



Nudgee Beach Environmental Education Centre – Canoeing

Safety statement for your Excursion planner and Curriculum Activity Risk Assessments (CARAs)

Any activity conducted off a school site requires a CARA to be completed by the visiting teachers and parent/carer consent, irrespective of risk level. Refer to the [School excursions and international school study tours](#) procedure and the *Excursion Planner* in OneSchool.

Determining the risk level and required documentation

All curriculum activities have an **inherent risk** level. While the risk level of a curriculum activity cannot be altered, control measures can be put in place to mitigate the risk. The **residual risk** is the amount of risk or danger, associated with an action or event, remaining after natural or inherent risks have been reduced by risk controls.

[Risk level determination](#)

Planning considerations

Incorporate the following factors when planning risk management strategies for the day.

Personalised learning, and support provisions are considered (including behaviour support plans). Health management (including health plans and prescribed medication requirements) that may require additional supervision ratios or identification are discussed, and organised with class teachers at the pre-visit phase of programing. This may require the school to support the program with additional teachers, teacher aides or with the inclusion of specifically identified parents.

Parents/ carers, students and accompanying adults **must be informed** of the need to wear enclosed shoes to reduce the risk of injury.

Hats	A full brim for maximum protection from the sun
Enclosed shoes	To protect feet while walking in various locations
Sun protection	Sunscreen & shirts with sleeves for sun protection
Insect protection	Insect repellent and long sleeves and trousers to protect from insect bites
Water bottles	To ensure hydration as the majority of the activities will be outdoors

Parents/ carers for students, and accompanying adults **must be informed** that crossing at a non-designated road crossing will be undertaken to access the beach, and return to centre. An SOP has been developed for this and is available [here](#).

Parents/ carers, students and accompanying adults **must be informed** that students may be transported from Nudgee Beach Reserve (including the canoe portage area) to the Centre using the NBEEC bus. An SOP has been developed for this and is available [here](#)The decision will be made in consultation with the visiting teachers based on weather, age of the students and the program constraints.

- Even in winter visiting teachers and students need to be aware of, and plan for, sand flies and mosquitoes.
- The sites used are scanned for hazards (e.g. dangerous animals including dogs) and necessary controls have been developed to support students.
- The nature of the learning experiences are considered to maintain supervision and support.
- Teachers are mindful of the learning experiences - appropriately situated in relation to buildings, trees, pedestrians, members of the public, vehicles and other activities e.g. designated areas for activity, road crossing Stand Operating Procedures (SOP) and vehicles access have been established.
- The number of participants is appropriate for the available space.
- The majority of the day will be in the outdoors so sun safe strategies are required. Weather and environmental conditions are assessed before and during every activity and may require the program to be altered or cancelled. Centre staff monitor weather conditions (e.g. temperature, rain, storms, tides) and will keep visiting staff informed of their concerns and decisions.

15 October 2021

Who will be leading the activity?

- The Centre teachers will have overall responsibility for the activities conducted on the day.
- Schools are asked to bring adults to assist with the learning activities and support the classroom teacher with changing clothes and shoes of students.
- The Centre teaching staff plan, induct, instruct and manage the activity safely for participants and others.
- Centre staff possess current First Aid qualifications, CPR training and anaphylaxis training.
- Centre teachers carry phones to communicate medical or weather based information with Centre base.
- A safety induction session is conducted with all supply teachers when needed prior to the commencement of the day. This includes outlining risk management processes, SOP's and emergency response strategies for the activities they will be supervising.
- **Blue Card** requirements need to be adhered to for all visiting school volunteers, only biological parents of attending students are exempt.

Where will the students be?

- The Centre welcomes all students. Visiting teachers are consulted so we can make adjustments so that all students are engaged in rigorous and relevant learning experiences.
- This program is conducted on the
 - centre grounds
 - deck area
 - general learning area (classroom)
 - Publicly accessible -Nudgee Beach Reserve (Fortitude Street carpark), mangrove boardwalk, bird hide & foreshore area

What will the students be doing?

- The majority of the day (5 hours) will be outdoors. Activities planned for this age group have been taken into consideration, food and toilet breaks are spaced to account for the age of the students involved. Upon arrival all students and visiting adults will be orientated to centre facilities – toilets, water taps.
- Student skills are developed in a progressive and sequential manner.

Learning experience

Inherent risk level		
X	HIGH	Risk of injury
		Canoeing in local creeks - Nudgee, Nundah and Cabbage Tree Creeks
		Flat water canoeing

Mandatory special requirements	
Induction for the activity	<p>Centre teaching staff will conduct an induction, briefing students on emergency procedures (whistle calls), safety procedures and correct procedure to support students (e.g. righting a capsized craft) prior to the commencement of the activity. This should include, but not be limited to:</p> <ul style="list-style-type: none"> • basic preliminary training before participating in on-water activities (e.g. collision regulations, craft handling, communications); • safety regulations conforming to current Maritime Safety Queensland requirements (e.g. location and use of basic survival techniques) for the conditions the craft may encounter; and the route, area and scope of the activity, and notice of any dangers from other sources.
PPE	All participants will wear lifejackets or personal flotation devices (PFD) that comply with Australian Standards and are appropriate to the conditions. Lead canoeist will check for correct fitting of the vest prior to commencement of any on water activities.
	Nudgee Beach EEC has establish and implemented procedures appropriate to the activity, location and conditions. This must include, but is not limited to: safety; emergencies (e.g. separation from the group, injury, first aid); resuscitation; communication (e.g. assistance, emergency services, parent notification); and supervision.
Sun Safe	The Centre requires and provides staff to wear protective clothing, including appropriate hats, when in the sun during the school day. Visiting teachers and students are requested to also dress within sun safety recommendations. Staff regularly remind students to reapply sunscreen throughout the day.

Risk Management Details

Supervisor requirements
At least two adult supervisors, one of whom is a centre teacher, will accompany students while canoeing.
Centre staff are aware of the potential hazards identified and precautions to be taken before departing.
Centre staff are aware of and have consulted with the Paddle Australia – Safety Guidelines for recommendations and factors affecting supervisory ratios.

Hazards and control measures

Hazards	Planned control measures
<p>Biological</p> <p>Animal bites and stings</p> <p>Animal bites and stings</p> <ul style="list-style-type: none"> • Stone fish - thick soles when fishing in creeks, dams and estuaries, • Other aquatic animals eg: jelly fish • Mud crab observations • Dogs (SOP) • Dog faeces • Mosquitoes and sandflies 	<ul style="list-style-type: none"> • Centre staff carry an extensive first aid kit. • Centre staff ensure that students always wear enclosed footwear with thick soles due to possible presence of stonefish. • Please refer to Australian Institute of Marine Sciences — Stone Fish. • For information on other dangerous Australian marine animal species see the Australian Institute of Marine Science. • Adhere to the Surf Life Saving Queensland Marine Stinger Risk Management Guidelines. • Adhere to HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions. • Parent helpers assist with handling toadfish and hermit crabs. • 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. • Surgical gloves are carried by centre staff. • Nudgee Beach foreshore is a shared public beach and dogs are commonly walked on the beach (on leash only). NBEEC has developed an SOP regarding dogs. A Unit Support Officer is deployed to the beach to provide additional assistance when required. Centre teachers provide immediate details to the administration regarding off leash dog presence. This information is reported to Brisbane City Council for actioning. • Students and accompanying adults are instructed to remain still fold arms and not to engage with dogs on or off the lead. • Dealing with the dogs is a controlled activity conducted under a SOP by centre staff • When students with medical conditions are involved, visiting teachers must ensure that relevant medical/ emergency plans and medications are readily available (insulin, Ventolin, EpiPen, etc). • All participants wash hands with soap upon returning from the beach. Students to bring insect repellent
<p>Environmental conditions</p> <ul style="list-style-type: none"> • Temperature • Weather Conditions • Water visibility • Sharps 	<ul style="list-style-type: none"> • Assess weather conditions before and during activity (e.g. temperature, storms). • Note that appropriate sun safety equipment must be utilised. Ensure that students wear appropriate clothing for various weather conditions. • Centre staff carry 3G or above capable phone to monitor the Bureau of Meteorology's www.bom.gov.au site for changes in weather. Centre base site also monitor the site and advise staff as required. • Teachers are advised in the pre-visit of the need for all accompanying adults and students to wear a hat. Wide brimmed hats are desirable. During inclement weather events, including but not limited to extreme heat, wind, rain and/ or storm activity students may be transported from Nudgee Beach Reserve (including the canoe portage area) to the Centre using the NBEEC bus. An SOP has been developed for this and is available here.

Hazards	Planned control measures
Water <ul style="list-style-type: none"> • Quality of water 	<ul style="list-style-type: none"> • The Centre staff maintain an active watch and have requested notification from the following authorities regarding water quality: <ul style="list-style-type: none"> ○ Brisbane City Council, ○ Brisbane Airport Corporation, ○ Port of Brisbane Authority and ○ SEQ water <p>for presence of water contaminants (such as chemicals or blue green algae).</p>
Covid-19 Safety implementation strategies	<ul style="list-style-type: none"> • Any student who is sick or become ill while under the centre’s care will be sent home. • NBEEC staff have increased health and hygiene routines and location of sanitisers and cleaning material. • Students to use hand sanitiser or soap at the start of session and at the end of session. • Physical contact between participants will be kept to a minimum including space allocation for specific classes. • Visiting adults to maintain social distancing requirements. • Centre to maintain record of all visiting adults. • Students wash hands after visiting toilets. • Access to centre spare shoes to be restricted to safety concerns only. • Drink bottles are not to be shared between participants. • Loan items (e.g. hats, shoes) will be washed in Department recommended solution after use. • Centre activity equipment is disinfected after each class. • Off-site spaces have been documented according to the Qld Government Road map and Brisbane City Council guidelines. • CENTRE STAFF WILL PROVIDE SCHOOL WITH A SET TOTAL NUMBER FOR VISITING SCHOOLS UNDER CURRENT AND CHANGING COVID REQUIREMENTS
Students	
<ul style="list-style-type: none"> • Special needs • High risk behaviours • Student numbers • Medical conditions • Trips falls and collisions • Risk of drowning 	<ul style="list-style-type: none"> • Participant information requested and discussed at pre-visit phase. • Visiting teachers are required to gain parental permission. This must include advice on health issues and this information is provided to centre staff. When students with medical conditions are involved, visiting teachers must ensure that relevant medical/ emergency plans and medications are readily available (insulin, Ventolin, EpiPen, etc.) including individual education plan/Educational adjustment plan/Behaviour management plan and other student documents. Additional Ventolin is located in first aid kits carried by the centre staff. Beach wheelchairs are available to support student’s needs. An SOP for wheelchair use is available here. • Controlled movement of students, staff grounds maintenance • Emergency adult and child EpiPens are located in the Nudgee Beach Environmental Education Centre office. • Programs do not contain swimming. All adults are required to constantly monitor students.

Hazards	Planned control measures
Unauthorised Adults	All visiting staff are clearly identified through the usage of HiVis vests. Centre teachers maintain a watch for unintended adult engagement. The Centre has a lockdown and procedure and policy of withdrawal if approached by a hostile adult.
Facilities and Equipment	
Vehicles Cars, crossing the road (SOP)	<ul style="list-style-type: none"> The centre has developed a standard operating procedure for crossing the road. With young students vigilance is always required around vehicles. Centre vehicle gates are closed between 8:00am and 3:00pm daily. Visiting parents are requested to park on the curb and channel side of the street (Chaseley St) only authorised cars are permitted on the centre grounds.
Equipment	<ul style="list-style-type: none"> Adult helpers are instructed in the correct usage of equipment including yabby pumps Parents are inducted in the correct procedures for supporting activities.
Public access boardwalk	<ul style="list-style-type: none"> Students are informed of untreated handrails for splinters Students are asked to walk single file where there is no handrail to reduce the risk of falling

Additional details [NBEEC Covid- 19 Operational procedures](#)

Yours sincerely



Mary-Ann Pattison
Principal