

# Curriculum activity risk assessment

## Surfing, Body and Board

clever • skilled • creative

### Activity scope

Surfing refers to wave riding on surfboards and skis as well as body surfing as a curriculum activity.

### Risk level

The actual risk level will vary according to the specific circumstances of the activity and these **must** be considered when assessing the inherent risk level and planning the activity. As a starting point, ask the following questions:

- Which students will be involved?
- Where will the students be?
- What will the students be doing?
- Who will be leading the activity?
- What will the students be using?



Inherent risk level		Action required / approval
<input type="checkbox"/>	High	Participation in <b>surfing – body and board</b> involves a likely chance of serious incident and injury requiring medical treatment
		<input checked="" type="checkbox"/> A <i>Curriculum Activity Risk Assessment</i> must be completed. <input checked="" type="checkbox"/> Principal or delegated Deputy Principal or Head of Program (i.e. HOD, HOSES, HOC) to review and approve risk assessment. <input checked="" type="checkbox"/> Obtaining parental permission is recommended. <input checked="" type="checkbox"/> Once approved, activity details are to be entered into the <i>School Curriculum Activity Register</i> .

Teachers/leaders:

Activity description:

Start date:

Finish date:

No of students (approx.):

Class groups:

Supervision ratio (approx.):

Listed below are the minimum recommendations for this type of activity. For any items ticked 'No', provide further information regarding the additional or alternate controls to be implemented for the safe conduct of the activity.

## Minimum supervision

Adequate adult supervision is to be provided. In determining what is adequate, consider the number of students, their individual needs, and the nature of the activity. If an adult other than a registered teacher is engaged for instruction, a teacher should be present to take overall responsibility. [Blue Card](#) requirements **must** be adhered to.

- Registered teacher with minimum qualifications as outlined below and an adult with minimum qualifications as outlined below  
**OR**  
 An adult with minimum qualifications as outlined below, in the presence of a registered teacher
- Lifeguard/lifesaving service on duty and notified
- An adult will observe from the beach at all times

**Note:** Additional adult supervision may be required depending on individual needs and number of students, environment etc:

- **Recommended leader/guide : participants ratio for beginners 1:8**
- **Recommended maximum group size for surfing is 24 participants**

Further information:

## Minimum qualifications

*The qualifications listed in this section are minimums for each type of situation. Leaders are encouraged to seek training to raise their qualification level above the minimum listed.*

- Current first aid qualifications including Cardio Pulmonary Resuscitation (CPR) or ready access to first aid facilities, including qualified personnel.
- [Blue Card](#) requirements met
- Ability to effect a recovery from the water at the venue

**High — Participation in surfing – body and board involves a likely chance of serious incident and injury requiring medical treatment**

**For a registered teacher or a leader other than a registered teacher:**

- Surf Life Saving Australia Surf Rescue certificate or equivalent  
**OR**  
 Community Surf Life Saving certificate  
**OR**  
 Surfing Queensland Coaching qualification

Further information:

Minimum equipment/facilities <i>If 'No' is ticked, provide further information.</i>	Yes	No
First aid kit suitable for activity	<input type="checkbox"/>	<input type="checkbox"/>
Communication system: <input type="checkbox"/> phone-line at location <input type="checkbox"/> mobile phone <input type="checkbox"/> walkie talkies/UHF radio <input type="checkbox"/> student/adult messenger Other:		
Sun safety equipment (hat, sunscreen, shirt etc)	<input type="checkbox"/>	<input type="checkbox"/>
Drinking water (students should not share drinking containers)	<input type="checkbox"/>	<input type="checkbox"/>
Injury management procedure (including head injuries) is in place	<input type="checkbox"/>	<input type="checkbox"/>
Stinger suits where required, as outlined in <a href="#">Surf Life Saving Queensland (SLSQ) Marine Stinger Risk Management Guidelines</a>	<input type="checkbox"/>	<input type="checkbox"/>
Whistle	<input type="checkbox"/>	<input type="checkbox"/>
Signal Flag	<input type="checkbox"/>	<input type="checkbox"/>
Rescue Board	<input type="checkbox"/>	<input type="checkbox"/>
<b>It is recommended that all programs are conducted on a beach with a lifeguard/life saving service on duty. If activity is performed at a non-patrolled beach, the following rescue equipment is recommended:</b>		
<input type="checkbox"/> rescue board <input type="checkbox"/> rescue tube and flippers <input type="checkbox"/> first aid kit <input type="checkbox"/> portable resuscitator unit <input type="checkbox"/> oxygen equipment <input type="checkbox"/> defibrillator		
Further information:		

Governing bodies/associations <i>If 'No' is ticked, provide further information.</i>	Yes	No
Guidelines/codes of practice are established for this activity. See <a href="#">Surf Life Saving Queensland</a> and <a href="#">Surfing Australia</a> Have these been considered during the planning of this activity? (See 'Important Links')	<input type="checkbox"/>	<input type="checkbox"/>
Further information:		

# Hazards and suggested control measures

All persons engaging in this activity should:

- identify the hazards, including any additional hazards not mentioned here
- assess their significance
- manage the potential risks.

Listed below are indicative hazards/risks and suggested control measures. They are by no means exhaustive lists. After checking these, add details of any other identified hazards/risks and additional controls you intend to implement.

Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
<b>Personal Safety</b> <ul style="list-style-type: none"> <li>• Clothing</li> <li>• Water</li> <li>• Emergency procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Develop a clearly defined emergency procedure.</li> <li>• Note that all surfing activity should include:               <ul style="list-style-type: none"> <li>○ a recommended surf survival course or equivalent for students wishing to compete in school surfing events</li> <li>○ entry level students must be tested on their swimming ability, given instructions on surf awareness and safe surfing practice before the activity (recommended surf survival course or equivalent (e.g. SLSA Surf Survival Certificate or equivalent to be implemented by suitably qualified teachers or instructors as appropriate)</li> <li>○ initial instruction in calm water</li> <li>○ instruction in the use of flag/arm whistle signals</li> <li>○ instruction in evacuation procedures and techniques for assisting fellow surfers in trouble</li> <li>○ progressive and sequential instruction in aspects of surf craft operation</li> <li>○ establishment of safety checks and first aid procedures as part of lessons</li> <li>○ consideration of participants' level of swimming competency.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
	<ul style="list-style-type: none"> <li>Ensure that stinger suits are worn in coastal estuaries or associated sea waters from Bustard Head north to Cape York and all the coastline of the Gulf of Carpentaria. <b>STINGS CAN BE FATAL.</b> Please refer to <a href="#">Australian Institute of Marine Sciences – Stone Fish</a>. For information on other dangerous marine animals within Australia, refer to <a href="#">Australian Institute of Marine Sciences</a>.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Manual handling</b> <ul style="list-style-type: none"> <li>Movement of boards</li> <li>Movement of students</li> </ul>	<ul style="list-style-type: none"> <li>Undertake a risk management process to prevent or minimise the risk of injuries caused by manual tasks.</li> <li>Limit the number of students in the water when close supervision is required.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Environmental conditions</b> <ul style="list-style-type: none"> <li>Sun exposure</li> <li>Surf conditions</li> <li>Rips</li> <li>Temperature</li> <li>Water visibility</li> </ul>	<ul style="list-style-type: none"> <li>Obtain advice from lifeguards about local conditions and potential hazards (e.g. rips, tides, currents, submerged rocks, water temperature and depth conditions).</li> <li>Notify lifeguard, mobile patrol or club members when surfing at a patrolled beach.</li> <li>Consider prevailing weather and surf conditions in the selected area before entering the water. If these are unfavourable at any time, the activity should be curtailed.</li> <li>Cease activities where conditions are unfavourable or where beaches have been closed by lifeguards.</li> <li>Define the surfing area and instruct students of the defined area before they enter the water.</li> <li>Ensure that appropriate sun safety equipment is utilised.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	

Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
<b>Equipment</b> <ul style="list-style-type: none"> <li>• Leg cords</li> <li>• Fins</li> <li>• Boards</li> </ul>	<ul style="list-style-type: none"> <li>• Check equipment before use. Remove and repair any faulty or damaged equipment. Note that:               <ul style="list-style-type: none"> <li>○ leg ropes should be inspected for cuts and abrasions and replaced when damaged</li> <li>○ skis should be watertight.</li> </ul> </li> <li>• Ensure that all board riders use leg ropes and that all ski riders not using seat belts use paddle ropes.</li> <li>• Ensure that all boards and paddles are inspected for rough, sharp edges and removed from use where necessary.</li> <li>• Ensure that nose-cones are used on boards.</li> <li>• Ensure that soft boards are used for beginners where possible.</li> <li>• Ensure that, if flippers are worn, they are correctly fitted and in good repair.</li> </ul>	<input type="checkbox"/>          <input type="checkbox"/>          <input type="checkbox"/>          <input type="checkbox"/>          <input type="checkbox"/>          <input type="checkbox"/>          <input type="checkbox"/>          	<input type="checkbox"/>          <input type="checkbox"/>          <input type="checkbox"/>          <input type="checkbox"/>          <input type="checkbox"/>          <input type="checkbox"/>          <input type="checkbox"/>          	
<b>Water</b> <ul style="list-style-type: none"> <li>• Drowning / submersion</li> </ul>	<ul style="list-style-type: none"> <li>• Notify lifeguard, mobile patrol or club members upon arrival and before departure.</li> <li>• Ensure that students only swim in depths appropriate to their abilities.</li> <li>• Adhere to <a href="#">Guidelines For Managing Risks in Recreational Water</a>.</li> </ul>	<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>   	<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>   	
<b>Biological material</b> <ul style="list-style-type: none"> <li>• Marine stingers</li> <li>• Dangerous marine animals</li> <li>• Body fluids (e.g. blood, saliva, sweat)</li> </ul>	<ul style="list-style-type: none"> <li>• Adhere to the <a href="#">SLSQ Marine Stinger Risk Management Guidelines</a>.</li> <li>• Comply with <a href="#">Infection Control Guideline</a>. 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.</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  	<input type="checkbox"/>  <input type="checkbox"/>  	

Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
	<ul style="list-style-type: none"> <li>Obtain advice from lifeguards or club members about dangerous marine organisms.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Students</b> <ul style="list-style-type: none"> <li>Special needs</li> <li>Medical conditions</li> <li>Student behaviours</li> <li>Student numbers</li> </ul>	<ul style="list-style-type: none"> <li>Obtain parental permission, including relevant medical information.</li> <li>When students with medical conditions are involved, ensure that relevant medical/emergency plans and medications are readily available (insulin, Ventolin, EpiPen, etc.)</li> <li>Refer to Individual education plan/Educational adjustment plan/Behaviour management plan and other student documents.</li> <li>Where necessary, obtain advice from relevant advisory visiting teachers or specialist teachers.</li> <li>Ensure there is adequate adult supervision.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Physical exertion</b> <ul style="list-style-type: none"> <li>Strains and sprains</li> <li>Cramps</li> <li>Exhaustion and fatigue</li> </ul>	<ul style="list-style-type: none"> <li>Have appropriate warm-up and warm-down activities.</li> <li>Follow progressive and sequential skills development.</li> <li>Continuously monitor students for signs of fatigue and exhaustion.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	

### Additional control measures

*These would relate to the specific student needs, location and conditions in which you are conducting your activity.*

Hazards/Risks	Control Measures

<b>Submitted by:</b>	<b>Date:</b>
List the names of those who were involved in the preparation of this risk assessment.	

Approval	
<input type="checkbox"/>	Approved as submitted
<input type="checkbox"/>	Approved with the following condition(s):
<input type="checkbox"/>	Not approved for the following reason(s):
By:	Designation:
Signed:	Date:
Once approved, activity details should be entered into the <i>School Curriculum Activity Register</i> by administrative staff.	Reference no.

<b>Monitor and review</b> <i>To be completed during and/or after the activity and/or at the completion of the series of activities.</i>	Yes	No
Are the control measures still effective?	<input type="checkbox"/>	<input type="checkbox"/>
Have there been any changes?	<input type="checkbox"/>	<input type="checkbox"/>
Are further actions required?	<input type="checkbox"/>	<input type="checkbox"/>
Details:		



## Important links

- SCM-PR-002: School Excursions  
<http://education.qld.gov.au/strategic/eppr/schools/scmpr002/>
- HLS-PR-003: First Aid  
<http://education.qld.gov.au/strategic/eppr/health/hlspr003/>
- HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions  
<http://education.qld.gov.au/strategic/eppr/health/hlspr004/>
- Infection Control Guideline  
[http://education.qld.gov.au/health/pdfs/healthsafety/infection\\_control\\_guideline.pdf](http://education.qld.gov.au/health/pdfs/healthsafety/infection_control_guideline.pdf)
- HLS-PR-005: Health and Safety Incident Recording and Notification  
<http://education.qld.gov.au/strategic/eppr/health/hlspr005/>
- HLS-PR-013: Developing a Sun Safety Strategy  
<http://education.qld.gov.au/strategic/eppr/health/hlspr013/>
- HRM-PR-010: Working with Children Check – Blue Cards  
<http://education.qld.gov.au/strategic/eppr/hr/hrmpr010/>
- HLS-PR-006: Managing Occupational Risks with Chemicals  
<http://education.qld.gov.au/strategic/eppr/health/hlspr006/hs16.pdf>
- Get Active Queensland Accreditation Program  
<http://www.sportrec.qld.gov.au/CommunityPrograms/Schoolcommunity/GetActiveQueenslandAccreditationProgram/Courseinformation.aspx>
- Surf Life Saving Queensland  
<http://www.lifesaving.com.au/>
- Surfing Australia  
<http://www.surfgaustralia.com/>
- Australian Lifesaving Academy Queensland  
<http://www.alaq.com.au/>
- National Training Information Service  
<http://www.ntis.gov.au/>
- Queensland Adventure Activity Standards  
[http://www.qorf.org.au/01\\_cms/details.asp?ID=453](http://www.qorf.org.au/01_cms/details.asp?ID=453)

### Further information

For further information on incorporating risk management strategies into curriculum activity planning refer to [HLS-PR-012 Managing Risks in Curriculum Activities](#) and the associated list of [Curriculum Activity Risk Assessment Guidelines](#). (See: <http://education.qld.gov.au/strategic/eppr/health/hlspr012/index1.html>)

For further support with risk management training and advice, contact trained staff in schools such as Workplace Health and Safety Officers (WHSOs) and Workplace Health and Safety Representatives (WHSRs), and regional staff such as Senior Health and Safety Consultants.

**Uncontrolled copy.** Refer to *HLS-PR-012: Curriculum Activity Risk Management* at <http://education.qld.gov.au/strategic/eppr/health/hlspr012/> for master.