold diving and swimming below the surface.</p> <p>Note: This guideline <b>does not</b> include snorkel diving in underwater caves or wrecks, free diving (breath holding for as long as possible and/or diving to the greatest depth possible), activities involving competitive events (e.g. underwater hockey etc), adventure racing or spear fishing.</p> <p>Depending on the scope of this activity, other risk assessments may be required when planning. Curriculum activities encompassing more than one CARA guideline (e.g. <a href="#">Power boating</a> while <a href="#">Swimming in locations other than pools</a>) must comply with the requirements of all CARA guidelines appropriate to the activity.</p> <p>For activities conducted at a non-Department of Education venue, and/or when engaging external expertise (e.g. charter company), request written risk assessment advice detailing <a href="#">safety management systems</a>, vessel registration, safety and communications equipment and crew qualifications and attach it to this CARA record.</p> <p>For activities conducted off-site, schools must comply with the <a href="#">School excursions</a> and <a href="#">International school study tours</a> procedure.</p>		
Guidelines:	<a href="https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines">https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines</a>		
Activity Description:	Year Level: Multi year level Student Numbers: no more than 100 Supervision Ratio: 1:15 Teachers/leaders: Entrada Frankland Islands Reef Cruises Crew, DEEC teaching staff, Boat Officer, accompanying adults (teachers, teacher aides and parents) Activity Description: Guided Snorkelling at Frankland Island.		
Inherent Risk Level:	Extreme		
Inherent Risk Level Description:	Snorkelling undertaken in locations outside a swimming pool.		
Start Date:	Thursday, 15 February, 2024	End Date:	Saturday, 01 March, 2025
On School Grounds:	No	Is parental permission required for this activity?	Yes

### Activity Requirements

Reference to [Recreational Diving, Recreational Technical Diving and Snorkelling – Code of Practice 2018](#), [Australian Adventure Activity Standard](#) and [Snorkelling Australian Adventure Activity Good Practice Guide](#) is required when planning this activity.

[Queensland Government Zoning and designated areas](#) must be consulted for restricted areas.

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Permits and permissions are required to be obtained as necessary (e.g. [Queensland Government Marine park permits and activities](#), [Great Barrier Reef Marine Park Authority](#)).

Prior consultation is required with local authority (e.g. lifeguard service, [marine park managers](#)) for local advice, emergency support mechanisms and additional supervision requirements to ensure participant and public safety.

Participants must adhere to all rules and advice communicated by local lifeguard service, facility operator/owner and any safety signage at the facility/location.

Participants must not snorkel alone.

Open wound management must occur before, during and after the activity. Consult [Infection control guidelines](#) and Queensland Health's [Exclusion periods for infectious conditions](#) poster for first aid and hygienic practices.

Confirmation of student water safety and swimming competence is required prior to participation. The process is determined by the school and must consider the specific aquatic environments in which the activity will take place. Consult the Sequence of competency [Water Safety and Swimming Education Program](#) for support in determining age-appropriate suitability and consider student self-rescue skills in the specific aquatic environment.

### Students

Student suitability for this activity is determined in consultation with the [Recreational Diving, Recreational Technical Diving and Snorkelling – Code of Practice 2018](#).

Schools must consider age, maturity and skill level of students when planning curriculum activities. Adjustments are required for [students with disability](#) 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](#) 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.

### Emergency and first-aid

Emergency plans and injury management procedures must be established for foreseeable incidents (e.g. hyperventilation, safety signals, identification/control of drowning or injury hazards, separation from the group, provision of [first aid](#)). Consult [Safety information for divers and snorkellers](#).

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. marine VHF radio, mobile phone, signalling mirror, sea emergency water dye) and a process for obtaining external assistance and/or receiving emergency advice. Note that battery life can be impacted by weather conditions;
- recovery/rescue equipment suitable to the location (e.g. emergency position-indicating radio beacon [EPIRB] or personal locator beacon [PLB], flares; light-weight poles/water noodles/ropes with a float attached for shallow, calm swimming areas; or a rescue tube/board for bodies of water exposed to rips, waves or currents);
- an appointed emergency contact (e.g. the Principal, or local police) who is provided activity details (the location, the number and names of the party, the estimated time of departure/arrival);
- emergency shelter/protection locations and alternative routes that consider foreseeable emergencies (e.g. injury, thunderstorm, extreme temperature, tides).

Safety procedures must be determined for the location (e.g. water entry, out of bounds areas) and incorporate advice from local authorities, [Beachsafe](#) website and/or [Royal Life Saving key facts](#) as appropriate.

Access is required to [First aid equipment](#) (e.g. heat pack, ice pack, vinegar) and consumables suitable for

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foreseeable incidents.

Access is required to rescue equipment (e.g. working emergency signal such as whistle or air horn, a suitable means of cutting fishing line or rope and a means of towing a person).

The lookout must have current [anaphylaxis training](#) and must comply with the [Supporting students with asthma and/or at risk of anaphylaxis at school](#) procedure and the school's [Anaphylaxis Risk Management Plan](#).

An adult with current emergency qualifications is required to be quickly accessible to the activity area. Emergency qualifications include:

- [HLTAID009](#) Provide cardiopulmonary resuscitation (CPR);
- [HLTAID010](#) Provide basic emergency life support;
- [HLTAID011](#) Provide first aid;
- [HLTAID013](#) Provide first aid in remote situations (if more than 1 hour from definitive medical care);
- or equivalent competencies.

### Induction and instruction

Induction is required for all adult supervisors on emergency procedures (e.g. emergency ascent, separation from the group, rescue) and safety procedures (e.g. signalling for assistance, roll marking mechanisms, process to rapidly communicate emergency advice to adult supervisors of impending severe events). 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. Participants must adhere to all rules and advice communicated by local lifeguard service, facility.

Instruction is required for students and adult supervisors on correct techniques (e.g. clearing a snorkel).

### Consent

[Parent consent](#) is required for all activities conducted off-site.

[Parent consent](#) is strongly recommended for high risk activities conducted on-site.

[Parent consent](#) is required for extreme risk activities.

### Additional emergency and first aid requirements

At least one adult supervisor with current emergency qualifications is required to be quickly accessible to the activity area. Emergency qualifications include:

- an emergency oxygen administration qualification (e.g. [HLTAID015 - Provide advanced resuscitation and oxygen therapy](#) or equivalent). How the oxygen is accessed must be clearly identified in the 'Other Details' section in OneSchool, to meet the requirement of the [Recreational Diving, Recreational Technical Diving and Snorkelling – Code of Practice 2018](#)

and

- a rescue/resuscitation qualification (e.g. surf bronze medallion, surf rescue certificate, any in water SCUBA rescue qualification, lifesaving bronze, rescue diver qualification or higher qualification).

**The activity requirements have been met and any additional requirements for the activity are included below or attached.**

In addition to the Entrada Frankland Islands Reef Cruise team qualifications DEEC staff and visiting teachers hold additional training to support the emergency first aid requirements eg. RAW first aid, SCUBA rescue diver qualifications, bronze medallion. a Lookout must be in position to scan the entire snorkelling area in an effective and efficient manner and be solely engaged in the task of lookout.



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### Risk Management Details

Supervision	
Note: Lifeguard services are not considered as supervisors of the activity.	<input checked="" type="checkbox"/>
<p>Specific roles for supervisors must include recovery, emergency and general supervision roles. All adult supervisors must be able to identify, and respond to, risks or hazards that may emerge during the activity including the ability to:</p> <ul style="list-style-type: none"> <li>recover a student from the water</li> <li>operate signalling devices needed in a duress situation, including marine radio and flares.</li> </ul>	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
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. The <a href="#">Recreational Diving, Recreational Technical Diving and Snorkelling – Code of Practice 2018</a> must be consulted for regulations regarding guides and lookouts and recommended supervision.	<input checked="" type="checkbox"/>
<p>Before the activity, all adult supervisors:</p> <ul style="list-style-type: none"> <li>must be familiar with the contents of the CARA record</li> <li>must assess <a href="#">weather conditions</a>, and obtain accurate information on <a href="#">tides</a>, 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.</li> </ul>	<input checked="" type="checkbox"/>
<p>During the activity, all adult supervisors:</p> <ul style="list-style-type: none"> <li>must be readily identifiable and all students in sight of at least one adult at all times.</li> <li>must closely monitor students with health support needs</li> <li>must comply with control measures from the CARA record and adapt as hazards arise</li> <li>must suspend the activity if the conditions become unfavourable (e.g. poor visibility, extreme temperatures, thunderstorms)</li> <li>must not allow students to be relied upon to recover a person in difficulty.</li> </ul>	<input checked="" type="checkbox"/>
<p>At least two adult supervisors, including a registered teacher to assume overall responsibility for the activity, to assume the roles of <b>snorkelling guide</b> and <b>lookout</b>.</p> <p><b>Snorkelling guide</b> is a qualified adult supervisor, positioned either in the water or on a boat close enough to communicate with the snorkelers, and ready to carry out an emergency procedure. Each snorkelling guide to no more than 10 snorkelers. The snorkelling guide must complete a snorkelling induction specific to the site.</p> <p>The <b>lookout</b> must be positioned out of the water, solely engaged in watching for approaching vessels, dangerous marine life and divers in difficulty. This lookout must be able to rescue, provide first aid, CPR and resuscitation or direct someone who can immediately perform these duties.</p> <p>Consider rotating duties and ensure lookouts are able to focus on supervision without distraction.</p>	<input checked="" type="checkbox"/>

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Supervisor Qualifications	
All adult supervisors must comply with the <a href="#">Working with Children Authority - Blue Cards</a> procedure and be able to identify, and respond to, risks or hazards that may emerge during the activity.	<input checked="" type="checkbox"/>
A registered teacher must be appointed to maintain overall responsibility for the activity.	<input checked="" type="checkbox"/>
At least one adult supervisor is required to demonstrate capacity to perform an appropriate rescue procedure including using appropriate rescue aids.	<input checked="" type="checkbox"/>
At least one adult supervisor is required to be An adult supervisor with qualifications or current accreditation in the following, or similar:	
At least one adult supervisor is required to be an experienced snorkelling guide with qualifications in:	
<a href="#">SISOSNK001</a> Snorkel and <a href="#">SISOSNK002</a> Lead snorkelling activities and <a href="#">SISCAQU002</a> Perform basic water rescues (or equivalent)	<input checked="" type="checkbox"/>
OR	
<a href="#">Certificate III or IV in Sport and Recreation</a> , <a href="#">Certificate III in Outdoor Recreation</a> or a <a href="#">Diploma of Outdoor Leadership</a> with specialisations in appropriate activities	<input type="checkbox"/>
OR	
Guide or instructors qualification from a professional diving association (e.g. <a href="#">PADI</a> , <a href="#">NAUI</a> or <a href="#">AUSI</a> ).	<input checked="" type="checkbox"/>
DEEC Staff hold SISCAQU002 Perform basic water rescues. Entrada Frankland Islands Reef Cruises provide qualified guides/instructors with current accreditation in: Advanced Resuscitation and Oxygen HLTAID003/HLTAID015, Rescue Diver, Surf Life Saving Bronze Medallion.	

Facilities and Equipment	
Location must be suitable for the activity being undertaken to ensure safe participation and that safety rules and procedures can be followed. Undertake a reconnaissance of new or infrequently used locations to ascertain suitability. Consider depth of water, <a href="#">tidal flow</a> , currents, visibility, underwater vegetation (e.g. coral), marine life (e.g. stonefish, blue-ring octopus, crocodiles, sharks, eels), and debris. Obtain advice from lifeguards, local authority or other relevant authority (e.g. <a href="#">Department of National Parks, Recreation, Sport and Racing</a> ) about waterway conditions (e.g. contaminants such as blue-green algae) and other potential hazards (e.g. rips, tides, currents, submerged rocks, water temperature, depth conditions).	<input checked="" type="checkbox"/>
Snorkelling area of an appropriate depth, considering student age and ability, must be clearly defined. Consult the <a href="#">Water Safety and Swimming Education Program</a> for guidance at each year/band level. Navigational markers must be appropriate for use in the context of the activity and local laws or regulations (e.g. flags, rope floats, anchored buoys linked with ropes).	<input checked="" type="checkbox"/>

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Participants must wear <a href="#">Personal protective equipment</a> as relevant for the location and conditions (e.g. sunscreen, high visibility stinger suit, enclosed footwear with thick soles when snorkelling where dangers such as stonefish may be present). Consider using the same colour fins or masks, or attaching coloured ribbons/high-visibility wrist bands for medically at-risk students (e.g. asthma, anaphylaxis, epilepsy) if appropriate.	☑
Consider the use of binoculars and polarised sunglasses to improve visibility across and into the water for adult supervisors who are designated lookouts.	☑
Snorkelling equipment must be available (e.g. snorkels, fins, masks), that is correctly fitted and complies with the requirements of <a href="#">Recreational Diving, Recreational Technical Diving and Snorkelling – Code of Practice 2018</a> .	☑
Use student-owned equipment (e.g. masks), if possible, and maintain hygienic practices.	☑
Oral/nasal equipment must be disinfected prior to use by another person.	☑
Equipment must conform to <a href="#">Australian Standards</a> specifications, be properly maintained, hygienic, in good working condition, fit for purpose, correctly fitted and used as intended in accordance with the manufacturer's instructions (e.g. face masks with nose pockets and tempered glass, small-bore diameter snorkels for young students with snorkel length less than 30cm).	☑
Equipment must be sized to match the ability and strength of students.	☑
A retirement schedule must be developed to replace plant and equipment by manufacturers' nominated expiry date or when significant wear causes a hazard.	☑
Ensure adequate drinking water, food and shade is available for the duration of the activity.	☑
Access to waterways for emergency vehicles and vessels must be available.	☑
If privately owned equipment is being used, Principal approval and owner consent/insurance details must be obtained prior to the activity (e.g. volunteer owned/operated vessels).	☑
An oxygen system capable of providing a spontaneously breathing person with an inspired oxygen concentration of as near as possible to 100%. The equipment shall also facilitate oxygen enriched artificial ventilation of a non-breathing person. The person/s administering the oxygen must hold a current qualification in the correct use of the system (e.g. <a href="#">HLTAID015 - Provide advanced resuscitation and oxygen therapy</a> ).	☑
Oxygen equipment and oxygen levels are to be checked daily by a person who has received training to carry out the checks correctly. Any other maintenance of the oxygen system must be carried out by an authorised service agent.	☑
Sufficient oxygen must be available to supply the injured person, taking into account the location of the diving/snorkelling site and access to medical facilities.	☑



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Ensure a pontoon, boat or float is in close proximity to students.	<input checked="" type="checkbox"/>
Ensure flotation devices (e.g. water noodles) are available for participants and are in close proximity.	<input checked="" type="checkbox"/>
No single navigation system to be relied upon. Where an electronic system (e.g. GPS) is used, have spare batteries and another position-fixing method available (e.g. chart and compass).	
Ensure availability of a knife, dive tool or shears if there is a chance of entanglement.	<input checked="" type="checkbox"/>

<b>Hazards and Control Measures</b>	
Further to those listed, include any additional hazards and control measures considering the local context of the activity.	
<b>Environmental hazards</b>	
<b>Animal bites/diseases</b> - stings, poisoning, infection	
Adhere to <a href="#">Queensland Government Dangerous marine life</a> and <a href="#">Surf Life Saving Queensland Marine Stinger Safety</a> guidelines for information on dangerous marine animals. Stings and bites by stonefish, irukandji and other dangerous marine animals can be fatal. For further information about types of poisoning and treatment available consult <a href="#">Queensland Poisons Information Centre</a> or phone 13 11 26.	<input checked="" type="checkbox"/>
Marine organisms not to be handled and contact with marine creatures to be avoided.	<input checked="" type="checkbox"/>
Continually assess threat of dangerous marine animals (if appropriate to location). Immediately move the participants to a safe location if dangerous marine creatures are detected or suspected.	<input checked="" type="checkbox"/>
<b>Environmental conditions</b> - weather, surrounds	
The school's <a href="#">sun safety strategy</a> must be followed.	<input checked="" type="checkbox"/>
Follow the <a href="#">Managing excessive heat in schools</a> guidelines when participating in very hot or extreme heat conditions.	<input checked="" type="checkbox"/>
Entry and exit to the site to be reviewed for obstacles and hazards and suitable for the fitness and physical capabilities of the participants.	<input checked="" type="checkbox"/>
<b>Facilities and equipment hazards</b>	
<b>Vessels</b>	
Continually assess threat of other vessels.	<input checked="" type="checkbox"/>
<b>Student considerations</b>	
Students aware of the location of emergency and first-aid equipment.	<input checked="" type="checkbox"/>
<b>Physical exertion</b> - exhaustion and fatigue	

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Continually monitor students for signs of distress (e.g. fear, fatigue, exhaustion, illness, hunger, dehydration, hypothermia, difficulty breathing and hyperventilation).	<input checked="" type="checkbox"/>
Restrict underwater swimming to short-duration activities under close supervision.	<input checked="" type="checkbox"/>
<b>Student issues</b> - student numbers, special needs, high risk behaviours, medical conditions, separation from the group	
Provide initial snorkelling instruction in shallow water.	<input checked="" type="checkbox"/>
Students must not enter the water until instructed to do so by the adult supervisor.	<input checked="" type="checkbox"/>
Participants to work far enough apart that they are not struck by another snorkeller kicking.	<input checked="" type="checkbox"/>
Participants must snorkel with a paired buddy.	<input checked="" type="checkbox"/>
Remove accessories (e.g. jewellery, lanyards) before participating.	<input checked="" type="checkbox"/>
Ensure fingernails and hair do not pose a hazard.	<input checked="" type="checkbox"/>
Develop a procedure for students who may develop sea sickness.	<input checked="" type="checkbox"/>
Instruct participants to call or signal for assistance if a problem cannot be rectified immediately.	<input checked="" type="checkbox"/>
Implement procedures for regular head counts before, during and after activity and roll marking mechanisms for students leaving the activity.	<input checked="" type="checkbox"/>
<b>Visibility</b>	
Have students wear easily identifiable clothing (e.g. high visibility rash vest).	<input checked="" type="checkbox"/>
Ensure staff can easily recognise those students with health support needs (in and out of the water) and are familiar with their needs.	<input checked="" type="checkbox"/>
<b>Additional links</b> <a href="#">Recreational Diving, Recreational Technical Diving and Snorkelling – Code of Practice 2018</a> <a href="#">Marine Teachers' Association of Queensland</a> <a href="#">Guidelines for Managing Risks in Recreational Water</a> <a href="#">Worksafe Qld Incident alerts</a> <a href="#">Worksafe Snorkel safety guide</a>	
Comprehensive Snorkelling, Diving and Lookout Procedures Manual is established by Entrada Frankland Islands Reef Cruises.	

## Approval Details

Thursday, February 15, 2024 9:29:09 AM

User: epan0



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Approval Status: Draft

Approval Officer Name:

Approval Date:

### Planning Considerations

#### Which students will be involved?

- Consider the number of students, size of student groups and students' capabilities e.g. age, experience, competence, fitness, maturity.
- Consider any individual student needs e.g. personalised learning, support provisions (including behaviour support plans), health management (including health plans and prescribed medication requirements).

#### Where will the students be?

- Consider the location of the activity e.g. remote/easily accessible, public /private, school/classroom/workshop/other.
- Is the number of students appropriate for the available space?
- If outdoors – sunsafe strategies are implemented; weather and environmental conditions are assessed before and during activity (e.g. temperature, storms, water currents, tides); and strategies to reduce the likelihood of viruses, allergies and skin infections caused by insects (e.g. ticks, mosquitoes, spiders) and other animals are applied.
- The site is checked for hazards (e.g. poisonous plants, dangerous animals, uneven terrain, barbed wire,) and necessary controls implemented.
- Activities are appropriately situated in relation to buildings, pedestrians, members of the public, vehicles and other activities e.g. designated areas for activity, spectators and vehicles are established.

#### What will the students be doing?

- Consider the nature and duration of the activity i.e. need for drinking water, food, rest, appropriate clothing, warm-up and warm-down.
- Instruction in rules and pre-requisite skills is provided.
- Student skills are developed in a progressive and sequential manner.
- First aid and emergency medical treatment provisions are appropriate for the type of activity and location e.g. first aid kit, first aid trained personnel, Ventolin®, Epipen®, and students' personal prescribed medications as required in health plans are available.
- Emergency response strategies are in place e.g. communication plans (e.g. mobile phone, walkie talkie), safety induction, evacuation plans.
- Hair, clothing, footwear and jewellery are worn in a manner that is appropriate and safe for the activity.
- Personal items, e.g. drink bottles, towels and mouthguards, will not be shared between students.

#### What will the students be using?

- Instruction in safety procedures and safe handling of equipment is provided.
- Equipment is suitable for the activity, properly maintained, appropriately used and complies with the relevant safety standard.
- [Relevant department procedures and guidelines](#) are adhered to for the use of equipment and work processes.

#### Who will be leading the activity?

- A registered teacher has overall responsibility for the activity.
- Sufficient adult supervision is in place to manage the activity safely (including in emergency situations).
- The activity leader has the competence (knowledge and skills) to plan, induct, instruct and manage the activity safely for students and others.
- There are sufficient adults present with current First Aid qualifications (including CPR) or ready access to qualified first aid personnel.
- Blue Card requirements are adhered to for leaders/volunteers.

I have incorporated the above factors when planning my risk management strategies for this activity.

Additional activity-specific requirements for students with specialised learning needs are provided in the Other Details box below.

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Individual student needs - Students' specialised learning/behaviour/health needs/swimming abilities are considered. Strategies are developed in collaboration with Entrada Frankland Islands Reef Cruises, relevant visiting school staff/parents/advisors prior to participation in this activity to enable students to safely engage in the experience. Student snorkelers assessed as 'At risk' must wear a flotation device. If they have medical issues they will be issued with a pink snorkel for ID in water and be advised to stay close to snorkel guides.