

Nudgee Beach Environmental Education Centre

Curriculum Activity Risk Assessment

Activity Details

CARA Creation Date: 19-Jan-2026			
Activity:	Kayaking and canoeing (inland waters)		
Activity Scope:	<p>Guideline review date: 24 September 2025</p> <p>This guideline demonstrates the minimum safety standard for student participation in canoeing (a narrow-beamed pointed vessel with a rigid hull propelled by a paddle) and/or kayaking (a topped, narrow-beamed vessel that floats and is propelled by a double-bladed paddle) in inland water (rivers inside seaward entrance, creeks, canals, lakes and streams) up to and including Grade 2 waters as an activity to support curriculum delivery.</p> <p>Note: This activity does not include kayaking in smooth or partially smooth waters, coastal waters or open seas and oceans or canoeing on Grade 2 waters and above. For activities in these waters, or navigable rivers, creeks or streams within declared port waters, refer to the CARA guideline for Kayaking (enclosed and coastal waters).</p> <p>The Department of Education is committed to ensuring that curriculum activities are planned for and managed in accordance with the Work Health and Safety Act 2011 (Qld), to ensure, as far as is reasonably practicable, the safety of students, staff and others.</p> <p>Activities that pose an unacceptable risk to students are not recommended as part of an education program. These activities include, but are not limited to, unstructured free-swim activities and breath-holding/underwater games.</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. swimming in locations other than pools while camping) must comply with the requirements of all CARA guidelines appropriate to the activity.</p> <p>Schools should consider conducting this activity at a Department of Education Outdoor and Environmental Education Centre (O&EEC), consult with O&EEC centre staff for risk assessment requirements.</p> <p>For activities conducted at a non-Department of Education venue, and/or when engaging external expertise, request written risk assessment advice and attach it to this CARA record.</p> <p>For activities conducted off-site, schools must comply with the school excursions procedure.</p> <p>Refer to Inland Water Paddle-craft Good Practice Guide for water definitions.</p>		
Guidelines:	https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines/kayaking-canoeing-inland-water		
Activity Description:	<p>Canoeing (and rafting with two canoes joined together for primary students and an option for secondary students) and kayaking in local creeks, rivers and lakes.</p> <p>Creeks: Nudgee, Nundah and Cabbage Tree Creeks</p> <p>Rivers: North Pine, South Pine and Pine Rivers.</p> <p>Lakes: Lake Samsonvale, Enoggera Reserve, Lake Kurwongbah</p>		
Inherent Risk Level:	High		
Inherent Risk Level Description:	Kayaking and/or canoeing on flat water and Grade 1 waters. (Grade 1: Easy – Slow to medium flowing water with very small, regular waves or riffles. Relatively few obstacles, with an easy path to find and follow. Suitable for novices).		
Start Date:	Thursday, 01 January, 2026	End Date:	Thursday, 31 December, 2026

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On School Grounds:	No	Is parental permission required for this activity?	Yes
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Activity Requirements

- A registered teacher must be appointed to maintain overall responsibility for the activity.
- Teachers, in collaboration with other adult supervisors of the planned activity, determine additional risks, hazards and control measures relevant to the activity and the specific school/group circumstances in order to lift the safety standard above the minimum identified in the CARA guideline.
- Consult review comments from previous CARA records to improve safety standards based on the advice from the previous supervisors of the activity at the school.
- Prior consultation and collaboration with local expertise (e.g. venue manager, lifeguard) is required for local advice, emergency support mechanisms and additional supervision requirements to ensure participant and public safety.
- A qualified instructor / guide is to be appointed to plan and coordinate the activity to consider the [Australian Adventure Activity Standard](#), [Inland Water Paddle-craft Good Practice Guide](#), [Paddle Australia – safety guidelines](#) and [Marine park zoning and designated areas](#) (for restricted areas).
- Permission/permits are required to be obtained from land managers (e.g. [Department of the Environment, Tourism, Science](#) and Innovation, local councils or private landholders), if applicable.



Students

- Schools must consider age, maturity and skill level of students when planning curriculum activities. Ensure participants' current level of confidence and skills in the water have been tested. Consult the sequence of competency found in the [water safety and swimming education program](#) for guidance at each year/band level.
- 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, such as [epilepsy](#)) that may inhibit safe engagement in the activity and include specific support measures within emergency procedures.
- 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' medical condition or disability on safety during the activity.
- For participants with known allergies, schools 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](#), including an adult supervisor of the activity with [anaphylaxis training](#).



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<p>Emergency and first-aid</p> <ul style="list-style-type: none"> Emergency plans and injury management procedures must be established for foreseeable incidents (e.g. separation from group, using rescue equipment) and incorporate the advice from local authorities (e.g. access in emergency situation). Adult supervisors must have: <ul style="list-style-type: none"> emergency contact details of all participants a medical alert list and a process for administering student medication communication equipment in weatherproof containers suitable to conditions (e.g. two-way radio, VHF marine radio, mobile phone) 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. whistle, suitable means of cutting rope, appropriate releasable means of towing paddle craft, emergency position-indicating radio beacon [EPIRB], flares) an appointed emergency contact (e.g. the principal, local volunteer marine rescue service) who is provided with a route card listing activity details (outline of the route to be followed, 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, bushfire, thunderstorm, extreme temperature, tides). Safety procedures must be determined for the location (e.g. righting a capsized craft, marine navigation requirements) and are to be informed by information provided as manufacturer's instructions, product labels, vendor safety data sheets (SDS) and standard operating procedures (SOP) as relevant) and incorporate advice from off-site facility, if relevant. Access is required to first aid equipment and consumables suitable for foreseeable incidents. 	<input checked="" type="checkbox"/>
<p>Induction and instruction</p> <ul style="list-style-type: none"> Induction is required for all adult supervisors on emergency procedures (e.g. separation from the group, provision of first aid) and safety procedures (e.g. collision regulations, Maritime Safety Queensland requirements). 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. Instruction is required for students and adult supervisors on correct techniques (e.g. craft handling, righting a capsized craft, marine navigation requirements) to ensure preliminary water safety knowledge and learning prior to entering the water. Rule-reminders are to be provided throughout the activity. 	<input checked="" type="checkbox"/>
<p>Consent</p> <p>Parent consent is required for all activities conducted off-site and all extreme risk level activities conducted onsite. It is strongly recommended that parent consent is obtained for high risk level activities conducted on-site.</p>	<input checked="" type="checkbox"/>
<p>Parent Consent to attend an excursion at Nudgee Beach EEC is organised with the student's base school. The consent form informs parents that their child will be participating in canoeing as part of the program being delivered during their excursion to Nudgee Beach Environmental Education Centre.</p> <p>Parent Consent is not required for university students/adults as they are not enrolled at a K-12 school.</p>	

Risk Management Details

Supervision	
<p>Principals, in consultation with the qualified adults, make final supervision decisions for the activity that considers the local context.</p>	
<p>Appropriate adult supervision must be provided to manage the activity safely i.e. prevent an incident from occurring and manage an incident if one were to occur, including managing emergency situations. At no time should students be relied upon to recover a person in difficulty. The principal must give active consideration</p>	<input checked="" type="checkbox"/>

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to the minimum standards set in the CARA guideline for the activity, the CARA planner and the risk assessment when determining the appropriate level of supervision.

See Number of adult supervisors (below).

Prepare a supervision plan to prevent drowning that considers the advice provided in this CARA guideline. Consider [Australian Adventure Activity Standard](#), [Inland Water Paddle-craft Good Practice Guide](#), and [Paddle Australia safety guidelines](#) for support when supervision planning.

Where a lifeguard service is available, schools are to collaborate with the lifeguard on the contents of the CARA record prior to the activity for advice and to address any queries they may have. Note: The presence of a lifeguard service does not absolve the school of any supervision requirements unless secured for the sole purpose of the activity.

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

Before the activity, all adult supervisors:

- must be familiar with the contents of the CARA record, including the Emergency and Supervision Plans
- must assess [weather conditions](#) and obtain accurate information on [tides](#), depths, currents and other expected water conditions (e.g. wind direction, wave and swell heights) prior to undertaking the activity, inspecting the intended location in order to identify variable risks, hazards and potential dangers. Consult [Enclosed and Coastal Waters Paddle-craft Good Practice Guide](#) 7.4.2 Recommended water and weather conditions. Cease the activity if conditions become unfavourable or visibility is poor.

During the activity, all adult supervisors:

- must provide active and direct supervision – be constantly vigilant, attentive and ready
- must comply with control measures from the CARA record and adapt as hazards arise
- must not rely on students to recover a person in difficulty at any time.

The activity must be suspended if the conditions become unfavourable (e.g. poor visibility, extreme temperatures, thunderstorms).

Number of adult supervisors

Principals, in consultation with the qualified adults of the activity, determine the final number of supervisors to fulfil instructional, emergency and supervision roles for the local context that consider [Inland Water Paddle-craft Good Practice Guide](#), and [Paddle Australia safety guidelines](#) the nature of the activity, students' ages, abilities and specialised learning, access and/or health needs. In some instances, the final supervision ratio may be 1:1.

To support decisions about the number of qualified adults required for the activity, confirmation of student water safety and swimming ability is required prior to participation. [See FAQ's for further support](#). 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.

Considerations when determining the supervision ratio and group size must include:

- the type of water body being paddled
- water body conditions
- access and egress conditions
- weather conditions
- visibility
- ability of participants to reliably self-rescue or assisted rescue
- the duration of the activity
- participant swimming ability

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<ul style="list-style-type: none"> the size and design of the paddle-craft the number of participants in each paddle-craft the suitability of the paddle-craft for the type of activity and environment the suitability of the paddle-craft for the participants. <p>One adult supervisor is required to either canoe/kayak with the learners or travel in a powered vessel in close proximity to the learners under instruction. If using a power boat, the adult supervisor operating the power boat must have:</p> <ul style="list-style-type: none"> experience in operating a power boat; a recreational marine licence; approval by the principal; and conform to the general safety obligations for vessels prescribed by Maritime Safety Queensland and the CARA guideline for power boating. <p>*excludes guide/instructor craft</p> <p>If the minimum safety standard cannot be met, modify the activity (or elements of it) and use the hierarchy of controls to implement alternative control measures to meet or exceed the minimum safety standard (e.g. reduce the number of students participating at any one time).</p>	
<p>*See FAQ's for further support.</p>	
<p>A minimum of two Nudgee Beach EEC staff members, with one holding a canoeing qualification and the other deemed competent, will be rostered on a canoeing session to instruct and supervise the canoeing program. The class teacher and accompanying adults will provide further support during the canoeing activity.</p>	

Supervisor Qualifications	
<p>Qualifications support the minimum safety standard for this activity. Principals make final decisions* in determining supervisor capability (competence, relevance and currency) and whether the activity leader meets an appropriate teaching standard. *See FAQ's for further support.</p> <p>Support for decision-making is provided by industry standards e.g. Inland Water Paddle-craft Good Practice Guide, Paddle Australia – safety guidelines.</p>	
<p>All adult supervisors must comply with the working with children authority – blue cards procedure.</p>	<input checked="" type="checkbox"/>
<p>Qualified adults for the activity</p> <p>Recovery/emergency – CPR, First aid, Rescue</p>	
<p>Adults at the venue, including registered teachers, engaged for recovery/emergency are to have current knowledge, judgement, technique and physical ability to carry out safe water rescues and enact an emergency procedure. Recovery/emergency units of competency include:</p> <ul style="list-style-type: none"> HLTAID009 Provide cardiopulmonary resuscitation (CPR) or equivalent; and HLTAID010 Provide basic emergency life support HLTAID011 Provide first aid or equivalent competencies HLTAID013 Provide first aid in remote situations; SISCAQU020 Perform Water Rescues 	<input checked="" type="checkbox"/>

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An adult with concussion management knowledge or training is recommended. Consult Concussion in sport resources .	<input type="checkbox"/>
At least 1 adult supervisor is:	
a registered teacher with competence (knowledge and skills) and experience in kayaking and canoeing (inland water) and the potential hazards, with a statement of attainment from a registered training organisation (RTO) covering relevant kayaking and canoeing activities from the Sport, Fitness and Recreation Training Package or similar or	<input checked="" type="checkbox"/>
an adult supervisor, working under the direct supervision of a registered teacher with Certificate III in Outdoor Leadership or Certificate III in Sport, Aquatics and Recreation , similar or higher.	<input type="checkbox"/>
Refer to the competencies outlined in the Inland Water Paddle-craft Australian Adventure Activity Good Practice Guide for guidance. *See FAQ's for further support.	
NBEEC teachers, in charge of running canoeing activities with visiting student groups, hold a certified canoeing qualification and are familiar with canoeing site utilised in the programs. Additional NBEEC staff - Unit Support Officers, also hold a canoeing qualification - will provide assistance with student groups during the canoeing program to assist NBEEC teachers. Visiting class teachers will support the NBEEC staff members with group management.	

Facilities and Equipment

Paddle craft must be capable of being towed by rope and grasped by hand.	<input checked="" type="checkbox"/>
Sea-worthy craft and paddles suitable for the activity and water grade as outlined in Section 6.1.3 of Inland Water Paddle-craft Australian Adventure Activity Good Practice Guide .	<input checked="" type="checkbox"/>
One or more spare paddles suitable for the activity must be carried by the adult supervisor.	<input checked="" type="checkbox"/>
Paddles to be appropriate to the type of craft and environment in which they are being used and appropriate length and size for participants.	<input checked="" type="checkbox"/>
Equipment must be sized to match the ability and strength of students.	<input checked="" type="checkbox"/>

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Lifejackets suitable to the location that comply with Australian Standards for PFD Level 50 or PFD Level 50S (previously known as PFD Type 2 and PFD Type 3) that are brightly coloured and are the correct size for the wearer and adjusted correctly must be worn at all times while on the water. Inflatable lifejacket designs (i.e. automatic or manual inflating lifejackets) should NOT be used with paddle craft.	<input checked="" type="checkbox"/>
A whistle attached to the buoyancy aid for emergency use is recommended to enable a person to attract attention.	<input checked="" type="checkbox"/>
Participants must wear secured and correctly fitted helmets that comply with CE EN 1385:2012 for the duration of the activity when on moving water, where during the activity obstructions could impact the head (e.g. paddling among rocks, during rescue practice and when playing on-water games e.g. kayak polo, tag games, where movement outside of the craft occurs on very slippery surfaces). Refer to the Paddle Australia safety guidelines for helmet specifications.	<input type="checkbox"/>
Prescription spectacles and sunglasses, if worn, secured with a suitable restraint.	<input checked="" type="checkbox"/>
Safety, rescue and repair equipment suitable for the activity that conforms to Paddle Australia safety guidelines must be available that is quickly and easily accessible to include (but not limited to): <ul style="list-style-type: none"> • a whistle appropriate for water environments; • a suitable means of cutting rope; • throw-bags for Grade 1 or above waterways or rapids; • a releasable means of towing a paddle-craft; • carabiners, pulleys and slings; and • static low stretch rope of appropriate length for the river width or environment. 	<input checked="" type="checkbox"/>
Access to waterways must be available for emergency vehicles and vessels.	<input checked="" type="checkbox"/>
Equipment correctly waterproofed and stowed securely in the craft.	<input checked="" type="checkbox"/>
Ensure that 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.	<input checked="" type="checkbox"/>
Shade, water and food must be available.	<input checked="" type="checkbox"/>
All equipment must be used in accordance with the manufacturer's instructions.	<input checked="" type="checkbox"/>
Establish and employ a process for checking for damage for all equipment used in the activity.	<input checked="" type="checkbox"/>

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A retirement schedule must be developed to replace plant and equipment by manufacturers' nominated expiry date or when significant wear causes a hazard	<input checked="" type="checkbox"/>
Equipment is inspected at the end of each term and maintained via a maintenance record. It is standard practice to physically check equipment in the days leading up to the program date and as it is set up at the start of each canoeing activity. Equipment is also checked during pack down at the end of the program and actioned for repair and replacement if needed.	

Hazards and Control Measures	
Environmental hazards	
Animal bites/diseases - Stings, poisoning, infection <ul style="list-style-type: none"> Adhere to established practices regarding the use of insect repellent, outlined in insect viruses and allergies. 	<input checked="" type="checkbox"/>
Biological hazards - Body fluids (e.g. blood, bowel motions) <ul style="list-style-type: none"> Manage open wounds 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. 	<input type="checkbox"/>
Dangerous marine life - e.g. crocodiles, sharks, stonefish, marine stingers, sea snakes, blue-ringed octopus, cone shells, cyanobacteria, coral (scrapes) <ul style="list-style-type: none"> Check with the local authority (e.g. local government) for the presence of known water contaminants (e.g. blue-green algae) or other marine hazards (e.g. stonefish) at the location. Look for and obey warnings and/or safety signs Follow Queensland Government dangerous marine life and Surf Life Saving Queensland marine stinger safety advice. Marine organisms are not to be handled and contact is to be avoided. Continually assess threat of dangerous marine life. Immediately move the participants to a safe location if dangerous marine life is detected or suspected. Ensure stinger suits and/or footwear is worn in the water when appropriate (e.g. enclosed footwear with thick soles when swimming in creeks or estuaries where dangers such as stonefish may be present). 	<input checked="" type="checkbox"/>
Environmental conditions - Weather, surrounds <ul style="list-style-type: none"> Assess weather conditions prior to undertaking the activity, inspecting the intended location in order to identify variable risks, hazards and potential dangers. Follow the school's sun safety policy, including appropriate swimwear (e.g. swim shirts), sun protection (e.g. sunscreen) and shade facilities when outside. Follow the managing excessive heat in schools guidelines when participating in very hot or extreme heat conditions. Participants to remain aware of their position in the training area, distance from shore, the depth of the water and other obstacles. Adult supervisors negotiate areas of moving water immediately before students. Crafts to negotiate rapids 1 at a time. 	<input checked="" type="checkbox"/>

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Water contamination - e.g. Parasites, water borne diseases, chemical run off, algal blooms <ul style="list-style-type: none"> Check with the local authority (e.g. local government) for the presence of known water contaminants (e.g. effluent, blue-green algae) or other marine hazards (e.g. stonefish) at the location. 	<input checked="" type="checkbox"/>
Water temperature <ul style="list-style-type: none"> Manage cooler water temperatures with additional control measures e.g. shorter in-water time, wetsuits etc. Note: sudden temperature changes may trigger seizures. 	<input checked="" type="checkbox"/>
Facilities and equipment hazards	
Activity location <ul style="list-style-type: none"> Location must be suitable for the activity being undertaken. Undertake a reconnaissance of new or infrequently used locations to ascertain suitability. Undertake a reconnaissance of new or infrequently used venues to ascertain suitability. Assess suitability of surrounds and reach of water when selecting a location. Consider local water conditions and foreseeable hazards such as; <ul style="list-style-type: none"> tidal flow, currents and turbulence use by other watercraft and traffic patterns water temperature, depth and visibility underwater hazards (e.g. rocks and rapids, turbulence from a waterfall) dangerous marine life. 	<input checked="" type="checkbox"/>
Manual handling - Lifting equipment <ul style="list-style-type: none"> Use correct manual handling processes when lifting, lowering, pushing, pulling or carrying. Instruct students to straighten backs and bend knees when lifting canoes/kayaks. Ensure a minimum of 4 participants carry a canoe/kayak. 	<input checked="" type="checkbox"/>
Vehicles/Vessels <ul style="list-style-type: none"> Continually assess threat of vehicles or vessels (e.g. other water craft when paddling and when entering or leaving the water) and vehicles when loading/unloading canoes/kayaks. 	<input checked="" type="checkbox"/>
Student considerations	
Clothing <ul style="list-style-type: none"> All supervisors are to be readily identifiable and be appropriately dressed to perform an immediate rescue at all times. Participants must wear personal protective equipment appropriate to the conditions to protect against sun, wind, rain, cold (e.g. hats, wetsuits, stinger protective swimwear, thermal wear, fleece, enclosed footwear). Adhere to the Surf Life Saving Queensland marine stinger risk management guidelines, if appropriate. 	<input checked="" type="checkbox"/>
Injury <ul style="list-style-type: none"> Participants to work far enough apart that they are not struck by paddles. Students aware of the location of emergency and first-aid equipment. 	<input checked="" type="checkbox"/>

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Physical exertion - Exhaustion, heat/cold stress <ul style="list-style-type: none"> Conduct appropriate lead-up activities. Continually monitor students for signs of distress (e.g. fatigue, exhaustion, illness, hunger, dehydration, hypothermia, difficulty breathing and hyperventilation). Allow all students periods of rest from repetitive paddling (this may be resting/floating on the water, not necessarily landing). Adopt system of signals to clearly communicate the need for assistance if in difficulty. Ensure drink breaks occur regularly. Make water available for individual participants between drink breaks. 	<input checked="" type="checkbox"/>
Student issues <ul style="list-style-type: none"> Ensure all students in the water are in sight of at least 1 qualified adult supervisor at all times. Instruct participants to call or signal for assistance if a problem cannot be rectified immediately. Implement procedures (e.g. buddy system, roll marking mechanisms) to account for all participants before, during and after the activity. 	<input checked="" type="checkbox"/>
Visibility <ul style="list-style-type: none"> Have students wear easily identifiable clothing (e.g. high visibility rash vest). 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"/>
Additional links Guidelines for managing risks in recreational water Safety in Recreational Water Activities Act 2011 (Qld) Department of the Environment, Tourism, Science and Innovation	
<p>A NBEEC Standard Operating Procedure (SOP) exists for Canoeing which outlines pre-operational safety checks and operational safety checks and procedure during the canoeing activity.</p> <p>The tide is considered when the program is booked and monitored during the activity. Optimum canoeing times are two hours either side of low or high tide, depending on the tide height and tidal run speed. Students will be directed to paddle to the creek/river bank to exit canoes if at any time during the activity the water conditions become unsuitable for the activity.</p>	

Staff/Other Participants			
Family Name	Given Name	Type	Other Participants Role
Aldridge	Lynda	Staff Member	N/A
Deeks	Melinda	Staff Member	N/A
Fabila	Chris	Staff Member	N/A
Hockey	Cheralie	Staff Member	N/A
Kemp	Chloe	Staff Member	N/A
Kerr-Hislop	Allison	Staff Member	N/A
Matthews	Anouk	Staff Member	N/A
Myers	Sharon	Staff Member	N/A
Newham	Olivia	Staff Member	N/A
Spletter	Lacey	Staff Member	N/A
Walker	Kent	Staff Member	N/A

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Kelly	Sarah	Other Participant	TRS Teacher
Keough	Rosemary	Other Participant	TRS Teacher
Matthews	Anuk	Other Participant	TRS Teacher
Youngman	Lou	Other Participant	TRS Teacher

Approval Details

Approval Status: Approved			
Approval Officer Name:	Kerr-Hislop, Allison	Approval Date:	20-Jan-2026

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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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A NBEEC Standard Operating Procedure exists for Canoeing which outlines pre-operational safety checks and operational safety checks and procedures. The tide is considered when the program is booked and monitored during the activity. Optimum canoeing times are two hours either side of low or high tide to ensure still water when canoeing. Specialised learning needs will be supported on an individual basis and a plan will be developed in consultation with the visiting teacher/school and NBEEC teachers/principal.

The option of constructing a raft will be implemented for younger students (upper primary school age and an option for secondary) to reduce the risk of capsizing individual canoes.

Monitor and Review

This CARA is reviewed annually at the start of each year with teaching and Unit Support Officer staff. The CARA is updated during the year if there are any changes to be made after a canoeing session. The Canoeing SOP is reviewed annually at the start of each year and with updates made throughout the year as required.