## Snorkelling

**Notes:**

* Where a [CARA activity guideline](https://education.qld.gov.au/curriculum/school-curriculum/CARA/activity-guidelines) exists for the activity and the minimum requirements outlined cannot be met the activity must be modified or alternative controls implemented to ensure an equivalent level of safety for staff, students and others involved.
* Where a CARA activity guideline does not exist, and when considering any other risks relevant to an activity, the [Curriculum activity risk planner](http://ppr.det.qld.gov.au/education/management/Procedure%20Attachments/Managing%20Risks%20in%20School%20Curriculum%20Activities/Curriculum%20Activity%20Risk%20Planner.DOC) is to be used.

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| --- |
| Activity Description: Snorkelling Open water |
| Teachers/Leaders: Andrew Gill Eric Cech Paul Kanters Mia Kitchener Cathy Capearn |
| Class groups: Various | Number of students:  |
| Start date: 07/02/2022  | End date: 09/12/2022 |

*Use this risk assessment matrix as a guide to assess the* [*inherent risk level*](http://ppr.det.qld.gov.au/education/management/Pages/Managing-Risks-in-School-Curriculum-Activities.aspx)*. Refer to the* [*Curriculum activity risk planner*](http://ppr.det.qld.gov.au/education/management/Procedure%20Attachments/Managing%20Risks%20in%20School%20Curriculum%20Activities/Curriculum%20Activity%20Risk%20Planner.DOC) *for further details.*

|  |  |
| --- | --- |
| **Likelihood** | **Consequence** |
| 1 - Insignificant | 2 - Minor | 3 - Moderate | 4 - Major | 5 - Critical |
| 5 - Almost Certain | Medium | Medium | High | Extreme | Extreme |
| 4 - Likely | Low | Medium | High | High | Extreme |
| 3 - Possible | Low | Medium | High | High | High |
| 2 - Unlikely | Low | Low | Medium | Medium | High |
| 1 - Rare | Low | Low | Low | Low | Medium |

*Indicate the assessed risk level and undertake the actions required for that level of risk.*

| **Inherent risk level** | **Action required** |
| --- | --- |
|  | **Low** | Little chance of incident or injury | * Manage risk through regular planning processes.
 |
|  | **Medium** | Some chance of an incident and injury requiring first aid | * Document risks and controls in regular planning documents.
* Manage risk through regular planning processes OR complete this *Curriculum Activity Risk Assessment*.
 |
| X | **High** | Likely chance of a significant incident and injury requiring medical treatment | * A *Curriculum Activity Risk Assessment* is required to be completed.
* Principal or head of program (i.e. DP, HOD, HOSES) approval is required prior to conducting this activity.
* Parent/carer consent is recommended.
* Once approved, activity details are to be entered into the [School curriculum activity register](http://ppr.det.qld.gov.au/education/management/Procedure%20Attachments/Managing%20Risks%20in%20School%20Curriculum%20Activities/School-curriculum-activity-register.docx).
 |
|  | **Extreme** | High chance of a serious incident resulting in highly debilitating injury | * Consider conducting an alternative activity or modifications to the activity that could achieve comparable learning outcomes.
* A *Curriculum Activity Risk Assessment* must be completed.
* Principal approval is required prior to conducting this activity.
* [Parent/carer](http://ppr.det.qld.gov.au/education/management/Procedure%20Attachments/School%20Excursions/Permission%20form%20template.DOC) consent must be obtained for student participation.
* Once approved, activity details are to be entered into the [School curriculum activity register](http://ppr.det.qld.gov.au/education/management/Procedure%20Attachments/Managing%20Risks%20in%20School%20Curriculum%20Activities/School-curriculum-activity-register.docx).
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**NOTE:** If the activity is to be held off-site, parent/carer consent is required irrespective of the inherent risk level. Refer to the [School Excursions](http://ppr.det.qld.gov.au/education/management/Pages/School-Excursions.aspx) procedure for the Excursion planner template.

Planning considerations

*Incorporate the following factors when planning risk management strategies for this activity.*

**Which students will be involved?**

* The number of participants, size of student groups and students' capabilities is considered e.g. age, experience, competence, fitness, maturity.
* Any individual participant needs e.g. personalised learning, support provisions is considered (including behaviour support plans), health management (including health plans and prescribed medication requirements) that may require additional supervision ratios or identification (including uniforms, hats and/or high visibility wrist bands).

**Where will the students be?**

* The location of the activity is considered e.g. remote/easily accessible, public /private, school/classroom/workshop or other.
* The number of participants is 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.
* The nature of the activity is considered to ascertain whether safety/exclusion zones or spectator zones are appropriate.
* 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?**

* The nature and duration of the activity is considered i.e. need for drinking water, food, rest, appropriate clothing, warm-up and warm-down.
* Instruction in rules, pre-requisite skills and safety procedures is provided to participants.
* 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 that include, but not limited to, 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, are not shared between participants.

**What will the students be using?**

* Instruction in safety procedures and safe handling of equipment is provided.
* All equipment (including protective equipment) is suitable for the activity, properly maintained, appropriately used and complies with the relevant safety standard.
* [Relevant department procedures and guidelines](https://education.qld.gov.au/curriculum/school-curriculum/CARA/activity-guidelines) are adhered to for the use of equipment, compliance of equipment and appropriate work processes.

**Who will be leading the activity?**

* A registered teacher will have 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 expertise (formal qualifications) or competence (knowledge and skills) to plan, induct, instruct and manage the activity safely for participants and others.
* There are sufficient supervisors present with current First Aid qualifications (including CPR) or ready access to qualified first aid personnel.
* A safety induction session (including designation of roles) is conducted with all supervisors prior to the commencement of the activity outlining risk management processes and emergency response strategies for the activity.
* Supervisors are active in their supervision, visible and are readily identifiable to participants.
* Blue Card requirements are adhered to for all supervising leaders/volunteers.

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

[x]  **Additional activity-specific requirements for participants with specialised learning needs are provided in the Other Details box below.**

*Where a* [*CARA activity guideline*](https://education.qld.gov.au/curriculum/school-curriculum/CARA/activity-guidelines) *exists, ensure the minimum requirements are met.*

*Check if relevant Codes of Practice/Guidelines exist for each activity.*

*Consider any other information relevant to the safety of staff and students when conducting this activity and document below.*

***Where a CARA activity guideline exists:***

I have met the minimum requirements specified in the attached CARA activity guideline/s;

Supervision Requirements

| Provide information about supervision for each activity that is to occur: |
| --- |
| Skipper in the safety boat with oxygen training and bronze qualificationsNKIEEC teachers in the water Ratio One to Ten, may be reduced in bad weatherVisiting teachers and adults to accompany younger/anxious studentsSkipper in safety boat has shark prodder, whistle and knifeAll guides have a knife, whistle and shark band Principals make final decisions in determining supervisor capability At least one adult supervisor is required to demonstrate capacity to perform an appropriate rescue procedure including using appropriate rescue aids.  |

Qualification Requirements

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| --- |
| Provide information about the leader/supervisor’s relevant qualifications and/or competence for each activity that is to occur: |
| * [HLTAID009—provide cardiopulmonary resuscitation (CPR)](https://training.gov.au/Training/Details/HLTAID009)
* [HLTAID010—provide basic emergency life support](https://training.gov.au/Training/Details/HLTAID010)
* [HLTAID011—provide first aid](https://training.gov.au/Training/Details/HLTAID011)
* [HLTAID013—provide first aid in remote situations](https://training.gov.au/Training/Details/HLTAID013) (if more than 1 hour from definitive medical care)
* [HLTAID015—provide advanced resuscitation and oxygen therapy](https://training.gov.au/Training/Details/HLTAID015) or equivalent
* 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).
* Or equivalent competencies

At least one adult supervisor is required to be an experienced snorkelling guide with qualifications in:Guide or instructors qualification from a professional diving association (e.g. [PADI](https://www.padi.com/), [NAUI](https://www.naui.org/) or [AUSI](http://ausi.com.au/)).NAUI Snorkelling Guide Certificate held by all leaders.NAUI Rescue Diver held by some staff for rescuesAUSI Snorkel Guide held by all leaders. In process of obtaining AUSI Snorkel Instructor.PADI freediving certificate held by some staff for shallow water blackout rescues |

Equipment/Facility Requirements

| Provide information about equipment/facilities for each activity that is to occur:The qualified adult supervisor of the activity, in consultation with the principal, determines the requirements for facilities and equipment appropriate to the local context. |
| --- |
| Location must be suitable for the activityConsider depth of water, tidal flow, currents, visibility, underwater vegetation, marine life and debrisNavigational markersParticipants must wear personl protective equipment as relevant for location and conditions (sunscreen, stinger suit. High visibility wrist band and/or yellow medical mask and snorkel for medically at-risk students (asthma, anaphylaxis, epilepsy) if appropriate.Consider use of binoculars and polarised sunglasses to improve visibility across and into water for adult superviors who are designated lookouts (spotters)Snorkelling equipment correctly fitted.An oxygen systemPontoon, boat or float is in close proximity to students (giant paddle board being towed behind tender at all times during snorkel)Rescue Boat with spotter, shark prodder, knife and whistle, vinegar. All dive flags are visible on rescue boat and Gundoo Spirit.Tourniquet, DEFIB, vinegar and Oxygen available on Gundoo SpiritAll guides have a knife with a whistle. All guides where Shark bandsOxygen to be checked by BO/USO |

Other Details

| Staffing ratio of one NKI staff member per ten participants 1:10, that may reduce in bad weatherAll students are put through a shallow water introduction to assess competance. All student begin the snorkel wearing a PFD. PFD is only to be removed if permission is granted from snorkel guide.Snorkelling briefs clearly define boundaries. NKI teachers keep the group together and regularly monitor wellbeingLookouts (Spotter ) and NKI teachers are trained in the use of oxygen and the management of anaphylaxisFloatation devices are readily available. On all snorkels the safety boat tows a large inflatable surf board. Guides to have floatation stations.Weather, tide and conditions are monitored and discussed before students enter the water |
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Common hazards and controls

Information on managing common hazards and risks in the school environment can be found at [Hazards and Risks](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/safety/hazards).

| Provide information about: * Hazards:
 | * Planned control measures:
 |
| --- | --- |
| **Environmental Hazards:****Animal Bites/disease**Stings, poisoning, infectionMarine StingersDangerous Animals | - Observations by staff and if stingers are present then session is cancelled.- Term 1 and Term 4 stinger suits to be worn otherwise wetsuits to be worn Term 2 and 3- NKIEEC staff trained in first aid - First aid equipment including Vinegar (201) and oxygen and compression bandages available. DEFIB on Gundoo Spirit. Tourniquet on Gundoo Spirit-NKIEEC teachers and BO/USO continually watching students and water. BO/USO in a bright coloured rescue boat with rescue sled. Both are trainined in Bronze medallion/star training and can effect a rescue.- Snorkellers informed not to touch any creatures that they see during snorkelling activity- Students to have PFDs during snorkel- Snorkellers must have either stinger suits or wetsuit on during snorkel- Snorkellers not to snorkel over reef if depth is less than a metre- Area checked by BO/USO before and during activity- Communications between BO/USO and leader- Rescue Boat has shark rod with a point to push sharks away.- Guides all carry knives with a whistle to get attention- Guides all wear Shark Bands- All participating staff briefed on code word (Big Tuna)- Area checked before and during snorkel by BO/USO - Guide/Instructor to be vigilant during snorkel- If spearfisherman are present in area, snorkel to be moved- No snorkelling on dawn, dusk or night time.- In the instance of a shark. BO to try and move animal on with prodder and rescue boat. Whistle may be used to gain peoples’ attention. Guide keeps visual with animal. Students to move calmly either to Gundoo Spirit or closest beach.  |
| **Environmental Hazards:** **Environmental Conditions**Wether, sun, humidity, tides, temperature | Site selection discussed before snorkelling session with NKI leaders/boating officer and visiting teachers.In Winter students are provided with wetsuitsIn poor visibility the session will be cancelled <1mSnorkel may be stopped due to excessive current or tideFollow sun safety proceduresFollow the [managing excessive heat in schools](https://education.qld.gov.au/students/student-health-safety-wellbeing/student-health/managing-excessive-heat-schools) guidelines when participating in very hot or extreme heat conditions.Entry and exit to the site to be reviewed for obstacles and hazards and suitable for the fitness and physical capabilities of the participants. |
| **Facilities and equipment hazards:****Vessels** | Continually assess threat of other vesselsSafety / pick up vessel has propeller guard fitted. BO/USO not to have propellers engaged if snorkellers are in close proximity of safety vessel.- Safety vessel must be in good condition and demonstrate compliance with all marine safety regulations, including survey requirements for a school activity vessel. - Area defined with international divers flags prominently displayed- NKIEEC safety vessel to prominently display appropriate divers flag, and remain within 30m of group |
| **Student Considerations:****Injury** | Students aware of the location of emergency and first aid equipment |
| **Student Considerations:****Sunburn/Dehydration** | - Children encouraged to utilise water bottles before and after sessions.- Reef Safe Sunscreen to be worn by all children.- Wetsuits or stingersuits must be worn during this session. |
| **Student Considerations:****Physical exertion**Strains and sprains, cramps, exhaustion and fatigue | Stretches can be completed before entering the water or exit.Students complete drills in shallow water to demonstrate their skillsContinually monitor students for signs of distress (e.g. fear, fatigue, exhaustion, illness, hunger, dehydration, hypothermia, difficulty breathing and hyperventilation).Adopt system of signals to clearly communicate the need for assistance if in difficulty.Restrict underwater swimming to short-duration activities under close supervision. |
| **Student Considerations:****Student issues**Student numbers, Special needs, High risk behaviours, Medical conditions, Separation from the group | Provide initial snorkelling instruction in shallow water.Students must not enter the water until instructed to do so by the adult supervisor.Participants to work far enough apart that they are not struck by another snorkeller kicking.Participants must snorkel with a paired buddy.Remove accessories (e.g. jewellery, lanyards) before participating.Ensure fingernails and hair do not pose a hazard.Develop a procedure for students who may develop sea sickness.Instruct participants to call or signal for assistance if a problem cannot be rectified immediately.Implement procedures for regular head counts before, during and after activity and roll marking mechanisms for students leaving the activity.Students with known medical conditions need sign off from a physician before participating in this activity. All students will have parental permission to take part in snorkelling.Students with medical conditions will be identified with a Medi Alert silicon bracelet. Any medication will be bought to the activity by the visiting teachers and kept in the rescue vessel. Students with medical conditions will be introduced to the skipper in the safety boat.Students who display high risk behaviours will immediately be removed from the activity.Student numbers are capped at 1 guide to 10 participants. This may be reduced in poor weather |
| **Student Considerations:****Visibility** | Have students wear easily identifiable clothing/equipment (e.g. high visibility rash vests, fins and/or mask).Ensure staff can easily recognise those students with health support needs (in and out of the water) and are familiar with their needs. |
| **Student Considerations:****Hypothermia** | - Children who are cold are allowed in inflatabile and either transported to Gundoo Spirit or back to beach to warm up- Snorkellers must wear wetsuit in cooler months, or if water temperature is 23c or less (guide only)- Length of snorkel reduced in cooler months- NKIEEC teacher to regularly ask in cooler months if anyone is feeling cold, monitoring if anyone is shivering or blue lips. If these signs are present then snorkeller is to exit from the water as soon as possible, and get warm |
| **Student Considerations:****Entanglement** | Students may get tangled in discarded fishing lines/ropes. Instructors all carry knives and discourage students from collecting lures. |
| **Biological Material:****Bodily Fluids (e.g. blood, sweat, saliva)** | Comply with 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. All masks/fins/stinger suits and wetsuits are disinfected before and after use |
| **Water:****Risk of Drowning** | Teachers to supervise activity, USO/BO in the safety vessel as the deep-water marker. NKIEEC teacher and BO/USO constantly supervising children, checking their position, counting heads. BO and USO in an elevated position. -Students are paired together(or 3 max) with a buddy for their snorkelling session.-Instruction undertaken in shallow water before being allowed to move to deeper water so as to assess the competency of all students.-Clearly defined boundaries, safety procedures eg. help signals are established with the group during the briefing and introductory snorkel-Students are shown how to correctly fit equipment and utilise equipment in a sequenced fashion in shallow water to assist with confidence building - Beach logs and/or boat logs are taken before and after the session to ensure correct headcount.- NKIEEC teacher to conduct classroom lesson (snorkel brief) before entering water. Classroom lesson (snorkel brief) to focus on safety, equipment and procedures.- Area to be clearly marked by international divers flags on top of Gundoo Spirit and on Floatation Stations- All snorkellers checked that equipment is correctly fitted and PFD fitted correctly- NKIEEC teacher to check that each snorkeller is comfortable with equipment, and being in deeper water before taking whole group beyond depth that snorkellers can stand up - Should a snorkeller indicate that they are not comfortable, then NKIEEC teacher to ensure that snorkeller provided with extra support. This may include additional time for one on one assistance, or provision of additional bouyancy aids such as viewing boards or “float poles” or on the board behind the inflatable.Students are not to wear full face masks at any stage. All students to start wearing a PFD as confidence builds they may take this off once granted permission from snorkel guide/instructorStudents always snorkel with a buddy and are briefed on shallow water blackouts and diving underwaterIf a student blacks out their buddy will notify the guide immediately. Then the rescue boat.  |
| **State of snorkelling equipment including masks, snorkels** | - Masks to be fitted with tempered glass and nose pockets- Small students to be offered small bore snorkels- All equipment to be visually checked by NKIEEC teacher once each term, to ensure that gear is in good repair- All gear used by students to be rinsed in a germicidal and antiseptic gear wash- Extra mask and snorkel to be carried onboard safety vessel in case of strap breaking / mask leaking- Participants are discouraged from using their own gear and should use NKIEEC gear- Full face masks are not to be used |
| **Sharp Submerged Objects** | -Visual inspection of site before the commencement of activity.-Instructor to identify hazardous areas that are to be kept away from during the activity |
| **Advanced Skills - weight belt** | - Check suitability, experience, age of snorkeller. Recommended only Senior or Adult groups with prior experience. - Consider if weight belt are necessary for activity.- Practice use and ditch and don in shallow water- Promote conservative duck diving - depth 6 / 8 metres maximum so rescue can be undertaken. No deep dives - eg greater than 10 metres. No long breath holding- Must be neutral or positively buoyant - Deeper dives must have active supervision (buddy) and be done in good visibility (greater than 5 meters)- Consider smaller teacher / student ratio |

| Submitted by: |
| --- |
| Name: Mia Kitchener | Position: Teacher |
| Email: mlkit0@eq.edu.au |
| Signed: | Date: 28/01/2022 |

| Approval *(only required for high or extreme risk activities)* |
| --- |
| X | Approved as submitted |
| By: Andrew Gill | Designation: Principal |
| Signed:  | Date: 2/2/2022 |
| Once approved, activity details should be entered into the *School curriculum activity register*. | Reference No.       |

| Monitoring and Review *(to be completed during and/or after the activity.)* | **Yes** | **No** |
| --- | --- | --- |
| Have additional hazards been identified? | [x]  |  |
| Were the control measures effective?  | [x]  |  |
| Are further or different actions required?  |  | [x]  |
| Details:  |

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