Curriculum activity risk assessment

Bait Gathering

Activity scope

This document relates to student participation in Bait Gathering as a curriculum activity.
Bait gathering refers to the collecting of bait using lines, nets, pumps or similar devices.
All catches should be within the legal requirements of size and species. Please refer to the Department Of Employment, Economic Development and Innovation for further information.
Some areas (e.g. parts of Moreton Bay) are closed to recreational bait gathering. Teachers should consult appropriate documents, such as zoning plans produced by the Department Of Employment, Economic Development and Innovation or other relevant authority.

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

<table>
<thead>
<tr>
<th>Inherent risk level</th>
<th>Action required / approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>Manage through regular planning processes.</td>
</tr>
<tr>
<td>Medium</td>
<td>Record controls in your planning documents and/or complete this Curriculum Activity Risk Assessment. Consider obtaining parental permission.</td>
</tr>
</tbody>
</table>

Teachers/leaders: TBS teachers and USO's

Activity description: Bait gathering using yabbie pumps

Start date: 01/01/2014           Finish date: 31/12/2014           No of students (approx.): up to 48
Class groups: Activity delivered as part of Beach School program.  Supervision ratio (approx.): 1:20

Queensland Government


Date Modified: 13 August 2010
Listed below are the minimum recommendations for this type of activity. For any items checked ‘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 is to be present to take overall responsibility. Blue Card requirements must be adhered to.

- [ ] Registered teacher with minimum qualifications as outlined below
  - OR
  - [✓] An adult with minimum qualifications as outlined below, in the presence of a registered teacher

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

- [✓] The ability to:
  - implement safety procedures
  - recover a student from the water at the teaching venue

At least one adult must be ready at all times to enter the water to assist a student. At no time should an adult leader rely solely on students to recover a swimmer in difficulty.

- [ ] A registered teacher with competence (demonstrated ability) in the teaching of bait gathering

A teacher could demonstrate their competency through their:

- [✓] knowledge of the activity and the associated hazards and risks
- [✓] experience (i.e. previous involvement) in undertaking the activity
- [✓] demonstrated ability and/or expertise to undertake the activity
- [✓] possession of qualifications related to the activity.

- [ ] Another adult with experience in bait gathering

Further information:

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Minimum equipment/facilities  If 'No' is ticked, provide further information.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td><img src="image" alt="First aid kit suitable for activity" /></td>
<td><img src="image" alt="First aid kit suitable for activity" /></td>
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</tbody>
</table>

Communication system:
- [ ] phone-line at location
- [ ] mobile phone
- [ ] walkie talkies/UHF radio
- [ ] student/adult messenger

Other:

Sun safety equipment (hat, sunscreen, shirt etc)

Drinking water (students should not share drinking containers)

Enclosed sand-shoes when bait gathering in natural water areas

Stinger suits where required, as outlined in Surf Life Saving Queensland (SLSQ) Marine Stinger Risk Management Guidelines

Lighting/illumination if activity performed at night

Further information:
No's are N/A

Hazards and suggested control measures

All persons engageing 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.

<table>
<thead>
<tr>
<th>Hazards/risks</th>
<th>Control measures</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal bites/diseases</td>
<td>Ensure that students always wear enclosed footwear with thick soles when fishing in creeks, dams and estuaries, due to the possible presence of stonefish. <strong>STINGS CAN BE FATAL.</strong> Please refer to Australian Institute of Marine Sciences — Stone Fish. For information on other dangerous Australian marine animals see Australian Institute of Marine Sciences.</td>
<td><img src="image" alt="Yes" /></td>
<td><img src="image" alt="No" /></td>
</tr>
<tr>
<td>Animal bites/diseases</td>
<td><img src="image" alt="Yes" /></td>
<td><img src="image" alt="No" /></td>
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<tr>
<td>Stone fish</td>
<td><img src="image" alt="Yes" /></td>
<td><img src="image" alt="No" /></td>
<td></td>
</tr>
<tr>
<td>Other aquatic animals</td>
<td><img src="image" alt="Yes" /></td>
<td><img src="image" alt="No" /></td>
<td></td>
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<tr>
<td>Hazards/risks</td>
<td>Control measures</td>
<td>Yes</td>
<td>No</td>
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<td>----------------------------------</td>
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</table>
|                                  | • Adhere to the [Surf Life Saving Queensland Marine Stinger Risk Management Guidelines](http://education.qld.gov.au/strategic/epoo/health/hlspr004)  
• Adhere to HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions. 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.  
• Ensure that students have appropriate and suitable personal protective equipment when handling organisms. | ✓   | ☐   |                                           |
| Environmental conditions         | • Assess weather conditions before and during activity (e.g. temperature, storms).  
• Obtain advice from lifeguards or club members about local conditions and potential hazards.  
• Cease activities where conditions are unfavourable or where beaches have been closed by lifeguards.  
• Note that appropriate sun safety equipment must be utilised.  
• Ensure that students wear appropriate clothing for various weather conditions. | ✓   | ☐   |                                           |
| Physical exertion                | • Have appropriate warm-up and warm-down activities.  
• Follow progressive and sequential skills development.  
• Have ice packs available.  
• Continuously monitor students for signs of fatigue and exhaustion. | ✓   | ☐   | available at Beach School               |
<table>
<thead>
<tr>
<th>Hazards/risks</th>
<th>Control measures</th>
<th>Yes</th>
<th>No</th>
<th>Implementation plan / Additional controls</th>
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<tbody>
<tr>
<td><strong>Students</strong></td>
<td>• Obtain parental permission, including relevant medical information.</td>
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<td>• When students with medical conditions are involved, ensure that relevant</td>
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<td>medical/emergency plans and medications are readily available (insulin,</td>
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<td>Ventolin, Epipen, etc.)</td>
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<td></td>
<td>• Refer to Individual education plan/Educational adjustment plan/Behaviour</td>
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<td>management plan and other student documents.</td>
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<td>• Where necessary, obtain advice from relevant advisory visiting teachers or</td>
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<td></td>
<td>specialist teachers.</td>
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<td></td>
<td>• Ensure there is adult supervision.</td>
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<td>• Ensure systems are in place to monitor student numbers.</td>
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<tr>
<td><strong>Vehicles</strong></td>
<td>• Constantly monitor surroundings for presence of vehicles.</td>
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<tr>
<td><strong>Water</strong></td>
<td>• Constantly monitor students.</td>
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<td></td>
<td>• Adopt signals for assistance required.</td>
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<td></td>
<td>• Check with local council for presence of water contains (such as blue-green</td>
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<td></td>
<td>algae) and other dangers (such as stonefish, blue-ring octopus, crocodiles).</td>
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<td>• Determine the swimming capability of all persons and decide whether extra</td>
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<td></td>
<td>supervision for non-swimmers is required.</td>
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<td></td>
<td>• Adhere to Guidelines For Managing Risks in Recreational Water.</td>
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<td></td>
<td>• Ensure that bait gathering is undertaken only in good conditions and with</td>
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<td></td>
<td>local knowledge and direct supervision.</td>
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</tbody>
</table>
### Additional control measures

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

<table>
<thead>
<tr>
<th>Hazards/Risks</th>
<th>Control Measures</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**Submitted by:** Teaching and administration staff at Tallebudgera Beach School  
**Date:** 27/01/2014

List the names of those who were involved in the preparation of this risk assessment.
Allan Rafton, Mark Wingett, Stephen Blount, Jacqui Duncan, Stephen Roiter, Sean Hughes, Correy Chiappetta, Sandy McEwen, Tim Crawshaw, Bryce Roberts, Robbie Younger, Pete Cybulski.

### Approval

- [x] Approved as submitted

- [ ] Approved with the following condition(s):

- [ ] Not approved for the following reason(s):

**By:** Allan Rafton  
**Designation:** Principal  
**Signed:**  
**Date:** 27/01/2014

Once approved, activity details should be entered into the *School Curriculum Activity Register* by administrative staff.

**Reference no.:** 21

<table>
<thead>
<tr>
<th>Monitor and review</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Are the control measures still effective?</td>
<td>✔</td>
<td></td>
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<tr>
<td>Have there been any changes?</td>
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<td>✔</td>
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<tr>
<td>Are further actions required?</td>
<td></td>
<td>✔</td>
</tr>
</tbody>
</table>

Details:
Reviewed 27/1/2014 - CARA used in conjunction with TBS Teaching Control Measures
Important links

- HRM-PR-010: Working with Children Check – Blue Cards
  http://education.qld.gov.au/strategic/eppr/hr/hrmp010/

- HLS-PR-003: First Aid

- HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions

- HLS-PR-005: Health and Safety Incident Recording and Notification

- SCM-PR-011: Animal Ethics and Welfare in Schools

- SCM-PR-002: School Excursions
  http://education.qld.gov.au/strategic/eppr/schools/scmpr002/

- HLS-PR-013: Developing a Sun Safety Strategy

- HLS-PR-006: Managing Occupational Risks with Chemicals

- Infection Control Guideline:

- Department Of Employment, Economic Development and Innovation

Further information


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.